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May 8, 1973

DONALD SHELTON NAMED DIRECTOR OF PERSONNEL

The appointment of Donald L. Shelton as director of personnel relations was announced today by Dr. Robert E. Kennedy, president of California Polytechnic State University, San Luis Obispo.

Shelton, 49, is a principal personnel analyst with the Office of the Chancellor of The California State University and Colleges in Los Angeles. Since 1967, he has held responsibility for various aspects of the system's personnel program which involves approximately 25,000 faculty and staff personnel in 19 institutions.

The appointment will be effective June 18, 1973, Dr. Kennedy announced. Shelton will succeed Larry Voss, who was named in April as executive assistant to the president.

Shelton received a Bachelor of General Education Degree from the University of Omaha in 1958 and both the Bachelor of Science and Master of Science Degrees in public administration from the University of Southern California in 1960.

Prior to joining the Chancellor's Office staff, he retired with the rank of lieutenant colonel in the Air Force in 1966 after 25 years of active duty. His last assignment was as director of officer personnel, Headquarters Air University, Maxwell Air Force Base, Alabama.

Earlier, he held Air Force assignments as professor or aerospace studies at Loyola University, Los Angeles, and varied personnel and administrative

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DAVID GRANT WILL BECOME ASSOCIATE DEAN, GRADUATE STUDIES

David W. Grant, a member of the faculty in the English Department since 1950, will become the associate dean, graduate studies effective July 1, it has been announced by President Robert E. Kennedy. Availability of the position resulted from the request of Howard Borroughs, currently associate dean graduate studies and research, for a reduced assignment to a half-time academic year position. Dr. Borroughs will continue on half-time basis as associate dean, research.

Dr. Grant, currently a member of the English Department faculty, has held a number of administrative and faculty positions in his 23 years with the university. He was head of the then-combined English and Speech Department from 1950 to 1962, has served as vice-chairman and chairman of the Cal Poly Academic Senate, and is currently completing a three-year term as one of Cal Poly's senators on The California State University and Colleges Academic Senate. He also served as chairman of the ad hoc Committee on Academic Structure and Organization in 1969-70, and was named as recipient of the Distinguished Teacher Award in 1968.

Dr. Grant received his BA from the University of Northern Iowa in 1935, an MA from the University of Iowa in 1940, and a PhD from Stanford University in 1953. He has done additional post-doctoral study at Stanford.

In making the announcement, President Kennedy said, "I know that Dr. Grant's background as a faculty member and administrator, combined with his overall

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DONALD SHELTON NAMED . . . (Continued from Page 1)

assignments at Torrejon Air Force Base (Spain), Strategic Air Command Headquarters (Omaha), and other Air Force bases in Louisiana, Japan, and California.

As a principal personnel analyst for the CSUC system, Shelton has had varied experience including development of faculty salary and fringe benefit proposals and working with the Coordinating Council for Higher Education and the statewide California State University and Colleges Academic Senate on personnel matters.

He has also participated in the selection process of key system administrative personnel, evaluating personnel legislation, and developing academic and support staff personnel policies and procedures.

At Cal Poly, Shelton's duties will include administration of the personnel relations program for some 1700 administrative, faculty, and staff personnel. Included are faculty and staff recruitment and training programs, and the university's Affirmative Action Program for employment of women and minority personnel.

Shelton and his wife, Pat, have resided in Van Nuys and plan to relocate in the San Luis Obispo area. They have two daughters, Linda, 21, attending California State University, Northridge, and Julie, 18, attending the University of California, Santa Barbara.

DAVID GRANT WILL BECOME . . . (Continued from Page 1)

knowledge of the campus and the development of the graduate programs, will be of great benefit to the university." In the position of associate dean, graduate studies, Dr. Grant will report to Dale W. Andrew (Academic Vice President).

RETROACTIVE FACULTY SALARY INCREASE WARRANTS AVAILABLE ON THURSDAY AT 4 P.M.

