

TRUMAN

A Weekly Publication for Students, Faculty, and Staff

T O D A Y



Vol. 6, No. 27

April 2, 2002



ALAN C. PAGE

Minnesota Supreme Court
Justice and former
Minnesota Viking player

8 p.m.
April 6

Baldwin Auditorium

Generous support for Page's talk has been provided by the Truman State University Foundation. Truman Bookstore is a platinum level sponsor and a special guest at this performance.

Free tickets for students, faculty and staff may be picked up with a University ID at the SAB office and the Center for Student Involvement on the lower level of the SUB.

For more information, call 785.4016.

Truman Debaters Continue Streak of National Tournament Successes

Ten debaters from Truman continued a four-year streak of competitive success at the National Parliamentary Debate Association National Tournament held at Metropolitan State College of Denver March 23-25. One of the teams placed in the "sweet sixteen" and the debaters placed sixth overall in the nation in tournament sweepstakes.

Kristopher Stroup, junior political science major from Lansing, Kan., and Matthew Harms, freshman economics major from Galesburg, Ill., reached the octafinal round of the tournament. Three other Truman teams placed in elimination rounds, approximately the top 25 percent of the field. The teams included: Tyler Unsell, junior communication major from Parkville, Mo., and Christopher Bell, sophomore communication and English double major from Lee's Summit, Mo.; Tyson Helder, freshman political science major from Sioux Falls, S.D., and Marie Tenney, freshman political science major from Columbia, Mo.; and Brian Amsden, senior

communication major from Fenton, Mo., and Ryan Walsh, freshman philosophy and religion major from Cassville, Mo. Meghan Gibbard, freshman psychology major from Wauconda, Ill., and David Johnson, freshman political science major from Kansas City, Mo., did not advance to elimination rounds, but contributed valuable wins to the squad's overall record.

Truman also placed 10th out of 248 ranked debate programs in season sweepstakes, a measure of the performance of the nation's top teams during the course of the entire season. This is the second consecutive year Truman has ranked in the top 10 nationally for the entire season.

"When we began this season we had lost three outstanding debaters," Kevin Minch, director of forensics, said. "In many ways, we saw this year as a year to rebuild the team. That makes the continuation of this streak all the more impressive." Half of the students representing Truman at this year's nationals were freshmen.

Stowers to Serve as Executive-in-Residence

William L. Stowers will serve as this year's Raymond Bentele/Mallinckrodt Executive-in-Residence for the Business and Accountancy Division. He will give a campus-wide presentation

"Gearing Up for the Future" at 3:30 p.m., April 9, in Violette Hall 1000.

Stowers is vice president and general manager of Supplier Management and Procurement for Boeing Military Aircraft



and Missile Systems. He is responsible for all subcontract and procurement matters, including policymaking and implementation, subcontract oversight and process improvement.

He holds a bachelor's degree from Harris-Stowe College and a master's degree from Pepperdine University.

The Executive-in-Residence program was established in 1993 to recognize the significant contributions that Raymond Bentele, an alumnus of Truman, made as president and CEO of Mallinckrodt Inc. For more information, call 785.4268.

International Week and Asian History Week 2002 Linking Cultures

Cultural Potluck

Participants sign up at the
International Student Office and
Multicultural Affairs Center

6 p.m., April 7
Adair Building

Opening Ceremony and
Flag Parade
5 p.m., April 8
Quadrangle

Kabuki Theater
7 p.m., April 8
SUB Down Under

Martial Arts Demo and
Workshop
8 p.m., April 9
Student Rec Center

Cultural Dance Workshop
Sign up in the International Student
Office or at the door of the workshop

6 p.m., April 10
Pershing Dance Studio

Movie Night "Ghandi"
8 p.m., April 11
VH 1000

"Flags for Global Peace and
Unity" will be on display on
the Quadrangle

Sponsored by the
International Student Office
and the Multicultural
Affairs Center

MUSIC CONCERTS

Truman Chamber Orchestra

Featuring music faculty members
Gregory Jones, Sheri Mattson
and Julianna Moore
8 p.m., April 3

Baldwin Auditorium

For more information, contact
Sam McClure at 785.4434.

