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'Here's to Friendship...'

As Penn's 25-Year Club held its fortieth annual dinner last week, the traditional gathering had the air of a Homecoming celebration: faculty and staff of all ranks, those still-in-harness mingling with sometimes legendary retirees. Club leadership circulates throughout the campus. At left are two former chairs, Sam Cutrufello of Physical Plant (ret.) and Dr. Matt Stephens of Wharton, with the Club's one-time secretary Maud Tracy of Alumni Records (ret.)—a founding member of the Club whose 65th anniversary with the Penn family was being toasted only two days after her 85th birthday.

Below, preparing to hand out badges to this year's 126 new members, are (left) Virginia Scherfel of Facilities Management (ret.), and (center), Patricia Hanrahan of International Programs, the outgoing secretary and incoming chair of the Club. In the background (wearing checked jacket) is Nora Bugis of Chemistry (ret.), the outgoing chair. *More on pages 2-3.*

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The 25-Year Club: A Kind of Homecoming



NEWS IN BRIEF

Leaving Budget Office: Ben Hoyle

Benjamin T. Hoyle, the longtime deputy director of resource planning and budget who has twice served as acting executive director of the budget office, will leave the University at the end of October to become Chief Financial Officer for Pennswood Village, a non-profit Quaker-directed continuing care retirement community located in Newtown, Bucks County.

A Drexel alumnus who took his master’s degree in governmental administration here, Mr. Hoyle joined the School of Veterinary Medicine in 1980 as a financial analyst, and later assistant director of budget and finance there before moving to the central budget office in 1985 as senior financial analyst. Mr. Hoyle held the acting directorship for the first time in 1990-91. His present stint began in January 1994 to serve during the search for a successor to Stephen Golding, who was then moving up to vice president for finance.

“I have worked with Ben since the day I arrived at Penn as President, and he has been a great help during my first year,” said Dr. Judith Rodin. “He performed a tremendous service as acting Executive Director, and I am very grateful. We will miss Ben, and wish him all the best in his new position.” In his new post, Mr. Hoyle will have responsibility for overall financial management and operations, strategic planning, and creating a strategic vision for and implementation of new financial and administrative information systems, he said. “An important part of my job will be working with the various institutional directors, residents, board members and others, to insure that Pennswood remains a viable highly desirable life-care community.”

Penn’s ‘New Era’ Filing: \$1.55 M

On the final deadline day for filing with the bankruptcy trustee of the Foundation for New Era Philanthropy, Penn filed a proof of claim “to protect the University’s legal interest in \$1,550,000 in University funds that were on deposit at New Era at the time of the bankruptcy,” according to Stephen Schutt, President Rodin’s Chief of Staff.

Along with other prestigious educational and cultural institutions, Penn deposited funds with New Era under a matching program, and did experience actual gains in its initial transactions, Mr. Schutt said.

The Foundation filed for bankruptcy this spring, in the midst of federal and state investigations of charges that New Era operated as a “Ponzi scheme.” Assets were frozen as hundreds of educational, religious and cultural organizations filed for recovery of deposits and for the matching funds promised by New Era.

Penn did not file a claim for the promised matching funds, Mr. Schutt emphasized, but filed only to protect the funds deposited.

“The University filed the claim because we believe the trustee is likely to recover substantial sums through litigation against actual wrongdoers,” he added. “It is possible that the trustee will recover enough money in this way to reimburse nonprofit or charitable institutions that lost money to New Era.

“On the other hand, the University does not intend to ‘profit’ at the expense of any other nonprofit or charitable institutions,” he said.

Earlier, in an open letter to the campus community and alumni (*Almanac* May 25), Vice President for Development Virginia Clark said that the University’s New Era transactions were intentionally limited, and involved only funds “given to Penn by a select group of individual donors” who knew about the program. “No transactions with New Era were based on contributions from other Penn donors,” Ms. Clark said. She also noted that the University would review internal controls and decision-making procedures. At their June stated meeting, the Trustees said such a review would be conducted.



With its 40th anniversary in mind, the 25-Year Club found in its archives this list of men and women of all ranks who have headed the organization.

The Roster of Chairs

1956-57 John M. Fogg, Jr.

1957-58 Norbert Braceland

1958-59 James H. S. Bossard

1959-60 MacEdward Leach

1960-61 S. Reid Warren

1961-62 Oscar V. Batson

1962-63 H. Jamison Swarts

1963-64 E. F. Stover

1964-65 George B. Peters

1965-66 George W. Taylor

1966-67 Donald S. Murray

1967-68 Marian W. Jones

1968-69 Calvin F. Kay

1969-70 John A. Goff

1970-71 E. Gordon Keith

1971-72 George E. Munger

1972-73 Mary E. Crooks

1973-74 W. Richard Gordon

1974-75 G. Malcolm Laws

1975-76 R. Jean Brownlee

1976-77 Raymond C. Saalbach

1977-78 Digby Baltzell

1978-79 Morris Hamburg

1979-80 Una Deutsch

1980-81 Joseph S. Gots

1981-82 Edward F. Lane

1982-83 Daniel J. O’Kane

1983-84 Jonathan E. Rhoads

1984-85 Camella Greenway

1985-86 Bruce Montgomery

1986-87 Marion F. Pond

1987-88 Arleigh Hess

1988-89 Samuel J. Cutrufello

1989-90 Virginia Scherfel

1990-91 Douglas R. Dickson

1991-92 Matthew Stephens

1992-93 Stanley Johnson

1993-94 Dan McGill

1994-95 John DeCani

1995-96 Nora Bugis

1996-97 Patricia M. Hanrahan

1997-98 Alfred F. Beers

The Fortieth Annual Dinner of the Twenty-Five Year Club

Preparing for her first visit to a 25-Year-Club dinner, President Judith Rodin said she expected a small gathering. There were nearly 500 faces in the crowd she met Thursday night at the Penn Tower Hotel ballroom, where she praised the strength, continuity and wisdom of the veteran faculty and staff. “In the midst of planning the Penn of the 21st Century on the magnificence of the Penn of the 20th, I ask your help—your experience and your knowledge of what has made Penn great—for that is what we have to build upon. You reflect the past, and you will carry us to the future.”

This year’s was the fortieth annual dinner of a Club founded under the late Dr. Gaylord Harnwell with the aid of his secretary, Marion Pond. The only membership requirement is to be on the faculty or staff of Penn for 25 years, in any rank

Juniors and Seniors: *Above left*, the new chair-elect, Comptroller Al Beers (who has only been here 31 years) greets the onetime Club secretary Maud Tracy, whose 65-year tie with the University includes not only her five decades with Alumni Records but several years’ volunteer service in the Provost’s Office after she retired. *Left:* The noted surgeon Dr. Jonathan E. Rhoads, who chaired the Club in 1983-84, is in his 64th year as a member of the Penn family.



At left is the 1996-97 chair of the Club, Patricia Hanrahan.

Below, left to right, are Biochemistry/ Biophysics’ Administrator Juan Graña, President Judith Rodin, outgoing chair Nora Bugis, and two new members— Dr. Renée C. Fox, Annenberg Professor of Social Sciences, and Dr. Howard Hurtig, professor of neurology.



Photos of Dr. Rhoads and Ms. Hanrahan are by Duncan Van Dusen.

Other photos are by Mark Garvin.

or capacity. The Club has only one membership activity: its annual dinner, long on mingling and short on speeches, with a traditional finale of Penn songs and the group’s well-executed “wave” to *The Red and Blue* (which, former Club chair Bruce Montgomery points out, is sung “Come all ye loyal classmates,” now.)

There is, finally, only one piece of Club business: As Nora Bugis, the retired business administrator of Chemistry, left office, she turned the chair of the Club over to Patricia Hanrahan of International Programs, who has been the Club’s secretary for several years and is succeeded in that role by Duncan Van Dusen of the Secretary’s Office. The nominating committee chair, Joseph Burke, then announced that the new chair-elect will be Comptroller Al Beers, with Mr. Van Dusen renominated as secretary for 1997-98.

108 Years and Counting: Two generations of Penn staff, *below*, have a combined affiliation of 108 years. Retired Physical Plant Supervisor Eugenia Hill joined in 1955 and her husband, Jim (*left*), a retired mechanic at the Engineering School, joined a year later. Their son is Cpl. James Hill of the University Police (right), who started at the Museum in 1966 and became a police officer three years later.



Recognition for the ‘Younger Set’

In September 1993, the University began a Service Recognition Program to show appreciation to longtime faculty, administration and staff members who are not yet eligible for the Twenty-Five Year Club. At periodic gatherings hosted by deans or center heads, gifts are awarded that include a silver University emblem pin for the tenth anniversary, a silver-plated picture frame with a University emblem for the fifteenth, and a Franklin Mint medal for the twentieth. Everyone receives a certificate from the President and Vice President for Human Resources, and a letter from their dean, vice president or administrative unit head. (For the Of Record policy that set this program in motion, see *Almanac* July 13, 1993.)

The 25-Year Club’s New Members, 1995-1996

Elias Abrutyn	Medicine	David R. Jobes	Medicine
Mark B. Adams	Arts & Sciences	Saul L. Katzman	Arts and Sciences
Marsha M. Allen	Dental Medicine	Nicholas A. Kefalides	Medicine
Fay Ajzenberg-Selove	Physics	Kenneth L. Kershbaum	Medicine
Janet Marie Ansert	Registrar	Arline Kohn	Medicine
Richard J. Aucamp	Vet. Medicine	Thomas F. Kozlek	Medicine
Gwendolyn J. Ayers	Stud. Fin. Svcs.	Teresa A. Kuester	U. Library
Lawrence F. Bernstein	Arts & Sciences	Peter J. Kuriloff	Education
Jeannette Booker	Stud. Fin. Svcs.	Jerome Lane	Op/Maintenance
Alice C. Borowik	Medicine	Frantz Latour	Medicine
Clarence A. Brest	Admissions	Fred C. Letterio	Medicine
Charles H. Bronk	Arts & Sciences	Esther Lobb	Medicine
Shelley G. Brown	SEAS	Deana L. Loh	U. Library
Raymond Burns	Op/Maintenance	Barbara Jean Lowery	Nursing
Edward C. Cain	U. Library	Gary L. Martin	U. Library
Patricia Ann Callahan	Law Library	Roberta C. Metelits	Medicine
Danforth L. Campbell	New Bolton Ctr.	Louis F. Metzger	Medicine
Howard S. Caplan	Medicine	Joseph Mirarchi	Op/Maintenance
Lois H. Carter	Social Work	Lawrence J. Moran	Op/Maintenance
Donna Lee Casagrande	Medicine	Anne M. Morrison	Aux. Enterprises
Angelina Castro	Medicine	Christa L. Moser	Medicine
Sally Chapman	Medicine	Darlene Muldrow	Aux. Enterprises
Prokash K. Chowrashi	Medicine	Frances A. Opher	VPUL Office
Ming-Ming W. Chua	Medicine	Janet R. Pack	Wharton
Ronnie E. Cimprich	Vet. Medicine	Dale S. Penrod	Surgery
Irene Patricia Clements	SEAS	Carolyn Pine	Student Services
Nicholas D. Constan	U. Counseling	Lucille E. Potts	Op/Maintenance
Antonio Michael Cosby	Aux. Enterprises	Stephen H. Putman	City Planning
Susan C. Coslett	Grad. Fine Arts	Patricia J. Reichle	Vet. Medicine
Elizabeth Davis	Aux. Enterprises	Wolfram Rieger	Medicine
Hazel B. Dean	Dental Medicine	Sandra C. Riley	Aux. Enterprises
Anthony J. DiMarino	Medicine	William John Rivel	Op/Maintenance
Robert C. Douglas	SAS Computing	Joseph S. Rizzuto	Op/Maintenance
John W. Duckett	Medicine	Willie Robinson	ULAR
David M. Dutot	Grad. Fine Arts	Louis F. Rose	Dental Medicine
Mary E. Duvall	Aux. Enterprises	Arnold J. Rosoff	Wharton
Malcolm L. Ecker	Medicine	Gloria H. Sammons	Dental Medicine
Ronald Edwards	Aux. Enterprises	Martin E. P. Seligman	Psychology
Karl Engelman	Medicine	Joan M. Shaughnessy	Aux. Enterprises
David J. Eskin	Medicine	Leslie M. Shaw	Medicine
Manoucher Fallahnejad	Medicine	Phebe W. Shinn	Annenberg Sch.
Warren Ford	Medicine	Javad Sholehvar	Medicine
Renée C. Fox	Sociology	William H. Simon	Medicine
David L. Gasser	Medicine	Robert Slater	Medicine
Consuelo G. Gayoso	Medicine	Peter J. Snyder	Medicine
Robert F. Gelow	Arts & Sciences	Haywood Starks	Aux. Enterprises
Ancil R. George	U. Library	Anna M. Stieber	Medicine
James W. Gibbs	Lippincott Libr.	Virginia Ann Tinkler	U. Library
Frank B. Gill	Arts & Sciences	Stephen Tobin	U. Library
Stanley Goldfarb	Medicine	Robert M. Toborowsky	Medicine
Felice Gollotti	U. Library	Rodney Trautz	Op/Maintenance
David J. Graves	SEAS	Frank Trommler	Arts and Sciences
John R. Hansell	Medicine	John H. Valentine	Medicine
D. Jeffery Hartzell	Medicine	Marlene D. Vaughan-Combs	UMIS
Pauline Hilton	Res’l Living	Anthony V. Ventello	Op/Maintenance
Hazel I. Holst	Medicine	Ronald A. Wagner	Dental Medicine
Robert L. Honish	Medicine	William R. Wagner	Athletics
Michael J. Houton	Aux. Enterprises	James A. Walden	Aux. Enterprises
Robert C. Hunsicker	Medicine	Gerald S. Weintraub	Dental Medicine
Robert M. Hunt	Medicine	James E. Wheeler	Medicine
Howard I. Hurtig	Medicine	William J. White	Op/Maintenance
J. Dennis Hyde	U. Library	Martin Wolf	SEAS
Jeffrey S. Ingber	Dental Medicine	William J. Wysong	Op/Maintenance

