**New job procedures in effect**

Personnel Support Services has put into effect several new procedures to create a more efficient employment section.

**Job vacancies will be available**

for employees for five working days. Those who apply must fill out an employment application packet. After one week of listing the job, it will be terminated or posted as filled. Applicants will be notified of their status.

**Temporary positions less than**

30 days in duration will not be posted. To fill these positions, the employee may place them on the personnel filing cabinet, and the applicant must be notified of their status.

**Temporary positions**

of six months in duration will not be posted. To fill these positions, the employee may place them on the personnel filing cabinet, and the applicant must be notified of their status.

Temporary positions of 12 months in duration will not be posted. To fill these positions, the employee may place them on the personnel filing cabinet, and the applicant must be notified of their status.

**Personnel Support**

will confirm that the employee has notified the open positions of all new employees in the area between 7 a.m. and 6 p.m., Monday through Thursday. Each permanent position will be publicized on the Personnel Support bulletin board for three weeks. A job telephone line has been established for employees to notify Personnel Support of new vacancies (272-6860). This is only for off-campus applicants. Current vacancy announcements for University employees will not be included.

**Changing times**

Changes in employment section procedures are as follows:

- Job vacancies will be available for employees for five working days. Those who apply must fill out an employment application packet. After one week of listing the job, it will be terminated or posted as filled. Applicants will be notified of their status.
- Temporary positions less than 30 days in duration will not be posted. To fill these positions, the employee may place them on the personnel filing cabinet, and the applicant must be notified of their status.
- Temporary positions of six months in duration will not be posted. To fill these positions, the employee may place them on the personnel filing cabinet, and the applicant must be notified of their status.
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**Telephone forum draws questions, concerns**

A forum to discuss the operational and financial status of the University's new telephone system was held on Monday, April 22, at noon in the Kent Student Center. Approximately 120 employees and students showed up to hear the forum, which was facilitated by the Student Union Building staff, students, and faculty.

**Student employees or graduate workers?**

That's the question that appeared on the program's cover page. The forum was organized to give students and employees the opportunity to ask questions about the new telephone system and to address any concerns they might have.

Office workers who were present at the forum were met with a variety of questions regarding the new system, including concerns about cost and availability. Some employees also expressed concern about the potential impact of the new system on their work. The forum was a good opportunity for the students and employees to voice their concerns and to learn more about the new system.

**Rentals still available**

The forum concluded with a question-and-answer session. The participating group of students and employees had the opportunity to ask any questions they might have about the new telephone system. The forum was a success, and the students and employees were happy to learn more about the new system and to address any concerns they might have.

**In Brief**

The Student Union Building staff will be holding a series of informational forums to discuss the new telephone system. The forums will be held on Tuesday, April 23, at noon in the Student Union Building. The forums are open to all students and employees who are interested in learning more about the new system.

**ASC nominations sought**

The Student Union Building staff is seeking nominations for the 1985-86 Academic Senate. Nominations must be made by the end of the week. All students and employees who are interested in serving on the Academic Senate are encouraged to submit their nominations.

**Rentals still available**

The University's new telephone system is still available for rental. Students and employees who are interested in renting the system can contact the Student Union Building staff for more information.

**Business leaders receive honorary degrees**

The University's College of Business and Public Administration has awarded honorary degrees to two distinguished business leaders. The honorees are Robert W. Reynolds, chairman of the Board of Directors of Reynolds Industries Inc., and Dr. Paul J. Olscamp, president of the University. The honorees were presented with the degrees at a special ceremony held on April 22, at 1:00 p.m. in the Student Union Building.

Robert W. Reynolds was awarded an honorary degree of Doctor of Laws in recognition of his contributions to the business community and his support of the University. Dr. Paul J. Olscamp was awarded an honorary degree of Doctor of Commerce in recognition of his contributions to the field of education and his support of the University.
Summer hours and registration for scuba diving will feature a variety of these events.

Volunteers sought as election observers

Volunteers are needed to observe at the polling booths for the May 11 election. Volunteers, who are interested in serving an election, should contact the Clerk of the County at (419) 589-2700.

The University of Toledo is seeking 16 volunteers to assist with the election. Volunteers will be needed at several polling places on May 11.

Classified Employment Opportunities

The following classified staff positions are currently available at the University of Toledo. Interested individuals are encouraged to apply.

Classified Staff position - Data Entry Technician

Positions are available in the office of the registrar, bookstore, and library. Interested individuals are encouraged to apply.

Classified Staff position - Telecommunications Technician

Positions are available in the office of the registrar, bookstore, and library. Interested individuals are encouraged to apply.

The University of Toledo is currently accepting applications for these positions.

Faculty/Staff Positions

The University of Toledo is seeking faculty and staff members to join its team of professionals.

Graduation ceremony is more than just diplomas

Nearly 2,100 students will be conferred degrees during University commencement exercises at 10 a.m. in the Convocation Center.

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