

William and Mary NEWS

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A WEEKLY NEWSPAPER
PUBLISHED for and about the FACULTY, STUDENTS
and STAFF of the COLLEGE of WILLIAM and MARY.

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Assistant Dean, Assistants, Join Admissions Staff

The appointment of an Assistant Dean of Admissions and two Assistants to the Dean of Admissions, has been announced.

Judith N. Knudson, who has been serving as acting Assistant Dean for the past year, has been named Assistant Dean of Admissions.

Ginger S. Preston, who is completing a master's degree in English at the College and Terence B. Burrell, a graduate of York High School and the University of North Carolina at Chapel Hill, have been named Assistant to the Dean of Admissions.

Knudson is a graduate of the University of Michigan, B.A., 1964 and the University of Central Florida, M.A., 1981. She served as a Peace Corps Volunteer in Colombia, S.A. from 1964 to 1966 and worked for two years as a graduate assistant in the Political Science department at the University of Central Florida.

Knudson is an active volunteer and is currently serving as first vice president of the Williamsburg Area League of Women Voters.

Preston has been a writer, an English teacher, a drama instructor and a photographer. For eleven years she was an English teacher working with students on grade levels from sixth to twelfth but primarily on the senior level. She has also taught drama, directed plays and coached forensics.

Prior to teaching she was employed by the Appalachian Power Company in Roanoke as a writer in the Public Affairs department.

Burrell, a member of the varsity football team at UNC 1975-1979, was Special Olympics Coach for the Orange, N.C. County Recreation Department in 1979. He was an interpreter for the Colonial Williamsburg Foundation from 1977-78 and since 1980 has been manager of the Nautilus of Williamsburg fitness facility.

Knudson's prime responsibility, says G. Gary Ripple, Dean of Admissions, will be coordination of transfer admissions and the internal operations of the admissions process.

Preston will handle the coordination of admissions communications and will be a liaison between the office and the publications staff of the College in the production of admissions publications and a series of communications efforts between the admissions office and prospective students.

Burrell, says Ripple, will coordinate minority recruitment for the Admissions Office. In addition, he added, he will be involved in counseling and group presentations, both on campus and on the road and the evaluation of candidates and the selection of new students, assignments shared by the five members of the admissions staff.



Opening Night at the Festival

"Wasn't it Wonderful," exclaimed Mrs. Lynda J. Robb at a Lord Chamberlain Society reception following the opening night of the Virginia Shakespeare Festival, Thursday, July 15. Mrs. Robb, who was introduced by President Graves, attended a performance of "The Merry Wives of Windsor," Thursday evening as 1982 Honorary co-chairperson of the Society. In her support of the Society she joins Miss Helen Hayes who was named Honorary Chairperson last year.

Special Programs Publishes Catalogue of Fall Courses

A catalogue of non-credit courses being offered this fall by the Office of Special Programs is out and includes a complete listing of seminars, conferences, workshops and lectures which will be held under the OSP auspices.

General interest courses include singing for non-singers, tennis for beginners and intermediate players, personal financial planning, beginning sign language, an introduction to the stock market, an advanced look at securities and investing, auto tune-up, repair and safety, emergency care and treatment, personal tax planning, painting for pleasure, basic home repair as well as a study of trees of the Peninsula and the care of house plants.

Under the heading of historic and colonial studies, the Office of Special Programs is offering a course on the life of Thomas Jefferson, historic churches in Virginia, and several tours of the area.

Crafts courses including wood carving, an amateur radio "novice" course, water-color painting workshop, intermediate and advanced photography, Chinese cooking, pocket billiards, and several different forms of basketry.

A "Personal Growth" series of courses will be offered this fall as well as several business and professional seminars.

The Office of Special Programs is also coordinator for the free public lecture series entitled "Our Future in the

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Rentals Sought

Anyone with rental accommodations for students this fall is asked to contact Dean Carroll Hardy in James Blair 209.

Edwards Wins Shell Oil Grant

Steven Wayne Edwards of Smithfield, a 1982 graduate will enter the Marshall-Wythe School of Law in the fall with a \$15,000 scholarship from the Shell Oil Company to further his education.

As part of the condition of the grant, Edwards will undertake a comprehensive study of the foster care program of the state, administered by the Social Services Department, and will prepare material for presentation to the General Assembly after three years of research and writing.

