THE INTERIOR

PERSONNEL NOTICES

The college is seeking candidates for the position of lead Keypunch Operator. This individual will supervise data preparation and perform keypunching and verifying of all data submitted to data processing, maintain sequence and control of source documents, and maintain an up-to-date Run Book of all formats. Five years experience as a lead keypunch operator is preferred. The pay rate is $142.00 per week. This position is available exclusively to SVSC employees until November 13, 1975. Interested persons should contact the Personnel Office, ext. 266, before that date. SVSC is an Equal Opportunity Employer.

PERSONNEL NOTES

Dr. Ryder has announced appointments to the Secretarial, Clerical, and Technical Staff Committee. Michele Dyer, Secretary II in Business Services, was appointed chairperson and was named to a three-year term. Judy Aaron, Secretary I to the Vice-President for Business Affairs, was named recording secretary and was named to a three-year term. Sandy Balwinski, Secretary II to the Dean of the College of Education, and Mary Griffin, Keypunch Operator, were named to two-year terms, and Beverly Salay, Secretary II in the Registrar's Office, and Gloria Inman, Secretary II to the Dean of the College of Liberal Arts, were named to one-year terms. Guy Lee, acting director of Personnel, and Gladys Kearns, Personnel Assistant, were named ex-officio members of the Committee.

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