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Office of University Relations

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# Job Opportunities

<table>
<thead>
<tr>
<th>UNIT &amp; POSITION</th>
<th>RESPONSIBILITIES</th>
<th>QUALIFICATIONS</th>
<th>START DATE</th>
<th>CONTACT &amp; DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY PROFESSOR OF MANAGEMENT - College of Business &amp; Public Admin.</td>
<td>Teach Organizational Behavior at the junior, senior &amp; grad. levels.</td>
<td>Ph.D. or DBA. Exp. in Management position - pref. as well as some publication and research activity. A secondary teaching interest in Business Policy, Industrial Rel. or Production Management also pref.</td>
<td>9/1/81</td>
<td>Linda Kreiner EX 2241 FEBRUARY 15, 1981</td>
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<tr>
<td>LECTURER - College of Business &amp; Public Admin.</td>
<td>Conduct classes &amp; working with individual trainees to help them acquire knowledge and/or skills in the areas of typing, writing, telephone techniques, office procedures, etc.</td>
<td>Bachelor's Degree w/maj. in Business Education or Master's Degree w/major in Bus. Ed., exp. in instruction of office skills.</td>
<td>ASAP</td>
<td>Margaret Morton EX 2244</td>
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<tr>
<td>WORD PROCESSING OPERATOR II</td>
<td>Perform tasks involved in rapid and accurate typing of source materials from high rate of speed equipment.</td>
<td>One yr. of clerical exp. in the operation of word processing equipment/two yrs. of clerical work exp. other than word proc.; or 3/4 yrs. of training in the use of word proc. equipment.</td>
<td>Personnel Office EX 2194 JANUARY 19, 1981</td>
<td></td>
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<td>AFFIRMATIVE ACTION OFFICER Illinois State University</td>
<td>Work in conj. with another A.A. Officer in providing overall direction for all aspects of policies &amp; programs relating to equal employment opportunity and affirm. act. Some teaching opportunities.</td>
<td>Master's degree or equiv. training acceptable; terminal degree des.; min. of three yrs. exp. in higher ed.; etc.</td>
<td>6/1/81</td>
<td>Vice President for Admin. Services Illinois State University 301 Hovey Hall Normal, IL 61761</td>
</tr>
</tbody>
</table>
SATURDAY, January 24, 1981

7:30 a.m. - 5:30 p.m.  Insurance Testing (A1102)
9:00 a.m. - 5:00 p.m.  Alumni Association: "Career Alternatives and Lifestyle Choices" (B Wing Lounge)

MONDAY, January 26

11:00 a.m. - 8:00 p.m.  Videotape Showcase: "NFL Football Follies" (University-wide TV monitors) through Thursday, 1/29/81.

WEDNESDAY, January 28

12:00 noon - 1:00 p.m.  Theology for Lunch: "Body Awareness in Spiritual Growth" (HDR)
5:00 p.m. - 7:00 p.m.  Student Senate (HDR)

THURSDAY, January 29

1:00 p.m. - 3:00 p.m.  Faculty Senate (EH)

FRIDAY, January 30

11:00 a.m. - 5:00 p.m.  Videotape Showcase: "NFL Football Follies" (University-wide TV monitors)
5:00 p.m. - 7:00 p.m.  Film Showcase: Fellini's "Amarcord" (EH)

SATURDAY, January 31

8:30 a.m. - 1:00 p.m.  Workshop: "Rewedded Bliss . . . or Blitz" (A wing Lounge)
9:00 a.m. - 5:00 p.m.  Alumni Association: "Career Alternatives and Lifestyle Choices" (B Wing Lounge)

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