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The UCF Report

News and Announcements for the Faculty and Staff of the University of Central Florida



Knight Notes

Good news!!

Come Monday, the University Drive-Dean Road intersection will be widened, repaved, and open for business! That's the word from Harold VerHalen, senior engineer for Dawkins and Associates, Inc., primary contractors for the project. As of today, the work was "on schedule" and barring bad weather between now and Monday, all traffic patterns should be back to normal.

You have only three more chances to catch the University Theater's production of "The Tempest." Show time for the Shakespearean classic is 8:30 p.m. Thursday, Friday, and Saturday in the Science Auditorium.

UCF will host the NCAA Division II South Regional Basketball Tournament Friday and Saturday. The University of West Georgia takes on Florida Southern at 6:30 p.m. Friday with the UCF vs. Morehouse College game following at 8:30 p.m. On Saturday, the consolation game tips off at 6:30 p.m. with the championship contest slated for 8:30 p.m. General admission is \$5 each day (University students with valid ID, \$4). Advance ticket sales are noon to 5 p.m. today and Thursday, noon to game time on Friday, and 5:30 p.m. to game time Saturday in the Education Building lobby.

Next Tuesday's cancer seminar will focus on skin cancer with Dr. Randall Coverman serving as instructor/moderator. The program is slated for 11 a.m. to noon in the Third Floor Board Room of the Administration Building.



Money grows on trees?

It did last Wednesday for Sandy Johnson, secretary in the Preprofessional Coordinator's Office, who held the winning ticket for the door prize that was "sprouting" \$100 at the UCF Credit Union's annual luncheon meeting. David Jones, president, left, drew the winning number as Skip Hickman, manager, at podium, announced the winner. The more than 600 members and guests attending the luncheon heard reports on the Credit Union's successful year and voted in new officers and directors for the coming year.

Energy committee looks for bright ideas

Dollar-saving recommendations ranging from solar film on windows to new outdoor lamps which provide more light but use less energy have been given the stamp of approval by UCF's energy management committee. To date the committee has received approval for six projects which, when implemented, will save over \$12,000 annually in energy costs.

The group, led by Robert D. Doering (Industrial Engineering), also is readying a campus-wide survey to generate comment from all members of the University community in further effort to curtail rising energy costs.

A major recommendation concerns replacement of 104 outdoor mercury vapor lamps with high pressure sodium lamps, a move that not only would save over \$3,500 annually in power bills, but also provide increased illumination in areas such as parking lots and dorms. A prototype test has been approved at Parking Lot 3 and around the dormitories.

Also recommended is installation of solar film on windows facing south, east, and west in the University Dining Room, cafeteria, and police station. The effect of the film would be to reduce the load on the air conditioning systems during the heat of summer, and increase comfort for those working

in the affected areas by shielding them from direct solar radiation.

Three classrooms in the Engineering Building will be used to test a key switch system that committee members feel would cut down on indiscriminate use of lighting. If the tests prove feasible, such key switches would be installed in as many as 72 classrooms and 65 labs on campus. The key switches will transfer direct control of the lighting to the faculty and staff who are in the best position to conserve lighting energy, said Doering.

In yet another area, it has been recommended that a heat recovery unit be mounted on the air

conditioning unit at the Creative School for Children in order to generate hot water from discharged heat. The suggested equipment will be added as part of the center's expansion this summer.

Doering noted that these recommendations by the committee have been approved by the administration and others are being written up for approval. He added that input from all members of the campus community is being actively sought and a campus energy survey will be distributed shortly to faculty, staff, and students. In the meantime, any ideas should be sent to Doering, EN 207.

Two research presentations on Sigma Xi's winter agenda

The winter meeting of the Sigma Xi Scientific Research Society is scheduled for March 11 from 3-4:30 p.m. in the Third Floor Board Room of the Administration Building.

Two research projects will be highlighted during the meeting. Rudy Wodzinski (Biological Sciences) will use a slide presentation to report on "Vendible Products from Animal Wastes,"

suggesting an economic way of cleaning up pollution around Florida's lakes.

