

July 22, 1987
Volume 32, Number 2

'Scholar's passports'

The MIT Libraries and 57 other research libraries belonging to OCLC, a national bibliographic utility, have joined together in a program of reciprocal borrowing. The program provides faculty of participating institutions with on-site access and borrowing privileges at the libraries of the others.

A "scholar's passport" is available to MIT faculty members in the office of the Director of Libraries, Rm 14S-216. Faculty members interested in using another library should call x3-5651 to ascertain whether the library in question is a participant in the program. Brochures describing the program and its participants are available at the reference desk in all the MIT libraries.

Long break

There will be a three-week break between this issue and the next one, due out August 12. Weekly publication will resume with the August 26 issue.

New classes

Because of the outstanding response to its on-campus hands-on training classes, Information Systems is pleased to announce that a second section of Introduction to Lotus 1-2-3 to meet on August 24 and 25.

Other additional classes include Introduction to the Apple Macintosh on August 3 and Introduction to Word-Perfect on August 19.

Space is still available in all three of these classes. For more information or details on how to register, please contact Tawney Wray, Rm 11-314, x3-7685.

Computer alert

It is particularly important to back up your computer work frequently during the summer months. As temperatures rise and electrical consumption increases, the risk of momentary power outages also increases.

In addition, MIT may be requested to reduce its power consumption during periods of peak usage. Using MIT's Load Reduction Program, Physical Plant can reduce the overall Institute electric load incrementally up to 40 percent.

Facilities included by a first-step 10 percent reduction include most West Campus buildings, dorms, athletic facilities and dining halls, excluding W91. To date MIT has never had to go beyond this reduction, but further reductions would quickly affect the main campus.

It's good practice to back up computer work regularly. In summer—when power use runs highest—it's essential.

Athena deadline

The next deadline for submission of software and curriculum development proposals to Project Athena is October 1, for funding to begin January 1, 1988. Call Kate Lonnie, Rm E40-391, x3-0216, to obtain "Guidelines for Proposals" explaining the funding process.



The aurora borealis.

Space plasma is workshop topic

National and international space plasma researchers will gather for the first Cambridge Workshop in Theoretical Geoplasma Physics here, July 28-August 1.

Activities in space such as the mysterious aurora borealis or "northern lights," seen especially in the arctic regions, are in the realm of theoretical geoplasma research which is involved with the development of theoretical models to explain phenomena observed in space.

The workshop, to be held at MIT's new Center of Excellence in Theoretical Geoplasma Research, will focus around the theme, "Ionosphere-Magnetosphere-Solar Wind Coupling Processes." It is designed to provide a forum for the discussion of current geoplasma activities.

Conference planned on biotech risks

What are the human and environmental health consequences of accidental or deliberate exposure to engineered organisms or products?

That question will be addressed Friday, Aug. 7, at an MIT symposium. Represented will be professionals working in various areas of this emerging field—those who assess the risk of the new products of the biotechnology industry, those who develop regulations for the industry, and those who devise ways to mitigate the risk as the new technology moves from the laboratories to the workplace.

The symposium, sponsored by the MIT Industrial Liaison Program, will be chaired by Daniel F. Liberman, biohazard assessment officer with MIT's Environmental Medical Service.

It will be held in Rm 10-250 starting at 8:15am. For registration information call the ILP at 3-0212.

Scheduled speakers are Henry Miller, MD, Office of the Commissioner, US Food and Drug Administration; Terry Medley, director, Biotechnology and Environmental Coordination Staff, US Department of Agriculture; Robert Frederick, US Office of Toxic Substances; Alan Ducatman, director, MIT Environmental Medical Service; David Glass, director, patents and regulatory affairs, BioTechnica International; Seth Pauker, assistant director, regulatory

The MIT center, housed in the Center for Space Research, opened its doors in January. It was an expansion of a pre-existing group at MIT that was studying terrestrial ionospheric-magnetospheric processes.

The goal of the new center is to develop a program of excellence in both theoretical space plasma research and graduate education and to help provide the means for keeping physicists and scientists abreast of what is happening in this new field of research and study.

The center got its start as a result of a request for proposals from the Air Force Office of Scientific Research under the University Research Initiative Program. A

(continued on page 4)

affairs, Ortho Pharmaceutical Corp.; Dale Hattis, researcher at MIT's Center for Technology, Policy and Industrial Development; Professor William Thilly, MIT Department of Applied Biological Sciences; Professor Melvin First, Harvard School of Public Health; Joseph Van Houten, safety manager, Schering Corp.; Rose Goldman, MD, Cambridge Hospital; and Professor Arnold Demain, MIT Department of Applied Biological Sciences.

More degrees given

Two more MIT faculty members have joined the ranks of those receiving honorary degrees this year.

Professor Susumu Tonegawa received the honorary ScD degree at Northwestern University's commencement exercises June 20. He was cited for major contributions in molecular biology and medicine.

Professor Emerita Phyllis A. Wallace of the Sloan School was honored with the LHD degree from Northeastern University June 21. The citation described her as "a respected analyst of American social thought and trends."

The addition of Professors Tonegawa and Wallace brings to ten the number of MIT people receiving honorary degrees this year.

VAX Resource Center created

In response to a proliferation of Digital Equipment Corporation's (DEC) mini and micro distributed computer systems on campus, a VAX Resource Center (VRC) has been created within Information Services Consulting Services to meet the needs of MIT's DEC/VAX users.

The new VRC will hold an open house Wednesday, August 5, 2-4pm in Rm 34-401 to acquaint users with the services available there.

Shava Nerad, the coordinator/consultant for the VRC, said that in recent years the MIT campus population of computers that function as independent units with their own software has increased significantly. Information Systems recognized the need for centralized support for these systems—hence the suggestion to form the VRC which came from the VAXSyM (Vax System Managers at MIT), a usergroup begun in 1986 to address issues important to the VAX, PDP/11, and other DEC equipment being used on campus, with special focus on MIT's policies and procedures.

In its beginning the VRC has focused on a few areas where central support can do the most good—in facilitating contacts among users of DEC equipment at MIT, and in negotiating with DEC and other vendors for agreements that favor the Institute as a whole.

The VRC also sponsors VAXSyM. The creators of the VRC hope to have an electronic bulletin board available for VAXSyM members to help people get together to talk about the VRC programs and other issues of interest.

In addition, VRC has negotiated three agreements with DEC—one regarding software for VAX workstations; one regarding field service discounts on any Digital hardware, and one regarding discounts on the purchase of VAXStation configurations.

The VRC offers a software library which allows MicroVAX and VAXStation users to pay a low yearly fee to have access to a library of about 30 DEC software products. The VRC will also run a hotline to handle any questions or problems with the library software.

It will also participate in semiannual meetings of consortium member schools to provide a forum for the presentation of papers on innovative VAXStation projects. Contact Ms. Nerad if you have a paper or presentation for review for these conferences.

To learn more about the services offered
(continued on page 4)

Medal addendum

An MIT alumnus and former faculty member, Walter H. Stockmayer, was among those who received National Medals of Science and Technology from President Ronald Reagan recently.

Dr. Stockmayer, professor emeritus at Dartmouth College, was cited for his "fundamental contributions to the physical chemistry of high polymers."

Professor Stockmayer, known as "Stocky," did much of his important work at MIT, where he taught for about 20 years.

He received the SB in chemistry from MIT in 1935 and the PhD in 1940. He was an instructor at MIT in 1939-41 and then taught at Columbia University until 1943, when he returned to MIT as an assistant professor. He became a full professor in 1952 and left MIT for Dartmouth in 1961.

Also receiving medals, as reported in Tech Talk on July 8, were Professor Har Gobind Khorana and Robert N. Noyce, an alumnus.

THE INSTITUTE CALENDAR

July 22-August 16

Events of Special Interest

Roommate Get-Togethers**—Off-Campus Housing Service gatherings for people who already have housing to find roommates; for people without housing to find openings in pre-existing households; or for people without housing to form groups to find suitable housing together, held in the Ashdown House Hulsizer Rm: Mon, Aug 10, 5-7pm; Mon, Aug 17, 5-7pm; Mon, Aug 24, 5-7pm; Mon, Aug 31, 5-7pm; Tues, Sept 8, 5-7pm. Info: x3-1493.

Seminars and Lectures

Wednesday, July 22

New Macintosh Machines**—Diane Dodge, Apple Computer, Information Services Noontime Seminar demonstrating the new Macintosh SE and Macintosh II machines, 12-1pm, Rm 4-163. Machines will be available in the Microcomputer Center (Rm 11-209) for hands-on tryouts from 2-4pm.

Thursday, July 23

Utility Programs for the IBM PC**—Kip Warren, consultant, Information Services Noontime Seminar demonstrating programs such as Sidekick, Lotus Metro and Norton Utilities, 12-1pm, Rm 4-163.

Tuesday, July 28

Advanced Techniques for Mac Users**—Becky Waring, co-director, BCS Mac Users group, Information Services Noontime Seminar demonstrating tips for advanced Mac users, 12-1pm, Rm 4-163.

Wednesday, July 29

HAL for Lotus 1-2-3**—Katie Quigley, Lotus Development Corporation, Information Services Noontime Seminar demonstrating HAL, a 1-2-3 companion product that enhances 1-2-3's capabilities and adds new functionality, 12-1pm, Rm 4-163.

Thursday, July 30

Pagemaker for Desktop Publishing**—Robyn Fizz and Susan Jones, editor and assistant editor, Information Services Noontime Seminar demonstrating how the i/s newsletter that appears monthly in Tech Talk is produced using Pagemaker on the Macintosh, 12-1pm, Rm 4-163.

Friday, July 31

A Dipole Field Fusion Reactor*—Dr. Akira Hasegawa, AT&T Bell Labs, Plasma Fusion Ctr Seminar, 4pm, Rm NW 17-218.

INSTITUTE NOTICES

*—Open to public
**—Open to MIT Community only
***—Open to members only

Announcements

MIT Radon Project**—Radon test kits for air or water (including processing) are \$6 each, with a minimum of 2 per home for air. Drp by Bldg 58, 1st floor, 12:30-1:30pm or 4-5:30pm or call x3-4151. Pick-ups and drop-offs at Lincoln on Thursday afternoons.

MIT Summer Physical Education Classes**—Sailing, Basic Instruction—July-Aug, Wed, 5:15-6:15pm; Sat, 9:30-12:30pm; Boardsailing, Tues, 5:30pm. Membership \$10/students; \$30/employees; \$40/alumni payable at Cashier's Office. Info: Sailing Pavilion, x3-4884. **Tennis (beginning and intermediate-advanced)—Beginning (MW)**, Session III, Aug 3-Aug 26, 12pm, 4pm, 5:15pm, 6:15pm; **Inter-Adv (Th)**, Session III, Aug 4-Aug 27, 12pm, 4pm, 5:15pm, 6:15pm. Fee: \$40/Athletic Card, \$50/others. Register for all classes at Physical Education Office, W32-127, x3-4291.

Free Museum of Science Admission for MIT Students—With MIT student ID, provided by Mass Beta chapter of Tau Beta Pi, the National Engineering Honor Society. Reduced admission to special exhibits.

Arts Hotline—Recorded information on all art events at MIT may be obtained by dialing x3-ARTS. Material is updated every Monday morning.

Nightline**—a student-run hotline open every evening of the term, 7pm-7am. If you need information about anything or you just want to chat, give us a call. We're here to listen. x3-7840.

Club Notes

MIT Student Cable Programming Group**—Seeks people interested in programming the cable television network. Info: Jeff Cohen, x5-8178 dorm.

Community Meetings

Alcoholics Anonymous (AA)**—Meetings every Tues, 12-1pm, Rm E23-364. For info call Gene, x3-4911. Also, Thurs, 12noon, Rm 24-110. Info: Joan, x3-1973.

Al-Anon**—Meetings every Fri, noon-1pm, Health Education Conference Rm E23-297. The only requirement for membership is that there be a problem of alcoholism in a relative or friend. Call Gene, x3-4911.

Alcohol Support Group**—Meetings every Wednesday, 7:30-9am, sponsored by MIT Social Work Service. For info call Gene, x3-4911.

Narcotics Anonymous*—Meetings at MIT, every Mon, 1-2pm, Rm E23-364 (MIT Medical Dept). Call 569-0021.

Overeaters Anonymous*—Meetings every Mon, 12-1pm, Rm E23-297. This is not a lunch time meeting, so please do not bring any food.

MIT Faculty Club**—The Club is open Mon-Fri. Luncheon hours: noon-2pm; dinner hours: 5:30-8pm. For dinner and private party reservations, call x3-4896, 9am-5pm daily.

MIT Women's League Informal Embroidery Group**—Wednesday lunchtime gatherings, 10:30am-1:30pm, Killian Court. (If raining meet in Bldg 3, 3rd floor Women's Lounge.) Meeting dates: July 22, Aug 12, 26. Come during your lunch hour.

Alumni Activities

Get-Away Weekend at Talbot House***—MIT Club of Boston, July 25-26, Talbot House in Vermont. Limited to 27. Paid reservations, \$40 required. Teresa, x3-8242.

Sunday with BSO at Tanglewood—MIT Club of Boston, Sun, Aug 2, 9am, Tanglewood. Tickets and transportation included. Teresa, x3-8242.

MIT Activities Committee

MITAC, the MIT Activities Committee offers discount movie tickets for General Cinema, Showcase and Sack (USA Cinemas) Theaters (\$3 ea). Tickets are good 7 days a week, any performance.

Tickets may be purchased at MITAC Office, Rm 20A-023 (x3-7990), 10am-3pm. Mon through Fri. Note: There are no ticket sales in Lobby 10 or Lobby E18 during the months of July & August. Lincoln Lab employees may purchase tickets in Rm A-270 from 1-2pm, Thurs and Fri only during the summer months. Check out our table of discounts for camping, dining, musical and cultural events available to you through MITAC.

Council for the Arts Museum Passes. On campus, there are 10 passes employees may borrow for free admission to the Museum of Fine Arts. To check on availability, call x3-5651. At Lincoln Lab, passes are available in the Lincoln Lab Library, Rm A-150.

Museum of Science Tickets. Available for only \$1. Pay another \$1 at the door, for a total savings of \$3/pp/adult; \$1/pp/child (reg \$5/pp/adult; \$3/pp/child).

The City Books are Here. Only \$.75 each (reg \$7.50 each).

The Steamship Authority Discounts are here. Only \$6/pp (adult) round trip to Martha's Vineyard (reg \$7.50) and only \$13.60/pp (adult) round trip to Nantucket (reg \$17). Stop by Rm 20A-023 for more info.

Important! To avoid disappointment, purchase tickets and make reservations early as we are limited by ticket availability and transportation. All MITAC events and ticket purchases are non-refundable due to the non-profit nature of our organization.

MIT/DL Bridge Club*—Duplicate bridge, Tues, 6:30pm, Rm 33-419. ACBL masterpoints awarded; come with or without partner, newcomers always welcome. Special tournaments monthly. Handicap game, 3rd Tues every month. Info call Gary Schwartz, x8-2459 Draper, or Mark Dulcey, 868-5518. Admission: \$1/students, \$2/non-students.

MIT Go Club*—Meets every M/Th, 5-7pm, Bldg NE43 7th floor lounge. Ring bell to get in if locked. Info: x3-4874.

MIT Scrabble Club*—Meets every 1st and 3rd Weds, 6:30pm, Rm 4-153. Snacks & fun; all levels. Bring your board.

MIT Science Fiction Society*—The world's largest open collection of science fiction books and magazines is located in Student Ctr Rm 473. Meetings, Fri, 5:30pm. Info: x5-9144 dorm.

Animal Rights Forum*—Meets 2nd & 4th Weds each month, 5pm, Rm 8-105. Info: Peter Mead, x5-9616 dorm.

MIT Nautical Association**—Recreational and competitive sailing on the Charles and beyond. Sailing Pavilion open every day, 9am-sunset. Sailing cards on sale at Cashier's Office, Lobby 10: \$10/students, \$30/faculty, staff; \$40/alumni. Free basic sailing classes, Wed, 5:15pm and Sat, 9:30am. Free boardsailing classes, Tues, 5:15pm. Racing Tues/Th, 6pm. Info: x3-4884.

MIT Scuba Club**—The Club sponsors dives throughout the year, and has periodic meetings. Call Scuba Locker (x3-1551) for rental information. Club info: Krisztina Holly, x5-7351 dorm or Dave Michael, 598-2451 eves.

MIT Outing Club*—Camping, cycling, climbing, canoeing, cabins, meets M/Th, 5-6pm, Student Ctr Rm 461. Also, see our bulletin board in "Infinite Corridor" next to Athena.

MIT Soaring Association*—Learn the exciting sport of soaring. We fly from the Mansfield airport every weekend and some holidays (weather permitting). Mansfield is 45 minutes south of Cambridge, off Rt 95. Student membership: \$125; typical flight: \$16. Contact: Bob De Saro, 890-8925 or 264-4426 eves.

MIT Hobby Shop**—Complete supervised facilities for woodworking and metalworking, Rm W31-031, M-F, 10am-6pm; Wed, 10am-9pm. Fees: \$15/term students; \$25/term community. Info: x3-4343.

MIT Aikido Club**—Non-competitive martial discipline, meets M-F, 5:30pm, DuPont Exercise Rm. Beginners always welcome. Info: Mitch Hansberry, 247-7861 or 258-1272.

MIT Karatedo Doshinkan*—Classical noncompetitive karate incorporating movements to produce the greatest level of health. Self defense important, but training aims toward complete physical, mental and emotional growth, M/W/F, 6-7:30pm, meet on lawn between Rockwell Cage (W33) and Brigg's field House (W23). Beginners welcome. Info: Mark, x3-0988, Dave or Jim, x3-0472.

Social Activities

End of Student Ctr Party/Photo Contest**—Student Ctr Committee (SCC) party with 3 bands and prizes for best photos, Fri, July 24, 9pm-1am, Lobdell Dining Hall. Cheap beer/wine cooler w/ID & munchies.

Japanese Table**—MIT-Japan Science and Technology Program/Wellesley-MIT Exchange Program lunch table, every Tues, 1-2pm, new Japanese Lounge and Meeting Rm, Walker 220. Bring bag lunch; all levels of Japanese welcome. Hosted by Japanese wives.

Movies

Time After Time**—Lecture Series Committee movie, Fri, July 24, 7pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

The Final Countdown**—Lecture Series Committee movie, Fri, July 24, 9:15pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

Carrie**—Lecture Series Committee movie, Sat, July 25, 8pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

Firefox**—Lecture Series Committee movie, Fri, July 31, 8pm, Rm 26-100. Admission: \$1. MIT/Wellesley ID required.

The Blues Brothers**—Lecture Series Committee movie, Sat, Aug 1, 8pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

Pardon Mon Affaire**—Lecture Series Committee movie, Fri, Aug 7, 8pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

History of the World Part I**—Lecture Series Committee movie, Sat, Aug 8, 8pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

Dead Men Don't Wear Plaid**—Lecture Series Committee movie, Fri, Aug 14, 8pm, Rm 10-250. Admission: \$1. MIT/Wellesley ID required.

The Falcon and the Snowman**—Lecture Series Committee movie, Sat, Aug 15, 8pm, Rm 26-100. Admission: \$1. MIT/Wellesley ID required.

Music

MIT Summer Concert Band*—John Corley, conductor, Sat, Aug 8, 8pm, Kresge Auditorium. Free. A program lighter than regular repertoire.

Dance

MIT Ballroom Dance Club Workshops*—Tues, July 28—Beginning Foxtrot; Aug 4—Beginning Rumba; Aug 11—Intermediate Rumba; Aug 18—Viennese Waltz. All meet 7-9:30pm, Lobby 13. General dance follows, 8:30-9:30pm. Admission: \$.50/members; \$1/non-members. Info: x5-9171 dorm.

MIT Folk Dance Club*—weekly dancing-Sun, International Dancing, 7:30pm, Student Center Sala de Puerto Rico; Tues, Balkan and Western European Dancing, 7:30pm, Rm 407 Student Center; Wed, Israeli Dancing, 7:30pm Sala de Puerto Rico.

Western Square Dance*—Don Beck, caller; Veronica McClure, cuer, Tues, 8-11pm, Walker Memorial Gymnasium. Dancing continues through the summer; we have moved from the Student Ctr. Recorded message: x5-9126 dorm.

Religious Activities

The Chapel is open for private meditation 7am-11pm daily.

Tech Catholic Community*—Roman Catholic Masses: Suns, 9am, 12 & 5pm, MIT Chapel. Tues & Thurs: 5:05pm, MIT Chapel. Fri, 12:05pm, MIT Chapel. Chaplaincy Office: x3-2981.

MIT Hillel—The Hillel office (W2a) will be open part-time during the summer. Phone: x3-2982. There will be no Shabbat services during the summer. Conservative/Reform and Orthodox services will resume on Fri, Aug 28.

Lutheran Ministry and Episcopal Ministry**—Weekly Service of Holy Communion: Wed, 5:10pm, MIT Chapel. Supper follows at 312 Memorial Drive. For further info, call x3-2325/2983.

United Christian Fellowship**—Summer meetings every Fri, 7-8:30pm, Rm 6-321. Join us for worshipful singing, prayer and Bible studies on "Meeting God." Info: Chiu-Oan Ngooi, x5-6274 dorm or x3-2871 for messages.

Graduate Christian Fellowship**—A variety of small groups are meeting this summer for fellowship, Bible study, prayer and praise: Mon, 12-1pm, Rm W20-441 (Curt Bronkhorst, x3-4414 or 646-7785); Tues, 4:30-6:30pm, Rm W20-441 (Brad Binder, x3-2532 or 576-6824); Weds, 12-1pm, Rm 66-160 (Ralph Burgess, x3-8121); TBA (Doug Fuhry x8-4261 Draper). Join us for lunch & discussion, Tues, 11:45am-1pm, Walker (Roz Wright, x3-5959 or 628-2276). Activities open to all members of the graduate community, both Christians and those interested in learning more about Christianity.