President's String Quartet

5 p.m., April 6
SUB Activities Room

Jazz Combo II

7:30 p.m., April 6
Selby House

Chamber Ensemble,
Concert Band and
Wind Symphony concert

2 p.m., April 7
Baldwin Auditorium

Sigma Xi to Present Research Ethics Workshop

The Kirksville Chapter of Sigma Xi will host a Research Ethics Workshop from noon to 5:30 p.m. April 5, and 8:30 a.m. to 2:30 p.m., April 6, on the third floor of the SUB. The workshop will confront ethical issues in scientific research.

Gail Gibbons, the deputy chief of the Research Integrity Branch, Office of the General Counsel and the U.S. Department of Health and Human Services, will present "Responsible Conduct of Research" at 12:30 p.m., April 5, in the Student Union Building Activities Room. Case study sessions will be presented from 1:30-5:30 p.m. April 5.

Jerry Menikoff, assistant professor of the department of history and philosophy of medicine at the University of Kansas Medical Center, will present "The Myth and Reality of Informed Consent to

Research" at 9 a.m. April 6, Student Union Building Activities Room. Richard Doyle, chairman of the department of comparative medicine at Saint Louis University School of Medicine, will present "Ethical Use of Animals in Research" at 10 a.m. April 6, Student Union Building Activities Room. Several case study sessions will be presented from 11 a.m. to 2:30 p.m. April 6.

Researchers, students, faculty and community members are welcome to attend. Each case study will involve small group discussions and a panel discussion. Registration is free at the door of the Student Union Building Activities Room. For more information, contact Michael Goggin at 785.4410 or e-mail him at mgoggin@truman.edu.

Arav to Discuss Bethsaida Excavation Site

Rami Arav, chief Archaeologist of the Bethsaida Project, will present "Discoveries at Biblical Bethsaida: From King David to Jesus, A Slide Lecture" at 7:30 p.m., April 8, in the Student Union Building Activities Room.



The public presentation will highlight Bethsaida, one of the most frequently mentioned towns in the Bible's New Testament, but also one of the most mysterious. In 1987, Arav undertook a 10-day probe to determine if a mound, located on the northeastern coast of the Sea of Galilee in Israel, was the famous Bethsaida.

Arav began excavation with the help of students and volunteers from all over the world. He founded the Consortium of the Bethsaida Excavations Project (CBEP) in 1990. The University of Nebraska at Omaha is the supervising institution of the project, which includes institutions from the United States, Germany, Poland and Israel.

Discovery of the lost city of Bethsaida has gained significance in recent years, since it was the home of five of the apostles and a primary location for the ministry of Jesus and the emergence of early Christianity.

The lecture is sponsored by the department of philosophy and religion in conjunction with Center for International Education Abroad Office.

Strategic Planning Advisory Committee Update

Since the January Conference the Strategic Planning Advisory Committee (SPAC) has been busy analyzing the input from the attendees as well as the comments received prior to the meeting. The committee is in the early stages of developing draft statements on such topics as Truman's liberal arts culture, the LSP, assessment and out-of-classroom experiences.

Once these drafts have been finalized,

they will be distributed to the campus community for review and comment. In addition, several public forums will be scheduled to secure community input.

The extensive participation of the Truman community in the planning process to date has been very useful, and the committee is appreciative of the support. The SPAC intends to have the planning process complete by the end of the semester.

Notables

Jim Barnes, writer-in-residence and professor of comparative literature, had a poem titled "Ithaca 2001" accepted for publication in *The North American Review*, America's oldest continuous literary magazine. Barnes spent March 20-25 in New York City for the annual meeting of selection committees for the Camargo Foundation. He is serving a six-year term on the Camargo Foundation Creative Writing Committee.

Stephen Hadwiger, assistant professor of nursing, presented "Managing Diabetes According to Mexican American Immigrants in Nonmetropolitan Midwest" as a poster at the Cambio de Colores Conference on Immigrant Issues March 13-15 at the University of Missouri-Columbia.