A popular lecture-slide demonstration, "Everyday Mirages in Central Florida," will be presented by Jay S. Bolemon (Physics).

All faculty and staff interested in the support and encouragement of research at the University are invited to attend.

Official Memoranda

To: All Faculty
From: Leslie L. Ellis, vice president for Academic Affairs
Subject: Mini-Grants for Instructional Development

A limited amount of QIP funds (\$3,000) has been allocated to assist faculty in developing instructional techniques, materials, or plans for teaching units, lessons, or courses. These expenses and OPS dollars are available through "mini-grants" not to exceed \$750 per project. Such development projects could include, but are not limited to, the following:

1. Lecture support materials.
2. Development of discussion techniques and/or devices (simulation, case studies, role playing, etc.).
3. Preparation and/or evaluation of testing and grading techniques.
4. Development and/or evaluation of personalized systems of instruction, individual instruction, computer assisted instruction, audio and/or visual tutorials, etc.
5. Development and production of photographic, graphic television, and audio teaching materials, etc.

Only full-time teaching faculty are eligible for these grants. Projects or plans must be completed before the end of the fiscal year. A brief proposal, limited to two pages, should be approved by the departmental chairman, processed through the Office of Instructional Resources for feasibility (cost estimates, available materials, facilities, personnel, schedules, etc.) and forwarded to this office. Proposals will be considered upon receipt and awarded to the extent of available funds. Projects will be coordinated by Bob Arnold, director of Instructional Resources.

Interested faculty are invited to attend a 20-minute informational meeting concerning the facilities of Instructional Resources in Library 139 on either Tuesday, March 10, at 9:30 a.m. or Thursday, March 12, at 10:30 a.m.

To: All Faculty
From: Leslie L. Ellis, vice president, Academic Affairs
Subject: Summer Quarter, 1981

As noted in "Academically Speaking" in the Feb. 18 issue of *The UCF Report* and as a result of the early start of the fall semester, the 1981 summer quarter will be only nine weeks in length of which seven weeks will be available for instructional purposes. Advisement and registration will occur during the week beginning June 15 and classes will begin on Monday, June 22. The University will be closed July 3 for the Independence Day holiday. Classes will end on Friday, Aug. 7, and the official close of the summer quarter will be Aug. 14.

The deans and department chairmen have been asked to schedule courses for extended hours during the week to accommodate the fact that a normal ten weeks of instruction must be accomplished in seven weeks. Four credit hour classes will be scheduled for six hours per week (42 class meetings) with the understanding that faculty may exercise the option of meeting the class only four hours during the last week. Three credit hour classes will be approved for scheduling four hours per week (28 class hours) or they may be scheduled for five hours per week with the understanding that the class will be completed in six weeks and will not meet during the seventh week. There will be no scheduled final examination period.

Faculty members on full-time employment during the summer quarter will teach approximately the same number of contact hours they have been teaching during the normal academic year and will be paid at the same bi-weekly rate. Salary increases as approved by the legislature will, however, occur earlier this year because of the early start of the fall semester on Aug. 17. Faculty members will therefore have the advantage of an increased bi-weekly salary rate during the period from mid-August to mid-September which in previous years

would have been part of the summer quarter. Faculty members who are on partial appointment during the summer will, of course, receive a proportionate bi-weekly salary.

Because classes will be taught an extended number of hours during the summer session, students will be limited in enrollment to 15 credit hours maximum instead of the current 20 credit hour maximum. Students desiring to take in excess of 15 hours may do so upon approval of the dean of the college in which he or she is majoring. We currently expect to schedule as many classes for the summer session as were scheduled last summer. However, this will require additional legislative funding to cover the first half of the summer session in 1982 which will occur before the end of the fiscal year on June 30. If the additional appropriation is not provided, it may be necessary to reduce the total course offerings and expenditures during the 1981 summer session in order to have funds available for the first half of the 1982 summer session.

Specific information on course offerings for the summer quarter should be obtained from the appropriate department chairman or dean.

