

9-12-1986

September 12 1986

Friday Bulletin

Follow this and additional works at: <http://scholarworks.lib.csusb.edu/fridaybulletin>

---

#### Recommended Citation

Friday Bulletin, "September 12 1986" (1986). *Friday Bulletin*. Paper 840.  
<http://scholarworks.lib.csusb.edu/fridaybulletin/840>

This Article is brought to you for free and open access by the CSUSB Archives at CSUSB ScholarWorks. It has been accepted for inclusion in Friday Bulletin by an authorized administrator of CSUSB ScholarWorks. For more information, please contact [scholarworks@csusb.edu](mailto:scholarworks@csusb.edu).

# THE BULLETIN

California State University, San Bernardino

September 12, 1986

LIBRARY

## New Year Begins On High Note

With a deluge of students expected, Cal State, San Bernardino will break a number of records with the opening of its 22nd year Monday.

Enrollment appears headed for 7400 students, with 5900 already registered through a extremely successful computer-assisted registration (CAR) program, which was initiated last spring. Actually 6582 students submitted applications for the fall quarter by the Aug. 18 cut-off. Several hundred were found ineligible and they, plus those who did not return the necessary fees, leave the total at approximately 5900 registered. The previous record attendance was the 6519 students in fall quarter 1985, which means the CAR pre-registration exceeded last fall's total enrollment. Typically, the university receives a sizeable number of late applications in September.

Because of the enrollment surge, the university has received permission from the Chancellor's Office to acquire five additional portable office units and to rent classrooms at the neighboring Cajon High School for overflow evening classes. This use of approximately five rooms at Cajon would mark the first time the university has used off-campus space for regular classes. The mobile units, regarded as an emergency measure while the new Faculty Office Building is under construction mid-campus, are expected to arrive on campus in October.

The heavy interest in Cal State, attributed to an aggressive student recruitment campaign and the growth of the Inland Empire, also has impacted on the on-campus residence halls, Serrano Village. They have a waiting list of nearly 60, the highest ever, after filling the 430 available spaces. A temporary housing coordinator was hired this month to help students find accommodations off campus.

Faculty and students returning to campus after the summer recess will find evidence of the long-awaited Faculty Office Building at the construction site between the Pfau Library and the Administration Building. Ground was broken for the \$2.1 million, two-story building in July and occupancy is expected for the fall quarter next year. The building will house the school offices for Education and Social and Behavioral Sciences plus 81 individual faculty offices.

The new year also will see several administrative changes in student development and retention areas as the campus prepares to implement an educational equity plan. Dr. Diane Halpern, previously half-time associate dean for undergraduate programs, has been named interim dean for undergraduate studies, a full-time position, to coordinate retention efforts. Details on the reorganization are given in a separate article on Page 2.

Forty-three new faculty, plus visiting scholars from China, Mexico and Egypt, will join the academic community this fall. The new appointments represent five full professors (including two new school deans, Dr. Beverly Hendricks in Humanities and Dr. David O. Porter in Business and Public Administration), eight associate professors, 16 assistant professors and 14 lecturers. A listing of the newcomers is included in the Bulletin, with room locations and phone numbers listed when available.

The academic year for all faculty begins with a general meeting at 9:30 a.m., Monday in the Recital Hall. Newcomers will have additional orientation, plus time to sign in with Personnel, that afternoon. Next week's activities include a retreat for academic administrators, conducted by Academic Affairs, on Tuesday and a two-hour workshop on advising and curricular matters for new faculty on Wednesday morning. School and department meetings will be Wednesday afternoon. The week concludes for faculty with the President's reception honoring the new arrivals Friday afternoon.

## Retention Efforts Assigned To Academic Division

The reorganization of several administrative units within Academic Affairs and Student Services, spawned by the Educational Equity Plan, is intended to improve retention efforts by clustering similar functions in

order to provide consistent contact and service to students.

The overall goal of the Educational Equity Plan is four-fold: (1) to broaden campus responsibility for educational equity, (2) to organize resources around specific functions, (3) to eliminate duplication and restrictions of services to "nontraditional" programs and (4) to provide an effective structure for attracting, retaining and graduating ethnic minority students in increasing numbers, according to the plan which is awaiting final approval by the Chancellor's Office.