David Hoffman, assistant dean of student affairs, and Marcy Graham, Ryle College head academic adviser, presented a half-day workshop titled "Introduction to the *College Student Experiences Questionnaire Student Advising Report*" at the American College Personnel Association Convention at in Long Beach, Calif. They presented with Bob Gonyea from the Indiana University Center for Postsecondary Research and Planning. Hoffman also served as a panelist on the "Commission IX (Assessment for Student Development) Roundtable: Practice in Assessment and Evaluation" at the convention.

Stephanie Powelson, interim director of nursing and assistant professor of nursing, was selected as a Fellow for the AACN Leadership for Academic Nursing Program, funded by Helene Fuld Trust. The one-year leadership program will start in March, 2002, in Washington, D.C.

Bridget Thomas, assistant professor of classics, had an article titled "Constraints and Contradictions: Whiteness and Femininity in the Ancient Greek World" published in *Women's Dress in the Ancient Greek World*, a collection of new studies on the subject by an international team of contributors.

The Truman wrestling team recently earned the No. 1 ranking on the National Wrestling Coaches Association (NWCA) All-Academic Teams list. According to the way the NWCA calculates the award, Truman topped the list of all-academic teams with a score of 3.374. The team score averages the cumulative grade point averages of 10 wrestlers on the team, eight of whom must have competed in the team's NCAA Division II national qualifying tournament. The grade point average of the entire Truman wrestling team is 2.98.

Truman placed fifth in the first set of NCAA Division II winter standings for the Sears Directors' Cup, presented annually by the nation's athletics directors. The Sears Directors' Cup was developed by the National Association of Collegiate Directors of Athletics (NACDA) and USA Today.

Pickler Memorial Library Book Sale to be Held

Pickler Memorial Library will have a book sale from 10 a.m. to 6 p.m., April 3-4, on the south side of the library. The rain site will be in the library's first floor gallery off of the atrium. Proceeds from the sale will buy new books for the library.

The books in the sale are gifts individuals have donated with the understanding that if they are not added to the collections,

the staff will sell them. During the past several years, the library has added thousands of gift books to its collection. The remaining books will be sold due to condition, subject matter or because the library already owns a copy.

For more information, contact Pickler Memorial Library at 785.4038.

Islamic Awareness Week

Film "The Message"

6:30 p.m.
April 8

SUB Alumni Room

Student Presentations

7 p.m.
April 9

SUB Conference Room

Guest speaker

Dr. Sawani

7 p.m.
April 10

Magruder Hall 124

For more information, call 665.0286, visit <http://ism.truman.edu> or e-mail al-muttaqun@yahoo.com.

Arranged by Islamic Students Al-Muttaqun (ISM)

You can make a difference!

2nd Annual Big Event

An opportunity for students to give back to the Kirksville community

9 a.m., April 6

You can sign up to help at the SERVE Center on the main level of the SUB.

For more information, call 785.7222.

If you or anyone you know could use a helping hand with a chore or project, call the SERVE Center at 785.7222 or pick up a service request form from KTUF, KLTE, Kirksville Chamber of Commerce or Copy Systems.

Service Recognition Banquet

6:30 p.m., April 9, SUB Georgian Room

Tickets for the banquet are \$9. For reservations and tickets, please call Matt at 785.4031 by April 3.

Omicron Delta Kappa Student Hall of Fame nomination forms may be picked up in any division office or the Center for Student Involvement.

Nomination forms are due by 5 p.m., April 2, in the Center for Student Involvement. For more information, contact Andy Lewis at 785.4982.

The Fine Arts Division will host a public lecture by visiting artist Linda Hayward at 7 p.m., April 2, in OP 2210.

Student Senate will have a Diversity Discussion Forum from 7-9 p.m., April 2, in the SUB Governors' Room. For more information, contact Student Senate at 785.4193.

The theater production "Thieves" will be at 8 p.m., April 2-6, in the Baldwin Little Theatre. Admission is free. For more information, contact Beth Austin at 785.4073.