To: All Faculty and Staff
From: Dick Scott, Director of Auxiliary Services
Subject: Faculty/Staff Photo ID Cards

Just a reminder to those of you who have not yet gotten your photo ID card that you still may do so in the Administration Building at the Information Booth on the second floor. The new hours are Mondays, Wednesdays, and Thursdays, 11 a.m. to 3 p.m.; Tuesdays, 1-6 p.m.

To: All Faculty
From: Leslie L. Ellis, vice president, Academic Affairs
Subject: UCF Energy Survey

Your assistance may be sought in the distribution and collection of a survey to be conducted among students by the UCF Energy Management Committee. The one-sheet questionnaire will be distributed to classes on a pre-determined basis to afford a cross section of disciplines.

Information gleaned from the survey will enable the committee to better determine energy shortcomings and needs on campus, and provide a means of input from the largest segment of our population.

Those members of the faculty whose assistance is needed will be so informed by department chairmen.

To: All Faculty and Staff
From: Mark W. Glickman, Alumni coordinator
Subject: Alumni Awards and Scholarships

This is a reminder that the application deadline for all Alumni awards and scholarships is March 31. Anyone may submit a nomination form for eligible alumni and students and all University personnel are encouraged to do so.

The Distinguished Alumnus Award is annually presented to one UCF graduate who has made outstanding contributions to his/her professional field, community, the University, or the Alumni Association. Past winners have been Dick Batchelor and JoAnne Puglisi.

The Distinguished Student Award goes to a graduating senior in the 1980-1981 academic year who has good grades and has been active in campus and/or community activities.

The Alumni Association offers the \$1,000 Millican Alumni Scholarship to a UCF student who will be a senior the following academic year. We are also introducing a new \$800 Alumni Scholarship to a UCF student who will be a sophomore or junior next year. Applicants for either scholarship must have at least a 3.0 overall grade point average, and a strong background in community or campus activities.

Applications for all of the awards are available from the Alumni Relations Office, ADM 350. Completed applications should be returned to the same office. For further information, call x2233.

Rally 'round the University

Area leaders join fund-raising campaign

Two dozen area leaders in business and industry will serve on a special committee seeking \$850,000 in private contributions as part of UCF's 1981 annual fund drive.

Led by Charles "Pete" Cross, president of Barnett Bank of Orlando/Winter Park, the roster includes prominent community figures who have volunteered their talents in the all-out campaign to provide needed support to maintain quality academic programs at the University.

Joining Cross in the effort are Robert C. Allen, vice president and chairman of Walt Disney World; Walter G. Allen, president of the Allen Co. of Orlando; Austin A. Caruso Sr., Southern Fruit Distributors; J. Blair Culpepper, president, Park Federal Savings and Loan Assn. and president of the UCF Foundation, Inc.; Sherman Dantzler, president, First Federal Savings and Loan Assn.; M. E. Dawkins, Dawkins and Associates; Leslie L. Ellis, vice president for Academic Affairs;

Robert N. Gardner, president, Condev Corp.; J. Philip Goree, vice president for Business Affairs.

Also, Charles E. Hager, Orlando; J. Philip Handy, Handy Capital Corp.; Kenneth L. Lay, president, Continental Resources Co.; Roland L. Lee, Hubbard Construction Co.; William A. McCree Jr., McCree Design and Construction, Inc.; Paul K. McKenny Jr., management consultant; J. R. McPherson, president and general manager, R.D. Keene Trust; Charles N. Millican, former UCF president;

Charles M. Potter, president, Overstreet Investments; E. Dan Ruffier, Pan-American Bank; W.M. Sanderlin, president, W.M. Sanderlin Corp.

Also, Jay Schenck, president, Schenck Company; Mrs. E.L. Strohbehn, Winter Park; and E. Penn Taliaferro, president, Atlantic Bank of Orlando.

Other committees will be named shortly, according to Alan Starling, general chairman of the 1981 annual fund drive.



Some brass!

