

VOICE Staff

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The Marketplace

Position: Secretary (IV)
Salary: \$8,016-\$9,948

Department: Dean - Fort Bragg Center

Minimum Education: Completion of high school. Four years of paid employment in the clerical field. (Successfully completed training in an accredited college, university, or business school may be substituted for the required experience on a year-for-year basis.)

Special Knowledge, Abilities, Skills: Ability to take dictation at the rate of 75-100 wpm. Above average typing skills. Ability to meet the public with pleasant, courteous, and patient attitude. Considerable knowledge of modern office practices, procedures and equipment. Ability to set up and maintain a filing system. Considerable knowledge of vocabulary. Ability to assimilate complex instructions on a variety of subjects and follow these instructions completely, exercising at all times a high degree of initiative.

Position Availability Date: November 1, 1976.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE PERSONNEL OFFICE, ROOM 219, NEW ADMINISTRATION BUILDING, FAYETTEVILLE STATE UNIVERSITY, TELEPHONE: Area Code 919-483-6144, Extension 218.

Position: Secretary (IV)
Salary: \$8,016-\$9,948

Department: Division of General Studies

Minimum Education: Completion of high school. Four years of paid employment in the clerical field. (Successfully completed training in an accredited college, university, or business school may be substituted for the required experience on a year-for-year basis.)

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Position: Secretary (IV)

Salary: \$8,016-\$9,948

Department: Institutional Research and Planning

Minimum Education: Completion of high school. Four years of paid employment in the clerical field. (Successfully completed training in an accredited college, university, or business school may be substituted for the required experience on a year-for-year basis.)

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Salary: \$8,016-\$9,948

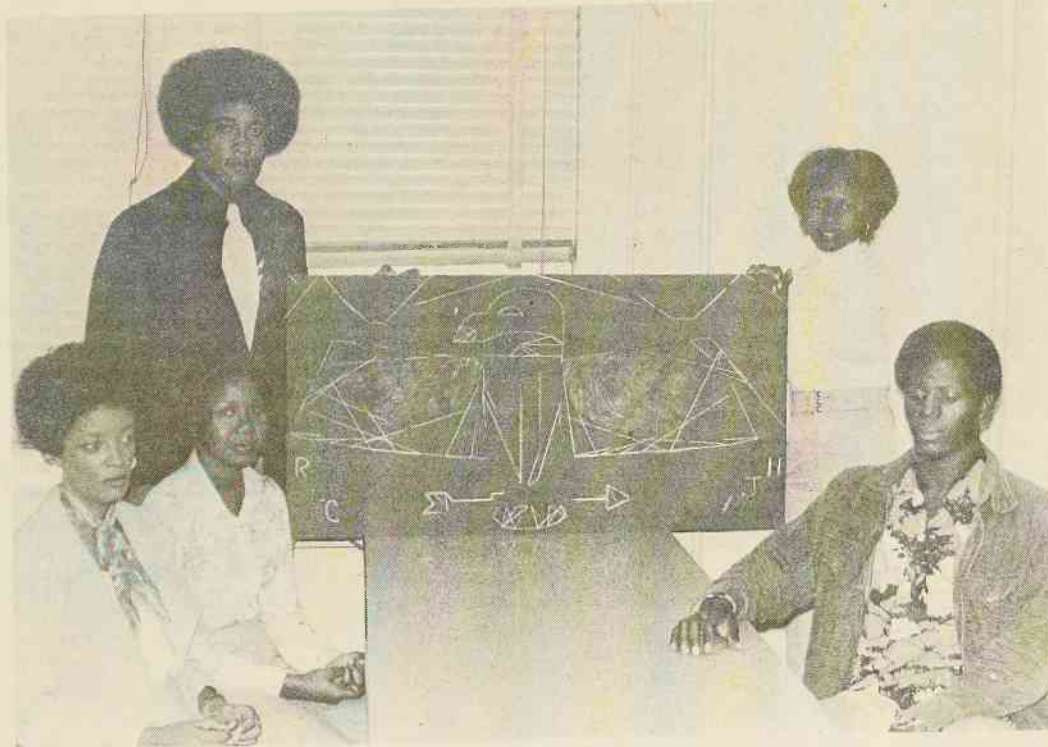
Department: International Curriculum Development Program

Minimum Education: Completion of high school. Four years of paid employment in the clerical field. (Successfully completed training in an accredited college, university, or business school may be substituted for the required experience on a year-for-year basis.)