Most salary warrants reflecting retroactive salary increases of approximately 1.1 percent for faculty in the top two academic ranks and 0.3 percent for assistant professors will be available for distribution on Thursday (May 10). The retroactive period is from July, 1972 through April, 1973. Warrants batched by department may be picked up at 4 p.m. at the Cashier's Office, Adm-131-E, and those picked up on an individual basis may be picked up in the Business Affairs Division Office, Adm-114, after that time.

P E R S REPRESENTATIVE ON CAMPUS

A representative of the Public Employees Retirement System will be on campus and available for consultation on June 26, 27, 28. Employees interested in making appointments are asked to contact the Personnel Office, 546-2236.

The return of excess supplies of inter-campus mail envelopes is being requested by the General Office. Offices and departments that have quantities of the envelopes in excess of their current needs are asked to return them to the Duplication Center, Adm-129.

STUDENT ELECTIONS PLANNED ON WEDNESDAY AND THURSDAY

Cal Poly's 12,000 students will be voting on Wednesday and Thursday (May 9 and 10) for the 1973-74 officers of the university's Associated Students, Inc. There are two candidates each for the two top positions in student government and one each for the other two offices.

Jonathan Harrison, a city and regional planning major, and John L. Holley, a computer science major, already have begun their campaigns for the presidency. Scott P. Plotkin, an architecture major, and John A. Ronca, Jr., a business administration major, seek the vice presidency. All four will be seniors next year.

Paul Israel, the lone candidate for secretary, is a graphic communications major. Bruce K. Epler, an agricultural business management major, also is running without opposition. He seeks the office of chief justice. Both will also be seniors next year.

Polling places for the election will be maintained throughout the campus from 8 a.m. to 5 p.m. on both days.

CONCERTS IN MONTEREY - SALINAS AREA PLANNED BY STUDENT GROUPS

Five performances in two days have been scheduled for the 1973 tour of the Women's Glee Club and Collegians stage and dance band. Also to be featured in the performances on Thursday and Friday (May 10-11) in Monterey and Salinas will be the Men's Collegiate Quartet, the "world famous" Majors and Minors, and the Women's Sextet. The tour will include four assembly concerts and one public concert.

The singing ensembles are directed by Harold P. Davidson (head, Music) and the stage and dance band is directed by Graydon Williams (also Music).

After opening with an assembly concert on Thursday morning at Pacific Grove High School, the tour will feature a public performance that evening at Robert Louis Stevenson School in Pebble Beach. A trio of assembly programs on Friday at Salinas, North Salinas, and Notre Dame High Schools, all in Salinas will conclude the tour.

SYMPOSIUM ON PLASTICS SCHEDULED ON THURSDAY

Several prominent members of the plastics industry will be involved in the second annual Industrial Technology Plastics Symposium on Friday (May 11). The symposium will take place in the Julian A. McPhee University Union on campus and will conclude with a tour of the university's plastics laboratory facilities.

Among industry participants will be William Hansen of Torrance, a research chemist for Dow Chemical Company; F. W. John of Venice, vice president of Revell Incorporated; Geoff Ainscow, the plastics manager of Hewlett Packard, Palo Alto; and Jim Adams, the operations supervisor of General Electric Company at Vandenberg Air Force Base.

Also on the program, which is sponsored by the Industrial Technology Department and the university, are presentations by several members of the university faculty.

Monday, May 14 will be the end of the seventh week of instruction for the Spring Quarter.

OUTSTANDING WOMEN HONORED BY WOMEN'S CLUB

Ten outstanding women students were honored for academic excellence and outstanding activities by the Cal Poly Women's Club at a reception in Tenaya Hall Lounge last Thursday (May 3) evening. Two girls are selected from each class, but this year four senior women were chosen because they were so close in honors. Dale W. Andrews (Academic Vice President) presented each with a cash gift and a certificate of merit. Those honored and their majors are:

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| Freshman | - | Marcia O'Reilly and Lynette Hamm, both home economics. |
| Sophomore | - | Carol Wright, biological sciences, and Karen Andrus, bio-chemistry. |
| Junior | - | Pam Ahlgrim, home economics, and Joan Wright, biological sciences. |
| Senior | - | Penny Parsons, Diane Yielding, and Joan Honrath, all home economics, and Leslie Sanderson, animal science. |

Consultant for the selection was Lorraine Howard (Associate Dean, Women). The selection committee was chaired by Christina Bailey, with Betty Nielsen, Dorothy Harden, Helga Sankoff, and Jacquelyn Hicks also serving. Arrangements for the reception were made by Virginia Crane and Margaret Osteyee.