Benefits for Same-Sex Partners

The Division of Human Resources announces that Policy 716, Registration and Termination of a Same-Sex Domestic Partnership, is available on-line as part of the *Human Resources Policy Manual* through Penn's homepage on the World Wide Web.

The policy supports the extension of benefits made to same-sex domestic partners of University staff and faculty beginning July 1, 1994. Please contact Human Resources at 898-7281 or via e-mail at askhr@a1.benhur.upenn.edu with any questions regarding the policy or same-sex domestic partner benefits.

Death of Mr. Chang

Chieh-Ch'eng ("George") Chang, a Ph.D. candidate in international relations and an instructor of Mandarin Chinese at the Penn Language Center, died on September 24, at the age of 48.

Mr. Chang, who had been at the University for over 20 years, first came to pursue a Master's degree in history in 1971. He went on to receive an M.A. in International Relations in 1979 and began his Ph.D. program in 1987.

Between his intensive studies, Mr. Chang contributed much of his time to the Penn community. He was a full-time Bibliographic Specialist of the East Asian Collection in the University Library system from July 1980 to August 1988. Mr. Chang was a lecturer, for several years in the mid-eighties, in the International Classroom at the University Museum. In 1986-1987 he also served as the On-Site Manager for the Wharton Launder Program in Beijing. Most recently, Mr. Chang had been teaching the Elementary and Intermediate Level Mandarin classes this semester at the Penn Language Center.

He is survived by his wife, Diane Chang; his daughter, Connie Chang; two brothers; and his mother.

A Plea for Attentiveness

Dear Colleagues,

This is the time of year when academic problems begin to emerge amongst our students. Many of the first-year students arrive at Penn having sailed through high school with no need to study—and now are finding that college work requires skills they have never been taught. Many students, graduate and undergraduate, are experiencing personal difficulties that interfere with their ability to concentrate, and as midterm exams and projects are due, the result of those difficulties becomes evident in the classroom.

Now is the moment to offer the helping hand, the referral to Academic Support Programs, or to Counseling and Psychological Services, or to whatever support is appropriate for your particular student.

Too often no one sends up a flare about a student in trouble until the semester is over and the registrar's office calls me to report students who have received a collection of dreadful grades or NR's, the latter usually marking a student's early disappearance from class. So if your midsemester class list has on it the names of students you do not recognize, if a talkative student has been strangely silent, if a midterm exam or paper identifies students who are having trouble with your course, please, let me know, or alert an academic advisor in the troubled students' home schools.

I have seen students transformed from marginal performers to stars with timely and appropriate attention. So don't let these people slip! Notice them, and call for aid.

Many thanks!

*Sincerely,
Alice Kelley,
Faculty Liaison to Student Services*

COUNCIL

Draft Charges of the University Council Committees and Independent Committees, 1995-96

The general charge to each Council committee appears in the Bylaws of University Council. A more specific focus for each Committee's work during 1995-96 is described below. Council will discuss changes or additions at the October 11, 1995, meeting at 4 p.m. in McClelland Lounge, The Quad.

Committee on Admissions and Financial Aid Chair: Robert Giegengack

Continue assessment of the effectiveness of Penn's marketing and student recruitment efforts from initial student contact through actual enrollment. Suggest ways to improve recruitment efforts in the context of ongoing review of admissions policies and the planned transition to 21st Century Undergraduate Experience. Review and assess implementation of the McGill Report. Also, advise the Admissions Office and Schools regarding the development of electronic applications and records processes.

Bookstore Committee Chair: Carl Aronson

Solicit community feedback on recent enhancements of Bookstore services and products and development of franchise businesses within the Bookstore. Suggest strategies for improving the availability of used textbooks to Penn students by the Bookstore and outside vendors. Suggest strategies for increasing faculty utilization of Bookstore text services. Advise on the development of electronic marketing of Bookstore services on the PennWeb and e-mail access to the Bookstore by faculty and students. Organize sub-committee to advise on future development of the Computer Connection. Develop a conception of an ideal Penn Bookstore to guide planning for a permanent Bookstore facility.

Communications Committee Co-Chairs: Ira Winston, James O'Donnell

Continue to advise on the development of University communications strategies, particularly the ongoing transition from print to electronic dissemination and the effective coordination of school and University publication, including the movement of directory and roster information from print to electronic media. Advise on the development of an Electronic Privacy Policy, an Acceptable Use Policy for all University electronic networks and facilities, and on the shift from PennInfo to the PennWeb infrastructure for electronic information.

***Community Relations Committee Chair: Margaret Cotroneo**

Working closely with the vice president for government and community relations, focus on ways Penn and other area institutions can be partners with the community and serve as catalysts for economic, educational and other forms of development in West Philadelphia. In particular, focus on economic development in the areas immediately adjacent to campus and on advising the Center for Community Partnerships on new program opportunities.

***Committee on Facilities Chair: Anthony Tomazinis**

Develop with the director of environmental health and safety recommendation on possible changes in Penn's policy on smoking in residential areas and non-residential buildings.

***International Programs Committee Chair: Vivian Seltzer**

Continue focus on identifying the needs of international students. Advise the Office of International Programs on ways to expand and improve orientation and programming for international students.

***Library Committee Chair: Rebecca Bushnell**

Work with the vice provost for libraries to develop current and long-range library space and funding strategies.

Personnel Benefits Committee Chair: David Hackney

Continue to work with Human Resources on long-range benefits planning for the University, and ensure that issues studied by the committee last year (benefits for part-time professionals, staff tuition benefit, etc.) are integrated into benefits planning. In particular, assist in orienting the new vice president for human resources to the Penn community, review the benefits aspects of the proposal on Penn Parenting Policies forwarded by the Faculty Senate, review benefits coverage for temporarily reduced-time employees, assess the costs and benefits associated with the proliferation of health plans, advise on the improvement of information dissemination on changes and enhancements to health plan options (such as PennCare), review equity issues associated with forthcoming IRS regulations affecting retirement plans, and review annuity options in retirement plans.

Committee on Pluralism Chair: Helen Davies

Continue to monitor planning for the 21st Century Undergraduate Experience, residential living, human resources, administrative restructuring, and community outreach by the

Daily Pennsylvanian, as these relate to the issues of diversity and pluralism. Develop new strategies for the maintenance of a diverse University community, and consider a more active role in organizing or supporting public forums on issues of diversity and community that arise during the course of the year.

***Committee on Recreation and Intercollegiate Athletics** *Chair: Ed Lusk*

Continue comprehensive review of recreation policies and services, especially as these meet or fail to meet the needs of staff and students. Continue to develop long-range assessment of athletic facilities, especially locker room and weightroom facilities.

***Committee on Research** *Chair: Ruzena Bajcsy*

Assist the acting vice provost for research to assess the impact of changes in federal research support, develop long-range planning for new research institutes, maximize the positive impact of the Institute for Advanced Science and Technology, define and develop the role of the Office of Technology Transfer, advise on the update of the Conflict of Interest Policy, and assess the role of graduate students in research across the University and compensation policies for student participation in research.

Committee on Safety and Security *Co-Chairs: Sean Kennedy, Marilyn Hess*

Continue to advise the administration regarding current safety issues, such as conduct at athletic events, alcohol on campus, organization and evolution of escort services, the effectiveness of safety education efforts, street-crossing/traffic safety concerns, evaluation and enhancement of the Community Walks program, new building security arrangements, effectiveness and implementation of the ban on day-time bicycle riding on Locust Walk and central campus walkways, etc. In particular, assist in orienting and educating the newly appointed managing director of public safety to the safety concerns and needs of the Penn community, and participate in ongoing safety and security planning processes.

Committee on Student Affairs *Chair: Dennis DeTurck*

Focus on future planning for student services in the light of the evolving 21st Century Undergraduate Experience initiative and reorganization of student services. Examine the interface between students seeking help with immediate problems and University offices and services, including the use of electronic information technologies. Examine graduate student academic and campus life issues, including graduate student activities space needs. Assess the effectiveness of students services in meeting the needs of students generally, as well as of specific groups of students.

Independent Committees

Student Fulbright Awards Committee *Chair: Susan Silverton*

Recommend ways to broaden Penn's successful participation in Fulbright, Rhodes, Marshall and other fellowship and awards competitions. Prepare and propose an amendment to the Council's Bylaw's to broaden the standing charge of the committee to include these other award and fellowship programs and to rename the committee the "Student Awards and Fellowships Committee."

Disability Board *Chair: Erwin Schmidt*

In addition to its standing responsibilities for the evaluation of the disability plan for employees and hearing appeals in disability cases, the committee will examine disability issues related to short-term employees and the application of Federal age-discrimination law to employees over age 70.

****Committee on Honorary Degrees** *Chair: Robin Hochstrasser*

Solicit nominations of individuals for honorary degrees to be awarded at University commencement and advise on nominations for the award of medals of achievement.

****Committee on Open Expression** *Chair: John Keene*

Pursuant to the jurisdiction and procedures outlined in the Guidelines on Open Expression, monitor communication processes to prevent conflicts that might emerge from failure of communication, recommend policies and procedures for improvement of all levels of communication, investigate alleged infringements of the right of open expression of any member of the University community, advise administrative officers where appropriate, and participate in the evaluation and resolution of conflicts that may arise from incidents or disturbances on campus.

* Tentative charge, carried forward from 1994-95.

** Reflects standing charge of the committee, from University Council Bylaws.

Council Agenda for October 11

- I. Approval of the minutes of September 20, 1995
- II. Reports of the President, Provost, Chair of the Steering Committee, and Chairs of the Graduate and Professional Student Assembly, Undergraduate Assembly, Penn Professional Staff Assembly and Chair of the A-3 Assembly. *Time limit for reports and clarifications: 30 minutes*
- III. Discussion on distribution of University Council minutes and agenda by e-mail. *15 minutes*
- IV. Discussion on 1995-96 University Council agenda (below). *10 minutes.*
- V. Discussion on 1995-96 University Council Committee Charges (left). *25 minutes.*
- VI. Presentation and discussion on administrative restructuring. *40 minutes.*
- VII. Adjournment by 6 p.m.

