‘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.

The 25-Year Club: A Kind of Homecoming
Preparing for her first visit to a 25-Year Club dinner, President Judith Rodin said she expected a small gathering. There were neatly 300 faces in the crowd she met Thursday night at the Penn Tower Hotel barroom, where she praised the strength, continuity and wisdom of the veteran faculty and staff. "In the midst of planning the run 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 Harrell with the help of his executive chair, Marion Pond. Rodin said, "The tradition will continue under the leadership of the current executive committee.”

The program also took note of the 108 Years and Counting: Two generations of Penn alumni who have beenNET cumulated into a list of men and women of all institutions, Penn deposited funds with New Era under a matching program, and did experience actual gains in its initial transactions, Mr. Schutt said.

200 years and counting: The noted surgeon Dr. Jonathan E. Rhoads, a two-term member of the Board of Trustees, was the first president of the 186-year-old institution. He served from 1862 to 1865.

The 25-Year Club dinner of 1996-97, below, has a combined affiliation of 108 years. Recently retired Physical Plant Supervisor Eugene H. Hall joined in 1959 and his wife, Jim (left), a retired machinist at the Engineering School, joined a year later. Their son is Cpl. James Hill of the University Police (right), who started at the Muesum in 1966 and became a police officer three years later.

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 Mrs. Van Dusen and announced that the new chair-elect will be Comptroller Al Beers, with Mr. Van Dusen renominated as secretary for 1997-98.

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. During periodic gatherings hosted by deans or center heads, gifts are presented that include a certificate, a memento from a tenth anniversary, a signed platted picture frame with a University emblem for the fiftieth, and a Franklin Mint medal for the century of service. The program began under President Rodin, and is overseen by Vice President for Human Resources, and a letter from the dean, vice president or administrative unit head.

For the 1996-97 program that set this program in motion, see Almanac July 13, 1993.)

Later, in an open letter to the campus community and alumni (May 25), Vice President for Development Virginia Clark said that the University's New Era transactions were financially limited, and revealed only funds "given to Penn by a select group of individual donors” who know about the program. “No transactions with New Era were based on contributions to Penn donors,” Ms. Clark said. She also noted that the University would continue to review and make decisions making procedures. At their June stated meeting, the Trustees said such a review would be conducted.

The Forthieth Annual Dinner of the Twenty-Five Year Club

At left is the 1996-97 chair-elect, Patricia M. Hanrahan, of the Psychology organization.

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 Phalanx, Penn filed a proof of claim totaling $1.55 million in University's legal interest in $15,500,000 in University funds that were on deposit at New Era and the New Era bankruptcy,” according to Stephen Schutt, President Rodin’s Chief of Staff.

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 religious and cultural organizations filed for recovery of deposits and for 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 its 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 nonprofit or charitable institutions.”

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

As the University began to serve during the tenure of the late faculty or staff of Penn for 25 years, in any rank 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 classmen,” 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, who has been the Club’s secretary for several years and is succeeded in that role by Van Dusen. The notable surgeon Dr. Jonathan E. Rhoads, who chaired the Club in 1983-84, is the 64th year as a member of the Penn family.

Juniors and Seniors: Above left, the new chair-elect, Comptroller Al Beers (who has been here only three years) greets the outfit’s chief secretary, Maury Cloyd, whose 65-year tie with the University is very gratifying to him. Below, with Alumna Butts but several years’ volunteer membership in the University’s Office after she retired. Left: The noted surgeon Dr. Jonathan E. Rhoads, who chaired the Club in 1983-84, is the 64th year as a member of the Penn family.
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@al.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-Lauter 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 midterms 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 subcommittee 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
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 student 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.

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

Outline Agenda for Council 1995-96

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.

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 committee 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 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 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,
Professor Introduces Chinese to Private-Sector Fund Raising

By Jon Carolis

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 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.

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.”

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.”

ALMANAC October 10, 1995
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 suggests, 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 our 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.

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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 Leonardi
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 503)

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.

ANNEBURG SCHOOL

Specialist: Clyde Peterson

PART-TIME (CLERK I) (20 HRS) (09362CP) Grade: G10; $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; will-take a comparable background; excellent interpersonal skills; knowledge of accounting principles and procedures; prepare financial statements; perform audit work; maintain records; respond to standard inquiries regarding personnel, purchasing and payroll procedures. Qualifications: High school graduate, college preferred; two yrs. experience at OAAH level or Wharton—Steinberg Hall-Dietrich Hall (next to Room 503).

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 OAAH level or Wharton—Steinberg Hall-Dietrich Hall (next to Room 503). 

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 project; help 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.