CANDIDATES FOR FACULTY POSITIONS BEING SOUGHT

Candidates for positions on the faculty of the university are presently being sought, according to Larry R. Voss (Director of Personnel Relations). Those interested in learning more about the position are invited to contact the appropriate dean or department head. Cal Poly is an Affirmative Action Employer. Following is a description of the available positions:

Intermediate Instructor (\$10,572-\$12,828/annually), Education Department, School of Human Development and Education. Duties and responsibilities include teaching elementary school language arts and early childhood education, plus supervising student teachers. Candidates must possess a doctorate with successful teaching experience in public or private schools at elementary level. Minority candidates are encouraged to apply. Position available: September 1973.

Intermediate Instructor (\$10,572-\$12,828/annually), Education Department, School of Human Development and Education. Duties and responsibilities include teaching in area of kindergarten-primary education and supervising student teachers. Candidates must possess a doctorate with successful teaching experience in public or private schools at elementary level. Minority candidates are encouraged to apply. Position available: September 1973.

Intermediate Instructor (\$10,572-\$12,828/annually), Education Department, School of Human Development and Education. Duties and responsibilities include teaching and supervising student teachers. Candidates must possess a doctorate with successful teaching experience in public or private schools at elementary level. Minority candidates are encouraged to apply. Position available: September 1973.

Intermediate Vocational Instructor (\$10,056-\$12,228/annually), Animal Science Department, School of Agriculture and Natural Resources. Duties and responsibilities include developing course outlines, preparing material for lecture and laboratory classes, and teaching poultry production, science, and related areas; special emphasis is placed on individual instruction through a project program; also, student advisory activities and senior projects. Candidates should have an earned bachelor's degree in animal breeding and a background of experience in livestock production. Minority candidates and women are encouraged to apply. Position available: September 1973.

Intermediate Vocational Instructor (\$4,022-\$4,890/annually), Dairy and Poultry Science Department, School of Agriculture and Natural Resources. Duties and responsibilities include developing course outlines, preparing material for lecture and laboratory classes, and teaching poultry production, science, and related areas; special emphasis is placed on individual instruction through a project program; also, student advisory activities and senior projects. Candidates should have an earned bachelor's degree in poultry science and additional graduate work in poultry or education. Minority candidates and women are encouraged to apply. Position available: September 1973. (2/3 time position.)

The last day of classes for the Spring Quarter will be Monday, June 4.

"DESIGN WEST" WILL BE TOPIC OF TALK BY WESSELS

The forthcoming Design West exhibit and crafts-design work by Cal Poly students will be discussed on Thursday (May 10) by Henry Wessels (Art) as part of the "Arts and Humanities 1972-73" series. Wessels' discussion is scheduled for 11 a.m. in Room 220 of the Julian A. McPhee University Union. The public is invited to attend the free lecture.

Wessels said that Design West is a showcase for students' works in plastics, leather, clay, and other materials. It features works of students in universities and colleges throughout California and will begin May 25 at the California Museum of Science and Industry in Exhibition Park in Los Angeles. It will last until July 22.

The "Arts and Humanities 1972-73" series is presented by the School of Communicative Arts and Humanities at Cal Poly.

COFFEE HOUR FOR OSCAR REECE SCHEDULED NEXT TUESDAY AFTERNOON

Oscar Reece, who will retire in June after having been a member of the Crop Science Department faculty for 17 years, will be honored during a coffee hour being planned for next Tuesday (May 15) afternoon from 2 to 4 p.m. in the Staff Dining Room.