Outline Agenda for Council 1995-96

September 27, 1995

This draft agenda includes the items recommended by the Council Steering Committee and University Council, the routine reporting of Council committees, and the two extended reports from the president and provost stipulated in the bylaws. There may be unforeseen matters that arise during the year that will be placed on the agenda. The last two meetings of the year are left unspecified in terms of focus in order to accommodate agenda items that may need to be postponed from earlier meetings.

*— William L. Kissick, Chair,
University Council Steering Committee*

September

Committee reports remaining from previous year
Report by the provost on Provost's Council on Undergraduate Education
Revised Judicial Charter

October

Selection of focus issues for the academic year
Discussion on committees charges for 1995-96
Report on administrative restructuring

November

Extended reports by the president and provost on the "state of the University" including Provost's Council on Undergraduate Education committee memberships and charges

December Open Forum

January

Interim committee reports (as available)
Discussion on undergraduate education

February

Interim committee reports (as available)
Report on administrative restructuring

March

Final committee reports (as available)
Unfinished agenda items

April

Final committee reports (as available)
Unfinished agenda items
Preliminary discussion of next year's focus issues

West Philadelphia Youths Hang Out On the Health Corner



By Jerry Janda

Outside, it's another muggy Indian summer day. The temperature is soaring to a blistering high. But inside the West Philadelphia Community Center in Mantua, the air is cool and comfortable.

The center is alive with activity. Under the watchful eyes of day-care supervisors, children bustle up and down the corridors. Adolescents drift in to play sports, hang out with

from Penn's School of Nursing in 1988. Health Corner is her brainchild.

Prior to joining the community center in 1989, Ms. Whelan spent six years working in the emergency room at Children's Hospital. It was a sobering experience. "All of these kids were coming into the emergency room for primary care, and I thought, 'Why?' " she recalls. "A lot of the parents didn't know how to access primary health care."

Lost in the labyrinthine health-care system, the parents sought medical attention only when their children were sick, taking them straight to the emergency room. Check-ups, physicals and other preventive measures were often overlooked.

Ms. Whelan believed she could make a difference. And Mantua seemed like a good place to start.

"Here we are blocks away from major medical centers, and we had one of the

worst infant mortality rates. We had high teen-age pregnancy, all of these health indicators like third-world countries," Ms. Whelan says.

As part of her initial responsibilities at the West Philadelphia Community Center, Ms. Whelan supervised the Penn nursing students who gave physicals to the youngsters in day care. This program was initiated in 1983—at the center's request. "The community center came to the School of Nursing and said that they were concerned about some of their day-care children," Ms. Whelan remembers. "That's important. We were invited into the community center."

In addition to the day-care program, she taught a nine-month parenting class for teen moms, who learned about everything from infant safety to birth control. The course also included GED and job training.

With so many young parents and their children already frequenting the center, Ms. Whelan decided to create even more health

programs for them. In 1991, the Well Baby Clinic was born. "I wrote a grant to the City of Philadelphia to a program call Healthy Start, which seeks to decrease the infant mortality rate in West Philadelphia," she says.

Every Wednesday afternoon and Friday morning, the Well Baby Clinic provides immunizations, referral services and checkups. Lead testing is also available.

The second half of Health Corner started in February of 1993. Teen Clinic, a satellite of the Haddington Health Center, targets Mantua's large adolescent population. On Monday and Thursday afternoons, young men and women, ages 11 to 21, can come to the clinic for examinations and medical advice.

"The...thing we know about teen-agers is that most of their causes of death and illness are from preventable events," Ms. Whelan explains. "It's from catching STDs. It's from homicide and violence. It's car-accident related. It's an area where I think nursing can have a huge effect."

Nurses can teach teen-agers how to avoid sexually transmitted diseases, but how can they convince adolescents to curtail violent behavior? "We think that people under the influence of drugs and alcohol make decisions that they wouldn't normally," Ms. Whelan answers. "By educating teens about the dangers of substance abuse, perhaps we can prevent violence and accidents." Through role-playing sessions, the clinic shows teens how to resolve conflicts peacefully.

When Teen Clinic first opened, only a few adolescents trickled in. Now, between eight to 12 young men and women stop by every Monday and Thursday. Ms. Whelan attributes the growing numbers to two factors. The first is privacy: Health Corner is located in the community center, a place not necessarily associated with health care.

"If you go to an established health clinic somewhere, everyone knows why," she explains. "Everyone thinks, 'That person's pregnant or has a disease.' But there are a lot of reasons to walk into this building. No one knows why you're coming in. It's more confidential. There isn't the stigma of going to a clinic."

Ms. Whelan also credits "word of mouth" to Health Corner's success. Chastity Scott,



Teen Clinic, supervised by Ellen Marie Whelan (left), offers examinations, medical advice and role-playing sessions.

friends, escape the heat.

On the second floor, 20-year-old Chastity Scott sits in a plastic chair—one in a row of four set up in the hallway. Across from her is a rack of medical literature on subjects such as teen pregnancy, STDs, drug abuse and child care. Beside the rack is a door with a sign that reads: "Health Corner."

"I like it here," Ms. Scott offers. "Everybody's nice to me. They take time when I have a problem. They know me on a first-name basis."

"They" are the participants of Health Corner, a health-care program that offers two services—the Well Baby Clinic and Teen Clinic—free of charge. Health Corner provides walk-in pregnancy testing and sponsors "Dream Teams," mentoring groups for 11- to 13-year-olds interested in health education and self-esteem.

"We take healthy people and teach them how to stay healthy," says Ellen Marie Whelan, who received her Master's degree

for one, has plenty of positive things to say about the place. "I suggested it to a couple of my girlfriends," she offers.

And the word has spread well beyond the Mantua community. In April, Ms. Whelan won the Secretary's Award for a paper she wrote detailing the steps she took in creating Health Corner. Sponsored by U.S. Secretary of Health and Human Services Donna Shalala, the annual contest invites students from any health discipline to submit a paper promoting health care.

Currently working toward her doctoral degree at Penn's nursing school, Ms. Whelan still finds the time to run the Teen Clinic. Mary Ann Abramski, coordinator and nurse practitioner, now handles the Well Baby Clinic. Dr. Laura Hayman, associate professor of nursing, is Health Corner's project coordinator.

Students from the School of Nursing also lend a helping hand. Undergraduates and graduates come to Health Corner as part of their clinical studies. Some students are even hired as health educators. One such student, senior Sharon McClellan, gives pregnancy tests and helps teens find places where they can receive additional health services. The best part of her job, she says, is working with Ms. Whelan: "She has a holistic approach. She's not only interested in why they're here, but how they're doing at home."

In the summertime, Penn students majoring in social work, medicine and dentistry joined the nursing students in aiding Mantua residents at the community center. Such interdisciplinary efforts, Ms. Whelan believes, are the key to quality health care. "We need to teach professional students to work together, and the community is the perfect place to do it," she says. "The problems are so enormous, you can't do it alone."

Mayor's Scholars Honored at City Hall

At a City Hall Reception, Penn President Judith Rodin, Mayor Edward Rendell and City Council President John Street honored a new class of Mayor's Scholars. These 36 freshmen graduated from 14 Philadelphia high schools: eight public schools, five parochial schools and one private school. They were selected under Penn's expanded recruitment program for Philadelphia students.

"All of these Mayor's Scholars are truly remarkable," Dr. Rodin said. "Penn is richer because of the human resources found in its own backyard."

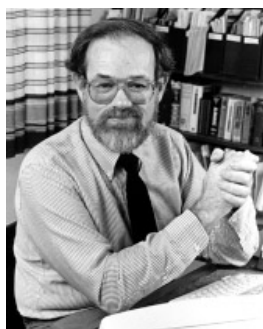
Professor Introduces Chinese to Private-Sector Fund Raising

By Jon Caroulis

After four decades of communism, China is moving towards free markets. But as the state goes out of the business of providing for all the needs of the largest population on Earth, who will pick up the slack?

A Penn professor thinks it will be charitable foundations.

From October 14 to 28, seven leaders of China's largest foundations will visit Penn, New York and Washington, D.C., to see



Dr. Richard Estes

how their western counterparts function. And they will offer a look at modern China and its future. "It's like lifting the corner of a blanket to see what's underneath," said Richard Estes, Penn professor of

social work who helped organize the conference.

"With the economic reforms and the emergence of private investment, part of the plan of the Chinese leadership for converting the country to socialism is to have foundations provide social services," explained Dr. Estes, who has been studying China for 12 years. "There's no going back again to communism, at least not in its old form."

Dr. Estes hopes his experience in organizing the conference will offer lessons for the delegation: "We've funded it entirely with private resources. There's not a dime of

public money," he said. "This [raising private funds] is what they'll be doing in China.

"The visit will provide the delegation an opportunity to observe how fund raising works in a free-market society. Their system [of charity] is sort of like our United Way—every year they need to collect money. There's no endowment. In fact, Chinese law prohibits private organizations from establishing endowments, and we're trying to change that."

Partial funding of the conference comes from the Aspen Institute, Delaware Valley Grantmakers, the William Penn Foundation, the Cigna Foundation, and Penn's School of Social Work. Other philanthropic groups will provide for nonmonetary support, such as meals, translators and local transportation. The visiting delegation members represent the China Charity Federation, China Children and Teenager's Fund, International Department of the China Literature Foundation, the China Writer's Association, China Association of Science Foundations, China Film Foundation, Chinese Literature Foundation, and Non-financial Institutions Department of Peoples Bank of China.

While in Philadelphia, the delegation will be honored by Provost Stanley Chodorow and School of Social Work Dean Ira Schwartz at a reception October 17. Dean Schwartz will host a luncheon the next day, and the Chinese community will host a dinner at a Chinatown restaurant on October 20, to which representatives of the Chinese Embassy and the U.S. government have been invited.



Photograph by Tommy Leonardi

The Mayor's Scholarships offered to this year's freshmen average \$18,986. Unlike typical financial aid packages, Mayor's Scholarships consist entirely of grants and work study—and do not include student loans.

"As a graduate of a Philadelphia high school and a Penn alumna, I understand fully how important these scholarships are to these young scholars and their parents," Dr. Rodin added. "The Mayor's Scholarship has been a

wonderful tradition of partnership between Penn, the City, and its citizens that will continue to enrich all of our lives well into the 21st century."

Innovation CORNER

This is the second in a series of stories highlighting the results of administrative restructuring initiatives and other related news and features.

With FinMIS, the Paperless Office Becomes a Reality

Over the years, computer advocates and other prognosticators have repeatedly forecast the coming of the "paperless office" where routine business tasks would be performed electronically and file cabinets would disappear. So far, these predictions have all proved false as many people in different places needed to keep track of a wide variety of information using different systems, and the paper kept flowing.

Now, all that is about to change. An oracle has prophesied that by next year Penn will begin its journey into the paperless environment.

The oracle in question is Oracle Corporation, which developed the relational database management system that forms the backbone of new financial- and data-management systems, known respectively as FinMIS (Financial Management Information System) and the Data Warehouse.

Together, the two systems "allow people to have the tools they need to do their work more effectively, more efficiently and with more responsiveness to the University community they serve," according to Robin Beck, UMIS executive director for application development. In addition, she said, the new systems "provide executive-level people with the information they need for

decision making and planning."

How will FinMIS streamline Penn's business operations? One way is by putting both financial information management and access directly into the hands of business administrators. Currently, budgeting, accounting and procurement all require that business administrators send forms to several different central offices whose responsibility it is to collect information and ensure that proper procedures are followed. With FinMIS, that job will be handled by the new financial applications.

As Associate Comptroller Kenneth Campbell explained, "FinMIS will allow paperless purchasing and budget management."

Under FinMIS, the functions of purchasing, checking for compliance with fund restrictions, enforcement of budget controls, and collection of data to fulfill reporting requirements will take place on-line using a single system, instead of involving multiple offices using different systems.

Similarly, faculty, grant administrators, planners and others who need access to data in order to plan for the future have to ask for reports from a number of different offices whose data may not be kept in a form that meets their needs,

and then somehow combine this information into something they can use. The Data

Warehouse will drastically reduce the number of steps required to produce the final result.

