

# Almanac

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## Selected Budget Highlights of Fiscal Year 1983 (in thousands of dollars)

	FY 1982 Budget	FY 1983 Budget	% Change
<b>Unrestricted Revenues</b>			
Tuition and Fees	\$121,995	\$142,000	16.4
Commonwealth Appropriation	22,008	23,042	4.7
Investment Income	3,739	4,257	13.9
Gifts	4,576	5,452	19.1
Indirect Cost Recoveries	33,144	32,435	(2.1)
Sales and Services	39,986	44,509	11.3
Other Sources	3,020	3,721	23.2
<b>Total Unrestricted Revenues</b>	<b>228,468</b>	<b>255,416</b>	<b>11.8</b>
<b>Expenditures</b>			
<b>Unrestricted</b>			
Salaries and Wages	107,290	114,562	6.8
Employee Benefits	23,911	26,836	12.2
Uncontrollables: Energy	17,825	20,120	12.9
Interest, Insurance, etc.	8,397	9,830	17.1
Other Current Expense and Equipment	51,636	60,208	16.6
Student Aid			
Undergraduate	12,361	15,566	25.9
Graduate & Professional	7,048	8,294	17.7
<b>Total Unrestricted Expenditures</b>	<b>228,468</b>	<b>255,416</b>	<b>11.8</b>
<b>Restricted</b>			
Grants & Contracts	89,047	87,047	(2.2)
Other Restricted	41,658	42,359	1.7
Health Services	195,598	236,636	21.0
<b>Total Restricted Expenditures</b>	<b>326,303</b>	<b>366,042</b>	<b>12.2</b>
<b>Total University Expenditures</b>	<b>\$554,771</b>	<b>\$621,458</b>	<b>12.0</b>

## Trustees: \$621 Million Budget

The crowded agenda of the year-end Trustees meeting June 18 included passage of an FY 1983 budget totalling \$621,458, a 12 percent increase over the year just ended. (See comparative table at left. This table, plus the document on pages I-IV of this issue, constitute the whole of the budget proposal as adopted.)

In addition, the Trustees reelected Paul F. Miller Jr., as chairman; elected John W. Eckman and Paul Lyet as vice chairmen (in the now dual office, they succeed Emeritus Trustee Robert L. Trescher), and elected Leonore Annenberg and Susan Williams Catherwood to five-year terms. They also elected the executive committee for 1982-83 (to be published) and passed resolutions of appreciation for Mr. Trescher and for Wm. Richard Gordon. Later, an unscheduled standing ovation was given for departing VPUL Janis Somerville.

Mr. Miller opened the meeting with a statement on violation of the University's Guidelines on Open Expression in connection with January demonstrations on divestment, calling for reiteration of the Guidelines in the fall as students return. His statement, and republication of the Guidelines, are scheduled for a fall issue of *Almanac*.

**Also for Fall:** The Provost's report on faculty  
(continued next page)

## Personnel: Gary Posner

With a title change to Associate Vice President, Human Resources, Gary J. Posner of Cornell will take office September 1 in the post vacated by Executive Director of Personnel Services Gerald L. Robinson.

Mr. Posner, 35, took his B.A. in business administration at Michigan State University in 1968 and his M.A. in administration there in 1971. From 1968 he also held administrative posts at Michigan State, including director of employee relations from 1976 until he joined Cornell as director of personnel services in November 1978.

In announcing the appointment, Executive Vice President Edward Jordan described Mr. Posner as "rebuilding" the Cornell operation, and stressed his abilities under the three chief criteria of Penn's search: (1) definite experience in managing the entire human resource function in an institution of comparable size and complexity; (2) the capability to expand the training and development functions to assist University personnel in obtaining improved job satisfaction, while expanding overall productivity; (3) a dedication to the values of the personnel function as a service organization. "Gary Posner has met all of these criteria in his career, and will substantially improve our capacity to better serve the University's personnel needs," Mr. Jordan said.

## Call for Nominations: Dean of Arts and Sciences

The dean is the chief academic officer of the School and the Faculty of Arts and Sciences, which include the humanities, the natural sciences, and the social sciences, both undergraduate and graduate. The dean is responsible for educational programs, research, and faculty appointments.

Candidates should have a record of distinguished scholarship, scholarly professional achievement, and administrative experience.

Nominations or applications with all supporting documents should be sent as soon as possible and received no later than October 1, by: Consultative Committee for selection, Dean of FAS, Dr. Thomas P. Hughes, chair, c/o 121 College Hall/CO.

