

TRUMAN

A Weekly Publication of Truman State University

T O D A Y



Vol. 5 No. 27

March 20, 2001

Distinguished Visiting Scholar

Dr. Roald Hoffmann

Nobel Prize Winner
in Chemistry

"Chemistry Imagined"
12:30-1:20 p.m.
March 20
Violette Hall 1000

"Old Wine, New Flasks:
Reflections on Science
and Jewish Traditions"
7:30-8:30 p.m.
March 20
Violette Hall 1000
A reception will
immediately follow in
Violette Hall Lounge.

Poetry Reading
by Hoffmann

7:30-8:30 p.m.
March 21

Ryle College Lounge.

Faculty Development
Luncheon

"Why is a Chemist
Writing Plays?"

12:30 - 1:30 p.m.
March 22
SUB Alumni Room

Book Signing
1:30-2 p.m.
March 22

Truman Bookstore

For more information about
the Visiting Scholars
program, call 785-4121.

Jackson Nominated for HUD's Deputy Secretary

A lphonso R. Jackson, alumnus and member of the Truman Board of Governors, has been selected by President Bush as deputy secretary of Housing and Urban Development pending a U.S. Senate confirmation.



Jackson, a native of Dallas, Texas, held the position of president and CEO of the Dallas Housing Authority for eight years and is currently the Texas state president of American Electric Power, a multi-national energy company based in Austin.

Jackson has previously served as head of the public housing authority for both Washington D.C. and St. Louis, and also

was the director of public safety for the city of St. Louis.

According to the HUD mission, as deputy secretary, Jackson will be "working to create, rehabilitate and maintain the nation's affordable housing."

Previously, Jackson was appointed to the board of Texas Southern University and chairman of the State's General Services Commission. He has served on the Truman State University Board of Governors since 1994, and also serves on several other boards including the American Red Cross of Metropolitan Dallas and Institute of American Values - New York.

Jackson received both his bachelor's degree in political science and master's degree in educational administration at Truman. He went on to earn his law degree from Washington University in St. Louis.

Students to Display Research at Annual Conference

Truman State University will hold the fourteenth annual Undergraduate Research Conference, March 29, in the Student Union Building.

More than 200 student presentations will be delivered representing each of the divisions. Topics of undergraduate research range from studies on the American Red Cross to studies on Micro-soft.

The purpose of the Undergraduate Research Conference is to provide students involved in undergraduate research a chance to display the results of their faculty and student collaborations. In addition, many Truman undergraduates have had their research findings published in various national journals as well as presented at professional conferences.

Starting in 1988, the first Undergraduate Research Conference included 30 student presentations. Since that time it has grown to over more than student presentations each year. In 1998 the conference set a

record high of 228 presentations.

James Padfield, assistant professor of health and exercise science, serves as chair person of the undergraduate research committee. "Once again congratulations is extended to the outstanding students and faculty mentors for their involvement in, and support, of the annual Undergraduate Research Conference," Padfield said.

A complete schedule of all sessions and a brochure of the research abstracts will be available at the Conference and on the Truman website. The entire University community is invited to attend the event.

UNDERGRADUATE RESEARCH CONFERENCE

9 A.M. UNTIL 5 P.M., MARCH 29
SUB. VIOLETTE & BALDWIN HALL

DAY CLASSES NOT IN SESSION.
EVENING CLASSES WILL MEET.

Congratulations!

Women's Swim Team

2001

NCAA Division II
National Champions

Seth Huston,
National Coach
of the Year

Jess Martin,
senior from
Buckingham, Iowa,
National Swimmer
of the Year!

MARK YOUR
CALENDARS!

The Kohlenberg
Lyceum Series
Presents

Helen Thomas

former White House
correspondent
for UPI

8 p.m.
April 7
Baldwin Auditorium

Tickets will be
available beginning
March 30.

Internationally-known Paleoanthropologist, Zoologist is Next Visiting Scholar

Dr. Meave Leakey, head of the Division of Paleontology at the National Museums of Kenya, will visit the Truman campus April 2-3 as part of the Distinguished Visiting Scholar Series. She is the fourth and final Scholar for the current academic year.