Ms. Beck described the Data Warehouse as "a central repository of information which will be available for decision makers." As its name sug-

gests, the Warehouse will store information from many different University sources, such as Student Information Systems and Research Administration. The information will then be organized using the Oracle database management

system so that decision makers can easily ask questions and obtain information from many sources.

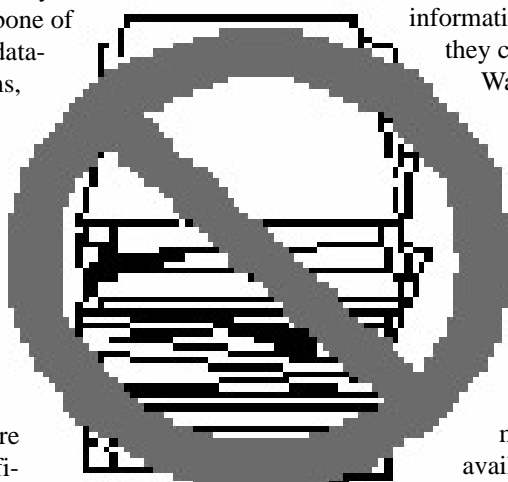
Dan Shapiro, director of planning and analysis at the Institute for Research in Higher Education, was involved in the testing of the Data Warehouse and offered testimony to its potential power. "Historically," he said, "it has been very time-consuming to get information out of some offices. Our Student Records System is elegantly set up to register students and generate transcripts, but it is not set up to do analytical functions. For example, a relatively trivial thing like determining the five most popular majors is not so trivial on SRS." Having that same data stored in the Warehouse and accessible, he continued, "transformed a two-day project into a one-hour task."

What the Warehouse will do for data analysis, FinMIS will do for financial management. As Mr. Campbell stated, "Part of the difference [between the new systems and present practice] is that the data will be collected locally and made available across the institution." This in turn will free central offices from having to process paperwork for data-collection purposes and allow them to use their staff for more productive tasks.

Compared to its sister institutions, Penn is in the forefront of moving to this financial management environment. "All of our peer institutions are moving in the same direction," Mr. Campbell said. "The external world is requiring us to be more efficient. Penn is a step or two ahead of our sister schools," having selected Oracle in 1994.

Some pieces of the new systems are already in place. Data from the Office of Research Administration and Student Information and Systems have already been stored in the Data Warehouse. Business administrators across the University have received or will be receiving training in the use of the new FinMIS system before the targeted University-wide implementation date of July 1996. Further refinements and enhancements to the system are planned for fiscal year 1997.

—Sandy Smith



Penn Students Go Job Hunting on the 'Net

By Sandy Smith

What's the easiest way for job-seekers to introduce themselves to hundreds of potential employers without spending lots of time and money?

Patricia Rose, director of Penn's Career Planning and Placement Service (CPPS), suggests networking.

"We tell students, and we say it all over the place—use the Internet in your job hunt as a way to introduce yourself and as a research tool," she explained.

Penn career counselors have urged students in recent years to take advantage of Internet resources as their availability spread—first e-mail, then information retrieval tools such as Gopher. Now, with the explosive growth of the World Wide Web, employers and job-seekers have easier access to each other—access that can give job-seekers valuable advantages in the scramble for good jobs. And once again, Penn is providing students the tools and advice needed to connect with good jobs on the Web.

As Ms. Rose points out, time is of the essence to the job-seeker, and traditional written means of communication can eat up this precious commodity. "The problem with hard-copy job information," she said, "is that unless you walk in and read the copy within a week of when we get it, you've missed out" on current job opportunities.

Penn's placement services also use the 'Net directly to assist student job-seekers. Two local Usenet newsgroups serve as bulletin boards for job postings, and CPPS

encourages e-mail as a means of student-staff communication. In the fall of 1994, Ms. Rose noted, CPPS handled over 800 e-mail inquiries from student job-hunters.

Employers, too, can use the Internet to find out about potential employees. CPPS offers advice to students about putting their résumés on-line, and Ms. Rose notes that the on-line résumé is potentially a much richer document than its printed cousin, thanks to the linking capabilities of hypertext. She advises students to "throw the one-page model out the window and think, 'What might the employer like to know about me?' You could, for example, offer full descriptions of your service activities."

At present, according to Ms. Rose, graduate students and students in technical fields are more likely to have on-line résumés, but this balance is shifting. Henry Liang (C '96), a history and communications major, has used the Internet to find part-time and summer employment while enrolled at Penn and has a résumé linked to his World Wide Web home page. He is enthusiastic about the Internet's potential to connect employers and potential employees efficiently.

"The low overhead of 'Net communications makes it easy to open preliminary dialogue with potential employers," he said. "The Internet job-hunter can make a contact in an organization and ask questions to prepare for a more formal job-hunting effort, for example. Depending on the robustness of the employer's net-presence, further efforts can be undertaken, of course, but it really

depends on how well the employer is prepared to handle recruiting over the 'Net."

Joohoan Kim, a doctoral student at the Annenberg School for Communication, said, "My feeling is that using a Web page is a 'new thing' even among 'communication' scholars. But considering the rapid diffusion of Internet and WWW services, the situation will be much different when I begin job searching a year from now. Once potential employers begin to use Web services, I am sure they will want to look at potential employees' personal Web pages if available."

To prepare, he has also put his résumé on the Web, with links to his academic research papers and talks he has given.

Right now, Ms. Rose noted, those seeking jobs in academe or high-tech industries will find more job information on-line than those looking elsewhere, but that situation is rapidly changing. As corporations rush to establish a presence on the World Wide Web, more job-seekers will be able to use the Internet as a research tool, a practice she encourages. "Say you're having an interview with Bell Atlantic," she suggested. "How can you find out more about Bell Atlantic [in advance]? They have a home page; you can go there and get information about the company."

Furthermore, she noted, "as people in general and younger people in particular move into positions in certain companies, they'll want to do more" to establish a presence on the Web and exploit it as a tool for recruiting and weeding out job applicants.

Saturday, September 30th couldn't have been a better day—some 1,721 faculty, staff and their families enjoyed a festive picnic at Hill Field (photo at right) with kids' face-painting, balloons, band music, a raffle of Penn paraphernalia, and perfect weather as the University hosted Faculty/Staff Appreciation Day. To top it off, those attending enjoyed the Penn football team's 27-seconds-to-go field-goal victory over Bucknell. This was the third autumn that Faculty/Staff Appreciation Day was held, and attendance was up more than 500 over last year. On the left, "Sparkles" clowns around with Will Li, 7, son of Dr. Feng Li.



Photographs by Tommy Leonard

OPPORTUNITIES at PENN

Listed below are the job opportunities at the University of Pennsylvania. To apply please visit:

University of Pennsylvania Job Application Center
Funderburg Information Center, 3401 Walnut Street, Ground Floor
Phone: 215-898-7285

Application Hours: Monday through Friday, 9 a.m.-1 p.m.

Positions are posted on a daily basis, Monday through Friday, at the following locations:

Application Center—Funderburg Center, 3401 Walnut Street (Ground level) 9 a.m.-1 p.m.
 Blockley Hall—418 Guardian Drive (1st Floor and 2nd Floor)
 Dental School—40th & Spruce St. (Basement-across from B-30)
 Houston Hall—34th & Spruce St. (Basement-near the elevators)
 Wharton—Steinberg Hall-Dietrich Hall (next to Room 303)

Job Opportunities and daily postings can also be accessed through PennInfo. A position must be posted for seven (7) calendar days before an offer can be made. The Job Opportunities Hotline is a 24-hour interactive telephone system. By dialing 898-J-O-B-S and following the instructions, you can hear descriptions for positions posted during the last three weeks. You must, however, have a push-button phone to use this line.

The University of Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, sex, sexual or affectional preference, age, religion, national or ethnic origin, disability or veteran status.

WHERE THE QUALIFICATIONS FOR A POSITION ARE DESCRIBED IN TERMS OF
 FORMAL EDUCATION OR TRAINING, PRIOR EXPERIENCE IN THE SAME FIELD MAY BE SUBSTITUTED.
 POSITIONS WITH FULL DESCRIPTIONS ARE THOSE MOST RECENTLY POSTED.

ANNENBERG SCHOOL

Specialist: Clyde Peterson

PART-TIME (CLERK I) (20 HRS) (09362CP) G4;
 \$6,264-7,692 9-20-95 Library

ARTS AND SCIENCES

Specialist: Nancy Salvatore

ASSISTANT DIRECTOR IV (09415NS) Serve as Executive Director Economics Society & as liaison to economics; visit community; edit biannual newsletter; oversee society's fundraising program & budget; direct Graduate Annual Giving Program for SAS; work with outside telemarketing firm for calls, mailings, reports & stewardships; with guidance from Director of Development, personally solicit prospects; coordinate volunteer committees for SAS departments; manage College Alumni Society. **Qualifications:** BA/BS required; two-four yrs. experience in fundraising, alumni relations, public relations or related field; understanding of higher education, particularly major research universities; excellent communications & interpersonal skills; PC ability; willingness to work weekends/evenings as required. **Grade:** P5; **Range:** \$28,800-37,600 10-3-95 SAS External Affairs

ADMINISTRATIVE ASSISTANT II (10433NS) Transcribe & log correspondence; process academic action forms via MS Word, Apple Macintosh & mainframe applications; answer busy phone and receive/handle student requests; type standard & complex materials; process credits and transfers; assist with office wide projects; organize & help prepare materials for large mailings; assist with special projects; greet students, faculty & visitors; assist in supervision of work-study students; update & manage database files. **Qualifications:** High school diploma and related post high school training or equivalent; two yrs. experience at Administrative Assistant I level or comparable background; excellent interpersonal skills; good communication skills; detailed oriented with good organizational skills; ability to prioritize work and handle multiple projects effectively; computer skills required (Word, Filemaker Pro and knowledge of Macintosh most desirable). **Grade:** G10; **Range:** \$18,700-23,300 10-5-95 College

OFFICE ADMINISTRATIVE ASSISTANT III (37.5 HRS) (10437NS) Under general supervision, prepare and process financial documents; record, monitor and verify budget actions; act as liaison with vendors; perform data entry; maintain record files; respond to standard inquiries regarding personnel, purchasing and payroll procedures. **Qualifications:** High school graduate, college preferred; two yrs. experience at OAAII level or equivalent; basic knowledge of accounting practices and thorough knowledge of clerical accounting and office standards and procedures; computer skills (Excel and Word) preferred; organized detailed oriented and able to meet deadlines. **Grade:** G11; **Range:** \$21,321-27,107 10-5-95 Chemistry

TECH, AUDIOVISUAL I (10436NS) Coordinate equipment loan operation; prepare multi-media equipment to be used in various facilities on campus; oversee short & long term equipment loan agreements; provide general support & consultation of front desk area, computer labs & multi-media classrooms; assist faculty & students on language lab equipment & procedures; provide technical training to clients; inventory equipment; instruct & supervise work-study students; provide other technical support services when called upon. **Qualifications:** High school graduate; BA/BS degree preferred or one-two yrs. experience in communications or related fields; working knowledge of Apple & DOS computers, computer peripherals & software; ability to schedule, prepare, operate & maintain various audio/visual & computer equipment; ability to work independently; good interpersonal skills. (End date: 6/30/96, pending department restructuring) **Grade:** G9; **Range:** \$17,100-21,400 10-5-95 SAS Computing