Members of the UCF Wind Ensemble rehearse for their upcoming concert, slated for 3 p.m. Sunday in the Student Center Auditorium. The free concert will feature Percy Grainger's "Lincolnshire Posy," in addition to works by Reed, Holst, Riegger, Krenek, Walton, and Dello Joio. The public is cordially invited to attend the concert.

Seminar will examine alcoholism, addiction

Alcoholism and drug dependency in all walks of life— young and old, rich and poor—will be examined by nationally-renowned experts in their fields during a three-day seminar starting March 9 in Orlando.

Sponsored jointly by the National Committee for the Prevention of Alcoholism and Drug Dependency, the U.S. Navy, and UCF, the seminar will address the theme: "People, Human Concern, and Drug Dependency."

Social scientists, educators, medical professionals and others closely allied with drug and

alcohol prevention will conduct more than two dozen workshops and general sessions. Persons interested in participating are invited to register by calling the College of Extended Studies, x2123.

"This is an opportunity for concerned citizens from many professions and backgrounds, such as youth leaders, managers, coaches, law officers, and church and temperance leaders, to examine vital evidence presented by recognized authorities," said Charles M. Unkovic (Sociology), a seminar director.

NO. 2 OF A 5 PART SERIES



DR. LESLIE ELLIS
Vice President
Academic Affairs

"Right now UCF has some important objectives which only can be funded at this time with private support."

For a university, the pursuit of excellence never ends. Each day brings new challenges. Each success involves fresh commitments. A university, no matter how established or famous, grows with the place it lives.

In the late sixties, when UCF opened its doors as FTU, the university anticipated providing significant numbers of college-trained people in response to the manpower needs of the nation's space program then unique to our particular geographic location. While UCF today remains strong in science and engineering education, the University has grown into a multipurpose regional university and changed its name to reflect that fact.

As I see it, the people of Central Florida need to ask themselves if it is worth the time, effort, and money required for a public university, such as UCF, to achieve greater dimensions of academic excellence and growth? The university cannot meet such a challenge by relying solely upon tax dollars. The fact is, those public institutions that have achieved academic excellence and greatness have done so with the help and encouragement of private resources and private leadership. Right now UCF has some important objectives which only can be funded at this time with private support. These are:

- To increase the level of scholarship funds in order to attract talented and promising students.
- To provide funds for the purchase of special instructional equipment.
- To supplement faculty salaries so that the university may attract and retain the best available talent.
- To obtain "seed money" toward the establishment of endowed chairs in Business, Computer Science, Engineering, and Tourism under the provisions of the State's Eminent Scholars Act.

UCF performs a vital educational service to Central Florida, and by focusing on quality we feel that we are meeting our goal of service to the public. That is the ambition we have for UCF — to be of service and to be the best. We cannot do that with tax dollars alone.

This public service message sponsored by



UNIVERSITY OF CENTRAL FLORIDA FOUNDATION

• J. Blair Calpepper, President • Alan C. Starling, Annual Fund Chairman
UCF FOUNDATION, INC. ORLANDO, FLORIDA 305-275-2502

Calendar

THURSDAY, MARCH 5

Baseball. Iowa State. Home field, 3:15 p.m.

Recital. Oboe and flute students, Music Rehearsal Hall, noon.

University Theatre. "The Tempest" continues. Science Auditorium, 8:30 p.m. Admission: \$3.

FRIDAY, MARCH 6

Men's Tennis. Tennessee-Chattanooga. Home court, 2 p.m.

Coffee House. Featuring Pete Neff. SC Cafeteria, 6-8 p.m.

Movie. "Superman." SC Auditorium, 8:30 p.m. Admission: \$1.25.

University Theatre. "The Tempest" continues. Science Auditorium, 8:30 p.m. Admission: \$3.

Lecture. Gaballa Gaballa, visiting professor from Cairo University, will present a program on ancient Egypt. Music Rehearsal Hall, 8 p.m. Free and open to the public.

SATURDAY, MARCH 7

Baseball. Temple University. Home field, 12:30 p.m. Double-header.

Men's Tennis. Ball State. Home court, 10 a.m.

