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Office of University Relations

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Job Opportunities

JANUARY 22, 1981

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

EVENTS

SATURDAY, January 24, 1981

7:30 a.m. - 5:30 p.m.

9:00 a.m. - 5:00 p.m.

Insurance Testing (A1102)

Alumni Association: "Career Alternatives and Life-Style 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.

5:00 p.m. - 7:00 p.m.

Theology for Lunch: "Body Awareness in Spiritual Growth" (HDR)

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.

5:00 p.m. - 7:00 p.m.

Videotape Showcase: "NFL Football Follies" (University-wide TV monitors)

Film Showcase: Fellini's "Amarcord" (EH)

SATURDAY, January 31

8:30 a.m. - 1:00 p.m.

9:00 a.m. - 5:00 p.m.

Workshop: "Rewedded Bliss . . . or Blitz" (A wing Lounge)

Alumni Association: "Career Alternatives and Life-Style Choices" (B Wing Lounge)

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DIAL "INFO LINE" 534-0033 FOR RECORDED UNIVERSITY ANNOUNCEMENTS