Leakey has made a name for herself over the last thirty-plus years as an paleoanthropologist and zoologist. Her research work has been primarily centered on the fossils recovered from the Turkana Basin Research Project that is located near Koobi Fora on the eastern shore of Kenya's Lake Turkana. The sites are between eight and four million years old. She has focused her work on the evolution of the East African fossil mammals and mammalian faunas, as documented in the Basin.

Leakey's special interests include monkeys, apes, hominids (early humans) and carnivores. In 1994 her field expedition discovered a new species of hominid that began to walk upright at least four million years ago, half a million years earlier than previously thought.

This discovery has distinguished Leakey as one of the most visible scientists in a highly competitive and male-dominated

profession and she has authored more than 50 scientific articles and books about her work.

Of local interest, Leakey has done collaborative research with Carol Ward, associate professor of anthropology, at the University of Missouri-Columbia.

Leakey received her bachelor's and doctorate degrees from the University of North Wales and initially pursued a joint honors position in zoology and marine zoology. While studying for her doctorate, she worked for Louis Leakey at the Tigrini Primate Research Centre just outside Nairobi. A year later she was offered an invitation to join Richard Leakey's field expedition at the Turkana Basin.

She was married to Richard Leakey in 1970 and they are the parents of two children. In 1989 he left his job as Director of Kenya's National Museums to take over management of Kenya's wildlife and she began her position as coordinator of the field research at Turkana.

While on campus, Leakey is scheduled to lecture publicly, visit classrooms and provide a discussion at the Faculty Development Luncheon. A detailed agenda will be published next week.

Oliver North to Visit Truman Campus

Oliver North, former deputy director of political and military affairs under the Reagan administration, will visit the Truman campus March 21. The lecture is being hosted by the College Republicans and several other area sponsors.

North graduated from the U. S. Naval Academy in 1968. He served with the National Security Council and as an infantry platoon commander in Vietnam. He received the Silver Star, the Bronze Star with a "V" for valor, two Purple Hearts and



three Navy commendation medals.

North is chairman and co-founder of Guardian Technologies International, Inc., a manufacturer of body armor for law enforcement personnel. Recently on the bestseller's list were two books written by North, *Under Fire* and *One More Mission*.

The information above was provided by the Young America's Foundation website at www.yaf.org.

North will give a lecture at 7 p.m. in Baldwin Auditorium. Questions from the audience will follow at 8 p.m. and a public book signing will be held at 8:45 p.m. For more information contact Kyle Branson at 785-4957.

Farewell Reception for Cindi Farmer
2-4 p.m., March 20

Kirk Building Main Hallway

Cindi is leaving after more than 15 years of service
to Truman State University.

Please join us in bidding her adios as she heads
to Arizona State University.



Notables

Jim Barnes, writer-in-residence and professor of comparative literature in France, will present a lecture on Native American literature and read from his forthcoming book, *On a Wing of the Sun*, at the University of Grenoble, April 20-21.

Health science majors Melissa Seifert, senior from Excelsior Springs, Mo., **Amanda Jones,** senior from Monmouth, Ill., **Casie Curfman,** junior from Alexandria, Mo. and **Alan Toigo,** freshman from Gladstone, Mo., received grant funding for their project, "Ergonomics Instructor Training" from the national office of Eta Sigma Gamma national professional health science honorary.

Brian Jennings, a graduate student from St. Louis, Mo., is the 2001 recipient of the Robert J. Greef award which is presented to outstanding English education students from Missouri colleges and universities. Awards are given at the Missouri Association of Teachers of English Conference. Jennings completed a masters degree in English and served as an English GTRA. He is currently finishing his masters of arts in education degree teaching in a full-year internship in English at Affton High School.

Bryce Jones, professor of business administration, received the 2001 *Midwest Law Review* award for Best Article in Vol. 17 at the Midwest Academy of Legal Studies' business meeting in Chicago. The article was entitled "Maximum Vertical Price Fixing: Making the Rule 'Right.'"

Steven H. Klein, associate professor of accounting, had his article "Materials or Merchandise: Evolving Definitions of Inventory" published in the Feb. 26, 2001, issue of *Tax Notes*. The magazine has an annual subscription rate of \$1,999.95 and is published by Tax Analysts, a Washington-based organization dedicated to providing timely and comprehensive information to tax professionals.