Dr. Reece, who has taught plant breeding to hundreds of Cal Poly students over the years, joined the university faculty in 1956. Before that, he taught in public schools and was a county agricultural agent in Kansas; worked with the U.S. Department of Agriculture; and was a member of the Iowa State Teachers College faculty. A graduate of Kansas State College. He earned both his master's and doctor's degrees at University of Minnesota.

The Crop Science Department, which is sponsoring the coffee hour, is inviting the many campus friends of Dr. Reece to attend the coffee hour and wish him well on his retirement.

TICKETS FOR SPRING FLING AVAILABLE THIS WEEK

Seventeen faculty and staff members are selling tickets to the 1973 Spring Fling of the Cal Poly University Club. The fling will be held at White Oak Flat on Santa Margarita Lake on Saturday (May 12). The barbecue will be served at 1 p.m. Participants may enjoy boating, fishing, ball games, horse shoes and other outdoor activities. Bob Adams (Chief, Maintenance and Operations) says tickets are \$3.25 for University Club members and \$4.25 for non members. Those taking cars to the event will be reimbursed the \$1 park entry fee.

Tickets may be obtained from Adams; Tony Amato (Ornamental Horticulture); Rus Anderson (Animal Science); Robert Baldrige (Theatre); James Barrias (Custodial); Woodford E. (Gene) Bowls (Physics); Everett Dorrough (Food Services); Charles Elston (Mathematics); George Gowgani (Crop Science); James Neelands (Physics); Charlie Mendenhall (Information Services); Dick Tartaglia (Maintenance and Operations); Ferdinand Herriman (Grounds); Ed Roberson (Power Plant); Louie Budoff (Foundation Custodial); Murray Smith (Speech Communication); and Owen Servatius (Acting Dean, Business and Social Sciences).

TICKETS FOR CAMPUS DRAMA PRODUCTION STILL AVAILABLE

Tickets are still available for five performances of Tom Paine, the Spring Quarter dramatic production of the Speech Communication Department. The play by Paul Foster will be presented in the Cal Poly Theatre beginning on Wednesday and continuing through Saturday (May 9-12). Performances will begin at 8 p.m. each evening and a special matinee is planned at 4 p.m. on Saturday.

Only a limited number of seats are available for each performance. Instead of filling the nearly 500 seats of the theatre, director Robin Lake (Speech Communication) has chosen to place the audience on stage with the performers. Seating will be on a first come, first seated basis. Those planning to attend are urged to dress casually and bring cushions for seating.

Lake refers to Tom Paine as a historical flashback, a dramatic visualization and discussion of the historical personality, his life, his character, his ideals, his writing, his reputation (a role in the play), and his effect on the course of United States history.

General admission tickets for all five performances are on sale at the Information Desk of the Julian A. McPhee University Union. They are priced at \$2 for adults and \$1 for students.

UNIVERSITY CLUB GOLF TOURNEY QUESTIONNAIRE

During the past 20 years, the Cal Poly University Club (known previously as the Staff Club) sponsored golf outings with prizes often connected with the club's annual Spring Fling. In recent years golf tourneys have not been held, possibly because of suspected lack of enough widespread interest for the University Club to sponsor. To determine if a sufficient interest (among the total faculty and staff - men and women) exists, faculty and staff are being asked to complete the questionnaire below and return as soon as possible to Bill Armentrout (Education) or George Davies (Admissions Office).

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1. Should the University Club sponsor a golf tournament with prizes this year? Yes _____ No _____
 2. Where would you most like to play? _____
 3. Which date would you prefer?

Saturday, May 19 <input type="checkbox"/>	Saturday, May 26 <input type="checkbox"/>
Monday, May 28 <input type="checkbox"/> (Memorial Day)	Saturday, June 21 <input type="checkbox"/>

Name (s)

WHO . . . WHAT . . . WHEN . . . WHERE ? ? ?