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## Call for Nominations: Dean of the School of Public and Urban Policy

Applications and nominations are invited for the position of Dean of the new School of Public and Urban Policy. The University has merged the School of Public and Urban Policy with the Department of City and Regional Planning. A search is underway for a Dean of the new School.

Correspondence should be directed to Professor Louis Girifalco, chair, Dean Search Committee, Department of Materials Science and Engineering, 3231 Walnut Street/K1. The Committee requests that applications and nominations be submitted by July 31.

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## Call for Nominations: Dean of The Wharton School

Applications and nominations are invited for the position of Dean of The Wharton School.

Correspondence should be directed to Professor Jerry Wind, chair, Dean Search Committee, The Wharton School, Marketing Department. The committee requests that applications and nominations be submitted by July 15.

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## INSIDE

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turnover... Vice President Ross Webber's reorganization of Development... Dean Lee Stetson's analysis of this year's freshman class... Details of a \$4 million gift for faculty development in FAS, held for announcement at the donor's request... Establishment of a new chair in anesthesia... Approval of physical improvements such as the Annenberg School expansion, College Hall elevator, and replacement of Astroturf at Franklin Field... and the conversion of the present Council Room in Furness as an art gallery.

#### A Stone for Nursing:

*Long the only undergraduate school without an Ivy Stone of its own, this year the School of Nursing won the honor. The student selection committee said the choice was in recognition of the school's outstanding progress.*



## DEATHS

A number of emeritus professors, former instructors and staff have died recently including **Dr. Jeannette Paddock Nichols**, noted historian and author, and former associate professor of history, who died June 22 at age 91. **Dr. Edgar T. Wherry**, internationally renowned naturalist and emeritus professor of botany, died May 19 at age 96. **Dr. Jeremiah P. Shalloo**, emeritus professor of sociology, died May 22 at the age of 84. The deaths of Dining Service's **Anthony Colucci**, **Earl A. Connolly**, and **James H. Johnson**; Community Medicine's office manager **Lorraine Kalman**; and Education's retired instructor **Alice K. Watson** have also been reported this summer.

There will be more complete coverage in the fall of all these deaths and any others reported during the summer.

## ON CAMPUS

### July-Early Fall

#### Academic Calendar

**August 6** Second summer session classes end.  
**September 2** Move-in for new undergraduate students.  
**September 3** Registration for undergraduate transfer students.  
**September 6** Labor Day; Freshman Convocation and Opening Exercises.  
**September 7-8** New student registration for schools participating.  
**September 8** Fall term classes begin for undergraduate schools and graduate schools.

#### Children's Activities

##### Tercentenary/Workshops

**Philadkid: An Introduction to Early Philadelphia**, a CGS sponsored free program for children ages 10-14, consists of hands-on activities about Philadelphia's history, culture politics, and city-planning. Information: Ext. 6493.  
**July 12-16** *Explorers, Merchants and Whalers*, the river's influence on the early city through films, walking tours, documents, and model building, 10 a.m.  
**July 26-30** *Primarily Germantown*, study of buiding techniques, decorative arts, libraries and archives at the Germantown Historical Society and the Wyck House, 10 a.m.  
**August 2, 9, 16, 23** *Archaeology*, excavation of a center-city stie, lab work and an exhibit of artifacts, 9:30 a.m.  
**August 9-13 or August 23-27**, *People and Places*, study of early Philadelphia through artifacts, architecture, documents, clothing, cemeteries, colonial recipes, 9:30 a.m.

#### Conferences

##### Tercentenary/Conferences

**October** *The William Penn Papers*, publication by the University Press of Volume II of *The Penn Papers*; *The Founding of Pennsylvania*, a one-day conference. Information: Ext. 6261.  
*The People of Pennsylvania*, the settlement of the Commonwealth (Center for Early American Studies). Information: Ext. 8713.  
**October 14-16** *The Louis B. Schwartz International Law Conference*, Law School. Information: Ext. 7481.  
**October 25-30** *Philadelphia: Past, Present, and Future*, a presentation of policy recommendation on issues involving the City (Center for Philadelphia Studies). Information: Ext. 8713.

#### Exhibits

**Ongoing** *The Egyptian Mummy: Secrets and Science and Polynesia* at the University Museum.  
**Through July 23** *Paintings by David H. Adams* at the Faculty Club.  
**Through September 26** *Traditional Balinese Paintings: The Gregory Bateson Collection*; Pepper Gallery, University Museum.