DENTAL SCHOOL

Specialist: Clyde Peterson

RESEARCH SPECIALIST, JR. (10430CP) Grow, titrate 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; exposure, 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

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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 preferred; 4 years experience in word processing and office; at least two yrs. clerical or/secretarial experience or equivalent; knowledge of office practices and procedures; working knowledge of Macintosh computer; familiarity with personal computer 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 initiatives in concert 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 Educational Technology 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 support for the high education research institute and University planning office; identify, gather and summarize bibliographic material; procure and analyze data; create graphics and spreadsheet for presentations; organize compilation of subject reports and guidelines for fishers and other agencies. Qualifications: BA/BS; coursework in social sciences, mathematics, statistics and computer science desirable; one year experience as a researcher or related experience; demonstrated ability to understand and organize data and write 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 multimedia sculptures, 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; work in prepartion of manuscripts; 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: $16,279-20,573 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 & decision making; type standard and complex material; proofread standard and complex material; develop & maintain filing system; answer phones and handle inquirirs requiring some interpretation of policies; arrange appointments and conferences and handle mail. Qualification: proficient in English, organizational skills. Grade: G9; Range: $17,100-21,400 10-2-95 Law School

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MEDICAL SCHOOL
Specialist: Ronald Story/Janet Zinser

FINANCIAL ADMINISTRATOR II (09406ZP) 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. Grade: P3; 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 protocol; 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 patients; rotate coverage of study glimpse; perform molecular biological techniques; prepare reagents and supplies for RNAse-free studies; perform venipuncture; excellent communication, organizational skills. Grade: G9; Range: $17,100-21,400 10-9-95 Medical School

RESEARCH SPECIALIST I (09426RS) Perform wide range of techniques in nuclear acid purification, DNA sequencing, various blotting techniques; tissue culture mammalian cells, cell free protein translation and care and analysis of mice; perform experiments and perform tasks specific to the project; 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 current NEH program required; two-four yrs. experience in working with recombinant DNA techniques and protein analysis preferred; ability to work independent; demonstrated organizational skills and knowledge of computers required. Grade: P2; - experience 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 10-6-95 Medical and Health Science Center

RESEARCH SPECIALIST JR. (09426RS) Perform wide range of techniques in nuclear acid purification, DNA sequencing, various blotting techniques; tissue culture mammalian cells, cell free protein translation and care and analysis of mice; perform experiments and perform tasks specific to the project; 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 current NEH program required; two-four yrs. experience in working with recombinant DNA techniques and protein analysis preferred; ability to work independent; demonstrated organizational skills and knowledge of computers required. Grade: P2; - experience to lab work. RES. SPEC. JR. - experience to lab work.

RESEARCH SPECIALIST I (08206RS) Carry out molecular protocols & experiments; help troubleshoot experimental problems; screen, subclone, & sequence cDNA in phage & plasmid vectors, perform gel hybridization & Southern blotting; perform & modify polymerase chain reaction protocols; order supplies; maintain radiation safety records; maintain accurate logs & records; 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: $21,700-320,280 10-9-26-95 Medicine/Renal

RESEARCH SPECIALIST I (09370RS) Collect data; perform quality control of data; assist in data analysis; design surveys and questionnaires; conduct interview; draft papers; prepare and edit statistical tables; create and manage large projects, data files and documents; 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

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 & immunoperoxidase procedures; assist in service requests for electron microscopy; prepare reagents and supplies for RNAase-free studies; provide and train in-situ hybridization techniques; assist and train staff using computer equipment and facilities; assist during necropsies and dissections; perform general lab duties; maintain accurate logs & records; evaluate and analyze prepared slides using dark field, fluorescence, D.I.C. and routine microscopy; perform technical techniques. Qualifications: BA/BS in scientific field required; experience in experiments and material preparation under RNAase-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 Medical and Health Science Center

RESEARCH SPECIALIST JR. (10426RS) Perform wide range of techniques in nuclear acid purification, DNA sequencing, various blotting techniques; tissue culture mammalian cells, cell free protein translation and care and analysis of mice; perform experiments and perform tasks specific to the project; 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 current NEH program required; two-four yrs. experience in working with recombinant DNA techniques and protein analysis preferred; ability to work independent; demonstrated organizational skills and knowledge of computers required. Grade: P2; - experience to lab work.
RESEARCH SPECIALIST II (04098RS) Perform experiments in genetics & molecular biology; extract DNA from blood samples; carry out PCR amplification & gel electrophoresis, DNA sequencing & screening DNA clones. Qualifications: BA/BS in scientific field; one-three yrs. research experience in molecular biology; exposure to 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, developmental biology, cell electrophysiology, intact tissues and cultured cells, patch clamp electrophysiology, immunolocalization, tissue culture of mammalian cells; perform experiments involving study of receptors; perform experiments involving study of receptors; perform various blotting techniques and hybridization, cell fractionation, biochemical assays, antibody preparation, immunohistochemistry, tissue culture of mammalian and insect cells and dissection of frogs and rodents to harvest cells; assist in planning experiments and implement new protocols. Qualifications: BS/BA or equivalent required; at least three yrs. experience in related field.