David McCurdy, professor of chemistry, presented a paper titled "Atomic

Spectroscopy with a Digital Micromirror Array Echelle Spectrometer" at the 2001 Pittsburgh Conference of Analytical Chemistry in New Orleans. Co-authors of the paper included chemistry majors **Sam Valenti,** senior from Hoffman Estates, Ill.; **John Hagen,** senior from Kirksville, Mo.; **Doug Knigge,** junior from Polk City, Iowa and **Joel Miller,** junior from Columbia, Mo. **Shane Mecham, senior political science major from Lincoln, Neb.,** has been selected as one of three students who will represent the United States in an exhibition debate against the Irish National Debate Team in Denver, Colo., March 23. The Irish debaters were selected in a year-long process.

Members of Truman's track & field team recently placed at the national conference in Boston, Mass. **Brian Dzingai,** freshman pre-accounting major from Harare, Zimbabwe, placed seventh in the 55-meter dash; **Kristi Morton,** senior health science major from Mexico, Mo., placed seventh in the pole vault and **Megan Williams,** junior biology major from Columbia, Mo., placed eighth in the 55-meter hurdles.

Emmanuel Nnadozie, professor of economics and director of the McNair Program, **John Ishiyama,** associate professor of political science and research coordinator of the McNair Program and **Jane Chon,** former coordinator of the McNair Program had their article "Undergraduate Research Internships and Graduate School Success," published in the *Journal of College Student Development*, March/April 2001.

John J. Quinn, assistant professor of political science, received a contract for his book, *The Road Oft Traveled: Developmental Policies and State Ownership of Industry in Africa*, with Praeger. This press is now part of the Greenwood Publishing Group.

Antonio Scuderi, assistant professor of Italian, presented "What American Performers Can Learn from the Framing Art of Dario Fo" at the Mid-America Theatre Conference in Chicago.

Advantage Missouri Loan Program, March 23 deadline

Must be residents of Missouri; majoring in computer science, biology, math, chemistry or physics who plan to work in Missouri in the field of biomedical technology, computers or advanced manufacturing. More information may be found online at www.cbhe.state.mo.us/mostars/advmo.html.

Press Club Internship Scholarship Program, April 9 deadline

\$1000 scholarships are available to students who are St. Louis area residents, finishing their sophomore, junior, or senior year and who are working towards a degree in journalism or a related field. For more information contact the Financial Aid Office, MC 103.

The Big Event Is at Truman

The Big Event, a campus wide day of service will provide Truman students the opportunity to say "thank you" to the residents of Kirksville.

On March 31 all students are invited to participate in various service projects throughout the community. For more details visit the website at www.geocities.com/thebigevent2001/us.html The Big Event originated in 1982 on the campus of Texas A & M.

Students Recognized for High Scores

The President's Recognition Award was given to the following fall 2001 graduates who achieved the 97th percentile or above on the required nationally normed senior exams.

Accounting

Charles P. Audet
Matthew T. Doyle
Jeanne M. Pyle

Art

James M. Wagner
Business Administration
Chun T. Chui
Douglas E. Depp
Matthew A. Iske
Megan D. Jackson
Bryan C. Olson
Nathan D. Stark
Brian A. Struss
Georgia K. Yarbrough

Biology

Ryan P. Cody
Tyson T. Meyer
James J. Neill

Computer Science

Chad R. Meiners

Music

Neal P. Brown
Political Science
Erin M. Williams

Political Science & History

John M. Haggans

Psychology

David F. Widitz

Sociology and Anthropology

Anne E. Lacey

The Division of Fine Arts and theatre department presents "The Last Night of Ballyhoo," by Alfred Uhry, at 8 p.m., March 20-24, in the Baldwin Hall Little Theatre. Reserve tickets may be purchased at the theatre box office for \$1. General admission is free at the door. For more information call 785.5412.

National Agriculture Week events will include Ag Wheel of Knowledge, 10:30 a.m. through 2:30 p.m., March 20-21, in the SUB; "In the Country, on the Farm," 6:30 p.m., March 21 at the Adair County Library; "Aggies at the Spike," 9 p.m., March 21, at the Golden Spike; farm tours, 9 a.m. until 2 p.m., March 22, at the University Farm; Ag Issues Conference, 5:30 p.m., March 22, in Barnett Hall; "Do the Dare" Ag god & goddess crowning, 5:30 p.m., March 24, at the University Farm; Circus Equus, 10 a.m. until 4 p.m., March 24-25, at the University Farm. Cost with Truman ID is \$1, general admission is \$2. Call 665.9835 for details.