R. Wallace Reynolds (Engineering Technology) and Robert W. Adamson (Mechanical Engineering) were participants in the Executive Committee meeting and Spring area meeting of the Pacific Southwest Section of the American Society for Engineering Education in Los Angeles on April 13-14. Reynolds is secretary and Adamson is vice chairman for projects for the section.

Walter Elliott (Physics) who is presently on leave and serving as a member of the physics faculty for the Tarrant County Junior Colleges, Ft. Worth, Tex., has been working on development of systems of personalized instruction. The product of Dr. Elliott's efforts is a three semester curriculum which integrates applied physics and mathematics for technology majors and incorporates cogent facets of behavioral objectives and individualized instruction.

Frederick F. Schantz (Social Sciences) was an interview guest on Radio Station KFVY, Arroyo Grande on Friday, April 13, on the topic of superstition. An anthropologist, Dr. Schantz explained and discussed the concept of superstition and how it is practiced by most cultures.

Panagiotis Papakyriazis and Larry Schelhorse (both Economics) attended a computer-based economic analysis seminar recently at California State University, San Francisco.

James L. Webb (Men's Physical Education) is the author of an article titled "Selected Growth and Endocrine Functions During Exhaustive Exercise" which appeared in the December, 1972, issue of the Australian Journal of Sports Medicine.

George M. Eastham (Economics) attended a recent seminar on "Ecological Models -- World, Urban, and Industrial Dynamics" at California State College, San Bernardino.

Francis H. Hendricks and Edward J. Ward (both School of Architecture and Environmental Design) were participants in an American Society of Planning Officials conference held in Los Angeles on April 7-12.

SPRING BAND CONCERT SCHEDULED ON MAY 19

Saturday, May 19, is the date selected for the annual Spring Concert of the Cal Poly Symphonic Band, according to William V. Johnson (Music) conductor of the 75-piece ensemble. The concert will begin at 8:15 p.m. in Chumash Auditorium of the Julian A. McPhee University Union under joint sponsorship of the Music Department and the Associated Students, Inc. General admission tickets for the program are priced at \$1.50 for adults and 75 cents for children. They are being sold now at Premier Music Company, Brown's Music Store, and Ogden's Stationery in San Luis Obispo; at the University Union Information Desk; and by members of the band.

C S E A REPRESENTATIVE PLANS CAMPUS VISIT ON WEDNESDAY

Jim Brinkerhoff, regional representative for the California State Employees Association, plans to be in the Staff Dining Room tomorrow (Wednesday, May 9) from 10 a.m. to 1:30 p.m. to meet with interested university employees. Additional contact time can be arranged by telephoning Bill Troutner (Crop Science), 546-2284.

REMINDER ON WITHDRAWAL DEADLINE ISSUED BY REGISTRAR

A reminder issued this week by Gerald N. Punches (Registrar) calls the attention of members of the university faculty to the fact that the last day for students to withdraw from courses without penalty is Monday (May 14). Punches points out that the university Catalog reads: "Except for university recognized emergencies, no withdrawals from a course will be permitted after the end of the seventh week of instruction." The seventh week of instruction ends at 5 p.m. on Monday.

EXTENSION COURSE PROPOSALS FOR FALL QUARTER INVITED

Faculty members have until Friday (May 11) to submit proposals for courses to be offered by Cal Poly Extension, according to Don M. Morris (associate dean, continuing education). Dr. Morris, who pointed out that the salary schedule for extension courses runs from \$215 to \$407 per quarter unit, said the proposals should be taken or mailed to the Continuing Education Office, Adm-317, 546-2053.

JOGGERS ORGANIZING ENTRY FOR "BAY TO BREAKERS" RUN

An entry of joggers for the famed "Bay to Breakers" run, which will be held the morning of May 20 in San Francisco, is being organized by Larry Bridges (Men's Physical Education). The eight-mile course goes through Golden Gate Park and ends on the ocean front. Over 3,000 joggers took part in the run last year. Bridges promises that the run will be one not easily forgotten and invites members of the faculty and staff who are interested in participating to let him know right away. Bridges may be contacted at his office, MPE-213, 546-2230.