Grade: P3; Range: $23,900-31,000 10-2-95 10-2-95 Pathology and Laboratory Medicine

RESEARCH LAB TECHNICIAN III (03940RS) Perform experiments involving study of receptors; perform various blotting techniques and hybridization, cell fractionation, biochemical assays, antibody preparation, immunohistochemistry, tissue culture of mammalian and insect 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: BS/BA or MS in scientific field required; knowledge and 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: P4; Range: $26,200-34,100 10-2-95 10-2-95 Psychology

SECRETARY, SR. (093931Z) Type andproofread standard and complex/confidential materials; assist in the preparation of manuscripts and grant applications; develop and maintain record and filing systems; schedule and coordinate 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; post patient accounts; file and retrieve hospital records and forms; operate MAC computer equipment and Windows experience) and office procedures; strong written communication skills; ability to type 55 wpm; ability to work independently.

Grade: G11; Range: $19,900-25,300 10-2-95 Genetics

SECRETARY, IV (04070Z) 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 systems; handle inquiries; manage office equipment.

Grade: G10; Range: $21,371-26,629 10-2-95 Psychology

TECH, PSYCH I (03938RS) Recruit and assess subjects under direct supervision; perform data entry and data management; screen for participation.

Qualifications: BA/BS in psychology or related field; two-yr. experience in related field.

Grade: G10; Range: $18,700-23,300 10-5-95 Psychology

PHLEBOTOMIST (24HRS) (09425RS) Identify and maintain record 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 shipping & storage 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 and other phlebotomy techniques; 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

ADVANCE PRACTICE NURSE (NURSING SCHOOL) (09348RS) Deliver primary, secondary and tertiary health care to individual, families and groups; includes staff development, educational programs, collaborative treatment planning, health education and health promotion; facilitate client access to the health care system; act as preceptor to graduate and undergraduate student participants in research.

Qualifications: Master’s degree required; two yrs. nursing experience in a Neonatal Intensive Care Nursery required; Pennsylvania registered nurse license required; $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 for study groups; arrange travel plans; attend to center staff and faculty for evaluation and performance; maintain computer log and patient file.

Grade: P7; Range: $35,000-43,700 10-5-95 Nursing

MANAGER, PROJECT I (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 for study groups; arrange travel plans; attend to center staff and faculty for evaluation and performance; maintain computer log and patient file.

Grade: P9; 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, RN and transfer program; direct calls and visitors to appropriate area or person; arrange appointment calendars; mail admissions information packets; type and proofread routine correspondence and forms; maintain office tracking system; coordinate dropped of high school labels.

Qualifications: Completion of high school curriculum and related training; two yrs. clerical/secretarial experience; excellent telephone skills; experience with word processors. 

Grade: G9; Range: $9,396-11,758 10-2-95 Nursing
OBSERVATIONS at PENN

OFFICE ADMINISTRATOR ASSISTANT (08282CP) G9: $17,100-21,400 8-18-95 Annenberg Center
OFFICE ADMINISTRATOR ASSISTANT (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) (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 I (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 communication 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 9-14-95 Animal Biology

RESEARCH LAB TECHNICIAN II (09377NS) G10: $18,700-23,300 9-14-95 Clinical Studies


PART-TIME TECH, VET III (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: $8,626-10.769/809; $10,275-12,802 9-13-95 VHUP

VICE PROVOST/UNIVERSITY LIFE

Specialist: Clyde Peterson
COORDINATOR V (09380CP) P5; $28,800-37,600 9-28-95 Student Performing Arts
COORDINATOR, TUTORING SERVICES (09363CP) P3; $23,900-30,100 9-21-95 Academic Support Services

WHARTON SCHOOL

Specialist: Janet Zinser
ALUMNI OFFICER III (09409Z) 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; commitment to positive working relationship.

PART-TIME (ASSISTANT DIRECTOR) G8; $17,100-21,400 9-25-95 External Affairs

TECH, WRITER/EDITOR (09419Z) Plan, write and edit publications that reflect 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 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 publications covering a variety of corporate management and financial issues; ability to produce 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, edit, proofread and produce accurate and concise prose for audiences of international senior business representative, with varying technical knowledge; thorough knowledge of typography, layout and editorial preparation.

Program Alumni; coordinate alumni participation in alumni & development oriented events.

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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, 580-4113

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 can have on the workplace, if untreated. By calling 898-7910, a counselor 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 session, 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.

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

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: ÁVZ 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.

On-Campus Emergencies, 511
Off-Campus Emergencies, 573-3333
SEPTA Police, 580-4113

Victim Support 898-4481/6600

Penn Detectives 898-4485
Penn Police 898-7297

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

—Bonnie Ragsdale, Staff Assistant to the Executive Vice President
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
09/29/95 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

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’s journal of record, opinion and news is published Tuesdays during the academic year, and as needed during summer and holiday breaks. Guidelines for readers and contributors are available on request.
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, heavy-weight 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