MIT Islamic Society*—Daily prayers, Ashdown House (basement), 5 times a day. Call x5-9749 dorm, for schedule. Friday prayer, Ashdown House 1-1:30pm, Khutba starts at 1pm, congregation at 1:20pm.

MIT Bahai Association*—Informal discussions, Thurs, 8pm. Nancy, x3-3361 or Brian, 354-0117.

Christian Science Organization at MIT*—Weekly Testimony meetings, Thurs, 7:30pm, Rm 4-145.

Lincoln Laboratory Noon Bible Studies*—Tues & Thurs, Kiln Brook III, Rm 239. Annie Lescard, x2899 Linc.

Morning Bible Studies—Fri, 7:30-8:30am, L-217. Ed Bayliss, x3456 Linc.

Noon Bible Study*—Every Wed, Rm 66-160, bring lunch. Ralph Burgess, x3-8121. (Since 1965.)

Edgar Cayce Study Group*—Tuesdays, 6:30-9pm, Edgar Cayce's Search for God material will be used as the basis for group discussion & meditation. For info: Douglas McCarroll, 497-0819 12-9pm or Scott Greenwald, x3-7423.

MIT Campus Crusade for Christ*—Fridays, 7:17pm, Marlar Lounge, Rm E37-252. TGIF weekly meeting of MIT Campus Crusade for Christ. We "thank God it's Friday" every week with singing, biblical input, discussion and fun. Info: x5-9153 dorm.

Yoga*—ongoing classes in traditional Hatha and Iyengar style. Beginners: Mon, 5:15pm; Intermediates: Mon, 6:15pm. For information call Ei Turchinetz, 862-2613.

Exhibits

THE MIT MUSEUM

MIT Museum Bldg—Artists in the Computer Age. An eclectic selection of works showing the versatility and new possibility of expression opened by use of the computer, through July 31. **Martin Mugar: Recent Works.** Oil paintings and pencil drawings examining the relationship of indoor and outdoor spaces, through Aug 29. **Images for Survival.** Poster exhibition uniting the energies and talents of US and Japanese graphic arts designers in commemoration of the 40th anniversary of the dropping of the atomic bombing on Hiroshima, through Aug 29. **Artists in the Computer Age.** Eclectic selection of works showing the versatility and new possibilities of expression opened by use of the computer, through July 31. **Light Sculptures by Bill Parker, MIT '74.** Changeable, touchable plasma sculptures by the artist who developed this medium. Hours: weekdays 9am-5pm, Saturdays 10-4pm. Effective Sept 8: MIT Museum closed to the public on Mondays; open 12-4pm Sat-Sun; \$2 donation requested.

Hart Nautical Gallery

Ongoing exhibits: George Owen '94: Yacht Designer—Line drawings and half-models designed by one of the early professors of naval architecture at MIT. **MIT Seagrant**—A review of MIT ocean research; **Half Models in Naval Architecture and Ship Building**—Half-models, ship drawings and photographs illustrate how the half model has aided ship and yacht designers and builders.

Edgerton's Strobe Alley—Exhibits of high speed photography. Main corridor, 4th floor.

Corridor Exhibits

Corridor Exhibits: Building 1 & 5, 2nd floor: John Ripley Freeman Lobby, Building 4: Norbert Wiener, Karl Taylor Compton. Community Service Fund, Ellen Swallow Richards. Women at MIT. An overview of the admission of women at MIT. Five photographic panels with text documenting the circumstances that increased the number of women in the classroom since Ellen Swallow Richards. Building 6: Laboratory for Physical Chemistry.

OTHER EXHIBITS

Institute Archives and Special Collections—The Women's Laboratory, 1876-83—The MIT Woman's Laboratory was founded by Ellen Swallow Richards to provide chemical laboratory facilities for Boston area women. In exhibit documents, Richards discusses the value of science education for women and the uses they are likely to make of it. Hall exhibit case across from 14N-118.

Jerome B. Wiesner Student Art Gallery—for 1987 scheduling, any MIT student or student group interested in showing or performing art in the Gallery, call Andy Eisenmann, x3-7019 in Rm W20-429, M-F, 9-5.

Freshmen are encouraged to attend departmental lectures and seminars. Even when these are highly technical they provide students one means to learn more about professional work in a department and field.

MIT Cable System—Submit announcement in writing to Rm 9-050. We prefer a day's warning, but faster action may be possible. Useful also for correcting errors, notifying about cancellations, and dealing with emergencies. If you have met the Tech Talk deadline, your announcement is automatically put on cable (except for exhibits and some multi-meetings programs).

*Open to the public
**Open to the MIT community only
***Open to members only

Student Jobs

There are more job listings available at the Student Employment Office, Rm 5-119.

Special Note: The Student Employment Office has many "one-time only" jobs. Many students find these jobs a good way to earn money fast.

Note: Plenty of summer jobs are still available and listed in the Student Employment Office.

On Campus: Non-Technical Libraries/RSC: shifting, stacking, circulation (mostly labor). Hours: 9-5pm, M-F. Wage: \$5.85/hr. Contact: Eric Bourgeois, x3-7040.

Off Campus: Technical Image Analysis assistant for project involving automated video digitization of cell patterns and determination of morphometric parameters for the purpose of studying wound healing processes in the eye. PC based with software in PASCAL or Modula2. Full-time for the rest of the summer. Could continue as part-time in the fall. Wage: \$7.50/hr. Contact: Dr. Laing or Susan Oak, BU Medical School, 638-4562.

Off Campus: Non-technical A few positions available in different government depts (civilian office, Dept of the Navy): file clerks. Must be US citizens. Free parking available. 40 hrs/wk. Wage: \$5.20/hr (file clerk GSII); \$5.67/hr (file clerk GSIII). Contact: Lucy Catino, 465 Summer St., Boston, 451-4851.

TECH TALK



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Massachusetts Institute of Technology



July 22, 1987

MIT Personnel Office, E19-239
400 Main Street
Cambridge, Massachusetts

MIT POSITIONS AVAILABLE

SMOKING PROHIBITED BY LAW

IN CONJUNCTION WITH THE CITY OF CAMBRIDGE ORDINANCE #1046, EFFECTIVE MARCH 7, 1987, SMOKING IS PROHIBITED IN ALL MIT ACADEMIC AND SERVICE BUILDINGS LOCATED IN CAMBRIDGE.

ADMINISTRATIVE AND ACADEMIC STAFF

ASSISTANT TO THE SECRETARY OF THE CORPORATION, Secretary of the Corporation, to assist in managing and providing staff support to the 27 Visiting Committees of the MIT Corporation. The Visiting Committee structure is the means by which the MIT Corporation exercises its trustee responsibility to oversee and to support the quality of MIT in education, research, and administration. The Visiting Committee section in the Office of the Secretary provides a full range of services including scheduling of meetings; managing of communications, arrangements, and logistics; assisting committee chairs with agenda, meeting plans, and report preparation; and assisting Corporation officers and senior academic officers with selection and appointment of new committee members. Requirements: bachelor's degree or equivalent experience. Excellent communication, organizational, and interpersonal skills necessary. Administrative talent desirable. Ability to work well under pressure and to demonstrate good judgment, tact, and discretion important. Should be detail oriented and be able to work both independently and as a team member. MIT knowledge and experience highly desirable. A87-994

PERSONNEL ADMINISTRATOR, Mathematics, to be responsible for the management of personnel matters and related activities. Duties include supervision of secretarial support staff; coordinating visas for foreign faculty and visitors; assisting new faculty, instructors and visitors upon arrival and throughout the year; acting as liaison between the department head and faculty, and between the department and Institute officers; interpreting department and Institute policies; preparing appointment, promotion, and tenure cases; assisting the department head in the preparation of the departmental five-year plan, President's Report, and affirmative action plan; and setting up and maintaining a departmental database for personnel records. Requirements: bachelor's degree or equivalent combination plus three to five years of related experience; at least two of these years in a supervisory role. Excellent interpersonal and good writing skills necessary. MIT experience preferred. Ability to set priorities amid conflicting demands required. Some experience with a database useful. A87-993

ASSISTANT DIRECTOR, News Office, to prepare and disseminate, to internal and external audiences, newsworthy items and articles about MIT's educational and research programs and other major institutional priorities. Will respond to general queries from the media; develop, recommend, and implement plans for gaining maximum exposure to MIT on high priority issues in local, regional, and national print and broadcast news media. Will also initiate own stories and rewrite others' stories into broadcast format; train other members of office in broadcast writing; and work with the Development Office and alumni regarding regional news events involving MIT throughout the nation. Requirements: bachelor's degree, or equivalent combination of education and writing/editing experience. Five years or more of writing and editing experience preferred. Excellent interpersonal and writing skills necessary. Broadcast news experience and experience related to fundraising helpful. Writing samples required. A87-992

ASSISTANT DIRECTOR, News Office, to serve as chief science writer. Will prepare and disseminate, to internal and external audiences, newsworthy items and articles about MIT's educational and research programs and other major institutional priorities, primarily but not exclusively relating to the sciences (the Schools of Science and Engineering) at MIT. Will also handle general queries from the media; and develop, recommend, and implement plans for gaining maximum exposure to MIT on high priority issues in local, regional, and national print and broadcast news media. Requirements: bachelor's degree, preferably in science, or the equivalent combination of education and writing/editing experience in scientific fields. Advanced degree preferred. At least five years writing and editing experience in news, science, and tech-

nology. Knowledge or special expertise in a field of science or technology. Writing samples required. A87-991

ADVISOR TO FRATERNITIES AND INDEPENDENT LIVING GROUPS

Office of the Dean for Student Affairs, to provide Institute support to MIT Fraternity and Independent Living Group Chapters, their Officers, Chapter Alumni Corporations, the Interfraternity Conference, and the Alumni Interfraternity Conference and its Steering Committee in order to strengthen the operations and on-going viability of the individual fraternities and independent living groups. Requirements: bachelor's degree is required, and a master's degree in management, student personnel, or a related field is preferred. One to three years of business experience highly desirable. Strong communication, organizational, and management skills necessary. Sensitivity in understanding and relating to others important. A87-983

ASSOCIATE DEAN FOR RESEARCH, Office of the Dean for Student Affairs, to provide research support to the Dean for Student Affairs and Section/Office Heads within ODSA on a variety of academic and quality of student life issues, with a special focus on underrepresented minority student groups. Will contribute to the development of policies and assist the Dean in carrying out the goals of ODSA. Requirements: Ph.D. or equivalent analytical and research experience. Familiarity with educational research issues and methodology preferred. Experience with electronic data processing and statistical analysis helpful. Excellent verbal and written communications and attention to detail necessary. A87-890

ASSISTANT DEAN FOR STUDENT AFFAIRS/UNDERGRADUATE ACADEMIC SUPPORT, Office of the Dean for Student Affairs, to assist the Associate Dean and Section Head/Undergraduate Academic Support, with administration of the freshman advising programs and with review of students' academic progress for the Faculty Committee on Academic Performance (CAP); counsel students on academic and career issues; develop and oversee administration of study skills, time management, and other academic support programs; follow up with students having academic difficulties; develop content of various communications with freshman, faculty advisors, and parents; convene departmental undergraduate administrators to discuss academic support issues; assist with Open Houses to attract new majors; manage facilities administration; supervise two staff members, a senior secretary and student workers; and perform other related duties. Requirements: master's degree in an academic discipline and at least 3 years administrative experience in developing a variety of academic support programs and in counseling undergraduates on academic, career, and personal matters. Excellent interpersonal, organizational, communication, and supervisory skills required. Ability to work under pressure essential. Familiarity with undergraduate academic programs and MIT administration preferred. A87-963

ASSOCIATE DEAN AND SECTION HEAD, UNDERGRADUATE ACADEMIC SUPPORT, Office of the Dean for Student Affairs, to oversee development and administration of a wide range of academic programs, including freshman and undesignated sophomore advising, orientation of new students, Undergraduate Seminars, and Independent Activities Period. Will be responsible for monitoring the academic progress of freshmen and making recommendations to the Committee on Academic Performance. Will initiate programs to increase faculty/student contact and improve the quality of undergraduate life and academic performance. In addition, will provide advice, information and support to students, advisors, academic departments and major faculty committees; contribute to creation of policies regarding student affairs; develop long-range planning goals; manage budget; supervise professional and support staff; make recommendations on hiring, promotion, salary increases, and terminations; and be responsible for staff development and evaluation. Requirements: master's degree (preferably a doctorate) in a science, mathematics or engineering field. Should have at least five years of experience in university administration, preferably in a student-related area. Strong communication, organizational, and management skills necessary. Sensitivity in understanding and relating to others important. A87-913

ASSISTANT ENGINEERING LIBRARIAN, The Libraries, to manage and develop research level collections in mechanical and ocean engineering and other related subjects;

review existing collections and identify needs; make recommendations for additions, weeding, storage, and cataloguing treatments; provide traditional and online reference service in the general areas of interest to users of the Engineering and Science Libraries; respond to in-depth needs in mechanical and ocean engineering; and provide instruction in both individual and classroom sessions. Requirements: MLS from an ALA-accredited library school; degree in science or engineering preferred. Relevant pre-professional experience in a science or engineering academic library highly desirable. C87-222

HEAD LIBRARIAN, Engineering and Science Libraries, to administer and manage the newly combined Engineering and Science Libraries and their branches, the Aeronautics and Astronautics Library, the Lindgren Library, and the Schering-Plough Library. Within the framework of library and institutional policies and priorities, will develop and implement integrated, coordinated collections and innovative information service programs which will improve the effectiveness of access to information. Will participate with other library administrators in the development of overall library plans and policies; translate and interpret those plans and policies into operating plans and departmental goals and objectives for the Engineering and Science Libraries; prepare budget requests and justifications; assist in identifying additional sources of funding; recommend salary increases, promotions, disciplinary actions and terminations; and perform other related administrative duties. Requirements: MLS from an ALA accredited library school; a science or engineering degree preferred. Extensive experience required in science or engineering research libraries. Substantive administrative and supervisory experience necessary. C87-221

ASSISTANT SCIENCE LIBRARIAN FOR LIFE SCIENCES, The Libraries, to manage and develop research level collections for the Engineering and Science Libraries in health sciences, neurosciences, biology, biochemistry, and bio-engineering and serve as liaison to the MIT community for those subject areas. Will maintain awareness of changes in emphasis of the Institute's programs related to these subject areas and of publishing trends; select materials; review collection to insure balance and integrity; identify needs; make storage, preservation, weeding and cataloguing recommendations; and provide traditional and online reference services in a dynamic environment in the areas of interest to users of these Libraries. In addition, will manage the Schering-Plough Library; and work with library staff, faculty, research staff, and students to provide effective service. Requirements: MLS from an ALA-accredited library school; degree in one of the life sciences or two years experience in a science library required. Three years of professional experience, including experience in traditional and online reference and in developing research level collections necessary. Some supervisory experience important. Strong interpersonal and communications skills preferred. C87-220

ASSOCIATE HEAD FOR INFORMATION SERVICES, ENGINEERING AND SCIENCE LIBRARIES, The Libraries, to participate in the planning and organizing of collections and services within the Department, in evaluating programs, and in allocating and monitoring the use of departmental resources. Will participate in the full range of personnel management for department staff; manage and supervise the information services activities; direct and participate in the provision of traditional and online reference services and user education appropriate for a dynamic engineering and science research and education environment; serve as a subject specialist for one or more engineering and science subjects; and serve on one of the standing committees of the MIT Libraries to recommend library policies and other ad hoc committees or task forces which contribute to the overall management of the library system. Requirements: MLS from an ALA-accredited library school; a degree in science or engineering desirable. Considerable demonstrated knowledge of research librarianship necessary. Experience with the applications of technology to the delivery of library services and experience with the administration and supervision of staff required. Strong interpersonal and communication skills preferred. C87-219

ACTIVITIES ASSISTANT, Senior Vice-President, Campus Activities Complex, to help advise, support, and train student leaders in the planning and administering of activities and events designed to complement the academic environment. Will work as a primary advisor to the four class councils, major college weekends, and other activities. Contract negotiations, budget planning, alcohol education, and leadership development is integral to position. Requirements: bachelor's degree; master's degree in Student Personnel or Higher Education preferred. Significant experience in student activities preferred. Excellent interpersonal and communication skills necessary. Ability to work with diverse population and experience in student development a plus. A87-986

TECHNICAL WRITER II, Information Services, to create, update, and maintain documentation and related publications for Information Systems users and staff. Requirements: bachelor's degree or equivalent combination of education and experience. Excellent writing ability, strong oral communication skills, and knowledge of computing required. Marketing communications experience desirable. Minimum of two years of writing experience. Writing samples required. A87-988

AREA DIRECTOR, ALUMNI FUND, Alumni Association, to be responsible for management of volunteer solicitation programs in an extensive geographic territory (one third of country) during the period of MIT'S CAMPAIGN FOR THE FUTURE. Duties will include meeting with alumni and senior officers of the Institute, program planning and support—including the identification and recruitment of solicitors, volunteer training and solicitation of volunteers. Requirements: bachelor's degree or equivalent combination of education and experience necessary. Three to five years experience in educational administration, alumni relations, fundraising, or public relations required. A87-969

POSTDOCTORAL FELLOW, Research Laboratory of Electronics, in auditory physiology. Specific areas of interest include comparative physiology of the middle ear, mechano-electric transduction in the inner ear, structure-function relations in normal and pathological ears, coding of acoustic stimuli in the auditory nerve and brain stem nuclei, olivocochlear and middle-ear-muscle systems, neurochemistry of the auditory system, and the use of evoked potentials in clinical applications. Requirements: Ph.D. or M.D. degree. Interest in obtaining training in the physiology and anatomy of the auditory systems at the Eaton-Peabody Laboratory. C87-225, C87-224

SOCIAL WORKER/DISCHARGE PLANNER, Medical Department, to provide comprehensive social work services, with particular emphasis on discharge planning responsibilities, to students, employees, staff, faculty and their dependents in a JCAH accredited 18-bed inpatient facility and 125,000 annual visit multi-specialty group practice. Responsibilities will include comprehensive discharge planning services to members of the MIT community, direct clinical social work services, and community social work services. Will function as a member of an interdisciplinary health care team supporting the provision of comprehensive health care to members of the MIT community. Requirements: MSW from an accredited school of social work. Should have comprehensive experience in discharge planning, a background of working with clients from diverse ethnic and socioeconomic backgrounds, demonstrated ability for autonomous casework, and group work practice of at least two to three years duration. Should have or be eligible for level one licensure by the Massachusetts Board of Registration, ACSW preferred. C87-223

SYSTEMS PROGRAMMER II, Operations and Systems, to support and maintain three VAX computer systems running VAX/VMS. Primary responsibilities will include insuring the consistency and integrity of the file system; maintenance of systems software, utilities, and VMS layered products; system performance analysis and tuning; network configuration and management; and diligent care of the systems to insure maximum uptime in a business production environment. Requirements: bachelor's degree in Computer Science, or equivalent combination of work experience and education; three years of systems programming and maintenance work experience with the VAX/VMS operation system; and command of programming at the systems level using high level language such as VAX PL/1. Strong experience in data communications, general networking experience (DECnet and/or TCP/IP), and strong troubleshooting experience required. A87-981

ASSISTANT DIRECTOR FOR ADMINISTRATION, Office of Development Services, to work closely with the Director of Development Services to manage the administrative functions of an office of nine fundraising managers/researchers. Will handle correspondence, projects and reports on behalf of the director; serve as liaison to personnel, the Office of the Vice President and Treasurer and other units; develop and manage computer systems (Apple Macintosh and ADDS database) to support office activities. Will also prepare annual budget and monitor expenditures; prepare agendas and arrange prospect review meetings and bi-monthly meetings of school development officers; compile weekly staff activities summaries; coordinate staff calendars; serve as liaison to pooled secretarial/clerical services; and have shared supervision of research/clerical support person(s). Requirements: strong writing, communication, organizational, and interpersonal skills necessary. Experience with MIT personnel and accounting systems desirable. Discretion and tact in obtaining and providing material important. Experience with personal computing tools, database management, electronic filing system, spreadsheets, etc., and familiarity with mainframe computing at MIT preferred. A87-978

SUPERVISOR - WAREHOUSE OPERATIONS, Office of Laboratory Supplies, Purchasing and Stores, to manage and control inventory of large quantities of purchased goods and their distribution to the MIT community through the stockrooms and direct delivery systems of the Lab Supplies operation. Requirements: degree in industrial engineering, business or related field or the equivalent combination of education and experience along with five or more years of progressively responsible experience in materials control, handling, management and supervision of union personnel. A positive team leader with strong administrative, written and oral communication skills is required. Knowledge of appropriate procedures for the storage and handling of hazardous materials would be a plus. A87-977

ANALYST PROGRAMMER I, Purchasing and Stores, to provide maintenance programming support and assistance with the design, development and implementation of new, modified or enhanced Purchasing and Stores applications systems. Existing and new systems planned included automated: purchasing/accounts payable/receiving system, perpetual inventory/order entry/sales reporting/billing system, plus related materials management systems. Requirements: a degree in computer science, business or related field or the equivalent combination of education and experience along with a working knowledge of PL/1 on a VAX system operating under VMS, preferably gained in a purchasing or materials management environment. Knowledge of Datatrive and other DEC layered products a plus. AB7-976