PLAY IN FACULTY, STAFF TENNIS TOURNAMENT WILL OPEN SATURDAY

First round matches for the Cal Poly University Club sponsored tennis tournament for members of the faculty and staff will open on Saturday, according to Edward Jorgensen (Men's Physical Education). Matches will continue through Sunday (May 13) on the courts located near the Men's Gym.

Jorgensen, who is in charge of arrangements for the event, said men's singles, men's doubles, and mixed doubles competition will be held.

TALK ON INTERNATIONAL SPORTS CONGRESS SLATED ON THURSDAY

John E. Nixon, professor of education and physical education at Stanford University, will address a meeting of the campus student chapter of the California Association for Health, Physical Education and Recreation on Thursday (May 10). Nixon will report on the International Sports Congress held in London last summer. The meeting at Cal Poly will take place in Room 207 of the Julian A. McPhee University Union beginning at 11 a.m. Admission will be free and the public is invited to attend.

Memorial Day, Monday, May 28, will be a university holiday for Cal Poly faculty, staff, and students.

COMING EVENTS -- COMING EVENTS -- COMING EVENTS

Drama -- Wednesday through Saturday, May 9-12, 8 p.m., and Saturday, May 12, at 4 p.m., Cal Poly Theatre. Tom Paine, a dramatic visualization of his life, character, and ideals will be presented by students of Cal Poly's Speech Communication Department. General admission tickets - students, \$1; all others, \$2.

Concert -- Wednesday, May 9, 8 p.m., Julian A. McPhee University Union, Chumash Auditorium. Donna Curry, famed lutenist and singer will perform songs of folk and art in traditional renditions; sponsored by the Fine Arts Committee of Cal Poly's Associated Students, Inc. General admission tickets - students, \$1; all others, \$2.

CAHPER Lecture -- Thursday, May 10, 11 a.m., Julian A. McPhee University Union, Room 207. John E. Nixon of Stanford University will discuss the 1972 International Sports Congress; co-sponsored by Cal Poly's Men's and Women's Physical Education Departments and CAHPER. Public invited.

Judo Demonstration -- Thursday, May 10, 11 a.m., Julian A. McPhee University Union Plaza. Demonstration of judo; sponsored by the Cal Poly Judo Club. Public invited.

Arts and Humanities Lecture -- Thursday, May 10, 11 a.m., Julian A. McPhee University Union, Room 220. Henry Wessels will discuss "Craft Design;" sponsored by Cal Poly's School of Communicative Arts and Humanities as part of the "Arts and Humanities 1972-73" series. Public invited.

Cal Poly University Club Luncheon Meeting -- Thursday, May 10, 12 noon, Staff Dining Room. "Munich Olympics, 1972" will be presented by John Nixon, Stanford University.

Cal Poly Women's Club Choral Section Meeting -- Thursday, May 10, 7:30 p.m., 345 Chaplin Ln., San Luis Obispo. Meeting to be held at the home of May Montgomery. Members invited.

Marionette Show -- Thursday, May 10, 8 p.m., Julian A. McPhee University Union, Chumash Auditorium. John Brunner, the master puppeteer, will use marionettes to present a dramatic performance titled Canterbury and Other Tales; sponsored by the Fine Arts Committee of Cal Poly's Associated Students, Inc. General admission tickets - students, \$1.50; all others, \$2.

Judo Tournament -- Sunday, May 13, 1 p.m., Men's Gymnasium. Invitational tournament with competition for three age groups and three belt classes; sponsored by Cal Poly's Judo Club. Public invited.

Cal Poly Women's Club Walking Section Meeting -- Tuesday, May 15, 9 a.m., 1415 Cazadero St., San Luis Obispo. Meet at the home of Liz Apfelberg for a walk in the San Luis Drive area.