Faculty Development Lunch Series presents Aaron Fine, Gallery director, from 12:30-1:25 p.m., March 21, in the SUB Spanish Room.

Nominations for the Leadership Recognition Program are due by 5 p.m., March 21 in the CAOC.

Applications are now available for the 21st Century Leadership Academy. An information session will be held at 3:30 p.m., March 21, in the SUB Spanish Room. Reservations may be made at 785.4106. 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. Truman will sponsor four students at the training program, May 20-25, at the University of Missouri-St. Louis. For more information, contact Sherry Cass at 785.4106.

The Women's Study Committee is hosting a three-day conference called "Representing Women," March 22-24, in Violette Hall, McClain Hall, Pickler Library and Baldwin Auditorium. The keynote address will be given at 4:30 p.m., March 23, in Violette Hall 1000.

The annual High School District Music Festival will be held March 22-24, in Baldwin Auditorium and the SUB.

Omicron Delta Kappa Hall of Fame nomination forms may be picked up in any division office, the Student Affairs Office or the

ODK mail box. The nomination forms are due to the ODK mailbox by 5 p.m., March 23. Hall of Fame is a chance to recognize students for an outstanding contribution to Truman. Any student, faculty or staff member may nominate a student. For more information contact Adrianna Mayson at 785.5158.

The women's lacrosse team will hold their first game of the season at 1 p.m., March 25, at the tennis courts.

The Residential College Program and the University Career Center will sponsor the Liberal Arts and Sciences Career Panel at 4 p.m., March 26, in SUB Rooms 2-3. Recent Truman graduates will speak about how their degrees have helped them land jobs and excel in their positions.

Magruder Hall Observatory public viewing dates are as follows: (weather permitting) 8-9 p.m., March 26, April 9 and April 23. Access to the observatory roof is located outside Magruder Hall 274.

Missouri Assistant Attorney General, Paul Maguffee, will speak at 7 p.m., March 27, in Violette 1010. The topic will be "Understanding Missouri's Open Meeting and Open Records Law." This event is sponsored by the Society of Professional Journalists. For more information contact Karon Speckman at 785.7231.

Beta Alpha Psi and the Accounting Club will be offering volunteer income tax assistance free of charge from 8 a.m. until 4 p.m., March 31 and April 7, in Violette Hall 1010. For more information contact Carrie Phillips at 627.1170.

The Missouri-London Program will meet from 3-6 p.m., April 3, in Pershing 234. All students enrolled to study abroad in London during the summer semester should attend. For more information, contact the Center for International Education Abroad at 785.4076.

Lambda Alliance are people concerned with gay, lesbian, bisexual, and transgendered issues. The group is open to KCOM and Truman faculty and staff and Kirksville community members. Meetings are at 7 p.m., every fourth Thursday of the month, at Washington Street Java Co. For more information, call 785.6052 or 782.4491.

The Writing Center is now taking applications for writing consultants. Interested students should stop by the Writing Center between 8 a.m. and 5 p.m., any weekday

20 TUESDAY

12:30 p.m. - Distinguished Visiting Scholar lecture, Violette Hall 1000; see p. 1
1 p.m. - Baseball vs. Lincoln University
7:30 p.m. - Distinguished Visiting Scholar lecture with reception following, Violette Hall 1000; see p. 1
8 p.m. - "The Last Night of Ballyhoo," Little Theatre; see Notes

21 WEDNESDAY

12:30 p.m. - Faculty Development Lunch Series, Spanish Room; see Notes
1 p.m. - Softball vs. University of Missouri-St. Louis
1:30 p.m. - Distinguished Visiting Scholar book signing, Truman Bookstore; see p. 1
3:30 p.m. - Men's tennis vs. Central College (Iowa)
7 p.m. - Oliver North lecture, Baldwin Auditorium; see p. 2
7:30 p.m. - Distinguished Visiting Scholar poetry reading, Ryle College Lounge; see p. 1
8 p.m. - "The Last Night of Ballyhoo," Little Theatre; see Notes