**July 20-March 20** *The Lenape: Wanderers in their own Land*; Sharp Gallery, University Museum.  
**July 22-August 18** *The Jews in the Age of Rembrandt*, an exhibition of rare prints by Rembrandt and his contemporaries, sponsored by the Office of the President in honor of the Netherlands-American Bicentennial Celebration, Rosenwald Gallery, sixth floor, Van Pelt Library.  
**October 26-November 21** *Turkish Architecture: Pari II*, photographs; Sharpe Gallery, University Museum (Middle East Studies Association).  
**November 12-January 30** *Ban Chiang*, focuses on early Bronze Age tradition in northeast Thailand; University Museum (University Museum, Smithsonian Institute).

##### Tercentenary/Exhibits

**Through September 12** *Philadelphia Cornucopia*, a walk-through environmental sculpture, and *Sculptopictoramas* by artist Red Grooms. ICA Gallery. Talks in conjunction with exhibit, by appointment only.  
**September 15-December** *The Proprietary Family, the University, and the Institution of Philadelphia*, an exhibit; first floor, Klein Corridor, Van Pelt Library.

##### Gallery Hours

**Faculty Club** 36th and Walnut. For information regarding hours call Ext. 3416.  
**ICA Gallery, 34th and Walnut** Tuesday-Sunday, 12-5 p.m.  
**Rosenwald Gallery, Van Pelt Library** July 22-August 6: Monday-Thursday 1-8 p.m., Friday and Sunday 1-4:30 p.m. August 9-18: Sunday-Friday 1-4:30 p.m. Guided tours by curator on July 25 and August 15 at 2 p.m.

**University Museum**, 33rd and Spruce, phone: 222-7777, Tuesday-Saturday, 10 a.m.-4:30 p.m.

#### Films

##### Black on Black: 1976-1982

**July 15** *Gods in Exile: A Place In Time; Just Briefly; Transmagnifican Dambamuality*; and *Moja: The Last American* at 8 p.m.  
**July 22** *Killer of Sheep* and *Kuumba: Simon's New Sound* at 8 p.m.  
**July 29** *Syvilla: They Dance to Her Drum; Pass/Fail; Charles White: Drawings From Life*; and *Homecomin* at 8 p.m.  
**August 5**... *But Then, She's Betty Carter* and *A Different Image* at 8 p.m.  
**August 12** *The Ceremony; Trypich; Flesh, Metal, Wood; The Calling; George's Debut*; and *Invisible*. at 8 p.m.

These works of 21 independent, contemporary Black filmmakers are presented by the Neighborhood Film Project of International House. The films are shown at International House. Admission: \$2.50.

##### Positive Images: Movies for Kids

**July 18** *Faces*, six films on the theme at 2 p.m.  
**July 25** *Game Plan*, six films about having fun at 2 p.m.  
After these films are shown there will be activities which build on the films' messages. The films are presented by the Neighborhood Film Project of International House. The films are shown at International House. Admission: \$1 for children and \$2 for adults.  
(Continued past Supplement)



Philadelphia Cornucopia, the new walk-through environmental sculpture at the ICA, is a three-dimensional animated cartoon of Philadelphia history and culture. The Declaration of Independence is signed, the Liberty Bell resounds, William Penn dances on top of City Hall with Diana from the Philadelphia Art Museum, and George Washington crosses the Delaware with Marika. The sculpture by internationally famous artist Red Grooms fills the 2,500 square feet of the ICA gallery with larger than life characters such as Duchamp's famous nude descending her staircase and models posing in a Victorian life-drawing class. These and other highlights of Philadelphia past and present can be seen at the ICA through September 12. See Exhibits.

## Asian-American Film Festival

**July 16** *Living Music for Golden Mountains and Return from Silence* at 8 p.m.

**July 17** *Regret for the Past* at 8 p.m.

These films produced by independent Asian-American and People's Republic of China filmmakers are presented by the Neighborhood Film Project of International House. The films are shown at International House. Admission: \$2.50.

## Music

**July 17** Collegium Musicum concert featuring lutenists Karen Meyers and Russell Ferrara in a *Concert for Two Lutes* playing music especially composed or adapted for the lute; 2 p.m. in the Upper Egyptian Gallery, University Museum.