DENTAL SCHOOL

Specialist: Clyde Peterson

RESEARCH SPECIALIST, JR. (10430CP) Grow, titer and maintain cultures of herpes, simple virus and baculovirus; grow mammalian cells in bioreactors; carry out large scale infections and purification of glycoproteins; clone herpes glycoprotein genes by recombinant DNA techniques and insert them into HSV and baculovirus; characterize glycoprotein by immunological and biotechnical techniques; study interactions of complement components protein and herpes protein; use radioactive materials; maintain

records; prepare reports for presentation. **Qualifications:** BA/BS in biological sciences; MS desirable; experience in molecular biology; experience in virology desirable; expertise in molecular biology, immunological and biochemical techniques desirable; must be computer literate with Macintosh/ IBM. **Grade:** P1; **Range:** \$19,700-25,700 10-4-95 Microbiology
DENTAL ASSISTANT I (40 HRS) (10429CP) Assist chairside utilizing four-handed techniques; assist with preparation of patient records; dispense & mix materials; prepare treatment areas; maintain equipment; expose, develop and mount x-rays. **Qualifications:** High school graduate; completion of accredited dental assisting program; one year direct experience may be substituted for formal education; Pennsylvania x-ray certification required. **Grade:** G7; **Range:** \$16,571-20,686 10-5-95 Dental Care Center

ENGINEERING/APPLIED SCIENCE

Specialist: Clyde Peterson

RESEARCH SPECIALIST IV (09403CP) Responsible for design and operation of laboratory for study of cell culture under different conditions, including microgravity; act as liaison to other investigators in multi-laboratory projects; analyze data and prepare progress reports; engineer responsible for all detailed technical aspects of project. **Qualifications:** BA/BS in mechanical engineering or related field required; three-five yrs. experience as design/research engineer in industry or equivalent position; good oral and written communication skills. (End date: duration of funding) **Grade:** P6; **Range:** \$31,900-40,600 10-2-95 Bioengineering

PART-TIME (EDITOR ASSISTANT II) (20 HRS) (09414CP) Provide all administrative and editorial support to the Editor-in-Chief of a scholarly journal; has general authority to perform financial and administrative duties to assume the proper support of the Editors, Associate Editors and subscribers; manage the processing of all submissions to the journal and the interactions with the Editorial Board and the professional society; maintain a database of active and inactive manuscripts; maintain WWW page for the journal and prepare quarterly reports. **Qualifications:** BA/BS required, advanced degree preferred; three yrs. experience in administrative functions and/or editorial duties; knowledge of Word, Excel and a database system like FileMaker Pro on a Mac system; knowledge of WWW systems and TeX a plus; initiative, attention to detail; strong analytical organizational and communications skills. **Grade:** P3; **Range:** \$13,655-17,711 10-3-95 Systems Engineering

ADMINISTRATIVE ASSISTANT III (09402CP) Support graduate admissions; evaluate and process requests; process applications; create and maintain application database; prepare lists and statistical data; coordinate recruiting activities; support Graduate Group Chair; record minutes; write and distribute agendas and minutes; implement procedural changes; support Graduate Exam Faculty; coordinate and arrange all aspects of graduate exams; course changes; use SRS for record updates, process registration and related materials; type grant proposals and correspondence. **Qualifications:** High school graduate, some college preferred; six yrs. progressively responsible administrative/secretarial experience; proficiency with computers and word processing, Macintosh, Microsoft Word and FileMaker Pro experience preferred; excellent typing and proofing skills; excellent oral and communication skills. **Grade:** G11; **Range:** \$19,900-25,300 10-2-95 Bioengineering

EXECUTIVE VICE PRESIDENT

Specialist: Nancy Salvatore/Susan Curran

ADMINISTRATIVE ASSISTANT I (37.5 HRS) (09413NS) Respond to general questions regarding merchandise, policies and procedures; answer telephone & voicemail inquiries; maintain high volume departmental purchase orders; maintain unique identification system for orders; notify of out stock, back-logged and/or special order merchandise; coordinate departmental deliveries; work with accounting personnel to assure accuracy and completion of departmental sales transactions; assist with other departmental projects as needed. **Qualifications:** High school graduate with post-high school training or equivalent; at least two yrs. clerical and/or secretarial experience or equivalent; knowledge of office practices and procedures; working knowledge of Macintosh computers; familiarity with personal computers and software highly desirable. **Grade:** G9; **Range:** \$18,321-22,929 10-5-95 The Book Store

GRAD SCHOOL OF EDUCATION

Specialist: Clyde Peterson

PROJECT COORDINATOR (08266CP) Manage a demonstration laboratory for advanced technology in adult literacy; undertake a research program that explores new applications of technology in literacy instruction; develop new models of and methods for technology training for adult literacy instructors; conduct on-going analysis of federal and state-level policy that impact use of technology in adult literacy, especially with regard to development of the National Information Infrastructure; oversee the Center's Internet information servers; with the assistance of Center's dissemination section, participate in dissemination activities related to Center's technology projects, including workshops, on-line activities, roundtables, seminars and publications. **Qualifications:** Masters in Educational Technology or Education and Technology; PhD preferred; three to five years experience in educational applications of technology; specialized experience in adult literacy and learning and experience working in hands-on educational technology settings preferred; willing to do some travel. (*On-going contingent upon grant funding*) **Grade:** P4; **Range:** \$26,200-34,100 10-2-95 Center on Adult Literacy

STAFF RESEARCHER I (09412CP) Provide administrative, research and analytical support to higher education research institute and University planning office; identify, gather and summarize bibliographic material; procure and analyze data; create graphics and spreadsheet for presentations; organize completion of surveys from government, guidebook publishers and other agencies. **Qualifications:** BA/BS; course work in social sciences, mathematics, statistics and computer science desirable; one yr. experience as a researcher or related experience; demonstrated ability to understand and organize data and prepare analytic reports and graphs; ability to work with spreadsheet and graphical packages on a Macintosh desirable (PC acceptable); good organizational ability; strong communication skills. (*End date: one year*) **Grade:** P1; **Range:** \$19,700-25,700 10-4-95 IRHE

GRAD SCHOOL OF FINE ARTS

Specialist: Clyde Peterson

LIMITED SERVICE (MACHINIST, JR.) (09410CP) Maintenance, repair and improvement of machines and working conditions; assist students in the design and construction of the multimedia sculpture, architectural models and studies; maintain safety standards as required by the Risk Management and Occupational Safety Offices; supervise work-study students; assist in the control of the "Tool Sign-Out Program" for equipment used outside the shop; assist in the supervision of the operation and management of the welding and forging facility. **Qualifications:** High

school graduate; at least three yrs. experience in the use of all types of woodworking equipment (tablesaws, jointers, planers, bandsaws, drill presses, vertical metal-milling machines and metal lathes; demonstrated skill in welding, brazing and soldering; ability to interpret design intent and work closely with students; occasional evening and weekend work required. (*End date: 6/30/96*) **Grade:** G9; **Range:** \$16,279-20,373 10-3-95 Office of the Dean

LAW SCHOOL

Specialist: Clyde Peterson

SECRETARY IV (09408CP) Provide secretarial support to five or more faculty requiring some judgment & initiative; under general supervision type and proof-read standard and complex material; develop & maintain filing system; answer phones and handle inquiries requiring some interpretation of policies; arrange appointments and conferences and handle mail. **Qualifications:** High school graduate; two-three yrs secretarial experience; knowledge of WordPerfect 5.1; ability to type 55 wpm; good communication and organizational skills. **Grade:** G9; **Range:** \$17,100-21,400 10-2-95 Law School

MEDICAL SCHOOL

Specialist: Ronald Story/Janet Zinser

FINANCIAL ADMINISTRATOR II (09406JZ) Prepare & approve grant contract proposals; work with PI to develop budget and justification; ensure that appropriate overhead, EB rates and inflation factors are applied and that sponsors guidelines are met; ensure that appropriate level of secretarial support, business office support and current expense are incorporated; obtain all necessary department, school and ORA approvals; act as contact person for all matters related to proposal preparation. **Qualifications:** BA/BS in accounting or business or equivalent experience; three-five yrs. experience with grant administration and accounting, particularly Federal guidelines; experience with University financial policy and procedures preferred; proficient with computers, Lotus 1-2-3 & Word Perfect. **Grade:** P4; **Range:** \$26,200-34,100 10-3-95 CCEB

NURSE II (09423RS) Assist in identification protocol subjects; screen, interview and enroll subjects in in/out patient protocols; conduct patient protocol visits; educate patient about protocol; complete case forms; perform venipuncture to collect required blood specimens; communicate findings; assist in program planning; triage sick calls from study subjects; provide cross-coverage for active protocols; rotate coverage of study beeper nights and weekends. **Qualifications:** Active registered nurse licensure in PA; two yrs. nursing experience; experience with HIV infected patients and clinical trials a must; ability to perform venipuncture; excellent communication, organizational and interpersonal skills; must be detail-oriented. (*On-going pending funding*) **Grade:** P4; **Range:** \$26,200-34,100 10-6-95 Infectious Diseases

RESEARCH SPECIALIST, JR. (09397RS) Responsible for vector propagation and purification; propagation of mammalian host cell lines; maintain repository stocks; generate and identify new recombinant adenovirus vectors; perform data entry; participate in staff meetings, institute lectures and seminars. **Qualifications:** BA/BS degree with lab work exposure in cell culture and molecular biology are required; working knowledge of Macintosh computers helpful. (*End date: 9/30/97*) **Grade:** P1; **Range:** \$19,700-25,700 10-2-95 IHGT

RESEARCH COORDINATOR, JR. (07038RS) Responsible for data collection and entry; function as part of a clinical research team; work with principal investigators (M.D.'s); extreme attention to detail and an ability to relate well to patients; must assist with blood-drawing and handling of other samples; review patient information and select for study inclusion; maintain & administer records. **Qualifications:** BA/BS required; at least one yr. experience with research

projects; computer skills required, including Word, Excel and DOS. (*Week-ends may be required, hours vary between 6:00 AM-9:00 PM*) (*End date: 9/30/96*). **Grade:** P2; **Range:** \$21,700-28,200 10-5-95 Anesthesia

RESEARCH SPECIALIST, JR. (10428RS) Perform morphological techniques, such as preparation and sectioning of frozen and paraffin samples; perform plastic histology techniques; perform "special stain" techniques, such as X-gal, alk phos and immuno procedures; assist in service requests for electron microscopy; prepare reagents and supplies for RNase-free studies; provide and train in-situ hybridization techniques; assist and train users of CPU equipment and facilities; assist during necropsies and dissections; perform general lab duties; maintain accurate logs and records; evaluate and analyze prepared slides using dark field, fluorescence, D.I.C. and routine microscopy; perform molecular biological techniques. **Qualifications:** BA/BS in scientific field required; experience in reagents and material preparation under RNase-free conditions required; knowledge and experience in histological technique and theory required; one-two yrs. previous laboratory experience required; good organizational skills; ability to work with limited supervision and knowledge of computers required. (*End date: 10/31/97*) **Grade:** P1; **Range:** \$19,700-25,700 10-6-95 IHGT

RESEARCH SPECIALIST, JR./I (09426RS) Perform wide range of techniques in nucleic acid purification, DNA sequencing, various blotting techniques; tissue culture mammalian cells, cell free protein translation and care and analysis of mice; perform experiments and research specific experimental design; implement new protocol; write lab reports; analyze data and perform computer searches; order and maintain supplies and equipment; assist in training other laboratory personnel. **Qualifications:** BA/BS in scientific field and knowledge of molecular and cell required; two-four yrs. laboratory experience in working with recombinant DNA techniques and protein analysis preferred; ability to work independent; demonstrated organizational skills and knowledge of computers required. **RES. SPEC., JR.** - exposure to lab work. **RES. SPEC. I** - one-two yrs previous laboratory experience. (*End date: 6/30/98*) **Grade:** P1/P2; **Range:** \$19,700-25,700/\$21,700-28,200 10-6-95 Molecular and Cellular Engineering

RESEARCH SPECIALIST I (08206RS) Carry out molecular protocols & experiments; help trouble shoot experimental problems; screen, subclone, & sequence cDNA in phage & plasmid vectors, perform gel hybridization & restriction mapping; maintain breeding records for transgenic mice; perform cell culture & all forms of electrophoresis & radioimmunoassays; perform & modify polymerase chain reaction protocols; order supplies; maintain radiation safety records; maintain freezer logs; repair broken equipment; assist in preparation of manuscripts; assist in plan for protocol; research experimental design. **Qualifications:** BA/BS with a science background; one to three years experience in a laboratory performing complex biochemical reactions; skills in mathematics, computers, dexterity and interpersonal communications. **Grade:** P2; **Range:** \$21,700-28,200 9-26-95 Medicine/Renal

RESEARCH SPECIALIST I (09370RS) Collect data; perform quality control of data; assist in data analysis; design surveys and questionnaires; conduct interviews; draft papers; prepare and edit statistical tables; create and manage large projects, data files and document; conduct information searches; participate in preparation & submission of contract & grant application, renewal & progress reports; handle routine project correspondence, telephone calls and proof papers; primary source experience design. **Qualifications:** BA/BS or equivalent required preferably in economics; three-five yrs. experience in similar project; knowledge of statistical packages and management of very large databases; aptitude for quantitative work; demonstrated written & oral communication skills; organizational ability and knowledge of word processing & spreadsheet software. (*End date: 8/31/96*) **Grade:** P2; **Range:** \$21,700-28,200 10-5-95

General Internal Medicine

RESEARCH SPECIALIST II (09370RS) Collect data; perform quality control data; assist in data analysis; design surveys and questionnaires; conduct interviews; draft papers; prepare and edit statistical tables; create and manage large projects, data files and documentation; conduct information searches; participate in preparation & submission of contract & grant applications, renewal & progress reports; handle routine project correspondence, telephone calls and proof papers; primary source experience design. **Qualifications:** BA/BS or equivalent required, preferably in economics; three-five yrs. experience in similar project; knowledge of statistical packages and management of very large database; aptitude for quantitative work; demonstrated written & oral communication skills; organizational ability and knowledge of word processing & spreadsheet software. (End date: 8/31/96) **Grade:** P3; **Range:** \$23,900-31,000 9-25-95 General Internal Med.