In her new position as associate dean for undergraduate studies, Dr. Diane F. Halpern will coordinate the university's educational equity efforts. Operations primarily concerned with student retention, which have been moved from Student Services to her area within Academic Affairs, include: Educational Opportunity Program, Student Assistance in Learning, Advising Center and Learning Center.

The two associate deans now reporting to Dr. Halpern are Dr. Tom Rivera, Educational Support Services, and Stephen Prouty, Academic Services. Dr. Rivera will retain immediate responsibilities for EOP, SAIL, Learning Center and the Intensive Learning Experience. Dean Prouty will continue to administer the Evening Office, special admits and waivers and petitions.

The Counseling and Testing Center, directed by Dr. John Hatton, is being moved to Dr. Halpern's program. The Advising Center, directed by Dr. Robert Lee, continues under her supervision. A new retention coordinator, to be hired shortly, will be responsible for ELM/EPT compliance, the stopout program and monitoring retention data.

The reorganization involved no physical moves, with the exception of Dr. Halpern, who is now located in AD 184. Her new telephone number is Ext. 7891. As dean, Dr. Halpern will now report directly to Vice President Robert Detweiler.

## Student Registration Procedures Changed

Because of the implementation of the computer-assisted registration program (CAR) this spring, students signing up for fall classes in the next two weeks will experience new procedures.

Schedule adjustments for students who participated in CAR will be processed Tuesday through Friday of next week. Participating students will be assigned a time and a location, either the Admissions and Records lobby or the Advising Center, for their appointments. Students who received a partial schedule, or none at all, will be given first opportunity on Tuesday to adjust their schedules. Other students wishing to make changes will be seen Wednesday through Friday.

Walk-through registration, for those who did not preregister, will be Monday and Tuesday, Sept. 22 and 23 in the instrumental and choral rehearsal halls in the Creative Arts Building. Special telephone numbers installed for registration there will be:

Ext. 7301 Academic Programs/Registrar  
Ext. 7500 Bursar

Ext. 7310 Registration  
Ext. 7620 School deans

---

The California State University, San Bernardino BULLETIN is published by the Publications Office on alternate Fridays. Items for publication should be submitted in writing to AD 117.  
Edna Steinman, Editor

Vol. 21 No. 37



## 46 New Faculty Join University

Visiting faculty members from three countries--Mexico, China and Egypt--plus 43 tenure-track appointments will be added to the faculty rosters with the beginning of the new academic year next Monday.

Tatiana Galvan from the Universidad Nacional Autonoma de Mexico is a Fulbright scholar in residence in the Department of Communication. She is a former television newscaster and has been an editorial director of the Mexican Official News Agency. At UNAM she headed the Information Design Program and was chair of the Communication Department. In addition to her teaching responsibilities here, she will be available for guest lectures in other classes and for talks in the community.

Housheng Zhao, an exchange professor from East China Normal University, is coming as the result of a personal friendship developed with Dr. F.F. Liu (Computer Science). Zhao will spend half of his time teaching in computer science and the balance in research interests.

Dr. Magda Amin, from the Faculty of Veterinary Medicine at Zagazig University in Egypt, is here to do research with Dr. Amer El-Ahraf in environmental health under a grant from the Peace Fellowship Program for Egypt.

According to information from Academic Personnel, the following faculty are new this fall or have been appointed to tenure-track positions after teaching as lecturers the past year. The listing includes: name, title, department, highest degree and institution granting that degree (the asterisk denoted continuing faculty with tenure-track appointments):

### SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

\*Dr. David J. Bellis, associate professor, Public Administration; Ph.D., USC; BI 26-A, Ext. 7823

Dr. Frank D. Benson, professor, Accounting and Finance; Ph.D., Claremont Graduate School; SS 126, Ext. 7713

Ronald E. Blevins, lecturer, Accounting and Finance; M.B.A., Arizona State University; BI 26-E, Ext. 7822

Dr. Thomas M. Burrows, associate professor, Accounting and Finance; Ph.D., UCR; Tr 14-B, Ext. unknown

Dr. Patricia V. D'Souza, professor, Marketing, Management Science and Information Management; Ph.D., Ohio State University; AD 178, Ext. 7543

Dr. David O. Porter, professor, Public Administration; dean, School of Business and Public Administration; Ph.D., Syracuse University; AD 142, Ext. 7531

Dr. Elisabeth Ryland, assistant professor, Management; Ph.D., University of North Carolina; SS 127, Ext. 7717