Lui Collins performs in *WXPN-FM Benefit Concert*, 8 p.m. at the Parish Hall of St. Mary's Church. Casey Morrell and Martha Burns start off the evening with folk songs.

## On Stage

### Tercentenary/On Stage

*Philadelphia's Cultural Roots*, features the music and dance of the City's ethnic groups. Wednesday evenings, 6 p.m., Rainey Auditorium, University Museum. Information: Ext.

4000. Admission: \$3., senior citizens and students \$1.50.

**July 14** *The O'Donnell Dancers*, a Ceili group performing Irish step dancing.

**July 21** *Isaias and Orquesta Oriza*, Cuban and Latin American music.

**July 28** *Mill Creek Cloggers*, old English dances.

**August 4** *Gypsy Zhivago*, a trio playing the balalaika and the round domra.

**August 11** *American Folk Songs*.

**August 18** *Nova*, country and traditional folk music from Ireland and England.

**August 25** *Francisco J. Burgos*, Spanish and South American music on the classical guitar.

## Special Events

**July 17** *Tree Jamboree* at Morris Arboretum, 9 a.m.-5 p.m. Information: 247-5777.

**August 8** *Great Oriental Tree Party* at Morris Arboretum, 1-4 p.m. Information: 247-5777.

**August 24** *Potpourri Day* at Morris Arboretum, 1-5 p.m.

## Tercentenary/Special Events

**Through August 7** *West Philly's Comin' Alive*, the Christian Association's Cultural Harvest summer program culminating in a full day fair and festival; includes Children's Summer Day Camp. Information: 386-1530.

# OPPORTUNITIES

Job descriptions and qualifications are listed only for those positions which have not previously appeared in *Almanac*. Positions which have appeared in a previous issue are listed by job title, job number and salary to indicate that the position is still available. Listings are condensed from the personnel bulletin of June 28 and therefore *cannot be considered official*. New listings are posted Mondays on personnel bulletin boards at:

**Anatomy-Chemistry Building:** near Room 358;

**Centenary Hall:** lobby;

**College Hall:** first floor;

**Franklin Building:** near Personnel (Room 130)

**Johnson Pavilion:** first floor, next to directory;

**Law School:** Room 28, basement;

**Ledy Labs:** first floor, outside Room 102;

**Logan Hall:** first floor, near Room 117;

**LRSM:** first floor, opposite elevator;

**Richards Building:** first floor, near mailroom;

**Rittenhouse Lab:** east staircase, second floor;

**Social Work/Caster Building:** first floor;

**Towne Building:** mezzanine lobby;

**Van Pelt Library:** ask for copy at Reference Desk;

**Veterinary School:** first floor, next to directory.

For further information, call personnel services, 243-7284. The University is an equal opportunity employer. Where qualifications include formal education or training, significant experience in the field may be substituted. The two figures is salary listings show minimum starting salary and maximum starting salary (midpoint). Some positions listed may have strong internal candidates. If you would like to know more about a particular position, please ask at the time of the interview with a personnel counselor or hiring department representative. Openings listed without salaries are those in which salary is to be determined. Resumes are required for administrative/professional positions.

## Administrative/Professional Staff

**Accountant I** (4889) carries out preparation of accounting reports; recommends changes in accounting and auditing procedures; determines proper classification of accounts for posting (knowledge of data processing operations; degree; three years' accounting experience) \$12,000-\$16,100.

**Administrative Assistant to Director** (C0663) responsible for varied administrative functions related to the laboratory's activities; maintains calendar, supervises preparation and distribution of annual technical report; maintains records of program personnel; processes internal research proposals; does technical typing (office experience, two years' supervisory experience; degree; typing skills 70 w.p.m.) \$12,000-\$16,100.

**Administrative Coordinator** (C0649) works with the director and assista center staff with specific programming activities representing a wide range of initiatives in gerontology and geriatrics (degree or advanced degree; experience in gerontology and program development; managerial experience) \$16,350-\$22,600.

**Advisor I** (C0653) coordinates activities involved in administration of program; recruits, orients, counsels, evaluates progress and serves as summer program dorm supervisor (master's degree in counseling; sensitivity to disadvantaged high school students essential) \$12,000-\$16,100.

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**Applications Programmer Analyst II** (C0423) \$16,350-\$22,600.