RESEARCH SPECIALIST II (04098RS) Perform experiments in genetics & molecular biology; extract DNA from blood samples; carry out PCR amplifications and gel electrophoresis, DNA sequencing and screening DNA clones. **Qualifications:** BA/BS in scientific field; one-three yrs. research experience in molecular biology; exposure to independent lab work. **Grade:** P3; **Range:** \$23,900-31,000 10-2-95 Hematology

RESEARCH SPECIALIST II (09418RS) Perform wide range of techniques in cell physiology including digital imaging of single living cells using light, fluorescence and confocal microscopic approaches, microinjection, transepithelial electrophysiology of intact tissues and cultured cells, patch clamp electrophysiology, immunolocalization, tissue culture of mammalian cells and dissection of frogs and rodents to harvest cells; assist in planning experiments and implement new protocols; perform experiments; write lab reports; analyze data and perform computer searches and analyses; order and maintain supplies and equipment; assist in training other laboratory personnel including students. **Qualifications:** BA/BS or MS in scientific field required; knowledge and three yrs. laboratory experience in cell physiological or cell biological techniques; experience in electrophysiology, computer programming or optical imaging is desirable; ability to work independently; good interpersonal and organizational skills and knowledge of computer required. (End date: two yrs. limit, then contingent on funding) **Grade:** P3; **Range:** \$23,900-31,000 10-6-95 Physiology

RESEARCH SPECIALIST III (09421RS) Perform wide range of techniques in molecular and cell biology including nucleic acid purification, DNA sequencing, various blotting techniques and hybridization, cell fractionation, biochemical assays, antibody preparation, immunolocalization, tissue culture of mammalian and insect cells and dissection of frogs and rodents to harvest cells; assist in planning experiments & implement new protocols; perform experiments; write lab reports; analyze data and perform computer searches and analyses; order and maintain supplies and equipment; assist in training other laboratory personnel including students. **Qualification:** BA/BS required; MS preferred; experience in above techniques; ability to work independently; good organizational and interpersonal skills. (End date: two yrs. limit, then contingent on funding) **Grade:** P4; **Range:** \$26,200-34,100 10-6-95 Physiology

SUPERVISOR (EXEMPT) (09350RS) Supervise team of part-time phlebotomists; complete and process study document; maintain study charts; maintain specimen database; maintain extensive frozen specimen repository; manage lab supply inventory; manage special projects; work with HIV-positive and HIV high risk population and be sensitive to their needs and concerns. **Qualifications:** BA/BS or equivalent required; at least three yrs. phlebotomy experience; demonstrated ability to work with HIV-positive and HIV high risk population; must be a team player with good communication skills; detail oriented and excellent organizational skills. (Off-site location on Girard

Avenue at AIDS/drug treatment center)(On-going contingent on grant funding) **Grade:** P2; **Range:** \$21,700-28,200 9-25-95 Psychiatry

PART-TIME (RESEARCH SPECIALIST I) (20 HRS) (09379JZ) Provide data entry/programming assistance to center staff and faculty for evaluation and research projects; perform statistical programming, database development and management; conduct interviews, collect and abstract data from medical records; assess computer hardware and software problems. **Qualifications:** BA/BS or equivalent required; graduate student status preferred; two yrs. experience in data processing(filing, coding, data cleaning) and data base design and codebook generation; two yrs. experience with database programming (D-base), statistical programming (SAS, SPSS) required; two yrs. experience in conducting interviews preferred; collecting and abstracting data from medical records; experience in solving hardware and software problems preferred. (End date: 8/31/96) **Grade:** P2; **Range:** \$12,400-16,114 10-2-95 Geriatric Medicine

OPHTHALMIC ASSISTANT CERTIFIED/TECH OPHTHALMIC (40 HRS) (09399RS) Provide technical/mechanical assistance to ophthalmologists; call/escort patients to exam rooms; document complete medical history and review of medications; perform special testing as needed (vision, lensometry and tension); explain details; answer patient questions; scribe dictated information and complete treatment slips as instructed by ophthalmologist; complete paperwork required for registering patients for surgery, refills on prescriptions and work/school excuses. **TECH:** in addition, perform highly specialized testing such as Goldman Visual Field, Octopus and refractometry. **Qualifications:** High school graduate or equivalent. **Assistant:** Completion of certified one-yr. Ophthalmic technology course; certificate-Ophthalmic Assistant; six months-one yr. experience. **TECH:** Completion of two-yr. ophthalmic technology course; certificate-Ophthalmic Technician; two yrs. ophthalmic experience; proficiency in special testing, especially Goldman Visual Fields preferred. **Grade:** G10/G11; **Range:** \$21,371-26,629/\$22,743-28,914 10-2-95 Ophthalmology

RESEARCH LAB TECHNICIAN III (09400RS) Perform experiments involving study of receptors; perform molecular biology and tissue culture; keep logs; write lab reports; maintain lab; order supplies and attend lab meetings; perform computer and library searches; assign tasks to students and demonstrated techniques. **Qualifications:** BA/BS in scientific or related field; exposure to lab work. (On-going contingent upon grant funding) **Grade:** G10; **Range:** \$18,700-23,300 10-2-95 Pathology and Lab Medicine

RESEARCH LAB TECHNICIAN III (09405RS) Extract DNA; conduct PCR's; test for microsatellite polymorphism; order supplies; maintain radioisotopes safety records. **Qualifications:** BA/BS in biology, chemistry or related field; exposure to lab work. (End date: 8/31/96) **Grade:** G10; **Range:** \$18,700-23,300 10-2-95 Genetics

SECRETARY, SR. (09393JZ) Type and proofread standard and complex/confidential materials; assist in the preparation of manuscripts and grant applications; develop and maintain record and filing systems; schedule and coordinate appointments and meetings; organize and schedule seminars and arrange itineraries for seminars speakers; make travel arrangements; sort, distribute, open and screen mail; answer telephones; perform literature searches; process purchase orders for office supplies; prepare and shoot slides for presentations. **Qualifications:** Completion of high school business curriculum and related post high school training or equivalent; two yrs. secretarial exp.; type 55 wpm; experience with word processing packages using MAC and IBM PC's; excellent oral and written communication skills. **Grade:** G11; **Range:** \$19,900-25,300 10-2-95 Genetics

SECRETARY V (40 HRS) (07140JZ) Type and proofread standard and complex/confidential materials; schedule/coordinate appointments and meetings; open

and screen mail; compose routine correspondence and forms; operate MAC computer equipment and appropriate office automation equipment; develop and maintain record and filing system; handle inquiries. **Qualifications:** Completion of high school business curriculum and related post high school training or equivalent; two yrs. secretarial experience; proficient with MAC word processing; excellent oral and written communication skills; ability to type 55 wpm; ability to use transcription equipment. **Grade:** G10; **Range:** \$21,371-26,629 10-2-95 Psychiatry

TECH, PSYCH I (09398RS) Recruit and assess subjects under direct supervision; perform data entry and data management; screen subject for participation. **Qualifications:** BA/BS in psychology or related field; one-two yrs. experience in related field. **Grade:** G10; **Range:** \$18,700-23,300 10-5-95 Psychiatry

PART-TIME (PHLEBOTOMIST) (28HRS) (09425RS) Identify patients; prepare site for high risk patients (HIV & other infectious diseases); collect blood & other specimens with blood collections tube & syringe, including femoral stick; provide appropriate care after venipuncture; ensure specimens are labeled according to protocol; prepare for storage & shipping to NIH; maintain computer log and patient file. **Qualifications:** Graduate of medical assistant program or phlebotomy training program or equivalent; at least one yr. phlebotomy experience; proficiency in performing venipuncture on IV drug users required; knowledge of OSHA standards for handling specimens required. (Position located at Girard Avenue Clinic) (Ongoing contingent on grant funding) **Grade:** G10; **Range:** \$10,275-12,802 10-4-95 Psychiatry

NURSING

Specialist: Ronald Story

ADVANCE PRACTICE NURSE (NURSING SCHOOL) (09348RS) Deliver primary, secondary and tertiary health care to individual, families and groups; provide staff & community consultations, collaborative treatment planning, health education and health promotion; facilitate client access to the health care system; act as preceptor to graduate and undergraduate students; participate in research. **Qualifications:** Master's degree required; two yrs. nursing experience in a Neonatal Intensive Care Nursery required; Pennsylvania registered nurse license **Grade:** P9; **Range:** \$42,300-52,900 10-3-95 Nursing

MANAGER, PROJECT II (09420RS) Manage and coordinate day to day activities; maintain records and budgetary forms; oversee the implementation of specific study protocols; identify and recruit subjects; schedule meetings; make travel arrangements; schedule use of equipment and facilities; obtain growth measurements on infants in the study. **Qualifications:** Master's in nursing required, specializing in perinatal or neonatal field preferred; five yrs. experience in a level two or three neonatal intensive care unit; RN licensure in PA; knowledge of and clinical experience in counseling mothers who deliver low birthweight or preterm infants in breastfeeding. **Grade:** P7; **Range:** \$35,000-43,700 10-5-95 Nursing

PART-TIME (ADMINISTRATIVE ASSISTANT I) (20 HRS) (08209RS) Participate and assist in on-campus recruiting events; prepare information packets; arrange rooms and greet guests; answer phone inquiries regarding graduate, BSN/MSN, second degree and transfer program; direct calls and visitors to appropriate person or area; arrange appointment calendars; mail admissions information packets; type and proofread routine correspondence and reports; maintain office tracking system; update and print mailing labels. **Qualifications:** Completion of high school curriculum and related training; two yrs. clerical/secretarial experience; excellent telephone skills; experience with word processors, (prefer Word Perfect and Windows experience) and office procedures; strong organizational skills. **Grade:** G9; **Range:** \$9,396-11,758 10-2-95 Nursing

OPPORTUNITIES at PENN

PRESIDENT

Specialist: Susan Curran/Janet Zinser

ANNUAL GIVING OFFICER II (10427JZ) Plan, develop and implement all aspects of the Veterinary School's annual giving program, including direct mail programs, cultivation, solicitation and stewardship of individual alumni donors, Veterinary School Benjamin Franklin Society, reunion programs, class agent program, regional alumni networks and phonathons; manage school-wide alumni affairs activities, including Alumni Day, annual alumni receptions and other alumni events; staff Alumni Liaison Committee and Veterinary Medical Alumni Society Executive Board. **Qualifications:** BA/BS; three-five yrs. related work experience, preferably within a university setting; demonstrated ability to plan, organize and coordinate fundraising programs; knowledge of acceptable professional fundraising principles, concepts and techniques; excellent oral, written, interpersonal and persuasive skills. (*Application deadline date: 10/11/95*) **Grade:** P5; **Range:** \$28,800-37,600 10-5-95 Development & Alumni Relations