Cynthia Vasek, lecturer, Marketing, Management Science and Information Management; M.B.A. UCR; BI 26-B, Ext. 7824

Dr. Mohamad T. Vaziri, professor and chair, Department of Accounting and Finance; Ph.D., University of Oklahoma; AD 160, Ext. 7676

### SCHOOL OF EDUCATION

John W. Adams, assistant professor, Special Programs; M.A., UCLA; Tr 5-C, Ext. unknown

## New Faculty (continued from Page 3)

Dr. Michael E. Grant, assistant professor, Teacher Education; Ed.D., Pepperdine University; PL 547, Ext. 7789

Dr. Roger W. Hamm, lecturer, Teacher Education; Ph.D., Georgia State University; Tr 11-B, Ext. unknown

Dr. Glen M. Kraig, lecturer, Teacher Education; Ed.D. East Tennessee State University; Tr 11-A, Ext. unknown

Dr. James C. Shuman, assistant professor, Teacher Education; Ed.D., West Virginia University; Tr 11-C, Ext. unknown

Kathryn Z. Weed, lecturer, Teacher Education; M.A.T., Georgetown University; Tr 13-c, Ext. unknown

### SCHOOL OF HUMANITIES

Dr. Rise Axelrod, associate professor, English; Ph.D., UCLA; VA 103, Ext. 7475

Dr. Susan M. Finsen, assistant professor, Philosophy; Ph.D., Indiana University; Tr 6-B, Ext. unknown

Tatiana Galvan, Fulbright scholar, Foreign Languages/Communication; M.A., Stanford University; CA 183, Ext. 7683

Dr. Beverly L. Hendricks, professor, Communication; dean, School of Humanities; Ph.D., Northwestern University; PL 233, Ext. 7441

\*Dr. Sandra D. Kamusikiri, assistant professor, English; Ph.D., UCR; PL 206A, Ext. 7481

\*Dr. John A. Kaufman, associate professor, Communication; Ph.D., Michigan State University; CA 128, Ext. 7477

Dr. Elizabeth Keyser, lecturer, English; Ph.D., Claremont Graduate School; PL 541, Ext. 7689

Dr. Diann L. Matheson, lecturer, Theatre Arts; Ph.D., Bowling Green State University; CA 168, Ext. 7464

\*Dr. Carolyn H. Neff, associate professor, Music; D.M.A., University of Oregon; CA 222, Ext. 7463

Dr. Michael Pounds, associate professor, Communication; Ph.D., New York University; Tr 5-A, Ext. unknown

Dr. Rodney Simard, lecturer, English; Ph.D., University of Alabama; Tr 11-D, Ext. unknown

Dr. Raymond Torres-Santos, assistant professor, Music; Ph.D., UCLA; CA 219, Ext. 7801

### SCHOOL OF NATURAL SCIENCES

Dr. Magda Amin, research scholar from University of Zagazig, Health Science; Ph.D. University of Zagazig; PL 226

Dr. Sandra K. Cross, assistant professor, Health Science; Ed.D., University of Virginia; PS 19-F, Ext. unknown

(continued on Page 5)

## New Faculty (continued from Page 4)

Dr. David C. Easton, assistant professor, Mathematics; Ph.D., University of Waterloo, Canada; BI 26-D, Ext. 7870

Daniel E. Ford, lecturer, Computer Science; M.S., Cal Poly, Pomona; Tr 12-B, Ext. unknown

Dr. Gary R. Griffing, lecturer, Mathematics; Ph.D., UCR; Room, Ext. unknown

\*Dr. Zahid Hasan, assistant professor, Mathematics; Ph.D., University of Birmingham, England; BI 118, Ext. 7388

Dr. Karen C. Schepp, visiting associate professor, Nursing; Ph.D., University of Arizona; HC 101-C, Ext. 7655

Mary A. Schultz, assistant professor, Nursing; M.S.N., Case Western Reserve University; HC 101-D, Ext. 7658

Dr. Tong L. Yu, assistant professor, Computer Science; Ph.D., Johns Hopkins University; PL 33, Ext. 7653

Housheng Zhao, exchange professor from East China Normal University, Computer Science; M.S., East China Normal University; PL 400

### SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES

Dr. Berend Derk Bruins, associate professor, Political Science; Ph.D., Columbia University; BI 26-C, Ext. 7256