**Area Director** (4932) develops, coordinates, implements and administers programs to identify, recruit and enroll high school students; travels extensively; contacts and communicates with high school counselors, alumni groups, faculty and students; interviews prospects, evaluates and selects candidates (degree; progressively responsible experience in admissions; ability to organize and manage; strong, effective oral and written skills; capacity for long hours of work for months at a time; public relations skills).

**Assistant Conservator Museum** (4828) \$13,100-\$17,800.

**Assistant Dean for Admissions** (4774).

**Assistant Director II (2 positions)** (4908) directs computerized course registration system; counsels undergraduate medical students; supervises unit's staff members (experience with computer systems and student records; supervisory skills; ability to communicate well; experience in student counseling); (4873) helps to coordinate, implement and administer programs to identify, recruit, enroll high school students; travels extensively; contacts and communicates with college counselors, alumni, faculty and students; interviews prospects, participates in evaluation and selection of candidates (degree; experience in admissions; ability to organize and manage; strong, effective oral and written communication skills; capacity for long hours of work for months at a time) \$14,500-\$19,775.

**Assistant Director II (Systems and Programming)** (4730) \$14,500-\$19,775.

**Assistant Director V** (C0492) assists director in formulating and running the Center's programs in record appraisal, archival preservation, bibliography and publication (Ph.D. level competence in chemistry or chemical engineering and in history of science and technology).

**Assistant Dean** (4897) advises undergraduates individually in the liberal arts and sciences; performs administrative responsibilities related to undergraduate studies and advising (teaching, advising and/or administrative experience in the arts and sciences, Ph.D. preferred) \$16,350-\$22,600.

**Assistant to Associate Dean** (4907) supervises and coordinates office staff; composes correspondence for associate dean; prepares budget and monitors coordination and staffing of committee meetings; manages appointment schedule; monitors major projects and programs (administrative, management and office organizational skills; degree; four years; experience \$12,000-\$16,100).

**Assistant Treasurer** (4858) manages real estate owned by or leased by/to the University, liaison with external agencies, responsible for implementation of real estate council decisions, custodian of real estate documents, assures that accounting requirements are satisfied, assures that resources are available for construction projects (degree; five or more years' related experience; familiarity with real estate procedures).

**Associate Development Officer III** (4916) designs and directs a balanced fund-raising program for the Law School; institutes and maintains corporate, foundation and deferred giving programs; coordinates with existing annual giving and alumni relations programs (development and managerial skills; capital campaign experience; excellent writing and speaking ability).

**Associate Development Officer III** (4814).

**Associate Director II** (C0650) coordinates advising and

## Sports

**August 12-15** *National Masters Sports Festival*; first multi-sports masters competition, sponsored by Penn Mutual Life Insurance Company. Information: 387-0262.

**August 13** Weight Lifting, 10 a.m. at Hutchinson Gym

**August 13** Judo, 11 a.m. at Hutchinson Gym

**August 13-15** Track and Field, 8 a.m., Franklin Field

**August 14-15** Swimming, 9 a.m. at Gimbel Gym

**August 14-15** Power Lifting, 10 a.m. at Hutchinson Gym

## Courses/Adult Workshops

**July 13** *Side by Side: The Artist and His Materials*, 10:30 a.m.

**July 14** *Big Ideas for Small Places-Container Gardening Workshop*, 10 a.m.

*The Philadelphia School: A Showcase of Philadelphia Architects and Their Work*, 5:45 p.m.

**July 19** *Fiction Writing II: An Institute*, 9:30 a.m.

**July 22** *Victorian Germantown: From Cottage to Villa*, 7 p.m.

*These are non-credit courses sponsored by the College of General Studies. Registration and information: Ext. 6479.*

## To list an event

We will resume our usual deadline schedule, *Tuesday noon prior to the Tuesday of publication for the September 7 issue.*

counseling services, programming, personnel supervision, budgeting and other duties related to the administration of the department (master's degree in counseling or student personnel administration and experience/interest in working with disadvantaged high school students) \$16,350-\$22,600.

**Business Administrator I** (4841) checks and signs all requests, advises I.I. of status of grants, assists with the preparation of grant applications, prepares P.A.F.s, responsible for budgets and billing (business and accounting experience; solid knowledge in grant policies and procedures; supervisory and administrative skills) \$12,000-\$16,100.