Bruce L. Bird, director of the Center for Advancement of Learning and Teaching at Anne Arundel Community College, will present a showcase Creating Learning Objects and Assessment Tools With Macromedia Flash 5 from 3-4:30 p.m., April 4, in the SUB Activities Room. R.S.V.P. by April 2 to Faculty Development at facedev@truman.edu.

The Faculty Development Weekly Lunch Series will present "Intellectual Property Rights and Copyright Issues for Electronic Materials" from 12:30-1:25 p.m., April 3, in the SUB Spanish Room. The guest speakers will be Warren Wells and Don Bindner. For more information, contact Faculty Development at 785.4391.

The Dobson Hall Film Series and the Fine Arts Division will show the film "The Stationmaster's Wife" at 7 p.m., April 3, in OP 2210. For more information, contact Dennis Leavens at 785.5145.

The Truman Forensics Showcase will be from 7:30-9 p.m., April 3, in the SUB Georgian Room. This event is an annual presentation of work by members of the Truman Forensics Program. For more information, contact Kevin Minch at 785.5677.

The Staff Development Committee is sponsoring a workshop to show features on the Truman Web from 10-11:30 a.m., April 4, in VH 1000.

The MAE Published Paper Presentations will be at 3:30 p.m., April 5, in the Violette Hall Education Conference Room.

The banquet for the Kirksville chapter of Sigma Xi will be from 6:30-8 p.m., April 5, in the SUB Governors' Room. For more information, contact Michael Goggin at 785.4410.

PRISM is sponsoring SHOULDstock (Students Helping Others Understand and Love Diversity) at noon, April 6, at Red Barn Park. Organizations will have information tables and booths with food and items for purchase. For more information, contact Alexandria Lockett at 785.5178 or visit <http://prism.truman.edu>.

The Division of Fine Arts will host a Bachelor of Arts Thesis Exhibition at 7 p.m., April 8, in the Ophelia Parrish Atrium.

The Financial Aid Office is seeking full-time student employment for summer 2002 changing to part-time (10-20 hours) for the 2002-2003 academic year. Submit an application and resume by April 8

to the Financial Aid Office, MC 103.

The honor society Phi Kappa Phi invites all students to an informational reception from 4-5 p.m., April 9, in the Ryle Hall lobby. Students will be able to learn about the organization and honor societies in general and meet the Phi Kappa Phi student officers. Refreshments will be served. For more information, contact Monica Barron at 785.4064.

The Alpha Sigma Gamma 5K/10K Run for Their Lives will be at 8:30 a.m., April 13, in front of Centennial Hall. Registration will be from 10 a.m. to 4 p.m. April 2-5 in the SUB; from 3-7 p.m. April 3-4 in the Rec Center; from 10 a.m. to 4 p.m. April 8-12 in Violette Hall; and from 10 a.m. to 4 p.m. April 6-12 in McClain Hall. Cost is \$10 to pre-register and \$12 the day of the race. For more information, contact Jen at 627.6090.

The Special Olympics Opening Ceremonies will be at 12:30 p.m., April 13, at Stokes Stadium. For more information, contact Jamie Bateman at 665.3817.

SAB will sponsor Dog Days from 2-6 p.m., April 13, in the Campbell Parking Lot. For more information, contact the SAB office at 785.4722.

Communication summer internship applications are due April 15 in the Language and Literature Division Office. Directions and forms are available in the division office or online at <http://www2.truman.edu/ll/>.

The University Observatory will be open to the public from 9-11 p.m., April 15 and April 29.

Weather permitting, visitors are able to look through the telescope. Access to the observatory is via the stairs to the roof from the lobby outside of MG 274. The College Republicans will sponsor guest speaker Gary Aldrich, who will speak on the role of law enforcement in today's society, from 6-8 p.m., April 16, in VH 1000. A book signing in the Violette Hall commons will follow the presentation. For more information, contact Matthew Ebbert at 785.5282.

Truman faculty and staff are invited to stop by for complimentary food and drink from 4:30-6 p.m., April 26, at the University Club.

Women's Coop is sponsoring a Women's Talent Implosion at 7 p.m., April 27, in the SUB Down Under. Men and women will present visual and performance art in tribute to women. For more information, contact Jessica Post at 627.7678.