PURCHASING AGENT, Office of Laboratory Supplies, Purchasing and Stores, to purchase large quantities of goods for inventory and distribution to the MIT community. Responsibilities include soliciting and negotiating long-term and other cost effective purchase arrangements to ensure the acquisition of goods at lowest cost, as well as developing new sources able to offer favorable price arrangements. Agent will also supervise two senior buying assistants and an expeditor/coordinator. Requires considerable experience in materials management and control, materials usage analysis, requirements planning and general purchasing. Requirements: a degree in accounting, business or related field or the equivalent combination of education and experience along with strong negotiating and administrative skills and written and oral communication skills. Knowledge of appropriate procedures for the purchase, handling and storage of hazardous materials a plus. AB7-975

MANAGER OF DATA SECURITY, Information Systems, to plan and establish a computer security program to promote the security and continued operation of information systems throughout the Institute, and to protect the integrity and confidentiality of associated data bases. Will also coordinate the development and dissemination of computer security policies and procedures; develop an awareness of data security issues within the Institute community through seminars and newsletter articles; assist departmental management in the development or enhancement of disaster recovery plans for their administration information systems; and assist with the development and implementation of computer security plans in all areas where computers and communications networks are used in support of Institute business. Requirements: bachelor's degree or equivalent combination of education and experience and three to five years experience in the development of computer security programs or disaster recovery plans. Five years experience in the development or support of business systems and prior management experience helpful. Detailed knowledge of DBMS, operating systems, telecommunications concepts, data security, and mainframe and microcomputer operations necessary. Excellent written and oral communication skills and demonstrated effectiveness in team oriented work important. AB7-974

CAMPUS VISITS COORDINATOR, Office of Donor Relations, to assist in organizing and running the MIT campus visits program as part of MIT's development effort. Will work with the Director of Donor Relations and Campus Visits, development field staff, and others to help gather information about groups of visitors; set 12-month schedules for visits; and recommend program content. Will also participate in many aspects of visits including writing invitations; arranging travel, accommodations, and dining; scheduling faculty and student participation; assisting in decisions about intellectual and social activities; responding to visitors; attending visits; planning and executing followup; and assisting with other visits-related activities. Requirements: bachelor's degree and a minimum of 5 years of administrative or management experience, including at least one year of professional experience in planning conferences or other major events. Excellent organizational, speaking, writing, and record-keeping skills necessary. Should be able to work well under pressure. Familiarity with MIT and experience with MacPlus word processing preferred. AB7-970

AREA DIRECTOR, ALUMNI FUND, Alumni Association, to be responsible for the management of the Personal Solicitation Program throughout an extensive territory during the period of the "Campaign for MIT." Responsibilities will include meetings and correspondence with alumni and senior officers; ongoing communication and exchange of information with the Alumni Association's Regional Directors and the Office of Resource Development staff; identification, cultivation, and recruitment of solicitors; identification of key geographic areas and prospects within those areas; screening and rating of prospects; team visits with solicitors; solicitation of solicitors and enhancing existing solicitor training program; and working with various staff members in developing computer support for the Personal Solicitation Program--both online and hard copy. Requirements: three to five years of experience in an educational administration, alumni relations, fundraising, or public relations required. A Bachelor's degree or equivalent combination of education and experience necessary. An MIT degree or substantial administrative experience at MIT helpful. Excellent communication and interpersonal skills

necessary. Enthusiasm, creativity, and initiative important. Position requires extensive travel. AB7-969

ASSISTANT PRODUCTION MANAGER - MIT PAGES, Alumni Association, to establish deadlines for the MIT Pages in conjunction with the general production schedule for Technology Review. Will coordinate story meetings and art/photo meetings with editors; monitor editorial and production deadlines; and design page layouts in consultation with the Design Director. Will also relay all layout and advertising materials to printer; receive galley proofs; receive, distribute, verify and return page proofs to printer; perform photo research; and maintain records and files of production and editorial backup. Requirements: college degree in related field and several years of experience desirable. Proven ability in design and managing publication production required. AB7-968

SENIOR EDITOR, Alumni Association, to do analysis of current topics in science and technology policy for coverage in Technology Review; identify authors and commissioning articles; review and help select material for publication; and edit articles and other contributions. Will also do writing assignments, covering conferences and seminars and occasionally taking on other writing assignments; and participating with other editors in basic editorial decisions on content and emphasis. Requirements: Excellent writing and editing skills. Understanding of issues in science, engineering, and technology policy helpful. AB7-967

ASSISTANT ANIMAL FACILITIES MANAGER, Division of Comparative Medicine, to be responsible for a hands-on supervisory position for 6 animal facilities totaling 80,000 square feet. Will oversee animal care personnel and organize their work schedule; assist the Facilities Manager in administering regulatory Institutional and Divisional animal care policies; and liaising and giving guidance to the research community regarding animal care procedures and regulations. Requirements: B.S. or successful completion of AALAS's Technologist or Veterinarian Technician Course and 5 to 7 years related animal experience. Supervisory skills required. AB7-965

DISTRICT DIRECTOR, Resource Development/Leadership Gifts, to be responsible for the identification, qualification, cultivation and solicitation of individual donors for significant gifts to the Institute. Will become acquainted with existing alumni volunteers and volunteer leadership, and recruit additional volunteers. Will also manage the implementation and coordination of volunteer fundraising efforts within a specific geographic area of the country; provide support to senior officers and volunteers for MIT; provide background information on prospective donors; evolve solicitation strategies; accompany volunteers on solicitation calls; and arrange for proposals, acknowledgements, campus visits and meetings related to development objectives. Requirements: bachelor's degree or higher, and three or more years experience in development work with individual donors for MIT or another educational institution. Must be poised, articulate, and have initiative and creativity to inspire and motivate volunteers. Must also be able to work alone and at a distance from MIT for extended periods of time. AB7-962, AB7-961

SPONSORED RESEARCH STAFF

ASSISTANT MANAGER, MARINE INDUSTRY COLLEGIUM, Sea Grant College Program, to plan, develop, and administer the Collegium Program which is the main industry oriented advisory service of MIT Sea Grant and focuses on creative, mutually beneficial interaction with the government-industrial community. Will also plan, execute, and administer the annual membership campaign; organize and run four or five technical workshops per year for members; supervise and assist writers with preparation and production of preliminary and final Collegium Opportunity Briefs; respond to member's inquiries, suggestions, and requests for information; maintain detailed files of interactions with members; solicit and summarize comments by members on research results presented at workshops; assist with the execution of other MIT Sea Grant technology transfer activities; and maintain personal contact with Collegium members and visit member company offices. Requirements: 3-4 years experience and/or training in the marine industry, with emphasis on technology transfer, new business development and marketing. Engineering and/or scientific education and training desirable. Ability to work and communicate with researchers and industry representatives essential. Familiarity with MIT marine-related research and/or the National Sea Grant Program also desirable. Demonstrated writing and communication skills necessary. RB7-338

TECHNICAL ASSISTANT, Applied Biological Sciences, to assist in studies on viral pathogenesis. Duties include routine maintenance of cell culture lines, bacterial strains, and general laboratory responsibilities. Will work with radioactive materials and standard laboratory animals, cloning and sequence analysis of polio virus strains, and isolation and characterizations of polio virus mutant strains. Requirements: technical experience in molecule biology. Experience in virology preferred. Should be able to work independently with minimal supervision. RB7-337

SYSTEMS MANAGER, Mathematics, to manage the department's network of Sun computers. Will maintain the existing facilities, install and develop new software, order new equipment, participate in the long term planning for the computer system, and supervise the systems administrative staff. Requirements: B.A. degree in Computer Science. Familiarity with Sun computers and Unix desired. RB7-336

RESEARCH SCIENTIST, Laboratory for Computer Science, to play a leading role in a research project aiming to integrate artificial intelligence and decision analysis in the domain of medical decision-making. Will work with an interdisciplinary team from MIT and Tufts/New England Medical Center on research with two objectives: design and implement experimental programs to assist human medical decision-makers by critiquing the formulation of clinical decision problems, and develop techniques to incorporate decision-analytic methods into AI-based medical reasoning program. Requirements: Ph.D. degree in artificial intelligence or decision analysis, with a strong record of accomplishments demonstrated by publications in both fields and in medical reasoning. RB7-333

APPLICATION DEVELOPMENT PROGRAMMER II, Chemistry, to create and manage applications software for undergraduate chemistry subjects as part of Project Athena. Will work with instructing staff to write, test, and integrate software; coordinate with Athena staff as needed; supervise undergraduate students assistants and programmers; assist in preparation of documentation; deal with visitors from other educational institutions and industry; and have financial management of Athena project funds. Requirements: background in computer-assisted instruction methodologies and familiarity with microprocessor and mainframe computing environments. Familiarity with videodisc applications, UNIX operation system, C programming language, and evaluation and testing of software desirable. RB7-331

RESEARCH ENGINEER, Civil Engineering, to participate in a three-year field study of groundwater contamination transport. Will be responsible for development, testing, and field application of instrumentation; development of computer-based data management systems; statistical analysis of data; coordination of field activities; and preparation of technical reports. Requirements: M.S. degree with specialization in groundwater hydrology. Experience with instrumentation and computer programming desired. RB7-328

COMPUTER MANAGER, Civil Engineering, to provide operating system and software support for faculty, staff, and students. Will evaluate hardware and software for purchase and maintenance; and perform regular backups and monthly accounting as well as updating engineering graphics software. Will serve as System and Network Manager for computer research facilities which include 15 uVAX II's and Sun Workstations with 200 users, as well as several IBM PC's and Apple Macintosh. Requirements: knowledge of FORTRAN, VAX/VMS, DECnet and TCP/IP. Knowledge of UNIX, GKS and Data Acquisition recommended. RB7-327

RESEARCH TECHNOLOGIST, Division of Comparative Medicine, to be responsible for carrying out experimental techniques detailed in research protocols. Will perform biological, biochemical, and immunological assays and record data. Will also maintain and order supplies for research projects. Requirements: B.S. degree and experience in molecular biology and bacteriology. RB7-317

TECHNICAL ASSISTANT, Brain and Cognitive Sciences, to perform research in cognitive psychology and cognitive development. Involves many facets of research from stimulus preparation through collecting and analyzing data, as well as participating in write-up of reports. Will be in charge of day-to-day scheduling and running of experiments with children and adolescents in suburban schools, driving a mobile van laboratory to these locations. Will also use computers in running experiments and in data analysis. Requirements: BA/BS degree in experimental psychology or other scientific field. Computer programming skills and experience with computerized data analysis required. Must have research experience with human subjects. Excellent organizational skills and demonstrated success in dealing effectively with children and adolescents essential. Must have valid driver's license. RB7-315

TECHNICAL ASSISTANT, Brain and Cognitive Sciences, to work in a new molecular neurobiology laboratory. Will prepare reagents and tissue cultures; prepare tissues from rats and mice; and participate in projects involving biochemical purification and analysis (chromatography and electrophoresis). Responsibilities also include laboratory administrative duties such as ordering supplies. Requirements: bachelor's degree or equivalent and laboratory experience. Biochemistry background and skills in tissue culture or animal dissection desirable. Must be comfortable working with animals. RB7-281

TECHNICAL ASSISTANT, Biology, to join a group studying gene structure and function in *Drosophila*. Will assist in experiments using recombinant DNA technology, genetics, and cell culture. Duties include some responsibility for laboratory maintenance in addition to participation in research projects. Requirements: bachelor's degree in biology or chemistry. Previous laboratory experience preferred. Responsibility and initiative very important. RB7-262

TECHNICAL ASSISTANT, Brain and Cognitive Sciences, to perform research in cognitive psychology and cognitive development involving many facets of research from stimulus preparation through collecting and analyzing data as well as participating in write-up of reports. Will be in charge of day-to-day scheduling and running of experiments with children and adolescents in suburban schools, driving a mobile van laboratory to these locations. Will use computers in running experiments and in data analysis. Requirements: BA/BS in experimental psychology or other scientific field. Computer programming skills and experience with computerized data analysis required. Must also have research experience with human subjects. Should have excellent interpersonal and organization skills to deal effectively with children and adolescents. Must have a valid driver's license. RB7-316, RB7-315

RESEARCH SPECIALIST/TECHNOLOGY RESEARCH LAB SUPERVISOR, Electrical Engineering and Computer Science and Microsystems Technology Laboratories, to be in charge of the Technology Research Laboratory. Duties will include supervising 1-2 technicians; instructing students in laboratory procedures and in the use of "common" equipment; overseeing students in the use of equipment and in carrying out laboratory procedures; working with faculty, other staff members, and students on the installation of new equipment into TRL; scheduling work in the laboratory; and scheduling maintenance of equipment. Will also supervise maintenance of equipment; perform laboratory experiments; and monitor the cost of operating the laboratory. Requirements: Bachelor of Science degree and a minimum of one year of experience in a clean room environment. Must be familiar with treatment and handling of hazardous and toxic materials used in semiconductor device fabrication. RB7-314

EXPERIMENTAL RESEARCH SCIENTIST, Plasma Fusion Center, to be involved with the implementation and operation of a high power gyrotron scattering diagnostic on the TFTR tokamak at Princeton. Work will involve gyrotron and heterodyne receiver operation, computerized data acquisition, and interpretation of collective Thomson scattered data for ion velocity distribution measurements. Requirements: Ph.D. in Physics or Electrical Engineering. Should be familiar with Thomson scattering plasma diagnostics, millimeter-wave techniques, and Gaussian beam propagation. Familiarity with gyrotrons, frequency measurements, and receiver noise temperature measurement and calibration also desirable. Position will be based at the Princeton Plasma Physics Laboratory for the first year, returning to MIT the following year for further hardware design. RB7-310

TECHNICAL ASSISTANT, Center for Cancer Research, to do research in the molecular biology of growth factor action. Will be responsible for organization and maintenance of the laboratory. Will conduct experiments involving recombinant DNA technology and mammalian cell culture. Requirements: B.A. in Biology and previous laboratory experience required. Ability to work independently a must. Preference will be given to those with previous experience in molecular genetics. RB7-231

LIBRARY SUPPORT STAFF

SR. OFFICE ASSISTANT, The Libraries, Computerized Literature Search Service, to maintain the central communication desk and assist two search specialists with the work flow of this small public service facility to Institute and industrial clients. Will interview prospective clients about research requests and provide detailed information on database coverage, search capabilities, costs, and service procedures; schedule search appointments; review and distribute printouts; handle billing and accounting procedures; set up and renew vendor accounts; monitor and verify computer expenditures; keep operational statistics; maintain client files, records, and petty cash; and order database documentation and office supplies. Requirements: minimum of 2.5 years of direct/related experience; post high school education can count towards experience. Basic typing or word processing skills required and some accounting background or familiarity with MIT's accounting procedures necessary. Ability to deal with a variety of detailed responsibilities, occasionally under pressure or with minimal supervision, required. Discretion, judgment, and the ability to interact with a diversified clientele by telephone and in person essential. LB7-202

LIBRARY ASSISTANT III, Humanities Library (part-time, 20 hours/week), to be responsible for the processing of reserve material for Humanities and Science courses. Will create and update records; retrieve books and journals for reserve; assist with billing for overdue fines and lost books and other materials; maintain supplies; and perform other clerical duties as assigned. Will provide circulation desk work as needed in the Reserve Book Room and participate in transition from manual to automated reserves processing and circulation. Requirements: high school or equivalent with minimum of one year direct and/or related experience. Typing skills required and ability to interact effectively with library users. The working schedule for this position is Mon to Fri, 4 hours per day, to be negotiated. LB7-178

LIBRARY ASSISTANT III - Binding and Repair Service (part-time, 22.5 hours/week), to be responsible for repairing paper-format library materials including mending paper; stitching signatures; tightening hinges; tipping in pages; rebacking or recasing volumes; and making protective enclosures (portfolios, phase boxes, mylar encapsulation envelopes, etc.) Will also work with binding tools and equipment; prepare material for commercial binding and process returned shipments; label volumes; process brittle books; and undertake other duties as required. Requirements: high school diploma or equivalent and one year of direct/related experience. Library binding and repair experience preferred. Manual dexterity and ability to handle packing and unpacking boxes of books necessary. Competence in use of tools for detailed work essential. Neat handwriting, accurate typing skills, and attention to detail required. The working schedule for this position is 22.5 hours/week, 9-1:30 pm. **L87-177**

LIBRARY ASSISTANT III - Circulation, Barker Engineering Library, to provide circulation services for library patrons using an online computer system; i.e., charge, discharge, renew material, place holds, and perform other functions. Will assist as necessary in Media Services Area; assume responsibility for 7th floor stacks; and assist in processing reserve books. Requirements: high school diploma or equivalent and minimum of one year of direct/related experience. Post high-school education can count toward experience. Interactive computer system experience helpful. Ability to interact successfully with other staff and patrons in a hectic environment essential. Punctuality and attention to detail important. **L87-176**

LIBRARY ASSISTANT III, Circulation, Rotch Library, to support the public services section of the Rotch Library of Architecture and Planning in a permanent, academic-year, 9 month position (requires 3 months unpaid leave each year). Will use automated circulation system; charge and discharge library materials; register patrons; and record financial transactions. Will assist with reshelving material, stack maintenance, and inventories; participate in regularly scheduled processing tasks using the automated system. Requirements: minimum of one year of direct/related experience; post high school education will count toward experience. Good communication and interpersonal skills essential. Familiarity with and/or willingness to learn automated circulation systems desirable. Must be able to meet schedules and be detail oriented. This position requires working at least two evening shifts a week, Mon - Fri, 2-10 pm. Some flexibility in the schedule is possible. **L87-126**

LIBRARY ASSISTANT IV, Circulation, Barker Engineering Library. Will be primarily responsible for library operations evenings and Sunday. Will provide circulation services to library patrons using an online computer system; charge and discharge books; renew material; provide basic catalog information service; direct and train student assistants; assist in Media Services Area as necessary; and perform other related functions. Requirements: graduation from high school or equivalent and a minimum of 2.5 years of direct/related experience. Excellent organizational and interpersonal skills necessary. Punctuality and attention to detail important. Experience with an interactive computer system desired. The working schedule for this position is Sun. 1-11, Mon. 4-11, Tues. 3-11, Wed. 4-11, Thurs. 3-11. **L87-113**

LIBRARY ASSISTANT IV, Collections, Dewey Library, to assist in all aspects of acquiring research-level materials in the social sciences and management. Will perform bibliographic searching in the Library's card catalogs (including the online catalog) and through the OCLC system, to assure correct information for ordering; help manage the continuing flow of gift materials into the library, and their processing and final disposition; and prepare orders for materials selected for purchase, and gifts accepted for the collection. Will train and oversee the work of one or more students and one other collections assistant; and perform other related duties. May be expected to assist in other areas of the library as needed. Requirements: minimum of 2.5 years of direct/related experience; post high school education will count toward experience. Should have some college work completed, preferably in the social sciences. Previous library experience, or equivalent experience in using library card catalogs and other basic bibliographic tools, is essential. Typing required, and experience or familiarity with word processing microcomputer applications is desirable. Must be dependable, capable of mature judgment, and able to work without close supervision. **L87-097**

LIBRARY ASSISTANT III, Binding and Repair Service (part-time, 22.5 hours/week). Will paste bookplates and date due slips in volumes; stamp volumes with ownership stamps for MIT Libraries; type call numbers on spine labels and iron labels on; and put theft detection sensors in volumes. May prepare journals, monographs, rebinds and theses for commercial binding and process returned shipments; and make simple repairs to worn volumes and prepare protective enclosures for items that are difficult to bind. Will undertake other assignments as directed. Requirements: graduation from high school or equivalent, accurate typing skills and one year of direct/related experience. Good organizational skills and capacity for detailed work essential. Manual dexterity and

competence in using tools and repair equipment important. The working schedule for this position is Mon - Fri, 12:30 - 5 pm. **L87-102**

LIBRARY ASSISTANT V, Catalogue Department, to catalogue English and foreign language monographs in various subject areas. Will edit and update bibliographic records; perform retrospective conversion of added/second copies and continuations; verify personal and corporate names, series and subjects in authority files and create new authority records; resolve heading conflicts and initiate correction to bibliographic records and authority files; perform, on a limited basis, complex editing on the OCLC terminal; participate in auxiliary functions and special assignments as directed. Requirements: graduation from high school, accurate 40 wpm typing skills and a minimum of 4.5 years of direct/related library experience, preferably in a technical services area of a research library. Experience with OCLC CRT terminal, knowledge of OCLC cataloging subsystem and MARC formats and experience in authority work preferred. Reading knowledge of one or more foreign languages desirable. Some college study preferred. **L87-101**

LIBRARY ASSISTANT IV, Rotch Library, to carry out technical processing procedures, with primary responsibility for serials. Will maintain serial holdings in art, architecture and planning; search and type serial orders; process claims and replacement orders; perform check-in routines and maintain holding information; identify and prepare volumes for binding; act as liaison to the serials acquisitions and cataloging offices; participate in processing monographic materials and in catalogue maintenance; and spend five hours/week at the circulation desk. May train and direct the work of student assistant. Requirements: graduation from high school or equivalent, accurate typing skills and a minimum of 2.5 years of direct/related experience. Knowledge of one or more foreign languages desirable. Experience with personal computers and automated library systems desirable. **L87-088**

JR. MICROFILMER, Microreproduction Laboratory, to service and maintain copy machines in the MIT Libraries. Will collect and verify machine income and keep statistics; deliver supplies to copier locations; perform routine maintenance functions and minor repairs; and operate some microfilm equipment. Requirements: graduation from high school or equivalent preferred. Mechanical ability desirable. **L87-070**