22 THURSDAY

9 a.m. until 4:20 p.m. - Representing Women; see Notes
12:30 p.m. - Faculty Development Lunch Series with Roald Hoffmann, SUB Alumni Room; see p. 1
8 p.m. - "The Last Night of Ballyhoo," Little Theatre; see Notes

23 FRIDAY

8:30 a.m. until 4:20 p.m. - Representing Women; see Notes
8 p.m. - "The Last Night of Ballyhoo," Little Theatre; see Notes

24 SATURDAY

9:30 a.m. until 5:30 p.m. - Representing Women; see Notes
12 p.m. - Baseball vs. Emporia State University
2 p.m. - Men's tennis vs. University of Missouri - Rolla
8 p.m. - "The Last Night of Ballyhoo," Little Theatre; see Notes

26 MONDAY

4 p.m. - LAS career panel, SUB Rooms 2-3; see Notes

Truman Today is a weekly publication of Truman State University for faculty, staff and students. Deadline for entries is 3 p.m., the Thursday preceding Tuesday's publication. Entries should be submitted by sending an e-mail to igordon@truman.edu or by completing a *Truman Today* form available in the Public Relations Office, McClain Hall 102. *Truman Today* may also be accessed online at www2.truman.edu/today/.

2001-2002 Scholarship Service Openings

Advancement

MC 100

5 positions

Supervisor: Holly Christy

Job Description: Data entry, working with and maintaining databases in excel, mailings, coping and filing.

Blanton/Nason/Brewer Halls

15 positions

Supervisor: Emily Haupt

Job Description: **Night**

Monitor- monitor front doors of Blanton and Brewer Halls and check ID's as residents come in.

Call SA's or DPS if problems with entering residents. **Hall Desk Worker-** check out equipment to residents. Sell stamps, give change, answer phones. Count in and out of cash drawer and forward and sort mail.

Campbell Apartments

16 positions

Supervisor: Shannon

Westemeier

Job Description: give out change and stamps, assist Hall Director with random administrative tasks, and check out equipment.

Centennial Hall

150 positions

Supervisor: Mandy Roehr

(current) and Amanda Powell (next year)

Job Description: Hall Desk Workers and Night Monitors needed.

Child Development Center

60 teacher assistants

12 office employees

Supervisor: Julie DeVries

Job Description: **Teacher**

Assistants-Students assist full-time preschool teachers in activities ranging from snack preparation and clean up, supervision of children, occasional field trips, nap room duty, and leading art, sensory and other classroom activities prepared by the full-time teachers. A physical, TB test,

and the completion of 12 clock hours per year in early childhood education are required. **Office Employees-** Students assist the director and full-time teachers in various clerical tasks including, but not limited to, answering the phone and checking in and out of guests to the school.

Communication Disorders Program

BT 222

15-20 positions

Supervisor: Dr. John Applegate or Connie Ikard

Job Description: Prefer communication disorders majors. Varies 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.

Dobson Hall

35 Desk Workers

10 Night Monitors

20 Dobson Radio DJs

10 Dobson Tutors

Supervisor: April Warren-Grice

Job Description: **Hall Desk**

Worker- responsible for money exchanges, stocking supplies, printing documents, checking out equipment, and mail shifts. **Night Monitors-** answer door after hours, and to serve as source of night security. **Dobson**

Radio- DJ for Dobson Radio.

Dobson Tutors- assist students

in particular subject areas.

Education

VH 2300

20-30 positions

Supervisor: Kim Murphy

Job Description: clerical for faculty and offices, Teacher Technology assistants and computer lab monitors.

Fine Arts

BH 118

20-30 positions

Supervisor: various

faculty/Diane Moore, Secretary

Job Description: general office tasks- filing, coping, deliveries.

Work for a specific faculty would include the same. Some photography lab workers needed to check out and stock chemicals.

Grim Hall

16 positions

Supervisor: Shannon

Westemeier

Job Description: give out change & stamps, forward mail and distribute to student mailboxes, assist Hall Director with random administrative tasks, and check out hall equipment.

Human Resources

MC 106

1-2 positions

Supervisor: Maureen Slaughter

Job Description: Assist with filing, processing applications, mailings, deliveries, and answer questions from telephone and walk-in inquiries.