**Business Administrator IV** (C0565).

**Cataloger, Librarian I or II (3 positions)** (C0669) responsible for original cataloging and classification of 17th and 18th-century materials in a variety of languages (ALA-approved M.L.S.; Librarian II: three years' experience; knowledge of rare book cataloging practice; Librarian I: knowledge of rare book cataloging; knowledge of AACR II, LCSH, LC classification; good command of Latin and another language) Librarian I: \$13,100-\$17,800; Librarian II: \$14,500-\$19,775.

**Coach I (2 positions)** (4920) manages, directs, and coaches men's (women's) cross country team; responsible for recruiting, training, counseling of student-athletes, assists men's (women's) track and field coach in administration/coaching; receives general supervision (experience; ability to counsel and motivate students; master's degree) \$14,500-\$19,775.

**Coach II, Basketball** (4850) part-time duties with basketball from 10/1 to 3/15 each year; from 3/15 to 9/1 duties from recreation department in community relations; from 9/1 to 10/1 duties to include weight training coordinator (degree; prior coaching experience, intercollegiate playing experience, effective in enrollment work, ability to work with college students).

**Coordinator I** (C0631) \$12,000-\$16,100.

**Coordinator IV** (4800) develops and administers existing and new summer abroad programs (Ph.D.; administrative experience) \$16,350-\$22,600.

**Counseling Psychologist II** (3945) \$16,350-\$22,600.

**Group Practice Administrator** (4877) develops and implements improved billing systems, services revenue collection systems; responsible for maintenance of patient files and medical and financial records; responsible for accountability of granting agency budgets and departmental funds; supervises personnel; helps to develop long-range planning for the department (degree; significant experience in business administration or accounting).

**Head Coach, Women's Rowing** (4515) manages, directs and coaches the women's rowing team; recruits, trains and counsels student-athletes; coordinates maintenance and use of program within allotted budget (degree; experience at the college level; familiar with national rules and regulations).

**Lieutenant (3 positions)** \$14,500-\$19,775.

**Librarian I (2 positions)** (4765) (4799) \$13,100-\$17,800.

**Manager, Accounts Receivable** (4895) coordinates Penn Faculty Practice Plan financial operations; supervises insurance clerk) degree in accounting or insurance; experience, including use of computer systems; knowledge of third party payment requirements; dental knowledge; good interpersonal skills) \$12,000-\$16,100.

*(Continued on page 4)*

## Community Services Directory

The new Community Services Directory, prepared by the Office of Community Relations, is available to be sent to off-campus organizations that you feel would benefit from this compendium of University services. The Office of Community Relations will mail copies upon request to local, state or federal agencies; business firms, school and community groups. There is no charge for this service, however for those University offices who want a directory the cost is \$1 per copy. For more information or to place an order call James Robinson at Ext. 3565.

## On Public Schools

An *ad hoc* committee on Public School Orientation is presently developing a pamphlet to provide information for parents to assist in the selection of elementary and secondary schools. This pamphlet will include information from staff visits to schools, material provided by the School District of Philadelphia and the names of University community members with children enrolled in area schools.

If you would like to help in this project or to receive this information, please contact Ms. Maye Morrison, director of Off-Campus Living, 3732

Locust Walk/CW, at Ext. 5352 or Ms. Judy Zamost, Asst. Director Personnel Relations/Training, Ext. 3429.

## Dual Career Couples

Couples in which both the husband and wife have full-time, paying careers and one preschool child are needed for a study on the ways dual-career couples organize their time. Couples interested in volunteering for the interview study should call Pam Markowsky, Department of Psychology, at 487-3868 (9 a.m.-10 p.m.) for more information.

# OPPORTUNITIES

(Continued from page 3)

**Manager IV (C0695)** supervises design and production of 45-55 new titles and 10-15 reprints per year; accomplishes text and jacket design for 15-25 titles and assigns remainder to free-lance graphic artists; develops and maintains schedules, vendor bidding systems, cost and quality control (fine arts or graphic arts degree; five to 10 years' book design and production experience; demonstrated knowledge of technology of composition, printing and binding and cost estimating techniques; supervisory experience).

**Placement Counselor II (3 positions) \$14,500-\$19,775.**

**Programmer Analyst I (3 positions) (4921)** provides instruction to handicapped students in special programs in areas of data processing (degree; ability and experience in programming and in data processing; experience instructing in math and data processing) (C0689) handles comprehensive systems programming, development and implementation; user liaison in areas of statistical development and research (degree in statistics/math; programming experience; knowledge of BASIC or FORTRAN; experience with minicomputers and with Microdata REALITY); (C0674) designs and develops computer programs for data analysis, graphics, on-line experiments; system maintenance; user training and assistance (degree; biomedical data experience) \$14,500-\$19,775.