LIBRARY ASSISTANT IV, Acquisitions Department, to be responsible for receipt of an assigned portion of current periodicals and serials. Will process and record materials on visible record cards; process invoices; type forms reflecting format, title or agency name changes; keep statistics; claim outstanding materials; answer telephone inquiries on receipt of serials; sort incoming periodicals; solve problems which may involve bibliographic searching; correspond with public service units and publishers/vendors; and undertake special projects as assigned. Requirements: accurate typing skills (40 wpm) and a minimum of 2.5 years of direct/related experience; post high school education preferred and may count toward experience; previous library experience desirable. Excellent organizational skills and capacity for detail essential. Reading knowledge of one or more foreign languages desirable. **L87-005**

SECRETARY/STAFF ASSISTANT

ADMINISTRATIVE SECRETARY, Resource Development-National Campaign Office, to organize and coordinate all details of the Sustaining Fellows Program and support all aspects of special events planning. Duties will include identifying and recording all new participants in the Sustaining Fellows program; maintaining tracking systems reflecting status of Sustaining Fellows and updating current files; typing, editing, and proofing correspondence, memos, and reports; making travel arrangements, and preparing itineraries and trip reports; and performing other related duties. Requirements: excellent typing, spelling, and proofreading skills and a minimum of 4.5 years direct/related experience. Education beyond high school preferred; excellent secretarial training desired; 3-4 years secretarial experience with special events planning a plus. Knowledge of IBM word and data processing and dictating equipment helpful. Excellent organizational, interpersonal, and communication skills necessary. Should be detail oriented and be able to work with minimal supervision. Must have good judgment, tact, and discretion and be able to work well under pressure. Knowledge of MIT preferable. **B87-201**

SR. TECHNICAL ILLUSTRATOR, Research Laboratory of Electronics (part-time, 21-24 hours/week), to be in charge of RLE Drafting Room. Will schedule work; estimate work time for jobs; send work to freelance artists; create camera ready illustrations from rough sketches for publications, reports, slides, and conferences; and produce schematic diagrams, graphs of experimental data and graphics. Requirements: 2.5 years of direct/related experience. Graduation from a two year art school desirable. Requires knowledge of Leroy lettering and ability to draw simple isometrics. Familiarity with drafting and graphic arts supplies necessary. Knowledge of or interest in computer graphics desirable. **B87-186**

ADMINISTRATIVE STAFF ASSISTANT, Analytical Studies and Planning Group (Office of the President) and Communications Office (Campus Information Services) to perform complex and diverse administrative, editorial, book production, and secretarial support duties. Entails work on central administration projects, MIT publications, and faculty committee activities. Responsibilities include coordinating meetings, editing meeting notes and project reports, and composing correspondence; proofreading, editing, and production of various Institute publications; researching and analyzing data/information for projects, including conducting informal surveys; monitoring financial records; and providing office support. Work will be performed on DECmate word processors and DEC VAXstation (for desktop publishing). Requirements: excellent organizational, analytical, and typing skills and a minimum of 4.5 years of direct/related experience. Should have 2 years of related experience and education. Copyediting and proofreading ability necessary. Maturity and discretion important. Must be able to set priorities with minimal supervision and be able to work independently as well as with part of a team. Should have word processing/computer experience and/or willingness to learn. **B87-179**

ADMINISTRATIVE SECRETARY, Economics, to support three professors. Duties will include typing correspondence, course materials, manuscripts (some with technical content); editing and proofreading various documents; arranging travel; maintaining files; monitoring accounts; processing institute forms; answering telephones; making appointments; and distributing mail. Requirements: excellent typing skills, experience with technical typing, and a minimum of 4.5 years of direct/related experience. Knowledge of IBM computer and word-processing experience helpful. Good interpersonal skills and ability to work with interruptions necessary. **B87-170**

ADMINISTRATIVE SECRETARY, Office of the Provost, to perform complex and diverse administrative and secretarial duties for the Provost. Duties involve considerable and complicated telephone contact; exercising discretion in obtaining and providing information; coordinating and scheduling diverse and complex appointments and meetings; arranging detailed travel plans; typing correspondence, reports, and other documents; and composing letters and memoranda. Will also revise, update and maintain filing system to meet changing needs of the office. Also responsible for some financial affairs of the office. Will delegate work as needed and perform special projects when necessary. Requirements: excellent typing skills (65 wpm) and a minimum of 5 years of administrative and secretarial experience. Excellent interpersonal, organizational, and proofreading skills essential. Ability to work under pressure and to demonstrate good judgment, tact, and discretion necessary. **B87-141**

ADMINISTRATIVE SECRETARY, Brain and Cognitive Sciences, to oversee and perform administrative duties for a busy faculty research office. Duties include determining priorities; typing and/or supervising preparation and revisions of manuscripts; completing complex grant application forms; reviewing incoming mail and responding directly; receiving calls and visitors; and transcribing patient interviews. Also responsible for maintenance of complex filing system and construction of new systems as necessary. Requirements: minimum of 4.5 years of direct/related experience. Excellent language, organizational, and interpersonal skills essential. Word processing experience necessary. Must have good judgment, tact, and discretion and be able to work well under pressure. **B87-140**

ADMINISTRATIVE STAFF ASSISTANT, Artificial Intelligence Laboratory, to provide complex and diverse administrative secretarial support to the Director. Duties will include preparing letters, reports, manuscripts, proposals, and similar documents; handling extensive and complicated written and verbal communications with a wide variety of people; and scheduling and coordinating diverse and complex appointments, meetings, seminars, luncheons, dinners, and special events. Will also read, sort, and review mail; make complex travel arrangements; maintain and initiate files and records; and perform other related duties. Requirements: Bachelor's degree preferred with a minimum of 2 years experience. Strong organizational, interpersonal, and communication skills necessary. Excellent writing, editing, and proofreading skills essential, preferably using computer-based text-preparation systems. Ability to work with discretion, tact, and good humor in high pressure situations important. **B87-133**

ADMINISTRATIVE SECRETARY, Resource Development-National Campaign Office, to support one or two district directors in managing flow of work from initial planning to completion. Will type, edit and proofread correspondence, memos, etc.; maintain calendars; arrange travel; assist in planning meetings and agendas; maintain tracking systems for campaign prospects; provide information on activities within office; maintain files; prepare and maintain management reports; and provide coverage of general office functions within office. Requirements: good typing skills and a minimum of 4.5 years of direct/related experience. Excellent organizational and interpersonal skills required. Knowledge of word processing, personal computer and dictating equipment helpful; willingness to learn required. **B87-082**

ADMINISTRATIVE SECRETARY, Division of Comparative Medicine, to support the director. Will coordinate director's activities, including large meetings; type and edit on word processor technical manuscripts, proposals, reports and correspondence from rough draft, dictaphone and reports; ordering and coordinating patient medical records/test results; and maintenance of office files and other routine secretarial functions. Will work as a team member with another secretary; provide relief coverage whenever necessary; shorthand; review, organize and log in director's mail; receive and refer phone calls; act as receptionist for visitors; arrange extensive travel and prepare necessary documentation; and establish and maintain filing system. Requirements: excellent typing and word processing skills, knowledge of IBM personal computers and a minimum of 4.5 years of direct/related experience; graduation from two-year business or secretarial school preferred. Familiarity with medical terminology helpful. Must be able to work independently under pressure and with distractions. MIT experience preferred. **B87-057**

SR. STAFF ASSISTANT, Personnel Services, to perform secretarial and administrative support as well as occasional projects for the Manager of Labor Relations and the Personnel Officer for the Operations Division. Duties will include scheduling interviews for applicants and transfers; checking references on all prospective hires by telephone or letter; referring resumes received by mail to departments; assisting in processing paper work for new hires; and setting up orientation sessions. Will also maintain Labor Relations Staff and Personnel Officer's calendars; open, sort, and distribute mail; type memos, letters, reports, office forms, etc.; make travel arrangements; coordinate conferences and meetings; maintain complex filing system; monitor expenditures against Institute accounts; xerox and file personnel data; and set up appointments. Requirements: good, accurate typing and minimum of 2.5 years of direct/related experience. Must be able to deal in a very sensitive and tactful manner in interactions with Institute personnel and outside applicants. Requires absolute discretion in handling confidential information. Should be able to work well under pressure, have strong organizational and interpersonal skills, and be able to work independently and with minimal supervision. MIT experience desirable. Knowledge of existing personnel and payroll systems, as well as familiarity with word processing (DecMate II) preferred. Attention to detail and ability to establish priorities important. **B87-200**

SR. SECRETARY-TECHNICAL, Mathematics, to provide secretarial support for several faculty members. Duties will include typing correspondence, class materials, and manuscripts; maintain records and files; assist one faculty member who serves as editor for mathematical journal; answer telephones and deal with inquiries from students; and make travel arrangements and set up appointments. Requirements: excellent typing skills with technical typing experience and minimum 2.5 years direct/related experience. IBM PC experience desired. Knowledge of Tex/Latex or willingness to learn helpful. Ability to establish priorities and work independently with good judgment and minimum supervision necessary. **B87-199**

SR. SECRETARY, Alumni Association, to assist the Assistant Director of the Alumni Fund for Volunteer Intensive Programs and the Executive Officer of the Corporation Development Committee. Duties include scheduling, planning, implementing and following-up of all MIT-based telethons and geographic telethons. Will assist in scheduling, planning, implementation and follow-up of all solicitations of 15th Reunion Gift Prospects. Will prepare, type and proofread correspondence and reports, answer telephones, receive visitors, provide information regarding telethons, 15th Reunion Gift and other volunteer intensive programs. In addition, will read and review mail; maintain and originate files and records; prepare requisitions; maintain and order inventory of supplies; make travel arrangements, and prepare expense vouchers. Requirements: accurate typing (50 wpm) and minimum 2.5 years direct/related experience. Good grammar, spelling and proofreading skills required. Some bookkeeping and accounting experience desirable. Strong interpersonal skills and ability to work efficiently and accurately under pressure. Experience with Macintosh computers desirable; willingness to learn required. MIT experience highly desirable. Occasional overtime required. **B87-196**

TECHNICAL ASSISTANT, The MIT Press Design Department, to be responsible for preparing all formatted and camera copy manuscripts for production. Duties will include adding type specifications and edited manuscripts; checking page proofs, blues, repro; sizing artwork and preparing figure lists for printers; some paste-up and stat camera work; and arranging for supervising freelancers as needed. Requirements: minimum 2.5 years direct/related experience. Some knowledge of electronic publishing a plus. Must be able to handle many tasks simultaneously and keep up with tight schedules; must be precise and careful in dealing with technical procedures; and able to interact well with other departments and authors. **B87-195**

SR. MEDICAL SECRETARY, to provide secretarial support to an Internal Medicine Cluster consisting of two physicians and one nurse practitioner. Responsibilities will include answering the telephone; scheduling appointments; patient triage; medical transcription; routine typing of correspondence and and perform other related duties and projects. Requirements: minimum 2.5 years direct/related experience; some college or secretarial school training preferred with previous experience in a responsible secretarial position. Must be a very good typist with the ability to transcribe medical terminology. Good judgment and organizational skills necessary. B87-191

SR. MEDICAL SECRETARY, Medical Department, to be responsible for a wide variety of secretarial and clerical tasks. Will be responsible for providing coverage in medical secretarial offices; assisting secretaries in time of heavy work loads; transcribing reports for part-time physicians; and performing general typing and clerical tasks. Primarily the secretarial floater, will also provide coverage in reception areas and business office whenever necessary. Requirements: excellent typing and 2.5 years of direct/related experience. Previous secretarial experience required, preferably with some exposure to a medical setting. Position requires considerable flexibility, ability to learn procedures quickly, and ability to adapt readily to changing assignments. May be asked to cover evenings or weekends. B87-190

SR. SECRETARY, Sloan School of Management, to support three professors in the Applied Economics, Finance and Accounting Area in both their teaching and research, some of which is technical in nature. Will become actively involved in office automation by becoming proficient on IBM PC's using Wordperfect, Proofwriter and other software, and by learning to use electronic mail system. Will have daily interaction with faculty, students, and visitors. Requirements: excellent typing and proofreading skills and a minimum of 2.5 years of direct/related experience; post high school education may count toward experience. Technical typing skills (50 wpm) highly desirable. Willingness to learn Wang wordprocessing and IBM PC essential. Excellent organizational skills and ability to work with minimal supervision important. Knowledge of MIT helpful. B87-174, B87-173

SR. STAFF ASSISTANT, Artificial Intelligence Laboratory, to perform general secretarial duties in support of three faculty members. Duties will include typing, proofreading, editing; answering the telephones; maintaining files and filing systems both off and on the computer systems; receiving and distributing mail; dealing with routine correspondence; initiating correspondence independently and at the direction of supervisors; handling arrangement of appointments, meetings, seminars, and site visits; assisting in all stages of paper, monograph, proposal, etc. preparation; and photocopying or making other suitable arrangements for preparation and reproduction of a variety of materials. Will also perform routine library searches and reference verification as needed; prepare a wide range of Institute forms; do routine ordering of supplies and equipment; make complex travel arrangements; and occasionally assist with orientation and training of new support staff members. Requirements: high school diploma and a minimum of 2.5 years of direct/related experience. Some college education preferred. Strong writing and interpersonal skills necessary. Must be able to work well under pressure with minimal supervision. Flexibility and ability to work as part of a team effort important. Must be willing to learn computer text-editing and text-typesetting as well as other routine computer operations. B87-166

SR. SECRETARY, Humanities - Music (10-month position, August 15-June 15), to provide secretarial support to Headquarters Office. Duties will include typing and proofreading reports, manuscripts, vitae, and correspondence; answering telephone calls; and acting as initial information source on Section and Institute policies and procedures for students and the public. Will also xerox; answer correspondence; maintain files and records; order and maintain inventory of supplies and petty cash; sort and distribute mail; order textbooks; and perform various other projects and related tasks. Requirements: excellent typing skills and a minimum of 2.5 years of direct/related experience. Strong interpersonal skills and attention to detail essential. Familiarity with and/or willingness to learn IBM XT/clones important. Knowledge of MIT preferred. B87-153

SR. SECRETARY, Sloan School of Management, to provide support in teaching and research for three professors in the Applied Economics, Finance and Accounting area. Will become involved in office automation by becoming proficient on IBM PCs using Wordperfect, Proofwriter, and other software. Will also learn to use electronic mail system. Daily interaction with faculty, students, and visitors is part of this interesting and varied position. Requirements: excellent typing and proofreading skills and a minimum of 2.5 years of direct/related experience. Post high school education may count toward experience. Technical typing skills (50 wpm) highly desirable. Willingness to

learn Wang wordprocessing and IBM PC essential. Excellent organization skills and ability to work with minimal supervision important. Knowledge of MIT helpful. B87-150

SR. SECRETARY, Harvard-MIT Division of Health Sciences and Technology, to perform secretarial duties for the Biomedical Engineering Center for Clinical Instrumentation. Duties will include taking and transcribing dictation, and typing letters, technical manuscripts, tables, and charts. Will be responsible for the routine verification of accuracy of material typed, proper format, punctuation, spelling, etc. Will screen telephone calls, make referrals and appointments, and independently handle many calls. Will maintain budget and expenditure records, verify monthly financial statements, and assemble information for budgeting. Also responsible for many office functions such as petty cash control, mail distribution, and organization and maintenance of files, etc. Requirements: Secretarial school or college training with at least 2.5 years of direct/related experience. Excellent organizational, interpersonal, and communication skills required. Should be detail oriented and be able to meet deadlines. Proficiency in simple arithmetic and knowledge of word processing (text editing) preferred. B87-147

SR. STAFF ASSISTANT, Technology and Policy (part-time, 20 hours/week), to support interdepartmental graduate program. Will assist in recruitment and admission of new students; keep records on current students and alumni; and perform general secretarial duties. Involves substantial interdepartmental coordination among departments and centers throughout MIT as well as direct contact with students. Requirements: minimum 2.5 years direct/related experience. Ability to operate personal computer systems necessary and knowledge of word processing required. Excellent interpersonal and organizational skills necessary. Familiarity with MIT and its procedures desirable. B87-144

SR. SECRETARY, Center for Cancer Research, to type letters, grants, and manuscripts for two professors. Duties will include general office management filing, answering telephones, ordering lab and office supplies, and doing some library work. Will also be responsible for record keeping on research grants, and keeping track of purchase orders, requisitions, etc. Requirements: good typing skills (55 wpm) and a minimum of 2.5 years of direct/related experience. Good knowledge of English grammar and some familiarity with scientific terminology required. Experience with word processing desirable and use of dictaphone and familiarity with MIT helpful. Initiative and ability to work independently as well as part of a team essential. B87-138

SR. SECRETARY, Humanities - Music (part-time, 20 hours/week, September to May), to assist Concert Coordinator and act as Orchestra Manager of MIT Symphony. Will maintain schedules and calendar for Orchestra; order music parts, secure licenses, arrange logistics for recordings, concerts, tours, etc.; and monitor Symphony budget. Will also schedule meetings, maintain files, check out instruments to students and log them back in, type programs and letters from dictaphone, assist in poster layout, and perform general office duties. Presence required at Symphony performances (4 evenings per year) and one evening each semester to check out/log in instruments. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Familiarity with IBM XT/clones necessary and shorthand/speedwriting a plus. Good organizational and interpersonal skills necessary. Ability to work independently important. B87-137

SR. STAFF ASSISTANT, Artificial Intelligence Laboratory, to perform general secretarial duties in support of 3 faculty members. Duties will include typing; proofreading; editing; answering the telephone; maintaining files and filing systems both off and on the computer system; receiving and distributing mail; dealing with routine correspondence; and initiating correspondence. Will also arrange appointments, meetings, seminars, and site visits; assist in all stages of paper, monograph, proposal, etc. preparation; photocopy; perform routine library searches and reference verification; prepare a wide range of Institute forms; order supplies and equipment; make complex travel arrangements; and assist with orientation and training of new support staff members. Requirements: graduation from high school, college education preferred, and 2-3 years of direct/related experience. Strong writing, interpersonal, and communication skills essential. Ability to work well under pressure with little supervision important. Must be willing to learn computer text-editing and text-typesetting as well as other routine computer operations. B87-130

SR. SECRETARY, Brain and Cognitive Sciences, to support an associate professor and his laboratory group. Will type manuscripts and correspondence on an IBM PC using Word Star or Word Perfect software; maintain database reference list; file; order office and laboratory supplies; arrange travel; prepare Institute forms; answer telephones; and open and sort mail. Will be primary liaison with department headquarters regarding accounting and purchasing data for the monitoring and reconciliation of accounts. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Experience with IBM PC or willingness to learn essential. Reliability and efficiency important. B87-009

SR. SECRETARY, Office of Sponsored Programs, to work for two contract administrators in the Office of Sponsored Programs who are responsible for submission of research proposals, negotiation of grants, contracts and post-award administration for various departments within MIT. Work includes correspondence, typing, maintenance of filing system, and telephone coverage. Requirements: a minimum of 2.5 years of direct/related experience. Discretion, tact, organizational skills, interpersonal skills, and willingness to work as part of a team are necessary. B87-120

SR. SECRETARY, Physics, to serve as Course Secretary in the Undergraduate Physics Office. Will perform general secretarial duties including processing of notes and problem sets and correspondence, maintaining records, answering phones, and setting up meetings. Requirements: minimum of 2.5 years of direct/related experience. Good typing skills required and must be willing to learn technical typing on MacIntosh Plus. Must be willing to work as part of a team and have independent contact with students and faculty. B87-116

SR. SECRETARY, Resource Development, to work with Director of Development for School of Science to manage flow of work from initial planning to completion. Will coordinate with personnel in Resource Development, National Campaign Office, Major Gifts Office, Campaign Systems, Development Information Management Systems, and other school development officers. Will also perform a full range of secretarial duties. Requirements: Excellent typing skills and a minimum of 2.5 years of direct/related experience. Excellent organizational and interpersonal skills required. Knowledge of word processing, personal computer, and dictating equipment helpful; willingness to learn required. Must be able to work well under pressure and work independently. B87-115

SR. STAFF ASSISTANT, Research Laboratory of Electronics (part-time, 20 hours/week), to provide secretarial assistance for four faculty in VLSI Design area. Will type correspondence, manuscripts, course notes and proposals; answer phones, and do occasional library searches. Requirements: Excellent typing skills and a minimum of 2.5 years of direct/related experience. Knowledge of or willingness to learn technical typing and word processing necessary. Knowledge of TEX highly desirable. This is a job-sharing situation. The working schedule for this position is Mon - Fri, 1:00 to 5:00 pm daily. B87-111

SR. SECRETARY, Athletic Department, to provide clerical support for the Supervisor of Intramural Athletics and the Director of the MIT Day Camp. Will type and photocopy, prepare student referee payroll vouchers; and record and collect forfeits. Day Camp responsibilities include processing application materials; billing and revenue accounting; and performing various camp projects as assigned. Will also provide clerical support for coaches on a shared basis. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Strong interpersonal and organizational skills and ability to work independently necessary. Familiarity with and/or willingness to learn word processing required. B87-096

SR. STAFF ASSISTANT, Office of Career Services, to support associate director in coordination of summer programs to promote employment of underrepresented minority students. Will gather and distribute mail for the office; categorize and advertise positions received for current students, graduating students and alumni; maintain bulletin boards to advise students of employment and graduate school options; assist with preliminary advice on resume styles; prepare appropriate documents for programs and various committees; perform some statistical analyses; assist with recruiting functions of the office; answer telephones and questions of students and employers; and provide general support for the office. Requirements: a minimum of 2.5 years of direct/related experience. Familiarity with or willingness to learn word processing necessary. Excellent communicational and organizational skills essential. B87-108