The University Club Spring Cookout will be May 17 with musical entertainment by Red Wing. Applications are now available for the 21st Century Leadership Academy. The Academy is designed to teach women leadership skills, allow them to meet key public policy people in government and learn more about public policy. The training program will be May 19-24 at the University of Missouri-St. Louis. For more information, contact Patricia A. Miller at 785.4260.

The Echo Yearbook is offering Identity Squares for the 2002 yearbook. Squares can be purchased for \$7.50 at the Echo office in the lower level of the SUB. Garden plots at Truman's University Farm are available to anyone in the Kirksville community. To reserve a plot, contact Mark Campbell via phone at 785.4280 or via e-mail at campbell@truman.edu.

2 TUESDAY

7 p.m.-Visiting artist Linda Hayward, OP 2210; see Notes
7-9 p.m.-Student Senate Diversity Discussion Forum, see Notes

3 WEDNESDAY

10 a.m. to 6 p.m.-Library Book Sale, see Page 3
noon-Truman baseball vs. Washburn (Kan.)
7 p.m.-Film "The Stationmaster's Wife," OP 2210; see Notes
7:30-9 p.m.-Truman Forensics Showcase, see Notes

4 THURSDAY

10 a.m. to 6 p.m.-Library Book Sale, see Page 3
4 p.m.-Truman men's and women's tennis vs. Rockhurst

5 FRIDAY

Truman State University Bulldog Classic Women's Golf Tournament, Kirksville Country Club
noon-5:30 p.m.-Sigma Xi Research Ethics Workshop, see Page 2
2 p.m.-Truman softball vs. Pittsburg State (Kan.)

6 SATURDAY

8:30 a.m. to 2:30 p.m.-Sigma Xi Research Ethics Workshop, see Page 2
9 a.m.-The Big Event, see Page 3
9:00 a.m.-Board of Governors Meeting, SUB Conference Room
noon-SHOULD stock, Red Barn Park; see Notes
12:30 p.m.-Truman softball vs. Missouri Southern
1 p.m.-Truman men's & women's tennis vs. Southwest Baptist
8 p.m.-Alan C. Page lecture, see Page 1

8 MONDAY

9 a.m.-Truman women's tennis vs. Missouri Southern
5 p.m.-Opening Ceremony and Flag Parade, see Page 2
6:30 p.m.-Film "The Message," see Page 3
7 p.m.-Kabuki Theater, SUB Down Under; see Page 2
7:30 p.m.-Arav lecture, SUB Activities Room; see Page 2

SCHOLARSHIP JOB OPENINGS FOR 2002-2003

Division: **Athletics/Football**
Supervisor: Matt Copeland
Positions: 30
Description: Football locker room and office assistants needed to help with equipment, laundry, office work, etc. Basically, any football related assistance.

Division: **Business Office – Cashiers**
Supervisor: Linda Phillips
Position: 1
Description: Filing assisting with mail payments, and brief search projects.

Division: **Communications Disorders**
Supervisor: Dr. John Applegate and Connie Ikerd
Positions: 15-20
Description: Communication Disorder Majors preferred. Responsibilities vary from faculty to faculty. Typical duties include clerical work, library research, research assistant to faculty, materials checkout for the Speech and Hearing Clinic, and equipment maintenance.

Division: **Dobson Hall/Residential Living**
Supervisor: Matt Kingston
Positions: 5
Description: Night Monitors – can work between 10:30 pm and 6:00 am checking IDs at the building entrance.

Division: **Education – CDC**
Supervisor: Heather Kelley
Positions: 15
Description: Assist with supervision of children attending the CDC, as well as some clerical assistance.

Division: **Education**
Supervisor: Kim Murphy
Positions: 17-20
Description: Clerical

Division: **Facilities**
Supervisor: Tim Maize and Shuan Klingsmith
Positions: open
Description: Painters – residence halls rooms and hallways, etc. Fix-it-crew – small repairs to the residence halls. Housekeeper – to clean residence halls.