Physics Seminar -- Wednesday, May 16, 11 a.m., Science Building Room E-29. Lawrence Castelli of Crystal Technology, Inc., Mountain View, will discuss single crystal oxides and their application to acoustic surface wave electronic devices; sponsored by the Physics Department. Faculty, staff and students are invited.

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COMING EVENTS . . . (Continued from Page 9)

Electric Power Seminar -- Thursday, May 17, 11 a.m., Science Building, Room E-27. J. G. Meyer of Pacific Gas and Electric Company will discuss a utility's approach to the preparation of an environmental report; sponsored by the Cal Poly Electric Power Institute. Public invited.

Cal Poly University Club Luncheon Meeting -- Thursday, May 17, 12 noon, Staff Dining Room. Loren Nicholson will make a slide presentation entitled, "Traveling Through San Luis Obispo County in 1890."

Spring Band Concert -- Saturday, May 19, 8:15 p.m., Chumash Auditorium of the Julian A. McPhee University Union. Annual spring concert by the Cal Poly Symphonic Band under the baton of William V. Johnson; sponsored by the Cal Poly Music Department and Associated Students, Inc. General admission tickets - students, 75 cents; all others, \$1.50.

VACANT SUPPORT STAFF POSITIONS LISTED

Vacant support staff positions have been announced by S. Milton Piuma (Staff Personnel Officer). Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm-110, 546-2236. Contact the Personnel Office to obtain an application. Cal Poly is an Affirmative Action Employer. The positions are:

Departmental Secretary I-B (\$548-\$666), Agricultural Engineering, School of Agriculture and Natural Resources. Duties and responsibilities include typing, taking and transcribing dictation, maintaining filing system, preparing student payrolls, ordering and maintaining supplies, typing and duplicating exams, course material and handouts, answering telephone and directing calls, supervising student assistants and handling inquiries. Applicants must have passed the General Clerical Test, and be high school graduates with two years of office experience. Must be able to type 45 wpm, and take dictation at 90 wpm.

Departmental Secretary I-B (\$548-\$666), Ornamental Horticulture, School of Agriculture and Natural Resources. Duties and responsibilities include advising of students and prospective students, dictation and typing for department head and entire faculty, receptionist, keep accurate account of department budget and orders supplies. Keeps accurate records on students in department, types tests and handouts for faculty. Applicants must have passed the General Clerical Test, be high school graduates with two years of office experience, be able to take dictation at 90 wpm and be able to type 45 wpm.

Supervisor of Building Trades (\$1007-\$1166), Plant Operations, Business Affairs Division. Duties and responsibilities include reviewing work orders to determine priorities of minor repairs, visits project sites, confers with campus department heads relative to project requested, determines sequence of operation, staff requirements, and material needs. He shall keep abreast of all safety orders and requirements needed for job safety, assist in hiring of new personnel within each segment. Applicants must have equivalent to eighth grade education; high school and some college preferred. Four years of experience in construction industry with two years as a job supervisor or foreman. Effective July 1, 1973, contingent upon approval of the Governor's 1973-74 budget.

A S M E CONFERENCE, CONTEST SLATED THIS WEEKEND

Nearly 40 mechanical engineering students from 10 Western universities are expected to participate in the 1973 American Society of Mechanical Engineers Student Section Conference and Contest at Cal Poly this Friday and Saturday (May 11-12). The two-day program will take place in the Julian A. McPhee University Union. Admission to the sessions will be free and members of the campus community are invited to attend.

Universities expected to be represented during the gathering include University of Arizona; Arizona State University; University of California, Los Angeles; University of Southern California; University of Hawaii; California State Polytechnic University, Pomona; California State University, Long Beach; University of California, Santa Barbara; California State University, San Diego; and Cal Poly, San Luis Obispo.

Climax of the two day conference will be a banquet honoring the contest winners. It is scheduled for 6 p.m. on Saturday in the Staff Dining Room. Cost will be \$4 per person. Reservations can be made by contacting Ian C. Begg (Mechanical Engineering).