SR. SECRETARY, Office of the President Emeritus, to work with an administrative assistant. Will type correspondence and speeches on Wang and/or IBM PC's; transcribe tables; arrange special meetings and visits; renew memberships and publications; order supplies; maintain office files; and help administrative assistant with other tasks such as arranging travel, accounting, and coordinating a busy calendar. Requirements: excellent typing skills and a minimum of 2.5 years of direct/related experience. Word processing experience desirable; must be willing to learn word processing, electronic mail and mainframe. Should work well under pressure. Must have good judgment, tact and discretion. B87-105

SR. STAFF ASSISTANT, Office of Career Services, to assist associate director of recruiting. During on-campus recruiting periods, will type up and send out recruiting packets to companies, call companies when information is late and prepare resume folders. Will maintain employer literature library; and compile, sell, mail and keep records on resume book. Will also maintain job notices for foreign students and share with other support staff member duties such as answering telephones, resume writing for students and answering student and recruiter questions. Requirements: good

typing and proofreading skills and a minimum of 2.5 years of direct/related experience. Good communicational and organizational skills, familiarity with or willingness to learn word processing, and ability to work well under pressure essential. Must be able to work during recruitment periods even when the Institute is closed. B87-104

SR. SECRETARY, Materials Processing Center, to assist administrative assistant in providing support to two faculty members, research staff member and research group in the Ceramics Processing Research Laboratory. Will type class materials, correspondence, memos, forms, reports and proposals; organize and maintain files; handle telephone inquiries; interact with faculty, staff and students; and perform other related duties as assigned. Requirements: graduation from high school or equivalent; good typing, proofreading and English skills; and a minimum of 2.5 years of direct/related experience. Must be able to work both independently and as part of a team. IBM PC skills desirable. B87-103

SR. SECRETARY, Athletic Department, to perform a variety of assignments, including clerical support for faculty members. Will handle daily contact with students and other members of the MIT community; answer telephones and direct calls to appropriate person; and perform other related duties as assigned. Requirements: excellent typing skills and a minimum of 2.5 years of direct/related experience. Experience with or willingness to learn word processing necessary. Willingness to interact with students and the MIT community essential. Secretarial school training preferred. B87-100

SR. SECRETARY, Lovell Institute School, to provide data processing and secretarial support to the director and administrative assistant. Will have considerable interaction with students both in person and on telephone. Requirements: excellent typing skills, including personal computing or word processing, and a minimum of 2.5 years of direct/related experience. Shorthand helpful but not necessary. Familiarity with IBM PC and willingness to learn elementary programming important. Must have an excellent command of English. Ability to work with frequent interruptions in a busy atmosphere with high pressure essential. Accuracy and attention to detail important. B87-091

SR. SECRETARY, Project Athena, to support the director of Project Athena. Will type correspondence and reports, answer telephones, receive visitors, maintain files, photocopy, arrange meetings, make travel reservations, deliver and pick up documents from other departments and perform other related support functions as assigned. Requirements: graduation from high school or equivalent, excellent typing and proofreading skills and at least 2.5 years of direct/related experience. Must be willing to learn to use computerized electronic mail and text processing systems. B87-086

SR. SECRETARY, School of Engineering (part-time), to support the coordinator of the Minority Introduction to Engineering and Science Program (MITES). Will answer telephones, handle mailings, photocopy, order office supplies, file, maintain student records, type and print correspondence and reports using word processor and typewriter, and perform other related duties as assigned. Will also provide some support to the Office of Minority Education. Requirements: graduation from high school or equivalent, 50+ wpm typing skills and a minimum of 2.5 years of direct/related experience. Some word processing experience preferred. Must enjoy working with high school students. This position is 50% time during the summer and 40% time for the rest of the year. B87-079

SR. SECRETARY, Aeronautics and Astronautics, to support three faculty members in the fluid dynamics lab. Will type correspondence, reports and class notes; answer telephones and take messages; arrange meetings and travel; and prepare travel vouchers and photocopying billing vouchers. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Good interpersonal skills, ability to work independently and familiarity with and/or willingness to learn word processing are also important. B87-076

SR. SECRETARY, Environmental Medical Service, to support the staff members of the biohazard assessment office. Will handle paperwork concerning new and existing recombinant DNA projects; type and edit technical material; prepare, type and distribute agenda and minutes; prepare "Guidelines for Recombinant DNA research at MIT"; type memos regarding results of water analysis, air sampling and autoclave validation; photocopy articles and reports; answer telephones and receive guests; maintain stock of office supplies; and organize and maintain filing system. Requirements: excellent typing and word processing (DECmate) skills and a minimum of 2.5 years of direct/related experience. Must have excellent organizational skills and ability to communicate effectively and work with minimal supervision. B87-075

SR. SECRETARY, Sloan School of Management, to support three professors in the Applied Economics, Finance and Accounting area. Will support professors in both teaching and research, some of which is technical in nature; become actively involved in office automation by using Wordperfect, Xywrite and other software on IBM PC's and by learning to use electronic mail system; and interact daily with faculty, students and visitors. Requirements: excellent

typing and proofreading skills and a minimum of 2.5 years of direct/related experience; post high school education may count toward experience. Technical typing skills (50 wpm) highly desirable. Must be willing to learn Wang word processing and IBM PC. Excellent organizational skills and ability to work with minimal supervision important. Knowledge of MIT helpful. B87-055

SR. SECRETARY, Urban Studies and Planning, to support faculty members. Will type and proofread reports, manuscripts, correspondence and class material (sometimes using word processor); answer telephone and receive visitors; handle mail and independently reply to some letters; maintain files; arrange travel; schedule appointments, meetings and seminars; and reproduce reports, manuscripts and class handouts. May do library searches and occasionally help with general departmental support. Requirements: excellent typing skills, some knowledge of word processing using Wordperfect or Wordstar on IBM PC, and a minimum of 2.5 years of direct/related experience; post high school education may count toward experience. Excellent organizational and communicational skills essential. B87-054

SR. SECRETARY, Resource Development, to support director of corporate development and other staff members as necessary. Will perform full range of secretarial duties: machine transcription, typing and editing; handling telephone and written inquiries; travel arrangements and calendar; gathering information and preparing reports using computerized databases; copying and filing; and greeting guests and making arrangements for them. Requirements: excellent typing and machine transcription skills and a minimum of 2.5 years of direct/related experience. Experience with IBM PC for data processing and WordPerfect software desirable, willingness to learn necessary. Knowledge of MIT helpful. Good organizational and interpersonal skills essential. Must be able to carry out responsibilities with tact and good judgment. B87-051

SR. SECRETARY, Treasurer's Office, to support the assistant treasurer, investment administration and the administrative secretary to the deputy treasurer. Will transcribe, type, file, photocopy, screen telephone calls and maintain proxy log. Requirements: excellent typing and machine transcription skills and a minimum of 2.5 years of direct/related experience. Experience with WordPerfect helpful. Must be comfortable with legal and financial terminology and be able to work well under pressure. Strong interpersonal skills important. Knowledge of MIT procedures desired. Excellent organizational skills and ability to diplomatically represent the office essential. B87-042

SR. STAFF ASSISTANT, Planning Office. Will gather data for reports using a variety of source materials; enter and extract data using computer system; answer inquiries from the MIT community; manage distribution of internal reports; maintain library of publications and reports; and provide editorial assistance in report preparation. Clerical duties will account for approximately one-third of the time and include answering telephones; photocopying; distributing mail; word processing; filing; ordering supplies; preparing requisitions, vouchers and requests for payment; processing invoices; and receiving visitors. Some writing and editing may be required. Requirements: graduation from high school and a minimum of 2.5 years of direct/related experience. Familiarity with word processing and/or computer systems necessary. Some college education and/or experience in library research desired. Must be able to work well under pressure. B87-040

SR. STAFF ASSISTANT, Laboratory for Computer Science, to support the LCS computing resource group. Will act as liaison between the group's staff and LCS users and outside vendors; coordinate machine repair requests; develop and maintain group's information files to coordinate with Lab's computing plans and activities; handle high volume of telephone calls and visitors; type, format and edit documents, contracts, proposals, tables and general correspondence from written and recorded dictation on network and personal computer; and arrange meetings and overall office functions. Requirements: graduation from high school or equivalent, 50 wpm typing skills; and a minimum of 2.5 years of direct/related experience. Must have excellent communicational and organizational skills. Word processing skills or willingness to learn essential. B87-038

SR. MEDICAL SECRETARY, Medical Department, to support an internal medicine cluster consisting of two physicians and one nurse practitioner. Will answer telephone and schedule appointments; perform patient triage; handle medical transcription and routine typing of correspondence and reports; order and coordinate patient medical records and test results; maintain files; and perform other related duties. Will work with another secretary to provide relief coverage. Requirements: excellent typing skills, ability to transcribe medical terminology and a minimum of 2.5 years of direct/related experience. Some college or secretarial school training preferred. Willingness to learn to use computerized patient registration system essential. Must have good judgment and organizational skills. B87-037

SR. STAFF ASSISTANT, Admissions Office, to perform reception and secretarial duties. Will answer telephones; schedule appointments; provide support for two full-time admissions officers; keep accurate calendar and arrange travel; handle mail; and

provide assistance to additional staff members as needed. Requirements: excellent typing skills, ability to transcribe from dictating equipment and to use a word processor, and a minimum of 2.5 years of direct/related experience. Should be able to work well under pressure, have very strong organizational skills and be able to deal effectively with a variety of people. Solid command of English usage important, as are good judgment and tact. B87-021

SR. SECRETARY, Center for International Studies, to support two senior faculty in Electrical Engineering and Political Science. Will perform extensive typing; arrange travel (foreign and domestic); screen telephone calls; maintain busy appointment calendar; and assist with class preparation. Requirements: excellent typing skills; shorthand preferred, but not required; ability to interact effectively with busy faculty, graduate students and staff important. Must know or be willing to learn use of a personal computer. Secretarial school graduate or a minimum of 2 years experience required. B87-018

SR. STAFF ASSISTANT, Nuclear Engineering, to support two professors and one senior research scientist. Will use IBM PC to prepare class notes, research reports, technical papers, and general correspondence from handwritten materials; handle telephone calls, appointments and travel arrangements; produce transparencies; prepare MIT accounting forms; and perform other duties related to faculty members' departmental administrative work. Will interact with both graduate and undergraduate students. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Experience typing equations preferred, as is experience with a personal computer. Knowledge of T³ desirable. Strong communicational skills important. B87-010

SR. SECRETARY, Mechanical Engineering, to support research group. Will answer telephones; screen mail and answer general correspondence; arrange travel; mail reprints; type and photocopy grant proposals, technical manuscripts, lecture notes and general correspondence; maintain accounts and monthly budgets projections and petty cash; and order supplies. Requirements: excellent typing skills and a minimum of 2.5 years of direct/related experience. Word processing experience desirable. Should be able to work independently with minimal supervision. B87-004

SR. STAFF ASSISTANT, Harvard-MIT Division of Health Sciences and Technology (part-time, 20 hours/week), to support a small off-campus office in the Longwood medical area. Will arrange travel; compose routine correspondence; maintain calendar; monitor grant funds; process requisitions and payments; type, edit and proofread general correspondence, reports, budgets and other documents; and perform other related duties as assigned. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Must be able to follow directions and synthesize information from a variety of sources. Attention to detail essential. Some accounting and/or book-keeping experience preferred. B87-993

SR. SECRETARY, Chemistry, to support three physical chemistry faculty members. Will type correspondence, technical manuscripts, grant proposals and course material; answer telephones; handle mail; arrange appointments and travel; and monitor research accounts. Requirements: good typing skills, including technical typing; experience with dictaphone equipment; and a minimum of 2.5 years of direct/related experience. Word processing experience or willingness to learn essential. Should be effective in dealing with people and able to set priorities and organize work without detailed supervision. B87-992

SR. SECRETARY, Harvard-MIT Division of Health Sciences and Technology, to support active research groups. Will type and edit general correspondence and prepare responses to routine correspondence; formulate, type and proofread proposals and reports; organize meetings; answer phones; maintain and update files; transcribe machine dictation; handle incoming mail; serve as liaison between the Division and its alumnae; assist faculty with preparation for HST alumnae day; and assist with other projects and general duties as directed. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience; post high school education preferred and may count toward experience. Good command of English grammar necessary. Ability to synthesize information from a variety of sources essential. B87-991

SR. SECRETARY, Plasma Fusion Center, to support a group of research scientists. Will type and proofread reports and correspondence from rough draft and typed copy; answer phones; receive and screen visitors; maintain files and records; distribute mail; photocopy; maintain reading room; and perform other related duties as assigned. Requirements: graduation from high school or equivalent, good typing skills (50 wpm) and a minimum of 2.5 years of direct/related experience. Willingness to learn word processing essential. Must be able to handle a variety of responsibilities in a busy environment. B87-958

SR. SECRETARY, Fiscal Planning and Budget Office, to support nine staff members. Will answer phone and greet visitors; type all correspondence and statistical tables

using either personal computer or typewriter; maintain and order office supplies; act as key operator for photocopier; assist in arranging meetings and office functions; photocopy, log budget changes, file, mail budget authorizations; and perform other related duties as required. Requirements: good typing skills, including statistical typing, and a minimum of 2.5 years of direct/related experience. Ability to use dictaphone necessary. Must have strong organizational skills and a pleasant phone manner. B87-943

SR. SECRETARY, Office of Donor Relations and Campus Visits, to produce presidential letters and other official correspondence. Will also arrange meetings; produce and organize campus visits material; maintain files; photocopy and distribute copies; type office correspondence; maintain and reconcile office accounts; answer telephones; sort and distribute mail; and oversee inventory of office supplies. Requirements: excellent typing and proofreading skills and a minimum of 2.5 years of direct/related experience. Should be well organized, attentive to detail and accurate; should also have a pleasant and professional telephone manner. Must be willing to learn to use IBM PC for word and data processing. Familiarity with MIT desirable. B87-926

SR. SECRETARY, Alumni Association, to support the director of alumni information management. Will arrange meetings and travel; answer phone inquiries and correspondence; organize and maintain files; prepare and maintain documents on Macintosh Plus word processing equipment; and assist in special projects and other records and administrative procedures as required. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Organizational ability, flexibility and capacity to handle several projects simultaneously essential. Ability to work independently necessary. B87-925

SR. SECRETARY, Industrial Liaison Program, to support two liaison officers. Will process mail; type, edit, proofread and reproduce correspondence and reports; answer telephones and provide information or referral as appropriate; input and retrieve data and reports on computer system; maintain and establish files and filing system; schedule appointments, seminars and travel; and perform other related duties as required. Will work as part of a team to provide support for ILP as a whole. Requirements: excellent typing skills, experience with and/or willingness to learn DEC VAX 11/780 computer system and a minimum of 2.5 years of direct/related experience. Excellent organizational skills and ability to work effectively as part of a team essential. Familiarity with MIT helpful. (One of these positions is in a non-smoking office.) B87-869, B87-870

SR. MEDICAL SECRETARY, Medical Department, to support an internal medicine cluster consisting of physicians and nurse practitioners. Will answer telephone, schedule appointments, perform patient triage, handle medical transcription and typing of correspondence and reports, order and coordinate patient medical records and test results, maintain office files and perform other related duties. This person works with another secretary to provide relief coverage for lunch, illness and vacation. Requirements: excellent typing and transcription skills, working knowledge of medical terminology, and a minimum of 2.5 years of direct/related experience. Some college or secretarial school training preferred. Must have good judgment and organizational skills and be able to work effectively under pressure. B86-856

SR. SECRETARY, Harvard-MIT Division of Health Sciences and Technology, to support the director of the Hyperthermia Center. Will answer and place phone calls; receive patients; take messages from doctors and patients; respond to routine inquiries; receive visitors and schedule appointments; type correspondence, manuscripts, grant proposals and other documents; maintain director's publication library; and perform other related duties as necessary. This position involves considerable interaction with students, staff, patients, doctors and other visitors. Requirements: excellent typing and proofreading skills and a minimum of 2.5 years of direct/related experience. Knowledge of word processing helpful. Familiarity with medical terminology preferred. Discretion, tact and good interpersonal and organizational skills essential. B86-807

SR. SECRETARY, Office of Leadership Gifts, to support two staff members. Will prepare forms, correspondence, reports and other documents; answer telephones; organize calendar, travel plans, files and correspondence; prepare information on donors and prospects; and enter and retrieve information on the prospect donor database. Will also make arrangements for special alumni events. Occasional overtime will be necessary during peak periods. Requirements: 65 wpm typing skills, solid competence in word processing and database entry and retrieval and a minimum of 2.5 years of direct/related experience. Strong organizational skills, close attention to detail and absolute discretion in handling confidential material are essential. B86-697

SR. SECRETARY, Laboratory for Information and Decision Systems, to support one senior faculty member and two senior research staff members. Will prepare and type course materials, articles for publication, proposals, correspondence and technical reports; keep and maintain student records; arrange international and domestic travel; make extensive conference

arrangements; and act as liaison with all levels of faculty and staff. Good typing skills, including some technical typing, and minimum 2.5 years direct/related experience required. Experience with or willingness to learn technical word processing on an IBM PC necessary. Must have good attention to detail and work well independently. Good knowledge of Institute procedures very helpful. B86-583

SR. SECRETARY, Brain and Cognitive Sciences, to support neuropsychology laboratory. Will prepare grant proposals, patient reports, correspondence and tables and transcribe taped patient interviews on word processor and typewriter; assemble syllabi, class schedules and reprints for graduate courses; order books, reprints, equipment and office supplies; arrange travel; prepare travel vouchers; arrange research meetings; answer phones and screen and route messages; photocopy; maintain files; coordinate incoming manuscripts for journal review; and receive visitors. Excellent typing skills and minimum 2.5 years direct/related experience required; post high school education may count toward experience. Familiarity with medical terminology and technical typing preferred. Must be able to work well under deadlines and with frequent interruptions. Will be asked to work overtime. B86-554

SR. SECRETARY, Undergraduate Academic Support, Office of the Dean for Student Affairs, to support section head in exercising overall management of the office, and to support the freshman advising program, the research efforts of the office and the new special freshmen initiatives. Position involves interaction with the MIT community, both in person and by telephone. Requirements: excellent typing skills, familiarity with or willingness to learn word processing and a minimum of 2.5 years of direct/related experience. Familiarity with MIT helpful. Excellent interpersonal and organizational skills essential. B86-450

SR. SECRETARY, Materials Science and Engineering, to perform secretarial duties including typing general correspondence, preparation of technical reports and journal papers from handwritten manuscripts, distribution of reports, administration of project budgets, review of monthly statements, coordination of departmental seminars (scheduling speakers, rooms, AV equipment), RA/TA appointments for graduate students, planning both domestic and international travel for projects in Spain, Egypt, and Switzerland. Ordering goods and services from outside vendors, arranging appointments; phone messages, filing, maintaining office supplies; general office tasks. Dictaphone or shorthand skills desirable. Ability to interact effectively with many people in a busy office necessary. Accuracy in recording messages, expenditures, reviewing monthly budget summaries, monitoring paper flow, and the ability to organize and control work from multiple sources and set up and maintain effective information systems-storage and retrieval capacity essential. Fluency in Spanish highly desirable. Minimum 2.5 years direct/related experience required. B86-180

SECRETARY, Laboratory for Manufacturing and Productivity, to perform secretarial duties which require some independent judgment in the application of departmental or office policies and procedures. Will type and proofread reports, manuscripts, examinations, correspondence and similar materials from rough draft, dictaphone, and/or direct instruction; answer telephones and receive visitors; sort and distribute incoming mail and send outgoing mail; and maintain files and records as necessary for the operation of the office including records on personnel, budgetary and purchasing transactions. Will also schedule appointments and meetings; make travel arrangements; and prepare various Institute forms such as requisitions, vouchers, and receipts. Requirements: excellent typing skills (50-70 wpm), high school graduate or equivalent, and minimum one year of direct/related experience; post high school education will count toward experience. B87-189

SECRETARY, Haystack Observatory, to type technical manuscripts, correspondence, and grant proposals. Will also open mail, maintain petty cash, order office supplies, photocopy, answer telephones, send out reprints, arrange travel, and perform other related duties. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Familiarity with and/or willingness to learn word processing also important. This position is located in Westford, Ma. B87-187

SECRETARY, Environmental Medical Service, to perform general secretarial/clerical duties including typing, filing, record keeping, and delivery of materials within the Institute. Requirements: minimum one year direct/related experience. Knowledge of DecMate word processor preferred. Good communication and interpersonal skills necessary. Poise in dealing with people and emergency situations important. B87-963

SECRETARY, Endicott House, to generate customer correspondence, contracts, and reservation materials in the Sales Office. Will assist the Director of Conference Sales with the booking reservations;

update the guest services directory for a senior level management program; generate and maintain weekly/monthly booking forecasts; and project monthly reservation calendar. Will also type correspondence and work on special projects as designated. Requirements: graduation from high school or equivalent and a minimum of one year of direct/related experience. Working knowledge of word processor (DecMate II) and personal computers desirable. This position is located in Dedham, Ma. B87-129

SECRETARY, Environment Medical Service. Will type various documents, file, maintain records, deliver materials within the Institute and perform other related duties as assigned. Requirements: good typing skills and a minimum of one year of direct/related experience. Knowledge of DECmate II preferred. Good communication skills and poise in dealing with people and emergency situations essential. B87-963

SECRETARY, Mechanical Engineering, to support one faculty member. Will type technical manuscripts and reports, update mailing lists and distribute materials, answer phones, photocopy, prepare teaching materials and handle heavy interaction with students and faculty. Requirements: excellent typing skills, including technical typing, and a minimum of one year of direct/related experience. Must be able to work independently and under pressure. Good interpersonal skills important. B86-702