Division: **Faculty Development**
Supervisor: Sherry Dare
Positions: 4
Description: Teaching and Learning Technology Center (TLTC) – Student

consultants in the TLTC assist with digital academic media production. The successful applicant should have experience and knowledge with scanning images, digitizing audio and video, and web authoring/development. Good communication skills and the ability to work one-on-one with students, faculty and staff are important. Application forms are available at the TLTC.

Division: **Faculty Development**
Supervisor: Vicki Duck
Positions: 5
Description: Must have experience with: excel, access, internet, telephone, receptionist, running errands, photocopying, stuffing mailboxes, Microsoft word, workshop participation, scanning, laminating, and working with Mac computers. Students must be dependable and responsible and must be able to work hours between 8am-12pm and 1pm – 5pm Monday through Friday. Students must report to work on time per your work schedule.

Division: **Financial Aid**
Description: Responsibilities include general reception and telephone communication skills, maintaining spreadsheets and data files, data entry, filing, photocopying, mailings, and various other general office duties. Students must be dependable and responsible, have good organizational skills, be detailed oriented, and have good communication skills.

Division: **Fine Arts**
Supervisor: Various Faculty
Positions: 5
Description: Need familiarity with music to help music faculty with office work.

Division: **Graduate Office**
Supervisor: Crista Chappell
Position: 1
Description: On campus errands, telephone, and general office duties.

Division: **Human Resources**
Supervisor: Maureen Slaughter
Positions: 1-2
Description: Basic clerical tasks including: filing, answering phones, processing applications, delivering materials to hiring office, mailings, deliveries, and other projects as assigned.

Division: **HES/ Natatorium**
Supervisor: Jeffery Arabas
Positions: 6
Description: Secretary – answering telephones, filing forms, keeping records, and compiling data. ID Checkers – ensure proper usage of facility by guests, compiling usage record. Lifeguards – ensure safety of patrons, minor maintenance tasks; supervise various programs.

Division: **HES**
Supervisor: Julie Philips and various faculty
Positions: 10-15
Descriptions: Equipment room workers: equipment checkout for HES classes, laundry, ID checkers for weight room. Office Assistants: work for various professors; copying, filing, data entry, grading, and various other duties.

Division: **International Student Office**
Supervisor: Melanee Crist
Positions: 5
Description: Tutors, reception, general office work, admissions, etc.

Division: **Intramurals**
Supervisor: Dan Zimmer
Positions: 3
Description: Officiating, scorekeeping, and supervision of sports activities.

Division: **ITS – Computer Labs**
Supervisor: Sue Alexander
Positions: 10
Description: Hardware and software computer support for students using labs. Computer knowledge/experience and customer service skills are required.

Division: **ITS Help Desk**
Supervisor: Greg Marshall
Positions: up to 10
Description: Trouble shoot computer problems over phone. Assist with configuration of student PC's in help desk or in the field. Must have strong technical experience and customer service skills.

Division: **Justice Systems**
Supervisor: Cavit Cooley
Positions: 4
Description: Research

Division: **Justice Systems**
Supervisor: Doug Davenport
Positions: 3
Description: Research, data entry, assembling portfolio packets and delivering them.

Division: **Library**
Supervisor: Wanda Cagle
Positions: 18

Description: Various jobs throughout the library include the possibility of being assigned to work any combination of early morning, late night and/or weekend hours. Students should be swilling to work a minimum of 10 hours per week (Scholarship and institutional hours combined). Interested students should complete an application available in the Library Director's Office, PML, 102.

Division: **Library Special Collections and E. M. Violette Museum**

Supervisor: Elaine Doak

Positions: 2

Description: One full afternoon (12pm-5pm) each week required in museum. Other hours, in 2-5 hour shifts, will be spent in Special Collections Department in the Library. Duties in museum: Open museum to visitors and interpret artifacts and exhibits, do light housekeeping, and other chores, as assigned, and caring for artifacts and keeping the museum in operation. Duties in Special Collections: clerical and standard library duties, which may also include data entry for museum inventory as well as creation of exhibits. Interested students should complete an application form available in the Library Director's Office, PML 102.