Dr. Ellen R. Gruenbaum, assistant professor, Anthropology; Ph.D., University of Connecticut; Tr 13, Ext. unknown

Dr. Ellen N. Junn, lecturer, Psychology; Ph.D., Princeton University; PS 19-D, Ext. 7256

\*Dr. N. Laura Kamptner, assistant professor, Psychology; Ph.D., Michigan State University; PS 215, Ext. 7231

Dr. Hope Landrine, assistant professor, Psychology; Ph.D., University of Rhode Island; PS 213, Ext. 7258

Dr. Frederick R. Lynch, lecturer, Criminal Justice; Ph.D., UCR; AD 175, Ext. 7254

Dr. Dennis J. Mahoney, assistant professor, Political Science; Ph.D., Claremont Graduate School; AD 163, Ext. 7247

Dr. Nindy P. Sandhu, lecturer, Economics; Ph.D., UCR; SS 133, Ext. 7277

Steven Shuklian, lecturer, Economics; M.A., UCR; SS 135, Ext. unknown

Trailers 11, 12 and 13 will not arrive on campus for another month. Faculty listed for those facilities will be temporarily sharing other offices. Information on their locations should be available from the school offices.



## Health Insurance Open Enrollment

University employees have from now through Oct. 17 to make changes in their health benefits (insurance) programs, according to reminders from Personnel. The annual open enrollment period covers all continuing employees. New employees have 60 days after the start of employment to select a plan. Otherwise, they must file a health plan or wait a year for another open enrollment.

The Personnel Office will process enrollments or changes only on the following Fridays: today, Sept. 19 and Oct. 3 and 10. The hours are 9 a.m. to 4 p.m. A worksheet should be completed prior to arriving at the office. All available health coverage options are explained in a booklet issued by PERS, which was distributed to employees. Further information is available from the health benefits officer, Marjorie Callaghan, Ext. 7205.

## Homes Needed For ACLP Students

The American Culture and Language Program, operated through the Office of Extended Education, is seeking host families for international students. Students will pay board and room in exchange for living with an American family to learn the culture first-hand. Further information is available from the ACLP Office, Ext. 7666.

## Sandra Rich is New Personnel Recruiter

Sandra Rich, formerly of Houston, joined the Personnel Office Sept. 2 as a personnel management specialist in charge of recruiting. Ms. Rich, who has four years of personnel experience, earlier was employed at the University of Texas Health Science Center, the city of Houston and with an employment agency.

A native Texan, she received her B.A. in psychology from the University of Texas at Austin in 1980 and has earned the equivalent of a B.B.A. in management. Her outside interests, basically youth oriented, include the Special Olympics and church work. She and her husband, Jimmy, are making their home in San Bernardino.

## Jennifer McMullen Named Citizen of Achievement

Jennifer McMullen, administrative operations analyst in the School of Business and Public Administration and an active volunteer in the community, will be honored by the League of Women Voters Friday, Sept. 19 as one of its Citizens of Achievement. The community reception for the honorees will be at the Olen Miller home, 3145 N. Pepper Tree Lane, San Bernardino. Also recognized are the Chamber of Commerce president, the retiring president of San Bernardino Valley College, the city and county superintendents of schools, a school board member and community volunteers.

## Scheduling Office Number Returns

The scheduling Office, which arranges for the use of campus facilities, moved this summer from the Student Services Building to the Student Union. Briefly, the office had a different phone number; however, the former number, Ext. 7400, is now back in service.

## Missing a Bulletin?

With this issue, the Bulletin returns to its academic year distribution. Any office or department receiving insufficient number of copies to cover all employees is requested to call the Publications Office, Ext. 7814, to report the correct total needed.

## Professional Activities

The National Strategy Information Center, Inc., in New York City again is awarding Dr. Richard Ackley (National Security Studies) a \$500 grant for publications relative to his program.

Dr. Robert Blackey (History) made a presentation on "Critical Thinking Skills" before the secondary school faculty of the Glendora Unified School District Sept. 9.

Dr. Louise Burton (Education) co-authored an article, "Current and Future Trends in Transition Training," published in the summer issue of the Division for the Visually Handicapped Quarterly, a publication of the National Council for Exceptional Children.