SECRETARY, Energy Laboratory (part-time, 20 hours/week), to support one faculty member in the Sloan Automotive Laboratory. Will type class material, correspondence, memoranda, forms, reports and proposals; maintain files; arrange travel; order course materials; and perform other related duties as required. Requirements: high school diploma or equivalent, good typing skills and a minimum of one year of direct/related experience. Must be willing to learn word processing. B86-699

TECHNICAL SUPPORT STAFF

ARCHITECTURAL DESIGNER/DRAFTSPERSON, Physical Plant, to prepare plans for Institute remodeling and alteration work. Will develop projects from preliminary estimating through design and working drawings. Requirements: five to ten years of experience in the architectural field; some experience in field supervision helpful. Must be able to work with minimal supervision. Knowledge of electrical and mechanical systems and prior experience in school or institutional remodeling work preferred. T87-041

HVAC DESIGNER/DRAFTSPERSON, Physical Plant, to work in the utilities engineering section. Will make load calculations, design HVAC systems and carry design through the drafting stage. Requirements: graduation from technical school and a minimum of five years of experience in the mechanical designer drafting field. Must be able to work with minimal supervision. T86-837

OFFICE ASSISTANT/ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT, Alumni Association, to assist the Associate Director of the Reunion Gift Program to support major reunion gift committees; organize the solicitation of key gifts in 25th, 40th, and 50th reunion classes; and manage the Reunion Gift Office. Will be responsible for maintaining records on all key assigned prospects in major reunion classes; prepare reports on key-major prospects of the gift chairmen; arrange meetings; assist with special events for key donors; assist with prospect assignments, volunteer support and training; assist with reunion gift mailings and telethons; maintain files; and monitor reunion gift program budget. Requirements: excellent typing skills and a minimum of 4.5 years direct/related experience. Word processing experience and familiarity with Macintosh personal computer preferred. MIT work experience valued. Strong interpersonal skills and ability to work independently and to establish priorities necessary. Must be able to work well under pressure and to handle diverse tasks simultaneously. Overtime required. S87-196

ADMINISTRATIVE ASSISTANT, Office of the Dean of Engineering, to perform complex and diverse secretarial/administrative duties for the Dean of Engineering. Responsibilities include setting priorities; coordinating and scheduling appointments, meeting, and travel; transcribing, typing, editing, and proofreading correspondence, reports, etc.; preparing agenda materials for meetings; screening incoming mail and telephone calls; and maintaining complex filing system. Also responsible for weekly Council meeting including preparing agenda, contacting members, and compiling data; handling confidential promotion/tenure cases; and preparing School of Engineering calendar and directory yearly. Requirements: excellent typing skills and a minimum of 4.5 years direct/related experience. Knowledge of Institute extremely helpful as well as experience with word processing. Requires strong interpersonal and organizational skills, attention to detail, and absolute discretion in handling confidential materials. Must be able to work as part of a team as well as independently. S87-193

ADMINISTRATIVE ASSISTANT, Plasma Fusion Center, to be responsible for the preparation and/or coordination of various personnel matters. Will maintain on a daily basis personnel data and compile and/or develop associated data for personnel reports, surveys, etc. using a DECmate II and a Macintosh. Other duties will include advertising open positions; conducting new employee orientations; assisting with research staff search and hiring; initiating and following through on all personnel actions; coordinating appointments with associated academic departments; making arrangements U.S. and foreign visitors; and hiring temporary personnel. Will also participate in various special projects associated with fusion energy at both the Center and national levels and assist in various matters related to space assignments, safety, employee inquiries, etc. Requirements: accurate typing (60 wpm) and a minimum of 4.5 years of direct/related experience. Excellent interpersonal, communication, organizational, and proofreading skills necessary. Familiarity with and/or willingness to learn word processing and the development of data entry procedures important. Should be flexible, sensitive to confidential matters, and be able to work well under pressure. S87-155

ADMINISTRATIVE ASSISTANT, The Aga Khan Program for Islamic Architecture. As assistant to the Professor in charge of the "Design for Islamic Societies" unit, will sort and reply to correspondence under the Professor's direction; type/word process reports, manuscripts, examinations, correspondence and other materials from rough drafts or dictaphone; answer telephone, maintain and originate files and records as necessary; schedule appointments, meetings. Additionally, provide support to unit coordinator, help make arrangements for seminars, lectures, social events, visitors from abroad, and liaison with central office. Requirements: excellent typing skills (55 wpm) and a minimum of 4.5 years of direct/related experience. Experience with Macintosh and DECmate helpful. Good organizational, interpersonal, and communication skills necessary, with desire to work with internationals. Must be able to work well under pressure. MIT experience preferred. S87-151

ADMINISTRATIVE ASSISTANT, Center for Cancer Research, to assist the Administrative Officer with financial and business affairs. Will review research proposals and fellowship applications; reconcile research and fund accounts and resolve discrepancies; review for adherence to sponsor guidelines and approve requisitions and invoices; maintain commitment log on DECmate; and prepare monthly financial reports using Multiplan. Requirements: 4.5 years of direct/related experience. Strong organizational skills and ability to set priorities independently essential. Should be detail oriented. Experience in MIT purchasing, accounting, and grants management helpful. Knowledge of and/or willingness to learn DECmate II necessary. S87-139

ADMINISTRATIVE ASSISTANT, Research Laboratory of Electronics (part-time, 20 hours/week), to provide part-time administrative and secretarial support to one faculty member and his research group. Will answer telephones, keep calendar, type, edit and proofread correspondence, reports, proposals, manuscripts, technical documents, and course material. Will also collect and prepare information for reports and coordinate and schedule appointments, meetings, seminars, and special events. Requirements: minimum of 4.5 years of direct/related experience. Should have knowledge of technical typing and word processing with TEX or willingness to learn TEX. Electronic editing and file maintenance on VAX computer required. Good command of English language essential. S87-119

ADMINISTRATIVE ASSISTANT, Resource Development - Office of Campaign Systems, to identify, research, and prepare profile reports on prospective individual, corporate and foundation donors to the Institute. Will review lists of major prospects and donors to determine those with greatest potential to support the Institute; compile background material on prospects using files, references and electronic databases; provide administrative support to the daily operations of the Campaign Systems Group. Requirements: minimum 4.5 years of direct/related experience; higher education will count toward experience. Strong research, writing, organizational, and interpersonal skills essential. Ability to analyze and synthesize information, meet deadlines, and work under pressure necessary. S87-109

ADMINISTRATIVE ASSISTANT, Personnel-Employment, to support several employment activities. Will prepare job postings for Positions Available list in Tech Talk; monitor Institute advertising process; prepare advertising bills; edit, type and proofread correspondence, ads and positions available list; assist with Executive Committee material and unemployment claims; provide coverage for Personnel reception area as needed; monitor employment budget; maintain data bank of information; and perform other related duties as required. Requirements: excellent typing and word processing (DECmate II) skills and a minimum of 4.5 years of direct/related experience. Strong writing, editing, interpersonal, and organizational skills necessary, as is the ability to work with frequent interruptions and

high pressure. Ability to work with minimal supervision essential. Should have familiarity with and/or willingness to learn to use computers and databases. S87-050

ADMINISTRATIVE ASSISTANT, Sloan School of Management (part-time, 17.5 - 20 hours/week), to support the associate dean for master's and bachelor's programs in design and execution of an alumni/ae relations and fundraising program. Will work closely with associate dean, coordinator of the master's program, master's program advisor and the editor of SLOAN; interact with alumni/ae and with other areas at Sloan and MIT; handle large mailings and detailed arrangements; and type letters and reports for associate dean. Requirements: excellent typing skills and a minimum of 4.5 years of direct/related experience; post high school education may count toward experience. Excellent knowledge of English, excellent sense of detail and good interpersonal relations skills essential. Must have excellent organizational skills and work well independently. S87-069

PROPERTY DATA COLLECTOR, Property Office, to be responsible for the inventory of all newly acquired equipment. Will initiate property records from purchasing and accounts payable information; locate and tag equipment in the field; and complete property records for entry into the property database. At times, may input such information into database. May be required to perform other related duties. Requirements: associate's degree or equivalent combination of education and experience; some experience in equipment inventory and property management preferred. Excellent communication skills essential. S87-034

ADMINISTRATIVE ASSISTANT, Energy Laboratory, to provide administrative and secretarial support to Advanced Technology Group. Will type and proofread reports, manuscripts, correspondence, etc. from rough draft or verbal instruction; collect and prepare information for reports; and coordinate and schedule appointments, meetings, seminars and special events. Will be responsible for distribution of workload and supervision of other support staff. Minimum 4.5 years direct/related experience and good typing and word processing skills required. Must have strong organizational and managerial skills. Good command of English essential. S86-406

SR. OFFICE ASSISTANT, Media Laboratory (part-time, 20 hours/week), to provide secretarial support for two faculty members in the Vision Sciences Group. Will type, proofread, edit, and format documents on computer systems and compose routine correspondence; organize and maintain filing systems; sort and distribute mail and messages; and schedule meetings, maintain calendars, and arrange travel and itineraries. Requirements: minimum of 2.5 years direct/related experience. Strong organizational and communication skills necessary. Ability to work well under pressure and with frequent interruptions important. Should be able to work independently and keep track of varied activities. Knowledge of MIT helpful. Experience with and/or willingness to learn office computer systems for correspondence, and file management required. S87-198

LEAD DIET AIDE, Dietary Service, Medical Department, to be responsible for the production and service of the morning and afternoon meals for the 18 bed inpatient unit and staff. Will write and calculate modified diets; visit patients to determine menu choice; assist in menu planning; maintain records and statistics; order food stuffs and supplies; help maintain kitchen in clean and sanitary fashion; and direct and advise other workers. Will be expected to work other positions and shifts as necessary. Requirements: minimum high school education with at least one year's experience in institutional food service. Prefer culinary arts training. Must exhibit competence in food production skills and have familiarity with diet modifications. The working schedule for this position is Mon - Fri, 6:30 am to 2:30 pm. May be required to work weekends and holidays. S87-182

LEAD DIET AIDE, Dietary Service, Medical Department, to be responsible for the production and service of the morning and afternoon meals for the 18 bed inpatient unit and staff. Will assist in menu planning; write and calculate modified diets; visit patients to determine menu selections; set up and serve meal trays to patients; pick up trays; wash and sanitize dishes and work area; and direct and advise other workers. Requirements: minimum high school education with at least one year's experience in institutional food service. Prefer culinary arts training. Must exhibit competence in food production skills and have familiarity with diet modifications. Must enjoy patient contact. The working schedule for this position is Mon, Tues, and Wed, 7:00 am to 3:00 pm; and Sat and Sun, 6:30 am to 2:30 pm. May be required to work holidays and overtime. S87-181

SR. OFFICE ASSISTANT, Student Assistance Services, Office of the Dean for Student Affairs, to perform moderately complex duties related to the directing of sensitive in-person and telephone inquiries in a counseling and advising office. Will provide information to students and other Institute personnel on established ODSA and Institute policies and procedures; and provide information on special support services for women, minority, gay, disabled and international students. Requirements: accurate typing skills (40 wpm) and a minimum of 2.5 years of

direct/related experience. Must be able to work well under pressure, exercise discretion and judgment in handling confidential information, be able to handle detail, and follow moderately complex instructions. Excellent communication, interpersonal, and organizational skills necessary. S87-175

SR. OFFICE ASSISTANT, Placement Office, Sloan School of Management, to help support career planning/placement function for master's students. Will assist in organizing company presentations; oversee bulletin boards; maintain resume book orders and accounting records; process company job descriptions; type and file correspondence; assist in maintaining office library files; and provide staff support to daily activities and office projects during peak activity season associated with on-campus recruiting. Requirements: good typing skills and a minimum of 2.5 years of direct/related experience. Excellent organizational, interpersonal, and communication skills essential. Attention to detail necessary and ability to work with little supervision important. Should be interested in word processors and personal computers. S87-172

SR. OFFICE ASSISTANT, Foreign Languages and Literatures (part-time, 20-24 hours/week), to assist the Administrative Officer with the preparation of the course schedule, catalogue copy, personnel cases, faculty searches, and periodic reports. Will coordinate special events and prepare promotional materials. Requirements: strong wordprocessing skills (Wordperfect or DEC) and a minimum of 2.5 years direct/related experience. Should be well organized and be able to work independently. Excellent command of English necessary. S87-171

SR. OFFICE ASSISTANT, MIT Press Promotion Department, to assist publicity manager. Duties will include soliciting endorsements for books by mail and phone; handling page proofs; ordering review copies; maintaining computerized media lists; answering telephones; making copies; and filing. Will be in charge of all book awards; assist in preparation of media lists for each new book; and create press releases for paperback books. Requirements: good typing skills (50 wpm) and minimum of 2.5 years direct/related experience. Strong interest in publishing important. Good organizational and interpersonal skills necessary. Must be able to work well under pressure and with minimum supervision. Good judgment, tact, and ability to work with editors and authors required. S87-162

SR. OFFICE ASSISTANT, The MIT Press, to function as Advertising and Copy Coordinator. Will create advertisements for MIT Press books and provide copy assistance for direct mail. Position involves copywriting, art direction, media research, and scheduling and traffic management for scholarly, technical, and trade book advertisements; copywriting for discipline catalogs in economics, cognitive science, computer science, architecture, and an annual sale catalog. Requirements: minimum 2.5 years direct/related experience. Copywriting experience and good organizational skills essential. Must be able to work under deadline. Experience in magazine or book publishing preferred. S87-160

SR. OFFICE ASSISTANT, Bursar's Office, to serve as the first point of public contact for the Student Services section. Will be responsible for the efficient and effective handling of the Bursar's Office lobby reception area and the general inquiry telephone lines. Will also respond to students' inquiries into the status of their accounts, explaining policies, charges and credits; refer inquiries and telephone calls to members of the staff and other offices; type correspondence; maintain files; route incoming mail; and implement record maintenance procedures. Additional duties involve receiving cash payments and generating receipts and daily balances utilizing IBM PC; maintaining journal vouchers; processing student refund requests; inputting data into the student financial aid database; and performing other related duties as required. Requirements: high school graduate or equivalent and a minimum of 2.5 years of direct/related experience. Good typing, organizational, and interpersonal skills necessary. Facility and accuracy with numbers important. Service and student oriented position. S87-132

SR. OFFICE ASSISTANT, Comptroller's Accounting Office, to be responsible for logging and/or keying of Fellowship Appointments; assisting in logging and/or keying of Graduate Student Staff Appointments and Distribution; filing general information; stuffing and sorting checks manually and by machine; disbursing of checks on paydays; and performing other clerical duties and assisting in other areas of Payroll Office when needed. Requirements: minimum of 2.5 years of direct/related experience. Good interpersonal and communication skills necessary. S87-131

SR. OFFICE ASSISTANT, Medical Department, to provide support to the Pharmacy Service. Duties will include some purchasing activities; typing; processing invoices for payment; monitoring and updating current prices; and filing prescription records. Will also be responsible for daily cash and charge receipts. In addition, will assist in the preparation of monthly financial reports, budget preparation, and Quality Assurance reports.

Requirements: minimum of 2.5 years of direct/related experience. Good organizational skills and ability to work independently required. Word processing skills essential. S87-118

SR. OFFICE ASSISTANT, Purchasing and Stores, Office of Laboratory Supplies, to process and expedite personal computer orders from the Microcomputer Center that includes preparation of paperwork, depositing of checks and entry of orders into computer system. Will communicate with the MCC and OLS warehouse regarding the status of orders into and resolution of related problems; process cylinder invoices; match vendor packing slips with purchase orders; enter P.O.'s, requisitions and packing slips information into Cylinder Control and Billing System; contact vendors regarding invoice/packing slip discrepancies; maintain and update assigned records and files; and perform other related duties. Requirements: graduation from high school, with some college desirable; light typing skills (40 wpm); and a minimum of 2.5 years of direct-related experience. Should have strong communications skills and at least 2 years experience in one or more of following areas: purchasing, expediting, customer service. Experience with word processors/personal computers required. S87-112

SR. OFFICE ASSISTANT, Graphic Arts Service, to provide clerical and technical support to the audio-visual/video department. Will prepare or direct requests for equipment, operators, repairs and other AV services; prepare and process invoices and vouchers; maintain records of accounts and assignments; answer telephones; handle and move AV equipment; maintain files and records; and post or direct posting of assignments. Will have considerable contact with MIT faculty, employees and students. Requirements: accurate typing skills and a minimum of 2.5 years of direct/related experience. Audio-visual or communication courses or college training preferred. Strong organizational skills essential. S87-089

SR. OFFICE ASSISTANT, Medical Department, to be responsible for billing and for answering patient inquiries for students and their families. Will identify and investigate billing errors and make necessary corrections to database; handle daily data entry; file health insurance claims; coordinate and promote the student prenatal insurance package; prepare journal vouchers; and perform related tasks as required. Requirements: graduation from high school, light typing skills and a minimum of 2.5 years of direct/related experience, preferably including two years of accounting experience. Must be able to work with figures and deal effectively with patients and staff. Familiarity with medical terminology helpful. S87-067

SR. OFFICE ASSISTANT, Sloan School of Management, to support staff members in the Management in the 1990's research program. Will type correspondence and reports using Wang word processor; prepare presentation materials and graphics using Xerox 8000 computer; arrange travel; answer and screen telephone calls; photocopy and do library searches. Will also aid in communications/information dissemination projects; assist in production of electronic newsletter and clipping service; maintain and circulate public relations material; operate electronic mail systems; and receive visitors and provide information. Some overtime may be necessary. Requirements: graduation from high school or equivalent, excellent typing skills and a minimum of 2.5 years of direct/related experience; post high school education may count toward experience. Word processing experience preferred. S87-061

SR. OFFICE ASSISTANT, Planning Office, to support the director of planning and associated staff. Will use word processor to prepare correspondence and reports, including some transcription and composing some routine correspondence; photocopy; maintain director's calendar; maintain project and subject files; answer telephone and keep daily message log; open and distribute mail; arrange travel; arrange meetings; greet visitors; assemble meeting and project materials; research archival data as requested; and perform other related duties as assigned. Requirements: graduation from high school or equivalent, excellent typing skills, knowledge of word processing and transcription, and a minimum of 2.5 years of direct/related experience. Must be very tactful and able to handle interruptions and deadline pressure. Familiarity with planning or architectural offices desirable. S87-031

SR. OFFICE ASSISTANT, Credit Union. Will input transactions such as withdrawals, deposits and loan payments via a VT220 Digital terminal; impart Credit Union rules and regulations and answer inquiries regarding loan and share balances; and act as backup to the senior computer operator. This position requires some overtime during peak periods. Requirements: a minimum of 2.5 years of direct/related experience, including experience with a computer mainframe, preferably a Digital PDP11-84 system or equivalent. Familiarity with the use of a CRT and personal computer also necessary. Must be able to work flexible shifts. S87-976

SR. OFFICE ASSISTANT, Credit Union. Will assist the senior loan processor in the preparation and typing of minutes; assist in the preparation of loan applications, notes, disclosures, security agreements, extensions and co-maker responsibilities; assist with the control of vehicle titles, insurance verifications and notices of insurance cancellations; maintain and

control pledges to the account used to secure officers and committee loans; balance daily work generated; help with file maintenance for loan information; and act as backup to customer service representatives during lunch and peak business periods. Requirements: 50 wpm typing skills and a minimum of 2.5 years of direct/related experience. Familiarity with CRT preferred. Facility for working with figures important. Good interpersonal skills and pleasant telephone manner essential. S87-975

SR. OFFICE ASSISTANT, Telecommunications Systems, to handle office mail and telephones, provide message answering service and filter electronic mail. Will also maintain files and inventory of equipment; process standardized forms or correspondence; provide information on procedures within area of responsibility; schedule meetings, events and programs; compose and type routine correspondence; and perform other related clerical, financial and secretarial duties. Requirements: graduation from high school or equivalent, 40 wpm typing skills, and minimum 2.5 years direct/related experience; post high school education may count toward experience. Ability to handle detail important. Proficiency with adding machines, calculators and computer terminals helpful, as is some bookkeeping and accounting experience. S86-674

OFFICE ASSISTANT, Comptroller's Accounting Office, to process invoices through CRT's; prepare invoices for CRT operators; review vendor statements; and perform other duties assigned and required. Requirements: good typing ability and a minimum of one year of direct/related experience. Knowledge of CRT operation necessary. Some overtime required. S87-194

OFFICE ASSISTANT, Admissions Office (temporary six-month position, 10/1/87-4/1/88), to perform a variety of tasks involved in the processing of undergraduate applications. Major responsibility consists of entering application data into database. Will also read correspondence, do occasional typing, answer telephones, compile statistics, and file. Requirements: high school graduate or the equivalent and a minimum of one year of direct/related experience. Good typing skills necessary. Ability to work well under pressure and close attention to detail essential. S87-192

OFFICE ASSISTANT/SECRETARY, Student Financial Aid Office, to perform secretarial duties in support of the Director. Will type memos, letters, and reports from rough draft using a Macintosh; preprocess the student payroll each week; take job descriptions from employers and post on bulletin boards; reply to employment verification requests; monitor the College Work Study Program; maintain Student Employment Office files; and be prepared to take on administrative and clerical responsibilities stemming from Student Employment programs. Requirements: good, accurate typing (45-55 wpm) and a minimum of one to two years of direct/related experience. Basic writing, oral, and arithmetical skills necessary. Good organizational and communication skills important. Must be able to work well under pressure and with constant interruptions. Ability to establish priorities and to be flexible helpful. S87-184

OFFICE ASSISTANT, Registrar's Office, to directly assist students with all aspects of registration and accurately maintain students' academic records. Requires daily inputting of information into the Registrar's Database; preparation and verification of official academic records for transcript requests; frequent telephone contact with students, faculty, and various Institute administrative offices; and some filing. Requirements: accurate typing, attention to detail, and a minimum of one year of direct/related experience; some college experience desirable. S87-183

OFFICE ASSISTANT, Physical Plant. Will answer operations center telephones which are used to report fire, maintenance requests and other related information; monitor auto call alarm system and operate facilities control systems, including monitoring alarms, diagnosing problems and taking corrective action; maintain daily log of calls, alarms and what action has been taken; dispatch mechanics to investigate problems; operate communications equipment; and perform other clerical duties to support work control and various Physical Plant shops: type, maintain overtime lists and assist in maintaining work order systems. Requirements: graduation from high school or equivalent and a minimum of one year of direct/related experience. Must be willing to work an irregular schedule. S87-167

RECEPTIONIST/OFFICE ASSISTANT, Personnel - Employment (part-time, 20 hours/week), to act as departmental receptionist in the Employment Section. Will provide services related to the employment process including providing information on job status, specifications and application procedures. Will also assist persons in completing application forms; administer typing tests; schedule interviews; maintain data bank of applicant information; assist with resume acknowledgement system; and operate word processing equipment. Will perform other related duties and work on special projects as assigned. Requirements: accurate typing skills and a minimum of one year direct/related experience. Familiarity with computer terminals helpful. Excellent organizational, interpersonal, and communication skills necessary.