Division: **Math and Computer Science**

Supervisor: Various Faculty

Positions: approx. 53

Description: Grading, tutoring or office assistants. Graders and tutors may need to have met grad requirements in specific courses. Office assistants would need to be proficient in typing and Microsoft Office Software (Word and Excel primarily, with some PowerPoint and Access experience).

Division: **Media Services**

Supervisor: Cinda Mitchell

Positions: 8-10

Description: Position 1: Office Staff. Responsibilities include general reception and telephone communications, maintaining spreadsheets and data files; providing information support to University community; filing; order processing; and occasional equipment loan/delivery assistance. Must have good organizational skills, be detail oriented, and have good communication skills. Position 2: Delivery Assistant. Responsibilities include: Delivery and pick up of AV/technology throughout campus; cleaning and maintaining equipment; equipment inventory; audio and video tape duplication; minor equipment repair; reimaging laptops; instructional demonstrations on equipment use; and videography. Must

have good organizational skills and be detail oriented. Must have good communications skills.

Division: **Military Science**

Supervisor: Doug Reinsch

Positions: 5

Description: Clerical, mailings, and distributing recruiting flyers.

Division: **Multicultural Affairs**

Supervisor: Paula Moore and Bertha Thomas

Positions: 5-6

Description: General office work. Must be able to use computer (Microsoft Word), Running errands, photocopying, etc. (Knowledge of Excel would be a plus.)

Division: **NCCA**

Supervisor: Meredith McCann

Positions: 5

Description: Help nursing students in NCCA lab with modules and testing.

Division: **Nursing**

Supervisor: Meredith McCann

Positions: 12

Description: Clerical – filing, typing, copying, creating, scanning, computer work, and whatever else faculty member needs.

Division: **Public Safety**

Supervisor: Chad Whitton

Positions: 11

Description: Ticket Writer – Enforcement of University parking regulations by issuing citations and warnings.

Division: **Public Safety**

Supervisor: Von Abbot

Positions: 16

Description: Receptionists are responsible for checking in/out state vehicles, answering department telephones, dispatching personnel to conduct admittances, entering data in the computer, and receiving lost property.

Division: **Public Safety**

Supervisor: Chad Whitton

Positions: 11

Description: Admits- work out of DPS They take calls, verify that people are allowed into rooms, unlock rooms in buildings, and sometimes unlock or secure buildings.

Division: **Registrar**

Supervisor: A. Kay Anderson

Positions: 4

Description: filing, scanning, etc. If hired, student must be willing to sign a confidentiality agreement.

Division: **Residential Living**

Supervisor: Andrea O'Brien

Positions: up to 8

Description: Reception, clerical, designing spreadsheets/documents. Special projects, data entry, phone skills. Must be proficient in MS Office, Excel, Access, and MS Publisher is preferred.

Division: **Ryle Hall/ Res. Living**

Supervisor: Amanda Thwing

Positions: 40

Description: Needed- hall desk workers/ night monitors/ late night study/ and office workers.

Division: **SERVE Center**

Supervisor: Leah Hettinger

Positions: 10-12

Description: Represent the SERVE center to students, faculty, staff, and community. Inform students of volunteer opportunities. People skills are a must! Creativity is always welcome! Computer skills, web design experience, event planning, and writing skills (newsletters, publications, etc.) are areas that will need student workers.

Division: **Social Science**

Supervisor: Various Faculty

Position: 126

Description: Student assistant, clerical work, research assistant, and graders.

Division: **University Career Center**

Supervisor: Stephanie Chipman

Positions: 19

Description: There will be openings in four areas of the Career Center: In-Center Team, the Mock Interview Team, the Design Team, and the Public Relations Team.

Division: **University Farm**

Supervisor: Bill Kuntz

Positions: 10

Description: Feeding and caring for large animals, mainly horses and cattle. Cleaning of facilities including stalls, barns, etc. and maintenance and repair of grounds, buildings and vehicles at University Farm.

Division: **Upward Bound**

Supervisor: Lana Brown

Positions: 6

Description: Math, science, or language tutors to travel one to four days per week approximately 2-7pm to area high schools to provide services to Upward Bound students.