Edwards chose the topic of his study based on a lifetime of experience with the foster care program. His parents, Mr. and Mrs. Nelson Edwards, took care of their first foster child, a baby girl 11 days old, when Edwards was about 5 years old, and since then have sheltered over 40 children. At one time, he recalls, there were five children in the household under six years of age. "We'd just set up another bed," says Edwards for his expanding family. Edwards has three brothers and sisters, two of whom are adopted.

While a senior at Smithfield High School, Edwards was selected one of two Virginia participants in the Shell Century III program, administered for the National Association of Secondary School Principals in Reston. Representatives from each state and the District of Columbia were invited to a conference in Williamsburg and were awarded a \$1,000 scholarship toward their college educations. Participants were selected by a jury on the basis of grades, competitive testing and leadership abilities.

From the participants of the Century III programs, Shell awards six scholarships of \$15,000 each, on the basis of proposals for comprehensive studies of major issues. Edwards will receive \$5,000 for the first year of law school, renewable for the following two years. He will work on his project for Shell during summer vacations.

Politically active, Edwards says he can't remember when he was not interested in the field. He was reading about the presi-

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vonBaeyer Named To State Group

Hans C. von Baeyer, professor of physics and director of the Virginia Associated Research Camps, VARC, in Newport News, has been named to the 29-member executive committee established by Governor Charles S. Robb to help attract more science and technology industries to Virginia.

T. Justin Moore, Jr., chairman of the board and chief executive officer of Virginia Electric & Power Co., has been named chairman of the group. Robb has asked the task force to examine the relationship between industrial and development and the enhancement of educational opportunities in Virginia.



They Came, Came to the Fair

The Shakespeare Fair Saturday on the lawn in front of Phi Beta Kappa Memorial Hall, playhouse for the Virginia Shakespeare Festival, was attended by three happy young ladies and lots of other children and adults who enjoyed the afternoon program. Craftsmen, entertainers and good food brought out a good audience despite the heat and threat of a thunderstorm. The Fair was planned by the Williamsburg Junior Women's Club under the direction of Mrs. Nancy Hammond. One of the most popular attractions was the Punch and Judy show by Dave Ballard who carries his stage on his back. There was also brisk business at the food tent where "Hamlet" and "Fowlstaff" sandwiches, Mark Antony ginger ale and King Lear lemonade were sold.

Virginia Shakespeare Festival

July 15 to August 22, 1982

PERFORMANCE CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JULY 11	JULY 12	JULY 13	JULY 14	JULY 15 Merry Wives	JULY 16 Merry Wives	JULY 17 Merry Wives
JULY 18 Dark	JULY 19 Dark	JULY 20 Richard	JULY 21 Richard Aud Dis	JULY 22 Richard	JULY 23 Alls Well	JULY 24 Alls Well
JULY 25 Merry Alls	JULY 26 Dark	JULY 27 Merry Wives	JULY 28 Alls Well Aud Dis	JULY 29 Merry Wives	JULY 30 Richard	JULY 31 Richard
AUGUST 1 Merry* Rich	AUGUST 2 Dark	AUGUST 3 Alls Well	AUGUST 4 Merry Wives Aud Dis	AUGUST 5 Richard	AUGUST 6 Alls Well	AUGUST 7 Merry Wives
AUGUST 8 Rich Alls	AUGUST 9 Dark	AUGUST 10 Merry Wives	AUGUST 11 Richard Aud Dis	AUGUST 12 Alls Well	AUGUST 13 Merry Wives	AUGUST 14 Richard
AUGUST 15 Alls* Merry	AUGUST 16 Dark	AUGUST 17 Richard	AUGUST 18 Alls Well Aud Dis	AUGUST 19 Merry Wives	AUGUST 20 Richard	AUGUST 21 Alls Well
AUGUST 22 Alls/Merry	* Children's Matinee					

Audience Discussions after each Wednesday performance

Special Children's Matinees August 1 and 15
with backstage tour

CURTAIN TIMES:

Tuesday through Sunday at 8:00 PM

Sunday Matinees at 2:00 PM

No Performance on Monday

CALL TELE-TICKET: (804) 253-4469

Elizabethan Feast Set Sunday

The Virginia Shakespeare Festival is inviting Tidewater to really get into the Elizabethan swing of things this summer.