ASSOCIATE DIRECTOR VI (09416JZ) Manage cultivation and solicitation of assigned major gift prospects in the Metropolitan New York area with emphasis on gifts of \$25,000 plus; recruit, train and staff volunteers; assist with special events and alumni relations activity; serve as primary resource for office computing, records management and liaison with Campus development information systems; serve as liaison with school/center directors; manage New York regional pipeline and coordinate with campus contacts. **Qualifications:** BA/BS; five yrs. or more experience in development, sales, marketing, public relations or related field, with at least three yrs. experience in major gift solicitation; understanding of higher education, especially major research universities; excellent interpersonal and oral and written communication skills; valid driver's license required; frequent travel required. (*Position located in New York*) **Grade:** P8; **Range:** \$38,500-48,100 10-3-95 Development & Alumni Relations

ASSISTANT DIRECTOR II (09367JZ) P3; \$23,900-31,000 9-21-95 Development & Alumni Relations

ASSOCIATE DIRECTOR INDIVIDUAL GIFTS (09366JZ) P7; \$35,000-43,700 9-21-95 Development & Alumni Relations

DIRECTOR ALUMNI RELATIONS (09309JZ) P11; \$54,500-68,200 9-7-95 Development & Alumni Relations

EXECUTIVE DIRECTOR RESOURCE, PLANNING & BUDGET (09344SC) Ungraded; Blank 9-14-95 Office of the President

SECRETARY III (40HRS) (08293JZ) G8; \$17,943-22,400 9-1-95 Development & Alumni Relations

PROVOST

Specialist: Clyde Peterson

INFORMATION SYSTEMS SPECIALIST I/II (09334CP) P3/P5; \$23,900-31,000/\$28,800-37,600 9-14-95 University Libraries

INFORMATION SYSTEMS SPECIALIST I/II (09335CP) P3/P5; \$23,900-31,000/\$28,800-37,600 9-14-95 University Libraries

INFORMATION MANAGEMENT SPECIALIST II (08191CP) P6; \$31,900-40,600 CRC

PROGRAMMER ANALYST II (09365CP) P6; \$31,900-40,600 9-21-95 IRHE

RESEARCH SPECIALIST IV (08303CP) P6; \$31,900-40,600 9-7-95 LRSM

PART-TIME (COORDINATOR I) (25 HRS) (09381CP) (*Ten month position: October-June*) P1; \$11,726-15,298 9-25-95 Museum

GARDENING AIDE (40 HRS) (09347CP) (*End date: 6/30/97*) G5; \$14,286-17,486 9-15-95 Arboretum

OFFICE ADMINISTRATIVE ASSISTANT I (08228CP) G9; \$17,100-21,400 8-18-95 Annenberg Center

OFFICE ADMINISTRATIVE ASSISTANT I (09383CP) G9; \$17,100-21,400 9-25-95 Museum

SECRETARY V (09337CP) G10; \$18,700-23,300 9-14-95 Provost Office

TECH, VET TRAINEE (40 HRS) (09361CP) (*May include overtime, holiday work & weekends*) G7; \$16,571-20,686 9-20-95 ULAR

LIMITED SERVICE (SALES CLERK) (09307CP) (*Work schedule hours: 12:00-6:00 PM, evenings & weekends required*) \$10,413-\$12,745 9-11-95 Annenberg Center

PART-TIME (ADMINISTRATIVE ASSISTANT II) (20-25 HRS) (08305CP) G10; \$10,275-12,802 9-7-95 Arthur Ross Gallery

SCHOOL OF SOCIAL WORK

Specialist: Clyde Peterson

ADMINISTRATIVE ASSISTANT I (09349CP) G9; \$17,100-21,400 9-18-95 Youth Policy

VETERINARY SCHOOL

Specialist: Nancy Salvatore

VET TECH VII (40 HRS) (09411NS) Perform general nursing care of large animal patients including daily duties of the hospital and patient care coordination; emergency services and technical maintenance of the nursing facilities & equipment; duties may require rotating schedule & on-call duties; perform in a teaching capacity with other nurses & veterinary students; perform related nursing duties as required to maintain the smooth functioning of the patient care in the hospital. **Qualifications:** High school graduate; graduate of accredited animal health technical program; Certified Animal Health Technician required or pending; ability to function quickly and to react to stressful situations involving patient care; requires experience in handling of large animals, especially in the techniques of restraint; good written & oral communications skills; weekends & on call duties. **TECH I:** Minimum one yr. experience. **TECH II:** Minimum two-three yrs. experience. **Grade:** G8/G10; **Range:** \$17,943-22,400/\$21,371-26,629 10-4-95 Large Animal Hospital

BUSINESS ADMINISTRATOR III (09340NS) P4; \$26,200-34,100 9-14-95 Animal Biology

LAB ASSISTANT II (09327NS) G8; \$17,943-22,400 9-13-95 VHUP-CLM

RESEARCH LAB TECHNICIAN III (09377NS) G10; \$18,700-23,300 9-22-95 Clinical Studies

TECH. VET VII (40 HRS) (09326NS) (09328NS) (09329NS) (*Work schedule: rotating/ nights/weekends*) G8/G10; \$17,943-22,400/\$21,371-26,629 9-13-95 VHUP

PART-TIME TECH. VET VII (26 HRS) (09325NS) (*Work schedule: Wed., 8:00 AM-8:00 PM, Thurs., 8:00 AM-4:00 PM & Fri., 12:00-6:00 PM*) G8/G10; \$8,626-10,769/\$10,275-12,802 9-13-95 VHUP

VICE PROVOST/UNIVERSITY LIFE

Specialist: Clyde Peterson

COORDINATOR V (09389CP) P5; \$28,800-37,600 9-28-95 Student Performing Arts

COORDINATOR, TUTORING SERVICES (09363CP) P3; \$23,900-31,000 9-21-95 Academic Support Services

WHARTON SCHOOL

Specialist: Janet Zinser

ALUMNI OFFICER III (09409JZ) Coordinate new school initiatives involving Advance Management

Program Alumni; coordinate alumni participation in the school celebration of the 75th anniversary of the MBA program; work with students and young alumni in alumni & development oriented events. **Qualifications:** Graduate degree in business, preferably from the Wharton School preferred; four yrs. experience in institutional advancement, special events or equivalent field; ability to communicate effectively with a variety of constituencies; excellent interpersonal skills; computer literate; ability to travel. (*Application deadline date: 10/10/95*) (*End date: 6/30/97*) **Grade:** P6; **Range:** \$31,900-40,600 10-4-95 External Affairs

TECH, WRITER/EDITOR (09419JZ) Plan, write and edit publications that communicate the quality and impact of faculty research to business and policy audiences; work closely with faculty to summarize key research findings; design and write summary of high level research findings produced by Wharton faculty for publication/presentation to senior level international business persons; responsible for strategies development and production of Wharton Impact, internal publication including editorial planning, writing and supervision; supervise staff and freelance writers. **Qualifications:** BA/BS in economics, business or related field required; graduate degree in same field or journalism preferred; 5-7 yrs. exp. with business publication covering a variety of corporate management and financial issues; ability to comprehend highly technical faculty articles and working papers in field such as finance, decision processes and statistics; flexibility in writing style; experience in planning and managing communications projects; demonstrated ability to write clear, technically accurate prose for audiences of international senior business representative, with varying technical knowledge; thorough knowledge of typography, layout and editorial preparation. (*Final candidates may be asked to submit writing sample*) **Grade:** P8; **Range:** \$38,500-48,100 10-4-95 Deputy Dean

TECHNICAL WRITER (09417JZ) Responsible for all aspects of research, writing, editing and production for a new internal publication for faculty, students and staff to be issued on a biweekly schedule during the academic year; research and write the school's annual report; supervise photography, design, production and distribution (print and electronic) for the internal publication; provide senior writing and editorial support for related projects. **Qualifications:** BA/BS in English, journalism or related field; four-six yrs. increasingly responsible news writing and publications experience; direct experience with newsletter writing and production and corporate communicate; exceptional reporting and writing skills; knowledge of business; ability to manage multiple projects and meet deadlines; MS Word required; experience with PageMaker useful. (*Final candidates may be asked to submit a writing sample*) **Grade:** P6; **Range:** \$31,900-40,600 10-4-95 External Affairs

COORDINATOR IV (09317JZ) (*On-going contingent on funding*) P4; \$26,200-34,100 9-12-94 UCOP at Penn

PROGRAMMER ANALYST I (09308JZ) P4; \$26,200-34,100 9-19-95 WCIT

PROGRAMMER ANALYST III (08295JZ) P4/P6; \$26,200-34,100/\$31,900-40,600 9-1-95 Computing & Info Systems

PROGRAMMER ANALYST III (09354JZ) P4/P6; \$26,200-34,100/\$31,900-40,600 9-19-95 WCIT

PROGRAMMER ANALYST II (09387JZ) P6; \$31,900-40,600 9-28-95 Statistics

SYSTEMS PROGRAMMER VII (09315JZ) P6/P7; \$31,900-40,600/\$35,000-43,700 9-11-95 WCIT

Classifieds

HOUSE TO SHARE
Designer decorated, historical. Close to train, near City Ave. Female, non-smoker. Furnished bedroom. Quiet. \$425/mo. (215) 477-0729.

To place a classified ad, please call 898-8721 for rates and deadlines.

Fall Break and Safety Checks

The students' Fall Break starts at the end of classes Friday, October 13, and ends with the beginning of classes Wednesday, October 18.

Lower occupancy in dorms and the nearby neighborhoods traditionally means greater opportunity for crime, the Division of Public Safety advises. Before leaving their residences unoccupied, faculty, staff and students who live in blocks bounded by the Schuylkill River to 43rd Street, and Baltimore Avenue to Market Street, can list their vacant residences with the Penn Police for "special checks" during the Break. Forms are available at 3914 Locust Walk and at 3927 Walnut Street and must be completed and returned before the break. See *Almanac* November 22, 1994, (print or Web) for a fuller safety advisory including the use of designated ATMs when campus population is down.

For more information about safety checks and for safety concerns during the break or anytime of year, call the University at one of the numbers shown in the crime alert at right. In emergency situations, call Public Safety emergency line or the Philadelphia or SEPTA Police:

On-Campus Emergencies, 511
Philadelphia Police, 911

Off-Campus Emergencies, 573-3333
SEPTA Police, 580-4131

Penn F/SAP and the National Depression Screening Project

The Faculty/Staff Assistance Program at Penn is offering free and confidential screening for symptoms of depression by telephone interview. This program represents our participation in the National Depression Screening Project, which is sponsored by the Employee Assistance Professionals Association.

The purpose of the program is to call attention to the serious problem of depression and the effects it could have on the work place, if untreated. By calling 898-7910, a caller can speak with a counselor who will do a preliminary screening, and will be able to tell callers if they may be suffering from depression. The counselor can then recommend any number of resources where the caller can get further assistance. Callers can remain anonymous if they wish, and services are available free of charge to University faculty and staff, and their family members.

The program will run every Tuesday from 9 a.m. to 1 p.m., October 17 through December 13. The Faculty/Staff Assistance Program is a project of the School of Social Work and funded by the department of Human Resources.

—Alan Bell, Chief Social Worker, F/SAP

OSHA/OEHS Training

The following training programs are required by the Occupational Safety & Health Administration (OSHA) for all employees who work with hazardous substances including: chemicals, human blood, blood products, fluids, and human tissue specimens. These programs are presented by the Office of Environmental Health & Safety (OEHS). *Attendance is required at one or more sessions, depending upon the employee's potential exposures.*

Chemical Hygiene Training: Provides a comprehensive introduction to laboratory safety practices and procedures at Penn and familiarizes the laboratory employee with the Chemical Hygiene Plan. This course is designed for employees who have not previously attended Chemical Hygiene training at the University. *Required for all University employees who work in laboratories.* October 17, 1:30-2:30 p.m., John Morgan, Class of 1962.