Three faculty from the School of Business and Public Administration--Dr. Hal Hoverland (Dean, Accounting); Dr. Pat McInturff (Management) and Dr. C. E. Tapie Rohm, Jr., (Marketing, Management Science and Information Management)--edited a book in the New Directions for Higher Education series titled Crisis Management in Higher Education, published this fall by Jossey-Bass, Inc.

Dr. Nathan Kravetz (Education, Emeritus) taught a graduate course, "Advanced International Education," this summer at the University of Southern California.

Lance Masters (Marketing, Management Science and Information Management) has been nominated as Arbitrator of the Year of the U.S. Council of Better Business Bureaus.

Work by Joe Moran (Art) will be included in an exhibit, "The Multicultural Imagination," Sept. 23-Oct. 25 in Art Galleries I and II at San Jose State University.

Dr. David Shichor (Criminal Justice) presented a paper, "A Comparison of Elderly Arrest Patterns--United States and the Federal Republic of Germany: An Exploratory Study," at the 11th World Congress of Sociology Aug. 21 in New Delhi, India.

Dr. Michael Weiss (Psychology) presented two papers, "One Becoming Two Becoming Three: Focusing on the Expectant Father" and "Practical Use of Forgiveness in Counseling" at the American Psychological Association convention Aug. 22-23 in Washington, D.C. He also chaired a session on "Counseling Process and Outcome."

## Dr. Rauf Khan Is Teaching in China

A visit here last winter by a Chinese professor has resulted in an exchange teaching opportunity for Dr. Rauf Khan (Accounting and Finance), who is now at East China Technical University of Water Resources in Nanjing, China.

The invitation to teach a finance course at the Nanjing university was extended by Dr. Li Kaiyun, chair of the Department of Management Science at that institution, who was here under an exchange program last winter. Dr. Khan, who completed a term as chair of the Department of Accounting and Finance, will return to campus winter quarter.

## 20 Exchange Students Here This Quarter

As a result of the university's first participation in the National Student Exchange Program, approximately 20 students from institutions throughout the country will be enrolled here this quarter while five Cal State students will be in classes at SUNY, Buffalo,

University of Hawaii, Manoa, University of Nevada, Las Vegas, University of Northern Colorado, and University of South Florida. Seven additional students will be coming here for the winter or spring quarters, said Dr. L. Theron Pace, program coordinator here. Universities represented by the visiting students range from Rutgers and Massachusetts to Puerto Rico to two campuses of the University of Hawaii. Some students will live in Serrano Village; others in off-campus housing.



**Sympathy** The university community extends deepest sympathy to Cynthia Pringle (Media Relations) on the death of her husband, Norman, Sept. 8 in Pomona. Services are this morning (Friday) at the Veterans Cemetery in Riverside.

Sympathy also is extended to the family of Ms Linda Reily, an English teacher in the Upward Bound program for the past three years, who died Sept. 6. Grave site services were held Wednesday morning at Mountain View Cemetery in Beaumont.

## Personnel

### NEW TO THE UNIVERSITY

#### Full-time, permanent

Donald Crow  
Duplicating Machine Operator II  
Duplicating Center  
Ext. 7596, BI 8

Maria Garcia  
Clerical Assistant IIB  
Publications  
Ext. 7814, AD 117

Mazie Hardy  
Clerical Assistant IIA  
Duplicating Center  
Ext. 7596, BI 8

Dr. Beverly Hendricks  
Dean, School of Humanities  
Ext. 7441, PL 233

Lesley Larsen  
Clerical Assistant IIA  
Personnel  
Ext. 7205, SS 151

Dr. David Porter  
Dean, School of Business and Public  
Administration  
Ext. 7531, AD 142

Sandra Rich  
Personnel Management Specialist  
Personnel  
Ext. 7205, SS 151

Samuel A. Sarmiento  
Public Safety Officer  
Campus Police  
Ext. 7555, HA 3

#### Full-time, temporary

Constance Butler  
Clerical Assistant I  
Educational Opportunity Program  
Ext. 7395 SS 174  
To Feb. 28, 1987

Howard Dexter  
Placement Interviewer  
Career Planning and Placement Center  
Ext. 7551, SS 166  
To June 30, 1987

Sandra Hall  
Clerical Assistant IIB  
Career Planning and Placement Center  
Ext. 7551, SS 116  
To June 30, 1987

Rosa O. Rosas  
Early Outreach Coordinator  
Student Affirmative Action  
Ext. 7737, SS 103  
To June 30, 1987