Authentic Elizabethan food and entertainment will be offered Sunday evenings at 6:30, July 25 and August 2. Tickets are \$12.75, and reservations may be made by calling 253-4469 by July 19 for the July 25 feast, and by August 2 for the August 8 feast. Both meals will be served at the Great Hall of the Wren Building.

The menu includes a seafood or barley pottage (soup); a summer sallet (salad); a Turkish dish of meat, capon in orange sauce; spinach with strawberries; honeyed spiced carrots; turnips stuffed with apples; manchet (French bread) and cheese; and for dessert, almond and fresh fruit tarts. or

"a dysh fyll of snow" with custard sauce.

Entertainment will be provided by the Mummings Company, an ensemble of high spirited young volunteers from the Williamsburg community who will present music and skits in the Elizabethan manner. The Mummings are brightly costumed in a variety of period dress, including a ferocious blue dragon.

Matinee and evening performances are scheduled the days of the feasts, so patrons may plan to eat after the play or dine before the opening curtain of the evening performance. "All's Well That Ends Well" will be presented the evenings of July 25 and August 8. A matinee of "Merry Wives of Windsor" will be staged July 25, and the matinee for August 8 will be "Richard III."

Edwards

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dential campaign of Robert Kennedy in *Life* magazine when he was seven or eight years old. He has attended every state Democratic convention since he was 17, and is the youngest governmental officer ever to serve in Isle of Wight County. For the past two years he has been a member of the Public Recreation authority.

He has worked on numerous campaigns and last session was a legislative aide in the General Assembly for G.C. Jennings of Marion County. Edwards will marry the assemblyman's daughter, Sara Elizabeth, in July. Both Sara, also a William and Mary graduate, and Edwards will enter the Marshall-Wythe School of Law in the fall.

Edwards hopes to make a career in public life after law school. He would like to run for Commonwealth's Attorney and if successful, set his sights on a seat in the legislature. As a lawyer he plans to have a small town practice and work with people involved in programs such as foster care.

For his study, Edwards will draw on his personal experiences as a member of a

foster care family. Because his parents have been caring for children for over a decade, they are the ones to whom the service turns when they need to place children with severe problems, he says. These problems can be mental, emotional or physical, he adds. "My folks are the last notch. If they don't take them, the children are usually placed either in mental facility or a detention home."

Classified

WANTED

MALE FACULTY MEMBER or graduate student to share condo in town. Washer/dryer, dishwasher, AC, Cable TV, own bath. \$250, util. included. Available immediately. Call Mark at 877-1000, M-F, 5-7 p.m.

WILLIAM & MARY PROFESSOR seeks to rent house - Williamsburg area. Call collect (812) 876-1004 after 6 p.m.

Offerings of the Office of Management Development & Training

Listed below are the OMDT offerings schedule from July through September of 1982. Interested employees should submit their participation request in writing through the head of their department to the College Personnel Office. All workshops begin at 8:30 a.m. and conclude at 4:30 p.m. with lunch provided. The courses listed below will be located at the Training Facility in Richmond, VA. Tuition will be \$45 per workshop. All costs must be borne by the employing department.

7/22-23	Women in Management IOE 130
7/27-29	Fundamentals for PotentialOE 010 Supervisors
8/05-06	Productively Managing OE 122 Stress
8/09-10	Financial Management for OE 213 Non-Financial Managers
8/11-12	Fundamentals for Super- OE 020 visers
8/12-13	Women in Management IOE 130
8/17-18	Data Processing Concepts OE 212 for Non-Data Processing Managers
8/19-20	Managerial Writing OE 125
8/26-27	Styles of Management I OE 030
8/26-27	Time Management OE 121
9/01-02	Women in Management IIOE 131
9/02	Meeting for Results OE 124
9/15-16	Public Speaking OE 023
9/16-17	Styles of Management IIOE 031
9/21-22	Data Processing Concepts OE 212 for Non-Data Processing Managers
9/23-24	Productively Managing OE 122 Stress
9/27-28	Financial Management forOE 213 Non-Financial Managers
9/28-30	Fundamentals for PotentialOE 010 Supervisors

Brochures on the above courses may be reviewed in the College Personnel Office. Questions pertaining to these courses should be directed to Charla Cordle at 253-4214.

Executive Order #1 requires that all employees have equal opportunity for training and development.

Retirees Honored by Administration at Luncheon in Great Hall

Over 170 years of service to the College were noted at a luncheon June 30 at which classified employees who have retired within the last year were honored guests.