Recital. Carla Del Villaggio, voice. Music Rehearsal Hall, 7:30 p.m.

University Theatre. "The Tempest," final production. Science Auditorium, 8:30 p.m. curtain.

SUNDAY, MARCH 8

Concert. Featuring the UCF Wind Ensemble, directed by Jerry Gardner. SC Auditorium, 3 p.m. Free and open to the public.

Recital. Faculty Chamber Music performance. Loch Haven Art Center, Orlando, 8 p.m.

Movie. "Superman." SC Auditorium, 8:30 p.m. Admission: \$1.25.

MONDAY, MARCH 9

Men's Tennis. Hampton Institute. Home court, 2 p.m.

Baseball. Temple University. Home field, 3:15 p.m.

Campus Concert Series. Featuring The Mission Mountain Wood Band with John Bayley. SC Auditorium, 8 p.m. Tickets available at SC main desk.

TUESDAY, MARCH 10

Educational Program. Sponsored by the American Cancer Society, Dr. Randall Coverman will discuss skin cancer. Administration Building, Third Floor Board Room, 11 a.m. to noon.

Composition Recital. Music Rehearsal Hall, noon.

Men's Tennis. James Madison College. Home court, 2 p.m.

Baseball. Eastern Michigan. Home field, 3:15 p.m.

WEDNESDAY, MARCH 11

Women's Tennis. Guilford. Home court, 2 p.m.

Baseball. Milton. Home field, 3:15 p.m.

THURSDAY, MARCH 12

Recital. Chamber Singers. Music Rehearsal Hall, noon.

Baseball. Tennessee State University. Home field, 1:30 p.m.

Men's Tennis. Guilford. Home court, 2 p.m.

FRIDAY, MARCH 13

Speaker. Woman's Worry Clinic will feature Letitia Baldrige. SC Auditorium, noon to 1 p.m.

Women's Tennis. James Madison College. Home court, 2 p.m.

Movie. "The Frisco Kid." Engineering Auditorium, 8:30 p.m. Admission: \$1.25.

Classified

For Sale: Light oak twin beds, like new; mattress and box springs sets included. Also, solid maple bunk beds from Sears, head/footboards and frames only. Call 365-3572 after 5 p.m. and weekends.

Tax time's coming! Accountancy has forms you'll need

If you haven't played the annual numbers game for the IRS yet, be advised that you have 42 days left until the April 15 income tax filing deadline.

The Department of Accountancy is making the task at least a little more bearable by having on hand a supply of the various forms you will need. You can drop by the office, CB 403, for any of the following forms: 941, 941-C, 1040, 1040-A, 1040-ES, 1040-X, 1310, 2119, 2120, 2210, 2333X, 2440, 2441, 2688, 3468, 3903, and 4625.

Also available is a veritable alphabet soup of schedules: A & B, C, D, E, F, G, R & RP, SE, and TC.

Friday 'tour' to take guests through Egypt

You're invited to take a journey into ancient Egypt with Gaballa Gaballa, visiting professor, who'll serve as guide during an evening program Friday in the Music Rehearsal Hall.

Gaballa, who teaches at UCF and Brevard Community College as an exchange scholar, is on the faculty of Cairo University. He is considered one of his nation's leading Egyptologists.

Refreshments will be served after the 8 p.m. program, which is sponsored by the College of Arts and Sciences. The program is free and open to the public.

In Sympathy

The University community extends heartfelt sympathy to Angela Ledford, secretary in the Department of Sociology, whose husband, Robert, passed away last week.

Employment Opportunities

The University of Central Florida is an Equal Opportunity / Affirmative Action Employer.

Career
Opportunity
Line 275-2778



Welcome aboard!

We welcome the following new employees to the University:

Patricia M. Burgess (clerk typist III, Library) of Orlando, originally is from Chester, Pa., and previously worked for Aetna Insurance, and Seibels Bruce Insurance companies. She and her husband, Paul, have a nine-year-old daughter, Jennifer. Pat's hobbies are sewing and reading.