**Project Engineer (4867)** administers capital projects during implementation stages; prepares sketches and/or schematic designs; reviews and coordinates the reviews of other designs submitted by consultants (degree in mechanical or electrical engineering; graduate degree preferred).

**Project Manager II (C0634).**

**Research Coordinator (2 positions) (C0684)** research assistant for drug company study, prepares tables and edits work for reports; maintains data management base for interviewees; codes questionnaires and oversees administrative details of project (degree, knowledge of questionnaire design); (C0683) assists in researching and developing training seminars; writes grant proposals, annotated bibliographies and newsletters; plans and coordinates advisory council meetings; coordinates audiovisual activities (degree in social sciences, advanced degree; two years' experience in gerontology in a teaching/administrative/planning position; good writing skills; ability to present information to multidisciplinary audience) \$14,500-\$19,775.

**Research Specialist Jr. (4 positions) \$12,000-\$16,100.**

**Research Specialist I (C0654)** develops programs and programming systems for data analysis and data acquisition in physics research; participates in development of and measurements on new detector equipment (degree in physics; two years' experience in programming for data analysis with advanced computers) \$13,100-\$17,800.

**Research Specialist II (C0606) \$14,500-\$19,775.**

**Research Specialist III (2 positions) (C0709)** designs experiments; performs routine protein purifications, assays and radioisotopes; conducts high level research work; writes and collaborates in the preparation of technical reports and scientific manuscripts (Ph.D.; experience in biochemistry and immunology; knowledge of connective tissue proteins; familiarity with RIA and ELISA) (C0679) assumes responsibility for lab conducting experiments in platelet physiology and biochemistry and function (advanced degree; knowledge of receptor binding assays, membrane fractionation, affinity chromatography) \$16,350-\$22,600.

**Research Specialist IV (C0582).**

**Staff Assistant I (4893)** assists in implementing programs which provide contact with alumni and friends of the Dental School; writes and coordinates publication of written materials; coordinates events (degree; experience in public relations, alumni relations, fund raising or other related field)

## Support Staff

**Administrative Assistant I (2 positions) (4910)** administers departmental budgets; handles payroll; processes bills for payment; supervises office staff; makes travel arrangements; types correspondence (two years' college and/or business school training; three years' experience and familiarity with accounting procedures; knowledge of University procedure

dures; 45 w.p.m. typing); (4894) prepares P.A.F.s and T.R.F.s; maintains budget records and repairs payment aprons; supervises student assistants (degree; experience with University personnel/payroll and accounting systems; typing and basic secretarial skills) \$9,925-\$12,250.

**Administrative Assistant I (2 positions) (4786) C0513) \$9,925-\$12,250.**

**Administrative Assistant II (C0693)** coordinates development and production of Center publications, develops new services, coordinates monthly meetings with member councils; administers budget, manages office, types and prepares inservice materials; acts as a liaison with outside agencies (strong background in education or social service; master's degree; office skills; budget experience) \$10,575-\$13,100.

**Administrative Secretary II (4896)** handles administrative and secretarial needs for the Special Assistant to the President; assists in research, development, and maintenance of a confidential file system on key development prospects and donors; arranges and coordinates details of special events, programs and entertainment involving the President (high school graduate; five years' progressively responsible experience involving advanced administrative and secretarial duties; some experience in special event planning and coordination) \$11,925-\$14,975.

**Cashier, Store (4851)** operates electric cash register for the receipt of cash and checks; keeps records of receipts and transfers; assists in other store clerical functions (high school graduate; accuracy with, and aptitude for, detailed clerical work; cashiering experience) \$6,775-\$8,175.

**Clerk II (4885)** accurately maintains medical records; responsible for preparation and integration of new files; coordinates efforts with night clerk reports (high school graduate; good interpersonal skills; ability to spend sustained periods of time in a concentrated effort to keep filing up-to-date; high clerical aptitude) \$8,250-\$10,000.

**Clerk III (4935)** uses adding machine and cathode ray tube; deals with public on telephone and in person; complete training provided (high school graduate; accounting and clerical experience; speed and accuracy with figures) \$8,775-\$10,725.