President Graves spoke of the "special place" these employees have held in the life of William and Mary and told them that they were "partly responsible" for the enviable reputation the College enjoys.

Several members of the administration were on hand to congratulate the retirees and Mrs. Justine H. Williams, awarded the housekeeping award for the month of June and Mrs. Sarah Wynn, housekeeper for the second semester who was awarded a \$50 savings bond as well as a certificate of appreciation.

Mrs. Wynn was one of the first persons to receive a housekeeping employee of the Month award after the program was initiated in March, 1979. She was recommended by her supervisor, Mrs. Mary Wallace. Earlier this year, Mrs. Wynn was awarded the Housekeeper of the Month Award for May. She works at Phi Beta Kappa Memorial and Andrews Fine Arts Halls.

Mrs. Williams started working at the College in September, 1974 on an hourly basis and became a classified employee in March, 1975. She began work in sorority court under the supervision of Mrs. Lucille Cowles and is now working at Hunt and Tyler Halls where her supervisor is Mrs. Bernice Holmes.

Mrs. Williams enjoys the contact with students and says "they are all so nice, I find myself calling them my boys."

She is a member of Poplar Lawn Baptist Church in Surry where she is a Deaconess, missionary worker and member of the Senior Choir. She is also a member of the Order of Household of Ruth Lodge 4943.

When she has leisure time, Mrs. Williams likes to go fishing, knit or take care of small children. She has one daughter, Mrs. Shirley Spratley.

Writing Project Now Underway

Teachers from surrounding school systems are attending the Eastern Virginia Writing Project to learn how to turn out better writers from their language arts classrooms.

The five-week institute which opened July 5 is providing 25 teachers with new skills in writing instruction and giving them opportunities to practice writing themselves.

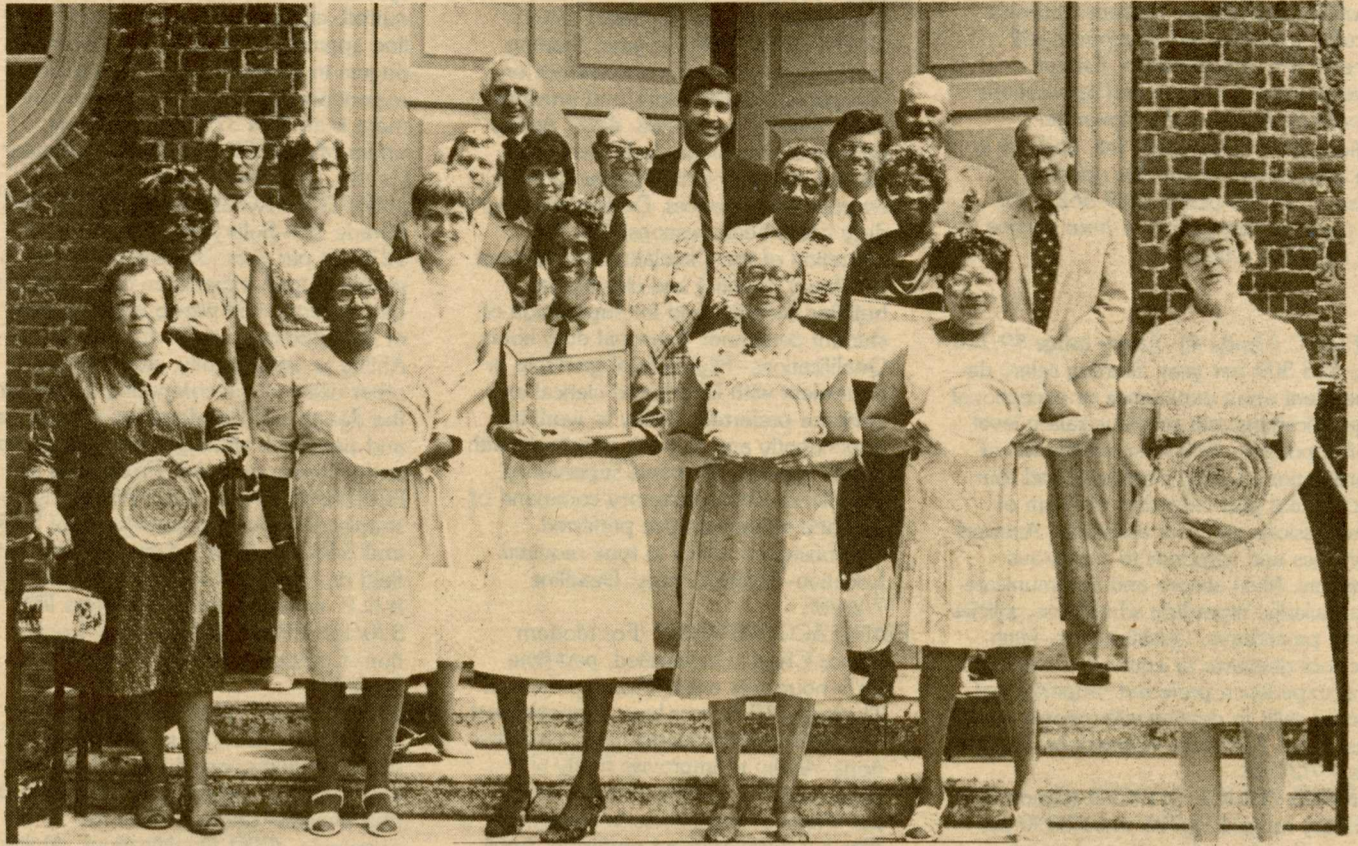
Speakers, including professional writers, researchers and a poet, are conducting workshops with the institute's fellows.