Casey Conerly (radio/tv scriptwriter, Instructional Resources) originally is from Waco, Tex., and formerly worked as a production assistant for Orlando's WFTV, Channel 9. She received a B.A. in journalism from UCF and currently lives in Altamonte Springs.

Janice Coughlin (secretary III, Small Business Development Center) attended Ohio State University, and graduated from Columbus School of Practical Nursing. She is a licensed nurse and formerly worked as program coordinator for Orlando's WMFE-TV, Channel 24. Janice's hometown is Annapolis, Md.

Betty A. Godwin (custodial worker, Student Center) is from Balvine, Miss., and previously worked on campus for SAGA. She and her husband, Robert, live in Orlando, and her hobbies include horseback riding and tennis.

Jim Haggard (computer operator I, Computer Services) was born in Dayton, Ohio, and currently lives in Altamonte Springs. He has been a student assistant for computer operations on campus and is an undergraduate student at UCF in the College of Business Administration. Jim enjoys automobiles and playing the bass guitar.

Linda M. Morris (secretary III, Economics) is a native of Pittsburgh, Pa., and formerly worked for the U.S. Naval Supply Depot in Guam. A resident of Orlando, she has an 11-year-old son and an 8-year-old daughter, and enjoys jogging, reading, and needlework.

Kathy Nash (counselor, Student Financial Aid) holds a B.A. degree in allied legal services from UCF. Originally from Connecticut, she likes country music and the outdoors.

Barbara A. Wellington (clerk typist II, Admissions) moved to Florida last September from Frederick, Md., where she worked for the Frederick County Board of Education. She attended Bridgewater College in Virginia and enjoys sewing and music. Barbara and her daughter, Lisa, a student at UCF, live in Casselberry.

Dorothy M. Wheaton (clerk typist III, personnel) comes to UCF from the Citizens Bank of Oviedo. She lists her special interests as cooking, baking, fishing, and water sports. Originally from Wisconsin, she and her husband, Jim, and their two children live in Maitland.

Leaving the University are: **Laurel Wrigley** (F.S.E.C.), **Janet Davenport** (Intercollegiate Athletics), **Irene Butler** (College of Business), **John Athoe** (F.S.E.C.), **Alice Sullivan** (Registrar's Office), and **Evelyn Bowman** (Extended Studies).

Personnel Services lists the following vacancies, by title, department, minimum qualifications, annual salary range, bi-weekly salary, and closing date. It is the responsibility of the applicant to successfully complete any required performance and/or written exams prior to being considered for a specific job opening. For information on any required exams, as well as further details on these positions, contact Personnel, x2771. A listing of available faculty positions within the SUS is available on request at the receptionist's desk (ADM 230).

Administrative and Professional

Athletic Coach (Intercollegiate Athletics). BS/BA degree and two years of coaching experience at the university, college, or high school level. Successful experience as a graduate assistant or intern in an athletic program may be substituted for up to one year of the required experience. Prefer MS/MA and demonstrated ability in recruiting/procedures, team organization, and AIAW rules and procedures. \$12,500-\$20,500, \$480.77. 03/12.

Career Service

Personnel Technician II (Personnel). Four-year degree plus one year of professional personnel experience. Written exam. Prefer background in employment including interviewing skills and EEO/AA guidelines. \$12,110.40-\$15,994.08, \$464. 03/12.

Secretary II (Intercollegiate Athletics). Graduation from high school and one year of secretarial and/or clerical experience. Written and typing exams. Prefer multi-line telephone experience. \$7,662.96-\$9,771.84, \$293.60. 03/12.

Buyer (Bookstore). Graduation from high school and two years of purchasing experience. Written exam. \$8,414.64-\$10,815.84, \$322.40. 03/12.

Secretary III (Business Administration, Management). Graduation from high school and two years of secretarial and/or clerical experience. Written, typing, and shorthand exams. \$8,853.12-\$11,421.36, \$339.20. 03/05; 03/12.