Occupational Exposure to Bloodborne Pathogens: This course provides significant information for employees who have a potential exposure to human bloodborne pathogens. Topics include a discussion of the Exposure Control Plan, free Hepatitis B vaccination, recommended work practices, engineering controls and emergency response. This course is designed for employees who have not previously attended Bloodborne Pathogens training at the University. *Required for all University employees potentially exposed to human blood or blood products, human body fluids, and/or human tissue.* October 12, 10:00-11:00 p.m., John Morgan, Class of 1962.

Attendees are required to bring their PENN ID cards to facilitate course sign in. Additional programs will be offered on a monthly basis during the fall. Check OEHS web site (<http://www.oehs.upenn.edu>) for dates and time. For questions, please call Bob Leonzio at 898-4453.

Crime Alert: Harassment

On September 29, 1995, at approximately 8:30 a.m., a University employee was verbally harassed and followed by an unknown male in a car in the area of 41st and Sansom Streets.

The male was described as having a medium dark complexion and mustache, and last seen wearing a plaid shirt and baseball cap.

The vehicle was described as a gray 1980 Oldsmobile with Pennsylvania Tag: AVZ 9703

If you have any information concerning this male or vehicle, please contact the PENN Police Department at one of the following telephone numbers:

Penn Police	898-7297
Penn Detectives	898-4485
Victim Support	898-4481/6600

Safety Tips

- When walking on the street, stay in well-lit areas.
- Avoid shortcuts through parks, vacant lots and other deserted areas.
- Do not stop and give directions or other information to strangers.
- If you are followed by someone in a car, turn around and walk in the opposite direction. If the person persists, record the license number and contact the Police immediately.
- As always, when there is a problem, use the Emergency Blue Light phones for immediate contact with the Penn Police Department.

VOLUNTEER OPPORTUNITIES

November 9: City-wide 'Shadowing Day'

On Thursday, November 9, ninth grade high school students will be matched with volunteers from the University's faculty and staff to observe and participate in the workplace activities by following their assigned employee mentors for one day. These students get a first-hand look at the everyday working world. A partnership between One to One Philadelphia, the Greater Philadelphia Chamber of Commerce and the School District of Philadelphia's Office of Education for Employment makes Shadowing Day possible. Penn participated in Shadowing Day last year and it was a great success. The high school students are on campus for about four hours. To volunteer to make a difference call 898-2020.

Mentoring Shaw Students

Penn faculty and staff are being sought by Penn VIPS to mentor about two dozen 8th grade youth from Shaw Middle School. The program which will normally take place on the fourth Thursday of each month from 10 a.m. to 1 p.m., will begin on Tuesday, November 21 due to the Thanksgiving holiday. The program continues through May 23. Group learning activities are planned from 10-11 a.m., and for the remaining two hours the mentor and mentee meet one-to-one to explore educational and career opportunities, or just to talk and reinforce the life skills they will need to survive. If there are enough volunteers, the program will be expanded to include youth from Sulzberger Middle School. An orientation session and training will be provided beforehand. To become a mentor, workshop facilitator, guest speaker or to help with field trips, call 898-2020.

— Bonnie Ragsdale, Staff Assistant to the Executive Vice President

Cast-Off Computers Wanted

If you have upgraded your computer system and you have an outdated computer or associated equipment which you are no longer using, please consider donating this equipment for use in the Philadelphia City High Schools. Ingrid Waldron runs a series of workshops for city high school biology teachers, and they have been very grateful for past donations which they have put to good use in their classrooms. Peter Conn is working on faculty and curriculum development at University City High School, and they also would be grateful for donated computers.

If you are interested in making a donation, please contact Ingrid Waldron (898-8396 or iwaldron@mail.sas) or Peter Conn (898-7349 or pconn@english) to make arrangements.

— Ingrid Waldron, Professor of Biology
— Peter Conn, Professor of English



Spring, a 6" x 14" clay piece by Thelma McCarthy, is one of some two dozen of her "Pieces" on exhibit at the Burrison Art Gallery in the Faculty Club. Her "Pieces" are either as a single work or as an assemblage composition. Ms. McCarthy, a ceramic artist, had worked at the Chemical Heritage Foundation at Penn's Beckman Center for the History of Chemistry until recently. She now spends her time in her studio and at the Stratford Friends School Art Program in Havertown. One of her mural installations is at Penn's Medical School. This Faculty Club exhibit is open Monday through Friday, 9:30 a.m.-6:30 p.m., now through October 27.

The University of Pennsylvania Police Department Community Crime Report

About the Crime Report: Below are all Crimes Against Persons and Society in the campus report for **September 25 to October 1, 1995**. Also reported were Crimes Against Property including 57 thefts (4 burglaries, 2 of autos, 18 from autos, 14 of bikes and parts); 1 incident of trespassing; and 11 incidents of criminal mischief and vandalism. Full reports are in this issue of *Almanac* on the Web (<http://www.upenn.edu/almanac/v42/n7/crimes.html>). — Ed.

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of **September 25, 1995 and October 1, 1995**. The University police actively patrol from Market Street to Baltimore Avenue and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at 898-4482.

Crimes Against Persons

34th to 38th/Market to Civic Center: Sexual assaults—1, Threats & harassment—4

09/25/95	10:23 AM	3700 Blk. Locust	Unknown male grabbed complainant
09/26/95	11:41 AM	Williams Hall	Harassing message on voice mail
09/29/95	2:45 PM	College Hall	Male harassed employees
09/29/95	3:58 PM	Van Pelt Library	Complainant harassed during seminar
09/30/95	1:59 PM	205 S. 38th St.	Harassment by unknown male

38th to 41st/Market to Baltimore: Robberies (& attempts)—1, Simple assaults—1, Threats & harassment—6

09/26/95	10:21 PM	High Rise North	Unwanted phone calls received
09/28/95	3:27 AM	Van Pelt House	Obscene call received
09/28/95	7:52 AM	Chi Omega	Death threats received
09/29/95	8:57 AM	41st & Sansom	Male making harassing remarks
09/29/95	11:51 AM	Chi Omega	Unwanted phone calls received
09/30/95	11:55 PM	3900 Blk. Spruce	2 robbed by unknown/no injury
10/01/95	1:08 AM	4036 Spruce St.	Complainant struck at party
10/01/95	4:06 PM	Harrison House	Harassing calls received

Outside 30th to 43rd/Market to Baltimore: Simple assaults—1, Threats & harassment—2

09/25/95	2:14 PM	30th St. Station	Assault by homeless person
09/27/95	10:44 AM	South St. Bridge	Male harassing complainant
09/27/95	12:07 PM	5928 Warnock St.	Complainant harassed

Crimes Against Society

38th to 41st/Market to Baltimore: Disorderly conduct—1

09/27/95	12:16 AM	200 Blk. 40th	Male cited for disorderly conduct
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Update

OCTOBER AT PENN

TALKS

17 *State Funding for Religious Schools; William Bentley Ball & "the Lemon Case"; Coffee, Croissants, and Christianity; faculty, staff, student discussion; 7:45 a.m.; Newman Center, 3720 Chestnut St. (Newman Center).*

TIME CHANGE

12 *Shared Blessings: Womanly Arts and Ethnographic Practice in Rajasthan; Ann Gold; originally, 3 p.m.; new time, 4:30-6 p.m.; Room 102, Jaffe Bldg. (History of Art; CASI).*

Deadlines: For the weekly update the deadline, in general, is the preceding Tuesday. The deadline for the *November at Penn* calendar is October 10, and the deadline for *December at Penn* is November 7.

Corrections, September 26 Issue: On page 2, Dr. Fay Ajzenberg-Selove was incorrectly identified as an emeritus professor; she continues as *professor of physics*. On page 5, in the gray box, Wharton's Global Immersion Program was described as non-credit; it carries *half-credit*.

Almanac

3601 Locust Walk Philadelphia, PA 19104-6224
Phone: (215) 898-5274 or 5275 FAX: 898-9137
E-Mail: almanac@pobox.upenn.edu
URL: <http://www.upenn.edu/almanac>

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ASSISTANT MANAGING EDITOR	Jerry Janda

NEWS STAFF: Barbara Beck, Jon Caroulis, Phyllis Holtzman, Carl Mauger, Esaúl Sánchez, Kirby F. Smith, Sandy Smith.

DESIGNER: Jenny Friesenhahn

SUBSCRIPTIONS: Ellen Morawetz

The Compass, South 1B, 3624 Market Street, Philadelphia, PA 19104-2615

(215) 898-1426 or 898-1427 FAX: 898-1203

Classifieds: 898-8721

E-mail: jablow@pobox.upenn.edu

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Penn's New Phone Book: On the Desk this Week—and On-line Soon

The 1995-96 Faculty/Staff Telephone Directory will be delivered on campus this week in its traditional paper format.

Then, in mid-November, the Telephone Directory information is scheduled to be available on-line. At that time, the information will be available for query only via the WHOIS database—WHOIS is an on-line e-mail addressing system—and only campus information and e-mail addresses will be displayed.

This year's four-color cover, designed by Cathy Orr-Gontarek of Publications Services, features an oil painting of Penn's Boathouse done by John D. Gummere, who used to row for Columbia and now attends the Pennsylvania Academy of Fine Arts. (The black-and-white reproduction above shows both covers and the spine.)

The directory is published by the offices of Business Services and Telecommunications for Penn and HUP employees. It contains emergency phone numbers and other important campus numbers on the inside of the front cover, and has the three-year Academic Calendar for 1995-96 through 1997-98 on the inside back cover.

Found inside are three sections, color-coded in green, white and yellow pages.

The green pages contain a Business Services Guide as well as listings of more than 100 services and facilities on campus and information about PennNet access and use.

The white pages begin with a guide to help newcomers decipher the subsequent listings and a lengthy list of abbreviations used in this section. Faculty and staff are listed alphabetically, with their campus address and phone, home address and e-mail.

The yellow pages contain the organizational listings beginning with the trustees, University and Benjamin Franklin Scholars, emeritus officers and emeritus professors. The bulk of the section is the departmental listings, followed by fraternities and sororities, and clubs, organizations, and societies. Last but not least useful are maps of the area and campus.

Note to Campus Offices

To report any significant errors, omissions or changes, or to order more copies of the Penn telephone directory, please call Nichelle Davis or Banoo Karanjia at 898-9155.

About the Boathouse

Situated on Boathouse Row, on the east bank of the Schuylkill River north of Spring Garden Street, Penn's Boathouse is a city landmark as well as a historic University treasure. It was built in 1876, shortly after College Hall, and is the oldest of the University buildings devoted to athletics.

As recounted in the Philomathean Society's then-monthly *University Magazine* for May 1876, the Boathouse came into being because of student initiative and hard work. The University Boat Club had been organized in 1872 as the "College Boat Club of the University of Pennsylvania," but three years later it still had no house of its own. In a day when tuition was \$150 a year—\$50 each for three terms—the Class of 1875 raised the whole \$6,000 needed for its construction. The result, said the *Magazine*: "The house is all that could be desired by the most exacting, containing all the conveniences and appliances necessary for a complete boathouse, and for the comfort of the members. It has the largest boat room on the river, and surpasses in its conveniences many of the houses, while in beauty of finish and symmetry of form it is unsurpassed."

The original serpentine Boathouse with its single boat bay was greatly enlarged in 1921 to accommodate 16 eight-oared shells, a practice barge and two launches, as well as lockers for the candidates for the crews. Today, the Boathouse has three boat bays, a workshop, and indoor weight and ergometer training facilities.

As one of the "largest and busiest of the 12 boathouses" along the banks of the river, the Penn Boathouse houses the full Penn squad—oarsmen and oarswomen, heavyweight and lightweight. The Women's Crew was organized in 1967 and became a varsity sport in 1974. "An average day in the spring sees more than 150 Pennsylvania oarsmen and -women passing through its doorways," according to the annually published *Women's Crew Guide*.

— M.F.M. with assistance from
Hamilton Elliot of the University Archives