The Eastern Virginia Writing Project is part of a larger network of summer writing projects across the country, including six others in Virginia. Each project is supported by its host college and funded by the state.

Now in its fourth year at William and Mary, the Eastern Virginia project continues to have an ever increasing effect on the quality of writing instruction offered to public school students in Tidewater, according to Mark Gulesian, professor of English education at the College and the project's director.

"A major objective of the institute is to gain the support of a majority of teachers and administrators so that time can be given to establishing a writing curriculum in all grades," Gulesian says.

"Seventy-five area teachers have completed the institute since it began, and they have in turn given 225 demonstration lessons and lectures about writing instruction to over 6,000 teachers throughout Virginia," he adds. Gulesian refers to this increasing number of teachers reached by the institute as the "chain-letter of support that makes writing part of what happens in the classroom."



Pictured at the retirees luncheon, back row, (l-r) George R. Healy, Vice President for Academic Affairs; G. Gary Ripple, Dean of Admissions and Dennis K. Cogle, Assistant Vice President for Business Affairs. Third row (l-r) Mrs. Shirley Baker, Supervisor; I. H. Robitshek, Director of Personnel; Mrs. Evelyn Kilmon, Supervisor; Mrs. Jeanette Canady, Assistant Director of Personnel; E. John Bond, Assistant Director of Buildings and Grounds; Charla Cordle, Training Coordinator; Ervin D. Farmer, Director of Buildings and Grounds; Robert Lewis, Retiree; Mrs. Sarah Wynn, Housekeeper of the Semester award winner. Front row, Mrs. Justine Williams, third from left and retirees, Irene Slagle, Pearlee Taylor, Alberta Thomas, Myrtle Williams and Rachael Farthing. Retirees not pictured include Leanna Gray, Edith Johnson, Gussie Judkins, Clarence Schley, Viola Willis and Michael Willders.

Help! Help!

Immediate assistance is needed for readers for handicapped students at the College during summer session. If you're interested in volunteering a few hours of your time, or would like more information, please call Dean Jarmon's Office, Ext. 4581 (James Blair 210).

Guides Wanted

WANTED: Admissions office tour guides. Must be available 10-12 a.m. and 2:30 - 4:30 p.m. each weekday. Apply in person between 1-3 p.m. any day.

Special Programs

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Cosmos." First speaker in the fall will be Dr. Lendon H. Smit pediatrician and lecturer who will speak on "Diet, Health, and Self Image," Sept. 13 in Hampton Coliseum.

A series of lectures entitled "Stars, Planets and Life," will be held at VARC beginning Sept. 21. The first in the series of films and lectures on "Oceanography for Landlubbers," will be held at VIMS beginning Sept. 1.

Registration for OSP courses is open to all. A copy of the fall catalogue which includes a registration form and fees for each course, may be obtained by calling the office of Special Programs, 877-9231.

Those who satisfactorily complete courses will receive a certificate of completion. Continuing Education Units (CEU's) may be awarded for some programs which qualify under the standards established by the State Council of Higher Education.