Computer Programmer I (Computer Services). Graduation from high school and one year of experience in data processing. Written exam. Prefer experience with library, Cobol, and Panvalet programming systems. \$12,110.40-\$15,994.08, \$464. 03/05.

Accountant II (FSEC, Cape Canaveral). Four-year degree with major course work in accounting and one year of professional accounting experience; or a master's degree in accounting; or possession of a C.P.A. certificate. Written exam. Prefer experience with state accounting practices and procedures. \$12,820.32-\$16,996.32, \$491.20. 03/05.

Electronic Technician II (FSEC, Cape Canaveral). Graduation from high school, supplemented by an approved training course in radio or electronic equipment installation and repair and two years of experience in the installation, maintenance, and repair of AM and FM communication systems, radios, or other electronic equipment. Prefer experience in operations, maintenance, and calibration of equipment used to measure temperature, flow, and pressure. Should know analog and digital equipment. \$12,110.40-\$15,994.08, \$464. 03/12.

Stock Clerk (Bookstore). Completion of tenth grade. Written exam. \$6,994.80-\$8,832.24, \$268. 03/12.

Clerk Typist III (Engineering). Graduation from high school and two years of typing and/or clerical experience. Written and typing exams. Prefer experience with a word processor and familiarity with technical reports and student records. \$8,017.92-\$10,272.96, \$307.20. 03/05.

Clerk Typist II (Admissions). Graduation from high school and one year of typing and/or clerical experience. Written and typing exams. \$6,994.80-\$8,832.24, \$268. 03/12.

Secretary II (Instructional Programs). Graduation from high school and one year of secretarial and/or clerical experience. Written and typing exams. Prefer shorthand. \$7,662.96-\$9,771.84, \$293.60. 03/05.

OPS Temporary

Word Processing Systems Operator I (Business Administration). Graduation from high school and two years of secretarial and/or clerical experience. Written and typing exams. Hours flexible, but preferably 9 a.m. to 6 p.m. \$4.24/hour. 03/05.

Clerk Typist III (Library). Graduation from high school and two years of typing and/or clerical experience. Written and typing exams. Hours vary. \$3.84/hour. 03/12.

Clerk Typist II (Admissions). Graduation from high school and one year of typing and/or clerical experience. Written and typing exams. \$3.35/hour. 03/12.

Grant opportunities

For further information, contact Rusty Okoniewski, ADM 243, x2671.

| Agency | Due Date | Title |
|--------|----------|---|
| USDA | 03/27 | Aquaculture Research |
| ED | unknown | Deaf-Blind Studies—Innovative practices in the vocational education of deaf-blind youth. |
| SBA | 03/31 | Small Business Economic Research—Areas of interest include managerial economics, industrial organization, and market imperfections and competitive disequilibrium. Program areas under Dynamic Studies and related data requirements include: special needs of women and minority business owners; the small business data base; and dynamic studies. |
| HHS | 03/30 | Survey of Head Start Handicapped Efforts in 1981-82 |
| DOI | 03/23 | Preparation of Technical Manual Entitled "Handbook for Engineering Geology" |
| NSF | 03/27 | Science & Technology Policy Seminars—NSF is requesting proposals to conduct a series of seminars under the "Science Policy Seminar Series" beginning in fall, 1981. |
| ED | 03/16 | Learning Difficulties—A study to investigate the difficulties that students, especially minority students, have in learning secondary school mathematics, Algebra I and Geometry in particular. |
| | 03/19 | Impact of Public Policy on Education and Training in the Private Sector—The purpose of this study is to describe how education and training systems operate in the corporate arena and determine the impact of public policy on the educational activities of the private sector. |

The UCF Report

The UCF Report is published every Wednesday during the academic year, and bi-weekly during the summer, at a cost of \$166 or 7.5 cents per copy. For further information on any material appearing in this publication, contact K.G. Sheinkopf, director, Office of Information Services, Administration Building 395-K, phone 275-2504.

Deadline for all submitted material is Thursday noon of the week preceding publication.

For assistance in publicizing programs or events in the local media, call Bill Daum, Public Affairs, 275-2848.

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UCF
Information
Services