**Clerk IV (4915)** assists students with registration, billing problems and student records; investigates problems and processes changes; resolves billing and registration problems; operates CRT and word processing equipment; updates bulletin boards (highly organized and responsible; pleasant personality; good typing and statistical skills; ability to work well under pressure) \$9,375-\$11,500.

**Collection Assistant (4854)** collects delinquent departmental, bursar and student loan accounts; arranges and monitors repayment schedules, prepares periodic reports on accounts (high school graduate; business experience; 50 w.p.m. typing) \$9,925-\$12,250.

**Coordinating Assistant I (4909)** assists committee on undergraduate academic standing; responsible for administrative aspects of the committee's functions; works with students, faculty and staff in organizing academic petitions and actions (degree and/or five years' administrative experience; excellent organizational skills, ability to work under pressure and independently; knowledge of University); \$10,575-\$13,100.

**Coordinating Assistant (C0539) \$10,575-\$13,100.**

**Custodial Supervisor (4905)** schedules, supervises and performs custodial services for New Bolton Center in Kennett Square (high school graduate; valid Pa. driver's license; ability to move about freely and do occasional heavy lifting; experience in all phases of cleaning) \$14,575-\$18,700.

**Electronic Technician III (C0463) \$12,600-\$15,500.**

**Financial Aid Assistant II (4930)** bills and corresponds with scholarship donors; deposits checks; maintains record of receipts and disbursements; reconciles accounts; researches problems; prepares journals/reports and hourly payroll (high school graduate; two years college accounting or experience; computational skills; familiarity with computer print-outs; ability to use calculator; types) \$10,575-\$13,100.

**Herder I, Research (C0688)** conducts and coordinates dairy cattle nutritional research (degree in biosciences; experience with dairy cattle; interest in large animal veterinary medicine; ability to do strenuous work and work a 54 hour

week).

**Keeper, American Collections (4882)** exhibits New World materials in museum; maintains collections; works with visiting scholars; does research for exhibits (degree in anthropology with specialization in New World cultures; experience with New World collections) \$11,225-\$14,000.

**Library Typist (4902)** produces, supplements or modifies bibliographic and patron records; produces orders, form letters; alphabetizes and files; sorts and distributes cards to specific catalogs (high school graduate; experience as a typist or clerical assistant; 40 w.p.m. typing) Union wages.

**Loss Prevention Specialist (4709) \$11,891-\$15,214.**

**Receptionist II (4917)** greets senior administrative officers, faculty, guests; contacts people by telephone; handles overflow secretarial work (ability to type with speed and accuracy; high school graduate; ability to exercise initiative, judgement and organizational skills) \$8,775-\$10,725.

**Records Assistant II (4911)** maintains, issues, sorts and files student transcripts; aids students; responds to telephone inquiries; assists in reconciliation of monies received (clerical experience; knowledge of University procedures; ability to perform light typing and to communicate effectively; high school graduate) \$10,575-\$13,100.

**Research Laboratory Technician II (3 positions) \$10,575-\$13,100.**

**Research Laboratory Technician III (8 positions) \$11,225-\$13,775.**

**Secretary II (4 positions) \$8,775-\$10,725.**

**Secretary III (17 positions) \$9,375-\$11,500.**

**Secretary, Medical/Technical (5 positions) \$9,925-\$12,250.**  
**Secretary/Technician, Word Processor (4517)** types from written copy, transcribes from dictaphone, operates Lexitron word processor, proofreads typed materials (high school graduate; ability to type with speed and accuracy; experience with word processing equipment) \$9,925-\$12,250.

**Section Leader I** collects, opens, stamps, and distributes mail; maintains mail count; trains and supervises part time employees; coordinates mass mailings with University mail department; handles large volumes of incoming and outgoing mail (high school graduate; experience in mail room; supervisory experience; familiarity with new direct mail technology) \$9,375-\$11,500.

**Service Assistant (4929)** supports daily functions of the residences; implements policies and procedures for service aspects of the facilities (experience; ability and interest in working with college students; experience training and supervising; excellent organizational skills; high school graduate) \$10,575-\$13,100.

**Supervisor (4928)** coordinates and directs daily activities of office; assists in planning and organizing for future activities; oversees the assignment, use and allocation of classrooms; aids in planning optimum room utilization (high school graduate; experience; good oral and written communication skills; knowledge of principles of supervision, office management and procedures and data processing techniques).

**Veterinary Anesthesia Technician I (4716) \$12,600-\$15,500.**

# Almanac

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ALMANAC, July 15, 1982