Acceptance of Legal Claims Papers

In a memorandum published in the *William and Mary News* on November 10, 1981, there was outlined a procedure to be followed in the event an officer of the law attempts to serve legal papers on College employees. That notification, with appropriate updating, hereby is repeated for the information of those who are not familiar with the procedure.

The prompt and efficient handling of law suits brought against the College is essential. Regardless of the merits of plaintiff's allegations, a defendant must respond within twenty-one (21) days or else suffer an adverse judgment by reason of default.

During this twenty-one day period, the College must notify the State Attorney General's Office and our insurance company, gather pertinent information from our files and assist the Attorney General's Office in the preparation of the response. In view of all that must be done, the loss of even one of these twenty-one days might well result in a default judgment.

Therefore, it is absolutely essential that the entire College community be aware of the proper procedure to follow in the event an officer of the law serves or attempts to serve papers on the College. Please review and become familiar with the attached procedure, which has been developed with the advice of the Attorney General's Office. Thank you.

PROCEDURE TO FOLLOW IN THE EVENT AN OFFICER OF THE LAW ATTEMPTS TO SERVE LEGAL PAPERS ON COLLEGE EMPLOYEES

Only the Vice-President for Business Affairs or designated members of that office staff should accept service of legal papers on behalf of the College of William and Mary. If an officer of the law attempts to serve legal papers on any other person, that person should first ask the serving officer to disclose the name of the parties being sued, either as the sole defendant or as a co-defendant with other individuals. After accepting service, the named defendant should determine if the suit is a personal matter or if it relates to his or her employment with the College, the employee should immediately bring the papers to the Office of the Vice-President for Business Affairs for review and action, if appropriate, by that office. If the employee is being sued as a co-defendant with the College, however, the officer should be referred to the Office of the Vice-President for Business Affairs.

In addition to himself, the Vice-President for Business Affairs has designated the following officers to accept service of legal papers on behalf of the College: the Assistant Vice-President for Business Affairs or the Director of Auxiliary Enterprises, who also serves the College as Director of Risk Management.

In light of recent legislation (Virginia Tort Claims Act), the above procedure hereby is expanded to include any official or unofficial letters which might refer to legal claims against the College or any of its administrators, faculty members, or other employees. This applies to letters directly from injured parties or from legal counsel of those parties. Again, your prompt attention to such matters is vital, since both the insurance carrier for the College, as well as the Attorney General of the Commonwealth of Virginia, must be notified immediately by copy of any such letter.

The cooperation of everyone within the College is essential, and it will be appreciated greatly.

William J. Carter
Vice-President for Business Affairs

Employment

The following positions are open to all qualified individuals; however, current faculty and classified employees will receive first consideration. Except where noted, inquiries and applications should be made at the Personnel Office, 201 James Blair Hall, and not at the department where the opening exists. Call 229-JOBS (229-5627) for an updated listing and 24-hour service. An EEO/AA employer.

CLERK C (Grade 4)--Salary range \$9,749 to \$13,309 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #29 Responsible for coordination of daily interviews and tour schedules plus calendars of Dean of Admissions and four assistants. Answers phones and responds to numerous visitors. Must absorb and communicate knowledge regarding admissions policies and procedures. Qualifications--High school graduate or equivalent with clerical experience preferred. Superior personal skills in dealing with people are essential. Location--Admissions. Deadline 7/21/82

CAMPUS POLICE OFFICER (Grade 7)--Salary range \$12,731 to \$17,390 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #52 Qualifications--High school graduate or equivalent preferred, with work experience involving considerable public contact. Must possess excellent written and oral communication skills. Ability to work under stressful conditions, conduct investigations, work shifts and extra duty hours and to graduate from an accredited police academy within one year of employment. Must be able to pass an extensive personal background investigation. Location--Campus Police Office. Deadline 7/21/82

CLERK TYPIST C (Grade 4)--Salary range \$9,749 to \$13,309 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. (Two openings) Qualifications--Incumbent must possess better than average typing skills, and aptitude for figures and the education, poise and ability to handle administrative duties. Demonstrated ability to type required. Location--Law School. Deadline 7/22/82

COLLEGE HOSTESS B (Fraternity Complex Director) (Grade 2)--Salary range \$6,114 to \$8,358 per nine-month school year less \$26.75 per month rent for furnished apartment. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #412 Qualifications--Bachelor's degree preferred in any field. Experience and interest in residence hall management or fraternity affairs is important. Location--Residence Hall Life. Deadline 7/23/82