Must have ability to grasp routine procedures quickly and to recognize and respond to unusual situations appropriately. Must be able to work well under pressure. S87-154

OFFICE ASSISTANT, Project Athena, to provide secretarial support to the Manager of Deployment and Installation and other members of the Operations Department. Will set up meetings; prepare correspondence and purchase order forms; maintain files and supplies; xerox; take minutes of meetings, and perform other related duties. Requirements: minimum of one year of direct/related experience. Should have a general awareness of computers and be willing to learn electronic mail and word processing. Ability to work independently in a hectic environment essential. Should be effective in dealing with a variety of people and handle multiple tasks-comfortably. S87-122

OFFICE ASSISTANT, Physical Plant. Will answer operations center telephones which are used to report fire, maintenance requests and other related information; monitor auto call alarm system and operate facilities control systems, including monitoring alarms, diagnosing problems and taking corrective action; maintain daily log of calls, alarms and what action has been taken; dispatch mechanics to investigate problems; operate communications equipment; and perform other clerical duties to support work control and various Physical Plant shops: type, maintain overtime lists and assist in maintaining work order systems. Requirements: graduation from high school or equivalent and a minimum of one year of direct/related experience. Must be willing to work an irregular schedule. S87-028

RECEPTIONIST, Housing and Food Services, to schedule and direct visitors and callers and provide information regarding the services and policies of the department. Will answer telephones for entire department; schedule appointments for departmental personnel; and perform other related duties as requested. Requirements: graduation from high school, 40 wpm typing skills and a minimum of one year of direct/related experience. Must be able to deal tactfully and effectively with people and to exercise independent judgment. S87-025

OFFICE ASSISTANT, MIT Libraries (part-time, 20 hours/week), to process incoming and outgoing mail and packages. Will use van and booktruck to deliver to and pick up mail and books from libraries at on- and off-campus locations; fill mailbags and boxes daily and take them to shipping platform; answer inquiries on current mail and shipping procedures; maintain inventory of supplies; maintain files; compile statistics; maintain adequate postage supplies; train new staff when necessary; and perform other related duties and special assignments. Requirements: graduation from high school or equivalent and a minimum of one year of direct/related experience; post high school education may count toward experience. Willingness and capacity for physical exertion necessary. Massachusetts driver's license, excellent driving record and three years of driving experience also required. S87-982

OFFICE ASSISTANT, Credit Union. Will answer telephones and take messages; handle inquiries relating to balances and current policies; take and prepare share withdrawals; use personal computer to type correspondence; provide clerical assistance in the delinquent loan area; complete verification forms requested by members for other lending institutions; and act as a backup for customer service representative during lunch hours. Requirements: good typing skills (50 wpm) and a minimum of one year of direct/related experience. Familiarity with personal computer and/or terminal preferred. Facility for working with figures, good interpersonal skills and a pleasant telephone manner essential. S87-973

OFFICE ASSISTANT, Student Financial Aid Office, to keep track of outside scholarship checks and Pell grants. Will receive checks and credit them to student accounts; collect SAR's and adjust aid packages; explain outside scholarship policy to students, parents and sponsors; bill scholarship sponsors; pursue unpaid outside scholarships from students and sponsors; verify student eligibility for scholarships; keep records of aid package adjustments and scholarship check deposits; work with Student Accounts regarding crediting of scholarships; inform students of checks which come in; and assist with other assignments as they arise. Requirements: some typing skills and a minimum of one year of direct/related experience. Experience with computer entry helpful. Excellent communication and organizational skills essential. S86-579

CLERICAL ASSISTANT, Endicott House (part-time), to answer main switchboard, transfer and place calls, and take messages. Will perform various clerical tasks which include typing, filing, posting employee time sheets, assisting with booking projects and daily planning notices, registering and assisting conference center guests, and other projects as assigned. Requirements: high school graduate or equivalent and one year of direct/related experience. Interest in bookkeeping and aptitude for figures desirable. Ability to interact well with clients and staff both in person and on the telephone important. This position is located in Dedham, Ma. and the work schedule is Saturday and Sunday, 8 am to 4 pm. S87-146

SERVICE ASSISTANT, Earth, Atmospheric and Planetary Sciences (part-time, 12 - 15 hours/week; September through May), to prepare and clean up for daily tea hour. Will order tea supplies, maintain kitchen facility and help set up faculty luncheon. Will occasionally do errands for headquarters. Requirements: valid driver's license. Must be reliable. S87-901

SERVICE STAFF

TECHNICIAN A (ELEC), Spectroscopy Laboratory, to assist in laboratory, research, or analytical work under direction or supervision of scientific personnel. Will operate highly technical experimental apparatus. Should have demonstrated considerable skill and good performance in the particular field of activity. Requires some supervision. Should have a thorough background in electronics (circuit fabrication and design). Knowledge of computer hardware and software desirable. Will maintain a number of laser systems and work with the laboratory's scientific staff, students and visiting scientists. Will direct the junior technician. Will accept new equipment, maintain records, and oversee the safety program for the Lab. Position requires the applicant to participate in decision making processes concerning the general use of the facilities, as well as preparing preliminary plans for space changes within the laboratories. Requirements: graduation from a two-year day technical school or its equivalent and a minimum of two years applicable experience. An Associate or Bachelor's degree in Science or Engineering desirable. H87-621

SR. STOCK CLERK/STOCK CLERK, Chemistry (6-month temporary position), to do any or all stock clerk functions as well as the following: initiate orders for stock or order stock from storage rooms; keep records of items which are not kept in reserve in storage room; check requisitions for proper description of items; and may be required to take and keep inventories. Requirements: graduate from high school or its equivalent and two years of applicable experience. Knowledge of data processing and chemical stock procedures necessary. H87-620

AUTOMATIC TEMPERATURE CONTROLS - INSTRUMENT SYSTEMS WORKER, Physical Plant, to maintain, diagnose and repair micro-processors and associated instrumentation. Must have ability to perform tests and adjustments of input and output devices, and to set-up and maintain history and documentation files. Requirements: associate degree and/or two years formal training in electronics plus a minimum of three to five years experience in temperature or process control. Must be capable of trouble shooting electronic circuitry. Will work any and all shifts as required by operations. H87-623, H87-619

PLUMBER, Physical Plant, to do maintenance of complete plumbing systems including air, gas and vacuum systems. Ability to work from blueprints, specifications, verbal instructions or sketches necessary. Requirements: a minimum of five (5) years applicable experience with Massachusetts State License required. Emphasis of work load is preventive maintenance. Must be available to work all shifts as required. Will be required to work on an irregular schedule and as determined by the needs of the Pipe Shop. H87-618, H87-617

GARDENER, Physical Plant, to be responsible for all activities in area assigned by Grounds Supervisor; i.e., direction of personnel, planting, pruning, care of lawns, and snow removal. Requirements: four years experience in the nursery field or its equivalent in training in the related field. Should be familiar with types of plant materials and planting. Experience in the care of lawns, flowers, shrubs, trees, and the ability to operate mechanical equipment; i.e., vehicles, lawn equipment, etc., when required. Applicants must have a Massachusetts State Pesticide Applicators Certificate. H87-610

ANIMAL TECHNOLOGIST, Division of Comparative Medicine, to provide general direction to other animal care personnel. Responsible for work assignments, operation of washing machines and light maintenance of all equipment, making minor adjustments on equipment, and calling supervisor when repairs are needed. Will also assign tasks, follow up, provide instruction as necessary and ensure that DCM procedures are followed. In addition, will direct set up for receiving new animals, clean cages, and feed animals. Will assist in transferring more difficult to handle animals such as monkeys, cats, dogs, etc., from cage to cage. Will see that colony areas are clean, odor controlled, and animals are in general healthy condition. Responsible for a variety of special areas such as the quarantine rooms, etc.; maintain records (food, bedding, water bottles, related supplies, etc.), in the animals colonies assigned. Under the direction of the attending veterinarian, may be required to perform minor treatment on certain animals. Will adjust environmental controls to ensure that temperature and humidity of animal quarters are within specified limits and report duties or caretaking functions as requested or required. Little direction or supervision required. Requirements:

graduation from high school and successful completion of the Animal Technologist course. Five years experience in animal care required. BB7-608, BB7-607

LABORATORY AIDE, Applied Biological Sciences, to perform routine assignments related to teaching and research laboratories: collect, wash, rinse, and sterilize various types of laboratory glassware for use in microbial, tissue culture, bacteriological, biochemical, etc., experiments. Will use all related equipment, machines, and store clean glassware; keep laboratory areas clean and orderly for the conducting of experiments; prepare media; and perform related laboratory duties as assigned. Requirements: high school graduate or equivalent. Some experience in scientific glassware washing desirable. Must be conscientious and have ability to follow directions. Will work under general supervision, and as experience is acquired, will work without direct supervision for extended periods. BB7-604

TECHNICIAN B (MECHANICAL), Haystack Observatory, to assist in laboratory or research work and operate experimental and technical equipment under the supervision of scientific personnel or technicians of a higher grade. Will spend major portion of time maintaining electro-mechanical systems both on the Haystack antenna and at ground-level stations. Will include regularly scheduled and corrective maintenance. Will also help to move systems between antenna and ground levels. Requirements: graduation from a two year day technical school or its equivalent in applicable experience required. Should have ability to work with simple hand and machine tools, including lathes and milling machines. Work requires the climbing of antenna tower via protected ladders and person in good physical condition. The work schedule for this position is 7:30 am - 4:15 pm. This position is located in Westford, Ma. BB7-605

SR. TECHNICIAN (ELECTRO-MECHANICAL), Aeronautics and Astronautics, to assist Faculty, Staff and students in the instrumentation, modification and operation of turbomachinery test rigs. Duties include the construction and installation of miniature instrumentation, rig mechanical and electrical modifications, and day-to-day experiment operation and upkeep. Requirements: graduation from a two year day technical school or its equivalent and a minimum of five years of applicable experience. Strong mechanical background, familiarity with machine tools, the ability to work with both very small and very large mechanical and electrical apparatus, and a familiarity with simple electric circuits and instrumentation required. Experience with aerodynamic testing, instrumentation, basic vacuum techniques, or rotating machinery would be helpful. Must be able to work independently. Will be required to get a Massachusetts State Blasting Permit. BB7-602

PLUMBER, Physical Plant, to maintain complete plumbing systems including air, gas and vacuum systems. Emphasis of work load is on preventive maintenance. Must be able to work all shifts as required; will work on irregular schedule as determined by the needs of the pipe shop. Requirements: a minimum of five years of applicable experience with Massachusetts State License and ability to work from blueprints, specifications, verbal instructions or sketches. BB7-601

SHADEWORKER, Physical Plant. Minimum of 5 years experience in the trade required, as are knowledge of current trade practices in measuring, cutting and installing shades and complete knowledge of venetian blind repair and cleaning. Some knowledge of repair and installation of drapes and projection screens desirable. Ability to use hand tools, power tools and sewing machine essential. Must be able to work effectively from ladders and scaffolding. May be required to work irregular shift and assist other trades in Metal Shop. BB6-423

LINCOLN LABORATORY

The following positions are available at the MIT Lincoln Laboratory in Lexington, Massachusetts. Employees at the Institute who are interested in these positions should contact their personnel officer to apply.

LIBRARIAN. Responsible for providing online information retrieval services and reference services, planning for and implementing computer systems, writing procedures and reports, coordinating training programs and assisting the Library Manager with special projects. Requirements: minimum of three years experience in accessing online data bases including OCLC, Lockheed DIALOG, BRS, SDC Orbit, NEXIS, ESA VU-TEXT and DTIC DROLS. Knowledge of the CLSI System and familiarity with the IBM PC and IBM 3081 highly desirable. Excellent oral and written communication skills required. Ability to interact effectively with staff members necessary. Knowledge of document control and industrial security procedures desirable. Master of Science in Library Science from an accredited library school required. An undergraduate degree in the physical sciences or computer sciences preferred. Non-smoking office. If interested, please contact Dick Cerrato at 863-5500, ext. 7068.

PERSONNEL OFFICE NEWS

During the months of July and August, Positions Available will be published with TECH TALK only. Issue dates scheduled for the summer are: July 8 and July 22, August 12 and August 26. Weekly publication will resume September 2.

Complete descriptions of additional Administrative, Academic and Sponsored Research Staff Positions are posted in the Personnel Office.

It is Institute policy not to discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, handicap, age or national or ethnic origin in the administration of its programs and activities.

This list includes all nonacademic jobs currently available on the MIT campus. Duplicate lists are posted outside (10-215) and in the Personnel Office (E19-239).

Information on openings at Lincoln Laboratory (Lexington, MA) is available in the Personnel Office (E19-239).

Persons who are NOT MIT employees should call the Personnel Office at 253-4251.

Employees at the Institute should continue to contact their Personnel Officers to apply for positions for which they feel they qualify.

Carl Belforti	253-4278
Ken Hewitt	253-4267
Appointments:	
Rose Rizzo	253-4274
Sally Hansen	253-4275
James McCarthy	253-4269
Oveta Perry	253-1594
Appointments:	
Maureen Howard	253-4268
Kim Bonfiglioli	253-4076
Appointments:	
Marlisha McDaniels	253-4077

MIT POSITIONS AVAILABLE

MIT Positions Available is a publication of the Personnel Office, Massachusetts Institute of Technology. It appears as a supplement to TECH TALK 35 times a year and as an independent entity other weeks. Address inquiries or resumes to the MIT Personnel Office, Room E19-239, MIT, Cambridge, MA 02139. General telephone inquiries are received at (617) 253-4251. Please include the job number(s) when making inquiries.

DEADLINE INFORMATION

To post MIT openings in Positions Available, "Request for Personnel" forms should be submitted to the appropriate Personnel Officer in the Personnel Office. Deadlines for submission are as follow:

12:00 noon on Wednesday (except when the following Monday is an Institute holiday)

12:00 noon on Tuesday (when the following Monday is an Institute holiday).



The Working Group at its annual meeting.

CLASSIFIED ADS

Tech Talk ads are intended for personal and private transactions between members of the MIT community and are not available for commercial use. The Tech Talk staff reserves the right to edit ads and to reject those it deems inappropriate.

INSTRUCTIONS: Ads are limited to one (of approximately 30 words) per issue and may not be repeated in successive issues. All must be accompanied by full name and extension. Persons who have no extensions or who wish to list only their home telephone numbers, must come in person to Rm 1-242 to present Institute identification. Ads using extensions may be sent via Institute mail. Ads are not accepted over the telephone.

MIT-owned equipment may be disposed of through the Property Office, x3-2776.

Deadline is noon Friday before publication.

For Sale

Becker AM/FM stereo from Mercedes Benz, \$40; eng tools for head wrk on Mercedes eng, \$50; servc mnls for Mercedes, Volvo & Honda, \$10-\$5; Shoei mtrcyl helmet, child sz XL, \$40; Sears timing lite & dwell tack, both \$40; W's rlr skts, sz 8, w/knee & elbow pads, \$30. Tom, x4212 Linc or 245-9187.

Dbl bed, mtrrs & bx spr, 1 yr old, exc cond, \$90. Ingrid, x3-6788 or 277-9337.

Sleep sofa, \$100; wh Child Craft crib, \$150. Call x3-5022 or 494-8129.

Concept II rowing ergometer, 1 yr old, inc elctrc display sys. Fred, x4050 Linc.

Canon Typetar 5 elctrc typwrtr, almst nw, 2 typstyles, inc batts, adaptr, 8 xtra rbbn cass & thermal papr, \$100 or bst. Leilani, x3-0917.

Mod 10' sofa, \$700; 2 Fr Provincial chrs, \$200 ea; cffee tbl, brss/glss, \$100; end tbl, slate top, \$50; end tbl, cab styl, \$30; all top qtly, mnt cond. Ed, x3-1713 Draper.

384K multi-functn memry card for IBM-PC, clock, calndr, parallel-serial-game ports, \$120. Greg, x8-2285 Draper or 494-9133.

1 rnd-trip coach class tckt gd for continental US or btwn continental US & CX7ada, bst offr. Call x5-7675 dorm 7-9pm.

Usd Sanyo Beta VCR, 2-hd, 1 ownr, bght nw \$420, askg \$200 or bst. Arthur B, x3-4481.

Kaypro-4 prsnl cmprtr w/sftwr & FX-80 prntr, \$1,500. Art, x814-892 Linc.

Kenmore 30" gas range, wh enamel, continuous clning, \$200; dk wd bkshlf, 7'10" H x 5'9" W x 7" D, 6 adjstbl shlvs, grt for paprbcks, \$45. Call x3-2866 or 527-9228.

Schwinn W's 3-spd bike, red, w/mousetrap, v sturdy frm, \$30. Cynthia, x3-6450.

3 Sears Die Hard auto batts, no 4342, sz 11-1/2" x 6.75" x 7" H, nw except for 2 hrs use in lo-currnt expirmt, nw price about \$59, \$35 nego. Dave, x3-5121 or 876-6326 aftr 7pm.

Sanyo rack stereo, exc cond, dual cass, trntbl, graphe eqlizr, rcvr, all 1-pc, inc cbnt, no spkrs, \$150 or bst. Donna, x3-2889 or 395-5989.

Campng eqpmnt: 2 prsn Eureka tent, \$50; Northface int frm bckpck, \$80; Raichle W's hikng boots, sz 6, \$40. Call 497-1479 aftr 4pm.

Shogun 1000 racing bike, chromoly frm, gun-barrel finish, nw Shimano godex components, Araya racing rims, Cinelli lthr seat, Silca pump & xtras, mst see & ride, \$450 firm. Call x5-7391 dorm or x3-3161 for mssg.

Elec charcoal grill, nw \$125, \$30; Sears lwnmwr, nds tune-up, \$15; bkcase, \$25; oak cffee tbl, \$55; dsk chr, \$25; sewing mach w/tbl, \$55; nw Barure lounge, was \$90, now \$35; bike excrscr, nw, \$55; golf bag w/F clubs, \$20; ktchn chrs, \$25 ea; nw Pakistani Bokahara, 4x6, \$275. Call x3-3175 or 332-8251.

10 c.f. Frigidaire fridge, mst sell by 7/31, \$125 or bst. Kathy, x3-7097, lv mssg.

Mst sell: dinette set, lvseat, chr, scattr rugs, bric-a-brac, all exc cond, bst. Mary, 497-6501.

Twin sz trundl bed frm \$35; Realistic spkrs, 12x22, \$80/both; blk, armlss swivl dsk chr, adjstbl ht, \$45; Atomic 42" red ski poles, fit prsn 5'8"-5'9", \$5. Fran, x3-6136.

Vehicles

'66 Ford Mustang fstbck 2+2, red w/blck int, 3-spd, console, remote mirror, 4 nw rads on fctry GT whls, nw rad, strtr, alt, batt, cltch parts, brks (inc whl clys), strng mtr, bdy cmpltly restrd, all rpts, appraised \$6,900, will sell for \$6,200. Tom, x814-470 Linc or 692-7746 eves.

'72 VW bug, brite yellw, sprt whls, 5K on nw eng, perf cond, no rst, rns btflly, \$2,000 or bst. Laura, x3-3909 or 628-1932 aftr 6pm.

'73 Pontiac Grand Am, auto, ps, pb, 400 CID, mny nw parts, \$250;

'81 Suzuki GS450E, nw in '84, \$900. Chris, x8-5236 Whitehead or 491-4904.

'75 Olds Delta 88, 2-dr, bge, 2-yr old trans, gd eng & brks, AM/FM, nw stckr, \$300 or bst. Call x3-3885 or 876-8355 eves.

'76 Toyota Corona wgn, auto, 90K, rns, some rst, nds exh & minr rprs, \$200. Rob, x3-3192 or 288-6382.

'77 VW Rabbit, 58K, nds rpr, \$800. Rami, x8-2262 Draper or 547-9735.

'77 Plymouth sta wgn, mst sell, mvng ovseas, 97K, 6 cyl, auto, AM/FM, rfrck, nw F trs, some rst but rns grt, v dpndbl, \$600 or bst. Roberto, 734-6368 aftr 6pm.

'78 VW Rabbit, gd eng & bdy, \$540 or bst. Dara, x3-3897 or 367-5968.

'78 Chevy Impala sdn, exc cond in/out, auto, a/c, radio, \$1,900. Amnon, x3-2527.

'78 Datsun 200SX, 80K a/c, 5-spd, AM/FM, \$800 or bst. David, x3-6964.