Information

Technology Services

MC 107

Supervisor: Sue Daniels

Job Description: Lab Consultant-customer support with computer hardware/software in computer labs. ResNet Consultant-on-site customer hardware/software support in Residence Halls. For both positions, computer hardware/software knowledge and customer service knowledge/skills a must. Good work ethic a must, and a self-starter. Visit

http://www2.truman.edu/its/page_s/its_info/workapp.html for an application.

Justice Systems

PB 334

6 positions

Supervisor: Cavitt Cooley and

Doug Davenport

Job Description: Research

Library

18 Library Workers

2 Museum Workers

Supervisor: Wanda Cagle for

Library, and Elaine Doak for

Museum

Job Description: **Library**

workers- various jobs

throughout the library to include the possibility of being assigned to work any combination of early morning, late night and/or weekend hours. Students should be willing to work a minimum of 10 hours per week (Scholarship and institutional hours combined). **Museum workers-** one full afternoon (12-5pm) each

week required in the museum.

Other hours, in 2-5 hours shifts, to 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 any other chores, as assigned, to care for artifacts and keep museum in operation. Duties in Special Collections: clerical and standard library duties; may also include data entry for museum inventory as well as creation of exhibits. Interested students should complete an application available in the Library Director's Office, PML 102.

Mathematics and Computer Science

VH 2100

15 positions

Supervisor: Various Faculty and Division Secretary

Job Description: Faculty Assistants- grade papers and act as tutors; Division tutors are needed for Math and Statistics courses; Computer lab supervisors needed.

McNair Program

AB

1 position

Supervisor: Emmanuel Nnadozie

Job Description: Answering phones, typing, and copying.

Military Science

HB

5 positions

Supervisor: Doug Reinsch

Job Description: Various clerical tasks, aide, and answering the phones.

Missouri Hall

26 Hall Desk Workers

23 Night Monitors

10 Late Night Study Monitors

Supervisor: Hall Director

Job Description: **Hall Desk Worker**- give change from cash register, sort and distribute mail and packages, and distribute vacuums, games, etc. **Night Monitors**- security for building at night, check ID cards of persons entering building. **Late Night Study Monitors**- maintains a study environment in cafeteria for students to study, and ensure cafeteria products are not used.

Public Relations

MC 102

2-3 positions

Supervisor: Heidi Templeton
Job Description: Answering the phones, clipping newspapers, delivering the Truman Today and other deliveries, and putting up posters.

Public Safety

7-8 positions

Supervisor: Richard Berry

Job Description: Admittance personnel: working evening shifts and weekends to assist with admitting faculty, staff, and students into locked buildings and rooms on campus.

Residential Living

KB 112

8-9 positions

Supervisor: Shelia Coonfield and Andrea O'Brien

Job Description: reception work (phone and walk in traffic) for central office, typing and clerical work, and errand on campus.

Ryle Hall

20 Desk Workers

15 Late Night Study Monitors

15 Night Monitors

Supervisor: Michelle Sharpswain

STARR

VH 2200

1 position

Supervisor: RPDC Director

Job Description: filing, typing, word processing, and copying. Basic clerical skills.

Student Affairs and ID Office

KB 112

5 positions

Supervisor: Linda Davenport

Job Description: making ID's, answering phones, various projects, mailings, errands on campus, and other assignments as necessary.

Student Union

2-4 positions

Supervisor: Doug Daubert

Job Description: **Building Assistant**: work in Game Room and on the floor, cleaning, setting up meeting rooms, handling cash transactions. **Office Assistant**-filing, customer service skills, attention to detail, data entry skills.

Truman State

University Press

1 Accounts Receivable Clerk

1 Marketing Assistant

1 Order Fulfillment Clerk

Supervisor: Paula Presley and Nancy Reschly

Job Description: **Accounts Receivable Clerk**- process payments for book invoices, monitor past due accounts, send notices, and call accounts.

Marketing Assistant- Assist in marketing books. Good editing skills to proof ads, book covers, news releases, catalog copy, brochures. Process special mailings. **Order Fulfillment Clerk**- Process book orders and payments, creating invoices for orders, packaging books. Process UPS shipments, take phone orders and take physical inventory twice yearly.

Vice President Of Academic Affairs

Office

MC 203

5 positions

Supervisors: Sherry, Jana, and Debbie

Job Description: Secretarial