CLERK TYPIST C (Grade 4)--Salary range \$9,749 to \$13,309 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #530 Work involves typing news releases, articles, correspondence for communications and publications office. Qualifications--Demonstrated ability to type required. Location--University Communications. Deadline 7/23/82

CLERK STENOGRAPHER D (Grade 6)--Salary range \$11,643 to \$15,905 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #37 Incumbent serves as administrative assistant and personal secretary to the Comptroller of the College. Qualifications--Demonstrated ability to type and to transcribe dictation required. A general knowledge of bookkeeping is preferred. Location--Office of Comptroller. Deadline 7/26/82

CLERK TYPIST C (Circulation Desk Supervisor) (Grade 4)--Salary range \$9,749 to \$13,309 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #197 Assists patrons at circulation desk, performs clerical duties including preparation of overdue book notices. During Saturday duty hours bears responsibility for operation of the Circulation Department, for library opening and closing, for building security, and for supervision of student personnel. Seasonal duty hours. Qualifications--High school graduate or equivalent with library and clerical experience preferred. Ability to work independently and to work effectively with public required. Previous supervisory experience and satisfactory command of oral and written English preferred. Demonstrated ability to type required. Location--Swem Library. Deadline 7/26/82

PIANO ACCOMPANIST (For Modern Dance Class)--Unclassified, part-time 25½ hours per week, Monday through Thursday, \$7.50 per hour. Appointment for 1982-1983 academic year. Qualifications--Ability to improvise freely and sight-read in a variety of styles essential. Previous experience in modern dance accompaniment preferred. Applicants must be free to schedule audition-interviews July 28-30. Location--Department of Women's Physical Education. Deadline 7/26/82

CLERK B (Night Circulation Desk Clerk)--Unclassified, part-time 20 hours per week, \$3.92 per hour. Assists patrons at the circulation desk, performs clerical duties including preparation of overdue fine notices and book shelving. Some supervision of student employees required. Qualifications--High school graduate or equivalent with clerical, library, and some supervisory experience preferred. Demonstrated ability to work effectively with the public, maturity to deal with people of all ages, and satisfactory command of oral and written English required. Location--Swem Library. Deadline 7/26/82

DATA ENTRY OPERATOR--Unclassified, full-time, \$4.69 per hour. Responsibilities include data entry of biographical material, general office duties, and information gathering via computer, reference books, and library. Qualifications--Demonstrated ability to type required. Filing experience and familiarity with library usage preferred. Location--University Advancement. Deadline 7/26/82

CLERK TYPIST C (Grade 4)--Salary range \$9,749 to \$13,309 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #373 Responsible for technical typing for department with some additional general office duties. Qualifications--High school graduate or equivalent with clerical experience preferred. Demonstrated ability to type required. Location--Physics Department. Deadline 7/27/82

CLERK TYPIST C--Unclassified, \$4.69 per hour approximately 40 hours per week. Incumbent posts payments for subscriptions to the William and Mary Quarterly. Responsible for preparation of correspondence to subscribers. Some typing and proofreading of manuscripts. Qualifications--High school graduate or equivalent with clerical and bookkeeping experience preferred. Demonstrated ability to type required. Location--William and Mary Quarterly. Deadline 7/29/82

COMPUTER PROGRAMMER/ANALYST (Grade 12)--Salary range \$19,884 to \$27,150 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of the appointee. #393 Qualifications--ability to assume responsibility for analysis and programming in administrative applications, with major emphasis on development of student information

systems. Proficiency in COBOL is required, experience in data base and on line approaches is desirable. Bachelor's degree in relevant field or equivalent experience preferred. A.D.P. environment is an IBM 370/158 operating under MVS/JES2. Location--Computer Center. Deadline 7/30/82

COMPUTER PROGRAMMER/ANALYST (Grade 12)--Salary range \$19,884 to \$27,150 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of the appointee. #401 Qualifications--Ability to assist faculty, students and other users of the computing facilities in the design and development of systems and programs utilizing various languages and software modules. Proficiency in FORTRAN, BASIC and PASCAL is desirable as is working knowledge of SPSS and SAS. Bachelor's degree in relevant field or equivalent experience preferred. A.D.P. environment incorporates IBM 370/158 PRIME 750 systems. Location--Computer Center. Deadline 7/30/82