'79 Plymouth Champ, Mitsubishi blt, 77K, sound eng, gd mech cond, some rst, \$800. Ravi, x3-7980 or 935-7041.

'79 Mazda GLC, 4-dr wgn, gld, 100K, 5-spd, mechanc's specl, eng nds ring job, bdy in gd shape, nw batt & alt, \$250 or bst. Neil, x3-6712.

'79 Honda Accord, 82K, rns well, gd a/c, bad rst, \$500. John, 661-1636.

'79 Bertone Fiat X1/9, silvr w/stripes, 5-spd, Blaupunkt, Fox radar, Hella, 73K, remvbl roof panel, this mdl stil on sale in US, exc cond, \$2,300. Makoto, 577-8180.

'79 Chevy Monza sta wgn, 68K, exc cond, nw exh, strtr, cltch, AM/FM/cass, \$800 or bst. Mourad, x3-8382 or 577-8442.

'79 Harley Davidson sportster XL, lo mi, adlt ownr, \$3,000 or bst. Barbara, x3-2760.

'81 Olds Cutlass Cruiser sta wgn, V8, 74K, ps, avg retail \$3,000, avg trade-in \$2,000, sale at \$1,600. Call x3-2651.

'81 Toyota Celica GT lftbck, auto, a/c, AM/FM stereo, lo mi, exc cond, \$4,950. John, x8-3955 Draper.

'82 Olds Ciera Brougham, 4-dr, green, exc cond, 54K, lthr seats, auto, ps, pb, 4 nw trs, nw batt, a/c, \$3,500. B. Ahn, x8-2832 Draper.

'82 Yamaha 650 Maxim, full fairing, case grds, hiway pegs, cruise cntrl, adjstbl bck rest, lugg rack, nw Metzler trs, \$1,650 or bst. Marion, x3-8206 or 484-4767.

'83 Audi 4000S, 5-spd mnl, AM/FM, air, sunrf, v gd cond, \$3,500. William Beaton, x8-4504 Draper.

'84 Isuzu I-Mark diesel, grt commutr, 50mpg, 5-spd, a/c, loaded, no rst, exc cond, grt buy at \$3,500. Elaine, x4039 Linc.

'84 Ford Tempo, 4-dr, 5-spd, a/c, loaded, orig ownr, all rcrdrs avlbl, \$3,000. Pat, x3-7466 or 547-0444.

'85 Toyota MR-2, wh, 20K, 5-spd, a/c, cass, mnt cond, fmly growing, mst sell, Bruce, x3-7802.

'85 Kawasaki, 550 KZ, 2.2K, 4 cyl, 6 spds, \$1,400 or bst. Alex, x3-3555 or 868-4663.

'85 Suzuki GS 700E, only 1.5K, bght nw in Feb, still undr warr, mst sell, \$2,400 or bst. Glenn, x812-224 Linc FF or 603-429-2332.

Housing

Everett, 3rm 1st flr apt, \$450/mo. Teri, x3-2844/5 or 389-3687 aftr 5pm.

Malden West End, lrg 4rm apt w/hdwd flrs, exc cond, nr T, no pets, avlbl 9/1, \$640/mo unhtd. Steven, x3-8966 or 324-5904.

Immac 1BR apt avlbl late July/Aug, grt locatn for MIT stdnt, furn avlbl. Call x3-3268 or 494-1549 lv mssg.

Arlington, 5 rms, 2BR, quiet, 2 blcks to bus, shps nrby, prkg, avlbl 9/1, \$740. Call 646-8972, 3-7pm.

2BR, 5 rm apt in safe quiet area of Arlington, \$775+ utils, avlbl 9/1; also 1BR, 3rm apt in Arlington Ctr, \$575+ utils, avlbl 9/1; bth apts nr T. Call 489-3715.

Orient Hts/E Boston spacious 3BR apt, avlbl 8/1, nr subway, \$800/mo inc ht. Call 567-2406 aftr 5:30pm.

Exc Davis Sq locatn by red line, 1BR, lrg eat-in ktchn, prch, avlbl 8/1 long trm sublet, \$450/mo inc all utils. Mark, 776-9454.

Working Group assesses year

Publication of the Institute Services Supplemental Resource Guide, a quick reference to useful information and telephone numbers for new support staff members, was listed as a major accomplishment of the Working Group on Support Staff Issues for 1986-87.

Responses to the Guide's usefulness will be gathered and a decision will be made as to whether it should be more widely distributed.

The year's achievements were summed up at the group's recent annual meeting at Endicott House and included expansion of membership from 26 to 66, including resource people, resulting from a successful open house held last November. New members include a record number from Lincoln Laboratory.

Another Working Group task group compiled a list of general employee lounges for unrestricted use by employees that was published in Tech Talk earlier.

The annual meeting also addressed the agenda for the coming year. Four new task groups were established to explore office automation training, the Retirement Plan for Employees, the support staff classification structure and a support staff art exhibit.

Progress was reported on ongoing projects such as performance evaluation, career development, working parent issues and public relations. Joyce Cooper of the Plasma Fusion Center has completed a two-year term as co-convenor of the Working Group and will be succeeded by Donna Kendall of the Student Financial Aid Office. Wanda Osborn of the Center for International Studies will continue as co-convenor. Vice President Constantine B. Simonides is advisor.

The Working Group consists of employees from throughout the Institute—both administrative and support staff—who work in task groups toward solutions to problems of concern to support staff members.



BUILDING BRIDGES—The victors of the MITES Program's bridge building contest hold their winning entry. They are from left: Luis Gonsalves, Carlos Flores and Carlos Garcia. They are three of the 40 minority high school seniors from across the nation who are spending six weeks on campus this summer participating in the Minority Introduction To Engineering and Science Program. The students, some of the best from their high schools, are getting an introduction to the world of engineering and the sciences at MIT. The program is directed by Rafael Bras, professor of civil engineering and director of Parsons Laboratory.

—Photo by Donna Coveney

Daily ride wntd to/frm Newtonville-MIT main campus, shr expnses. Barbara, x3-2566.

Sk carpool frm Reading area-MIT/Camb area for 9-5 wrkng days. Joanne, x3-3835 or 944-1095 aftr 7pm.

Miscellaneous

Wuneyue wnts to babysit your child at her place. Call 547-7467.

Manuscripts, theses, rprts done on IBM wrd prcssr. Nancy, x3-4347.

Manuscripts done on IBM wrd prcssr. Mary, x3-3969.

Exprt typng, wrd prcssng, editing, on campus, 10 yrs MIT exp. Marie, x3-7070 or 547-1311.

Surplus Property

The Property Office has this excess MIT equipment for transfer within MIT. Unless noted, items are at the Equipment Exchange, 224 Albany St., open Tues & Thurs 11am-3pm. After 30 days, items are sold to individuals. Where noted, bids and offers go to Earl C. Fuller, Institute Property Officer, E19-429, x3-2779, with envelope so marked. Always reference case number on the envelope. MIT reserves the right to reject any and all bids.

Case 1877: Data General, terminal, mdl 6052-1A.

Case 2012: Savin 7025 copier.

Case 2016: 2 DEC LA120AA terminals; 3 DEC LA36 terminals; Anderson Jacobson 260 modem; 2 Tektronix 4013 terminals.

Case 2029: Sanyo M139N telephone device; Sanyo dictating machine; IBM Selectric typewriter.

Case 2028: 4 TEK, 551 oscilloscopes; A.M. Vector power supply; Bristol recorder; Honeywell recorder; Covco gauge; Zepher GS3 computer; Diablo printer, 630 ECS.

Case 2040: Dravac disk drive.

Case 2048: 4 Diablo 630 ECS printers.

Case 2051: Computer Service device; 2 TEK 4010 terminals; computer OPS tape drive; Delta Lab chamber; Tektronix 400-15 terminal.

Case 2057—Transfer of funds required. To inspect call Tee Minot, x3-5249: Frigidaire refrigerator, not contaminated.

Case 2056—Sealed Bid Sale: 2 Decmate computer systems. To inspect, or for further details call Linda MacDonald, x3-4598. Sealed bids shall be sent to Earl Fuller, Rm E19-429, no later than Aug 5, 1987 at 4pm DST.

Cape Cod, S Yarmouth, lvy 3BR hm, priv rd, immac, quiet, nr beaches, no pets. Nancy, x3-0434 or 933-6741 eves.

Wellfleet, sm cottage c. 1940, ovrlks Atlantic on hi Marconi Beach dunes in Natl Park, btfl, 3rd wk Sept rntl, \$350. Richard, x3-4003 or 524-0625.

Mashpee-Falmouth Line, \$550/wk Aug. 3BR/2b, deck wtr-view, mooring avlbl, shrt drv to S Cape Beach, 2 wk min. Nick Ashford, x3-1654.

Cambridge, nwly renovatd 1/2-duplx, ideal for visting fcilty/stff, 4BR, 2-1/2b, LR, DR, mod ktchn, bsmnt, w-w carpet, prkg, appliances, \$1,700 unfurn, \$1,900 furn+ utils. Dave, x3-6042, Pat, x3-7466 or 547-0444.

Animals

Free to gd hms: 1 F lop-eared rabbit, steel gray, v affctnate, grt pet for apt; 1 M tri-colrd smooth-haired guinea pig, also frndly & talkative; bth w/cages & all eqpmnt; going away to sch, can't bring. Becky, 738-8991.

Wanted

Someone who loves tennis &/or squash & nds prtnr, adv begnrr in tennis & intermediate in squash, aftr 5pm bst time to play. Francine, x3-6136 or 489-5016 til 7/30.

Visting Japanese scientst & wife sk 1BR furn apt for 1 yr string 10/1. Call x3-0574.

Visting English scientst nds 3BR furn hse in Boston area, 10/1 for up to 1 yr. Call x3-1884.

Chld care nded for 6 yr old, full or prt-time, our hse or yours. J. Schwartz, x3-0887 or 492-2472.

Apt sublet nded in Westgate or Eastgate for up to 1 wk, Aug 21-23 inclusive, rnt nego. Suzanne, 494-1083.

'81+ std trans auto, 55K max, Honda/Toyota pref, price nego. Thea, x3-4837 9am-3pm.

Roommates

Non-smkr for lrg Belmont hse on bus lines, no pets, \$285/mo+ utils. Call 484-5503.

Rmmate wntd for 2BR Somerville hse nr Porter Sq for Aug only, LR, DR, ktchn, ideal for visting fcilty/stdnt, \$300 furn. Call 497-1863 days or 776-4015 eves.

Carpool

Rides wntd to/frm Portland, ME on wkends, will pay for gas, shr expnses. Petra, x3-1823 or 628-2276.

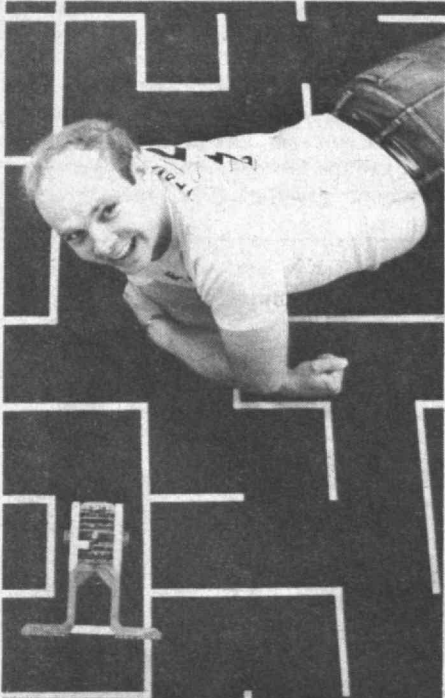
←Here & There→

All hail MITEE Mouse 2!

MIT's computerized robot micromouse—a habitue of the Laboratory for Electromagnetic and Electronic Systems—took first prize in an international competition in London in July, defeating micromice from Finland, Germany, Taiwan and Great Britain.

It was a piece of cheese for MITEE Mouse 2, according to **David M. Otten**, a principal research engineer in the laboratory and MIT's chief mouseketeer.

In fact, he said, one of the prizes was "a nice piece of brass cheese."



For the uninitiated, micromice are miniature robots made up of motors, microprocessors, batteries, optical sensors and wheels. In competition, they have to make their way to the middle of a 10-foot square wall maze as fast as possible. They are totally self-contained, which means they cannot be touched or have any instructions sent to them; they navigate the course by using sensors that detect the top of the maze's wall. The micromouse with the fastest time wins.

In the international competition, sponsored by the IEE (Institute of Electrical Engineers) MITEE (MIT Electrical Engineering) Mouse 2 had a winning time of 15.6 seconds.

Its predecessor, MITEE Mouse 1, finished second.

Besides Otten, the MIT team was made up of laboratory staffer **Anthony J. Caloggero** and graduate students **Andrew F. Goldberg** and **Leo F. Casey**.

As a bonus, Otten said, MITEE Mice 1 and 2 also came in first and second in the US competition in Chicago in June.

While immensely pleased, Otten does not consider his victory complete.

The previous world champions, the Japanese, didn't show up in London for some reason.

And so that remains the next goal, Otten said, "to figure out how to get into competition with the Japanese."

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Departing and entering MIT students have been spotlighted in national magazines.

Grace W. Ueng of Atlanta, Ga., a management science and marketing major at the Sloan School who graduated in June, was selected as one of *Glamour* magazine's 1987 Top Ten College Women, joining a select group of "student leaders, outstanding scholars and community activists."

She was pictured in the August issue with a caption that noted she was elected class president in her freshman year and reelected every year thereafter. She is now an associate consultant at Bain and Company, where she hopes to gain experience before attending business school, the magazine said.

Esteban Torres, a member of the incoming class of 1991, was included in a *Newsweek* magazine group of everyday heroes.



Torres, who came to the US with his family from Cuba seven years ago in the Mariel boat lift, was cited for working hard to overcome the stereotype of Mariel refugees as undesirables.

The son of honest people seeking a better life, he earned mostly A's in school and took extra classes to learn English, the magazine said. Finally, as a high school senior, he took science courses at a nearby college and helped teach physics at his own school.

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MIT sociology professor **Gary T. Marx** helped develop a radio series examining a broad range of surveillance issues. Portions of the program, titled "Electronic Eyes: Surveillance and Privacy in America," were broadcast on National Public Radio's "All Things Considered."

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AWARDS AND HONORS:

—**Robert V. Whitman**, professor of civil engineering, has won the American Society of Civil Engineers' Karl Terzaghi Award in recognition of "outstanding contributions to knowledge in the fields of soil mechanics and subsurface and earthwork engineering construction."

—**Bernhardt J. Wuensch**, TDK Professor of Materials Science and Engineering, has received the 1987 Outstanding Educator in Ceramic Engineering Award sponsored by the Ceramic Educational Council. The award recognizes "truly outstanding work and creativity in teaching, in directing student research, or in the general educational process (lectures, publications, etc.) of ceramic educators."

—**Dr. Mary O. Amdur** is the recipient of the 1987 Career Achievement Award from the Society of Toxicology Inhalation Special Section "for exceptional contributions to the field of inhalation toxicology during a long and productive career."

Dr. Amdur is a senior research scientist in the MIT Energy Laboratory, a lecturer in the Department of Applied Biological Sciences and associate professor of toxicology at the Harvard School of Public Health.

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CLIPPINGS AND QUOTES:

—An alumnus of the Sloan Fellows Program, **Richard Santagati** (SM, 1979) is featured in a Boston magazine article for his role as chief executive officer at the Boston law firm of Gaston Snow & Ely. A nonlawyer, he previously was president and chairman of NYNEX Business Information Systems Company in New York.

The article states: "Santagati applies with almost disturbing accuracy the skills he learned at MIT's Sloan School... while on a fellowship awarded him after 10 years in the ranks at New England Telephone... He recognizes the status of an MIT management degree, and wears proudly the school's gold ring embossed with a mighty beaver. The degree propelled him into a power position at NYNEX, which in turn catapulted him to his plush perch at Gaston Snow."

—Computer calculations by meteorologist **Kerry A. Emanuel** suggest that hurricanes 40 to 50 per cent more destructive could be a byproduct of the gradual warming of the earth over the next half century, reports *The New York Times*.

Because hurricanes draw their strength from the heat of the oceans, predicted increases of 4 or 5 degrees Fahrenheit in ocean temperatures could lead to great increases in destructive force. Professor Emanuel acknowledges, however, the *Times* notes, that the prediction depends on many uncertain estimates.

—The Lawrence Eagle Tribune had this to say editorially in the controversy over who can claim credit for Massachusetts' prosperity:

"Clearly, the advent of an economy revolving around high tech and the fact that high-tech types hyperventilate when they travel more than 35 miles away from the Massachusetts Institute of Technology has more to do with good times in Massachusetts than anything [Governor] Dukakis has done."



NEW VEHICLE—Emergency Medical Technician Norman (Skip) MacAskill with the MIT Campus Police's new ambulance. The new model provides more space for EMTs to work with patients en route to hospitals. The older ambulance will become a backup vehicle, while the still older one will be converted for use as a Physical Plant building emergency vehicle.

—Photo by Donna Coveney

Space plasma is workshop topic

(continued from page 1)

group of plasma scientists at MIT headed by Dr. Tom Chang, sponsored research and technical staff, Center for Space Research, submitted a proposal for the development of a center to explore geoplasma research at MIT. The Institute edged out some 30 other colleges and universities to win a three-year contract with the assurance of continued support. The budget for the center is just under \$1 million.

Dr. Chang, who initiated the preexisting terrestrial ionospheric and magnetospheric research at MIT's Center for Space Research, is responsible for overseeing and coordinating the central activities of the geoplasma center's programs. Other MIT staff involved with the center include Dr. Geoffrey Crew, sponsored research and technical staff, Center for Space Research; Dr. Stanislaw Olbert, professor of physics at MIT; Dr. John Belcher, professor of physics at MIT; Dr. David Tetreault, research scientist at MIT's Plasma Fusion Center; and Dr. Jack Jasperse, physicist, Air Force Geophysical Laboratory.

Dr. Chang said that the MIT geoplasma center continues to be motivated by data gathered from present and future rocket and satellite experiments. Much of the data already obtained remains to be analytically interpreted, he said. There is a substantial program to study magnetospheric and ionospheric turbulence, wave generation and propagation as well as particle acceleration and diffusion in the geoplasma. (The acceleration of charged particles to a certain level is responsible for the aurora borealis.)

Also, the center is in the process of developing an interdisciplinary research program consisting of plasma theoreticians, ionospheric and magnetospheric scientists, mathematical physicists and numerical analysts interacting with one another and with the worldwide community and experimental groups engaged in geoplasma activities.

For more information and registration materials for the upcoming workshop at MIT, call x3-7527, or contact Dr. Chang in Rm 37-271, x3-7527.

Obituaries

James E.B. Lester

A private funeral was held for James E.B. Lester, 60, of Wakefield, who died July 5 following a long illness. Mr. Lester was head trainer in the Department of Athletics from 1953 until his retirement in 1984.

He is survived by his widow, Norma Gallant Lester; a son, James Jr., and a daughter, Jaqueline Hodges, both of Wakefield, and two grandchildren. Memorial contributions may be made to the American Cancer Society.

Philip J. Miles

Philip J. Miles, 82, of Reading, a retired watchman in Physical Plant, died July 6.

Mr. Miles leaves a son, John, of Lexington, a daughter, Mary Kearns of Florida, four grandchildren and three great-grandchildren.

Joseph O'Hanlon

A funeral Mass was held in St. Catherine's Church, Somerville for Joseph O'Hanlon, 69, who died May 22. Mr. O'Hanlon was a custodian in Physical Plant from 1973 until his retirement 10 years later.

He is survived by his widow, Virginia Davidson O'Hanlon, three sisters and a brother and many nieces and nephews. Memorial contributions may be made to New England Deaconess Hospital or the Joslin Clinic.

Mary Riley

Word has been received of the December 22 death of Mary Riley, 81, of Cambridge. Miss Riley was a telephone operator from 1951 until her retirement in 1970.

Kevin F. Rooney

Kevin F. Rooney, a technician at Lincoln Laboratory, died suddenly June 2. A resident of Woburn, he was 38 and had worked at Lincoln since 1968.

Survivors include a daughter, Jennifer of Derry, N.H.; his parents, John and Eileen Rooney of Dennisport, three brothers and a sister. Memorial contributions may be made to the Jimmy Fund.

VAX Center

(continued from page 1)

through VRC, contact Ms. Nerad at x3-7438; Bette Livesey, administrative assistant, at x3-6320 for questions regarding ordering software, hardware and field service; or Mark Kriegsman, student consultant, at x3-0514 for general information and questions.

Several publications concerning the VRC will be available in the Microcenter and the VRC. Those planned include "Welcome to VRC," "Introduction to VRC," "VRC Software Library User Booklet," "VRC Field Service User Booklet," and "User-groups at MIT."

The VRC staff also suggests that DEC equipment users on campus contact them with any suggestions for other ways the VRC can serve the community.

Gospel concert set

The New England Show Choir Camp will present in concert *The Greene Aggregation* in Kresge Auditorium at 8pm, tomorrow (July 23, 1987).

The concert will be the climax to the New England Show Choir Camp's workshop on gospel music held at MIT. The concert will demonstrate the evolution of Gospel music from its origination in Negro Spirituals to its present contemporary form.

The Greene Aggregation is directed by Kenneth E. Greene Jr., technical assistant in the mechanical engineering department. The group was founded by him in 1975. It has performed at MIT several times and has performed extensively in the Cambridge and Boston area. Also, the group recently recorded its first album, which will be released soon.

The concert is open to all.

Quasiquicentennial Fact

MIT's first woman graduate, Ellen Swallow Richards (1873), and Marion Talbot '88 and other women met at MIT in 1881 to form Association of Collegiate Women which later became the American Association of University Women.