Special Knowledges, Abilities, Skills: Ability to take dictation at the rate of 75-100 wpm. Above average typing skills. Ability to meet the public with pleasant, courteous, and patient attitude. Considerable knowledge of modern office practices, procedures and equipment. Ability to set up and maintain a filing system. Considerable knowledge of vocabulary. Ability to assimilate complex instructions on a variety of subjects and follow these instructions completely, exercising at all times a high degree of initiative.

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THE MATHEMATICS METHODS CLASS

by Rodney Cogdell

The mathematics methods class is becoming a most influential asset to prospective teachers in the mathematics curriculum here at Fayetteville State University.

During the six week period of the mathematics methods course this semester, the five student enrollees, (Rodney E. Cogdell, Christine Kindle, Mary J. Hill, Mary L. Moore, and Robert Henderson), were exposed to the mathematics classroom. Effective means of dealing with classroom discipline problems were highly emphasized. Each individual student in the methods class was given the opportunity to conduct a normal school day

of teaching. The class was exposed to the many problems an instructor experiences and by previous class discussions was able to apply some effective techniques to remedy these problems.

Each enrollee in the course was issued several informative handout sheets from the instructor, Dr. Leo Edwards, concerning teacher-student relationships and means of improving these relationships.

Towards the end of the six week period each enrollee was given the chance to tutor students at Washington Drive Junior High School. This was a most valuable experience for all members of the class.

It is the intention of the mathematics department to allow all prospective teachers of mathematics to go out to

various schools during their junior year and tutor students in the mathematics classroom.

The enrollees of the mathematics methods course designed projects which they will display in Raleigh, on October 15 and 16. The projects are of string-design nature. In Raleigh, each enrollee will observe other projects displayed from various institutions.

The mathematics methods course here at Fayetteville State University has improved and is still improving. With the cooperation, involvement, and togetherness of teachers and students of the mathematics department, this course will prove to be a most valuable asset to prospective mathematics teachers.

Office Of Institutional Research Produces 1975 Faculty-Staff Profile

The Office of Institutional Research and Planning has just received the Fall 1975 Faculty-Staff Profile handbook from the printer. This handbook is compiled by Office of Institutional Research on an annual basis.

Mr. Sadek Youssef, a research associate in OIR is coordinator of the project.

The Faculty-Staff profile gives data on the faculty and staff work force for Fall 1975. Data on the faculty is

examined by department, sex, rank, highest earned degree, ethnic group, tenure, and educational record. The handbook also includes data on the clerical support staff and the total University work-force.

NSF OPENS COMPETITION FOR THREE FELLOWSHIP PROGRAMS

In early 1977 the National Science Foundation plans to award on the basis of merit, approximately 500 Graduate Fellowships, 100 National Needs Postdoctoral Fellowships, and 40 NATO Postdoctoral Fellowships, to citizens or nationals of the United States. Application materials for the three competitive programs are

now available.

The application deadline for graduate fellowships is December 1, and for National Needs Postdoctoral Fellowships, December 6. Copies of the announcements and application materials for both programs may be obtained from: Fellowship Office, National Research Council, 2101 Constitution Avenue, N.W., Washington,

D.C. 20418.

The application deadline for the NATO fellowships is November 29. The announcement and application materials may be obtained from: NATO Fellowship Program, Division of Science Manpower Improvement, National Science Foundation, Washington, D.C. 20550.

Health, Physical Education & Recreation Conducts Workshop

On October 4-6 the Department of Health, Physical Education, and Recreation held a workshop in Special Physical Education for the Handicapped.

Dr. R. L. Holmes, Chairperson of the Department of Health, Physical Education, and Recreation stated that he was elated to have had so many par-

ticipants actively involved from the faculty and student body as well as from the community.

Classification, pathology, etiology and techniques needed by those that were desirous of working with the handicapped were the subjects of the workshop.

Consultants for the

workshop were: Dr. Hollis Fair-visiting professor, University of Connecticut; Ms. Scottie Goldsmith-N.C. Office for Children, State Department; Mr. Kenneth Free-Recreation Consultant, Natural and Economic Resources, State Department; and Ms. Martha Colvin, Director, Fuller School Handicapped.