COMPUTER SYSTEMS ENGINEER (Grade 13)--\$21,732 to \$29,690 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of the appointee. #391 Qualifications--Ability to assume responsibility for support of IBM 370/158 and PRIME 750 systems. Proficiency in programming and sound knowledge of operating systems are required. Experience with MVS/JES2 and PRIMOS desirable. Bachelor's degree in relevant field or equivalent experience is essential. Location--Computer Center. Deadline 7/30/82

COMPUTER OPERATOR (Grade 6)--Salary range \$11,643 to \$15,905 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of the appointee. #386 Qualifications--Ability to operate complex IBM 370/158 and PRIME 750 computer configurations. Working hours midnight to 7:30 a.m. Tuesday, Wednesday, Thursday, 8 a.m. to 5 p.m. Saturday, 2 p.m. to midnight Sunday. Experience with a medium or large scale computer system is required. Knowledge of IBM and or PRIME systems is preferred. Location--Computer Center. Deadline 7/30/82

RESEARCH VESSEL MATE B (Grade 8)--Salary range \$13,921 to \$19,011 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of the appointee. #8 Qualifications--High school graduate or equivalent having a U.S. Coast Guard motor boat operator's license with an ocean route endorsement required. Experience in research vessel operations, electronic navigation, fiberglass vessel maintenance, diesel engine service and marine electrical systems preferred. Location--VIMS, Vessel Operations. Deadline 7/27/82

LIBRARY ASSISTANT (Grade 7)--Salary range \$12,731 to \$17,390 per year. Starting salary dependent upon experience or exceptional qualifications and previous salary level of appointee. #488 Catalogs monographs with matching or adaptable Library of Congress copy. Uses OCLC to order cards and to create new records. Responsible for cataloging Educational Media materials. Qualifications--Experience in a library and/or some knowledge of automated library procedures required. Prefer familiarity with non-print materials and ability to transfer this familiarity into knowledge of national cataloging standards for non-print materials. Prefer familiarity with music, especially classical music. Location--Swem Library. Deadline 7/21/82

CONFIDENTIAL SECRETARY (Grade 7)--Salary range \$12,731 - \$17,390 per year. Starting salary dependent upon previous experience and salary level of

appointee. Assists in budget development; prepare vouchers and monthly payroll reports; reconciles agency records to state accounting reports; prepares bi-monthly newsletter; answers telephone and written inquiries; prepares mass mailings, maintains all internal records. Qualifications--Organizational skills necessary; some knowledge of bookkeeping procedures; familiarity with state accounting procedures and legal terminology helpful; ability to type and use 10-key calculator; position requires limited travel. Apply by 30 July: Commonwealth's Attorneys Services and Training Council, P.O. Drawer DE, Williamsburg 23187-3548. Location--Law School.

KARATE INSTRUCTOR PART-TIME. Requires teaching 3 to 4 courses in beginning and advanced Karate. Also teaches self-defense for women, Monday and Wednesday evenings. Salary dependent upon class enrollment. Black belt and demonstrated ability to teach required. Respond by August 11 to: Joy Archer, Chairperson, Women's P.E., College of William and Mary, Williamsburg, Virginia 23185. EOE

TITLE:
Assistant Basketball Coach

DEGREE REQUIREMENTS:
Baccalaureate; Masters preferred.

QUALIFICATIONS:

1. Experience with successful recruitment of student athletes at the collegiate level, preferably nationally.
2. Coaching experience at the collegiate level, preferably head coaching experience.
3. Proven ability to communicate with college and high school students.
4. Successful scouting experience at college level.

RESPONSIBILITIES:

1. Recruiting exceptional student athletes.
2. Scout and prepare reports on opponents in a professional manner.
3. Assist with duties relative to coaching varsity basketball program.

SALARY:
Commensurate with experience and qualifications.

APPOINTMENT DATE:
August 1, 1982

RESUMES FORWARDED TO:
Mr. Jim Copeland
Director of Athletics
College of William and Mary
P.O. Box 399
Williamsburg, VA 23187

The College of William and Mary is committed to the principle of equal opportunity in the employment of faculty, administrators, and non-academic personnel. This policy was adopted by the Board of Visitors on April 28, 1978, in accordance with the College Affirmative Action Plan, and is effective July 31, 1978.

**Barbara Ball, editor
Publications Office, production**