Raul Valenzuela  
Counselor  
Educational Opportunity Program  
Ext. 7395, SS 168  
To June 30, 1987

Lillie Walls  
Project Secretary  
Upward Bound  
Ext. 7209, Tr 2-B  
To May 31, 1987

#### Part-time, temporary

Jeff Adair  
Tom Ruvolo  
Graphic Artist  
Extended Education  
Ext. 7527, PL 560  
To June 30, 1987

## Personnel

(continued from prior page)

### TO PERMANENT FROM TEMPORARY

Barbara Sovereign  
Rebecca Warren  
Student Services Professionals  
Services to Students with  
Disabilities  
Ext. 7662, PL 101

### CHANGE IN POSITION

Catherine Carlson  
Purchasing Agent  
From Clerical Assistant IIIA  
Purchasing  
Ext. 7591, AD 116

Donna Lewis  
Clerical Assistant IIA  
Plant Operations  
Ext. 7426, PP 100  
From Clerical Assistant IIIA  
Admissions

## Congratulations

The university community extends congratulations to four members of the campus community and their spouses following summer and early fall weddings.

Dr. Jacques Benzakein (French) and Mary Anne Ashley were married June 29 in an outdoor ceremony on campus. They are making their home in Riverside.

Dr. Paul Johnson (Philosophy) and Pamela Sanders (student in business management) were married Aug. 2 in Las Vegas. The couple is making its home in San Bernardino.

Lynda O'Brien (Accounting and Finance) was married to Jim Madden Sept. 6 in Las Vegas. They are making their home in Running Springs.

Dr. Andrew Schultz (Education) and Mary Sutton were married June 21 in Lincoln, Neb. Their home is in San Bernardino. The bride is retaining her name.

## Physical Fitness Programs Offered

For working people, under pressure and pressed for time, two groups are offering opportunities for health care/fitness programs to be offered on campus this fall.

The Student Health Center will sponsor a "Weight Watchers at Work Program," beginning Thursday, Oct. 7. The 10-week program will meet from noon to 1 p.m. on Thursdays. Information on costs and registration is available now from the Health Center, Ext. 7641.

The Associated Students again will sponsor a Jazzercise class, which will meet at 5 p.m., Tuesdays and Thursdays beginning in September. Information on times and costs will be available from the AS Office, Ext. 7494.

## Employment Opportunities

Applications will be accepted from 2 p.m., today for new positions until 2 p.m. on the dates listed. Current information on employment opportunities is available through a 24-hour hotline at Ext. 7762, which is updated at 2 p.m., each Friday.

ADMISSIONS: Student Services Professional II--\$2176-\$2617/mo.; full-time, permanent. Closes Sept. 15.

ADMISSIONS: Clerical Assistant IIIA--\$1545-\$1829/mo.; full-time, permanent. Closes Sept. 15.

COMPUTER CENTER: Programmer I--\$2138-\$2571/mo.; full-time, permanent. Closes Sept. 15.

COMPUTER CENTER: Clerical Assistant IIA--\$1332-\$1571/mo.; full-time, permanent. Closes Sept. 26.

EDUCATIONAL SUPPORT SERVICES: Clerical Assistant IIIA--\$1545-\$1829/mo.; full-time, permanent. Closes Sept. 19.

FACILITIES PLANNING: Clerical Assistant IIIA--\$1545-\$1829/mo.; full-time, permanent. Closes Sept. 15.

LIBRARY: Clerical Assistant IIA (four positions)--\$1332-\$1571/mo.; full-time, temporary to June 19, 1987. Closes Sept. 19.

MUSIC AND THEATRE ARTS: Clerical Assistant IIIA--\$1545-\$1829/mo.; full-time, permanent. Closes Sept. 19.

PERSONNEL: Clerical Assistant IIA--\$1332-\$1571/mo.; full-time, temporary to Jan. 31, 1987. (Possible conversion to full-time, permanent.) Closes Sept. 15.

SCHOOL OF EDUCATION: Clerical Assistant IIA--\$666-\$785/mo.; part-time, permanent. Closes Sept. 26.

PUBLIC ADMINISTRATION: Department Secretary IA--\$1464-\$1730/mo.; full-time, permanent. Closes Sept. 15.

SUPPORT SERVICES/PURCHASING: Clerical Assistant IIIA--\$1545-\$1829/mo.; full-time, permanent. Closes Sept. 19.