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1987 Letter from Linda Burton to CFW members re YWCA Tribute to Women

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE

Commission for Women

TO: Commission for Women Members

FROM: Linda Burton LB
Chair, Commission for Women

DATE: July 6, 1987

SUBJECT: YWCA Tribute to Women

Each year the YWCA sponsors a tribute to outstanding women in the community. As of July 1, 1987, no women from UT had been nominated.

As there are many deserving women on campus, I thought you might be interested in completing a nomination form. The selections are made nationally from the information supplied on the form.

Also enclosed is a position announcement sent by the Department of Conferences.

THIRD ANNUAL

TRIBUTE TO WOMEN

YWCA

Tuesday, October 20, 1987
Hyatt Regency Hotel

CRITERIA:

- *has shown qualities of leadership*
- *has demonstrated significant professional growth*
- *has shown a high level of achievement*
- *has made a significant contribution/impact*
- *resides or is employed in Knox County*
- *involved in the category within the past five years*

NOMINATION FORM (Deadline: Midnight July 15, 1987)

1. Name of Nominee _____

   Phone (Home) _____ (Office) _____

   Home Address _____

   Business Address _____

   Education _____

2. Check the category in which the candidate is being nominated:

   _____ ARTS (Performing and Visual Arts)
   _____ BUSINESS & INDUSTRY (Administration, Communications, & Employee Relations)
   _____ EDUCATION (Administration, Teaching, & Coaching)
   _____ GOVERNMENT (Agency, Law, and Politics)
   _____ HUMAN SERVICES (Medicine, Religion, & Social Services)
   _____ VOLUNTEER COMMUNITY SERVICE (Non-paid service to Community)

   (Current members of the YWCA Board, Staff, or Tribute To Women Committee are not eligible for nomination.)

3. Our nominee should be chosen to receive this award because she exemplifies the qualities of the selection criteria in the following ways:

A United Way Member Agency

CONTINUED ON REVERSE.

420 W. Clinch Avenue, Knoxville, Tennessee 37902 • (615) 523-6126

4. Nominee's activities, honors, affiliations which support criteria for the selected category.

Sponsoring Agency, Business, or Organization

_____

Submitted by _____ Position _____
(Representative of the above)

Your Address _____ Phone _____

Signature (required) _____ Date _____

Please submit nomination form by midnight, July 15, 1987 to:
Tribute To Women, Knoxville YWCA, 420 W. Clinch Avenue,
Knoxville, TN 37902.

UNIVERSITY OF TENNESSEE
KNOXVILLE, TENNESSEE

Non-Credit Programs

Division of Continuing Education

Coordinator of Non-Credit Programs

Full-time position available August, 1987 as Coordinator of Non-Credit Programs within the Division of Continuing Education.

QUALIFICATIONS: Baccalaureate degree required, advanced degree preferred; experience in continuing higher education non-credit course/seminar development and management. Individual should be self-directed with writing, marketing, and organizational abilities. Individual should have strong administrative skills and flexibility to follow-through with existing non-credit programs/courses as well as generate and manage new ones. Very desirable qualifications include demonstrated abilities to interact with people in a variety of settings ; successfully coordinate and manage simultaneous multiple activities; and prepare and execute individual course and program-wide budgets.

RESPONSIBILITIES: Position requires the skills and abilities necessary to identify the emerging educational, vocational, avocational, and training needs of individuals, groups, agencies, businesses, and industries; and to move forward to conceptualize and develop non-credit courses or seminars to help meet those needs. Position will require an individual who can work well with both academic-based continuing education client groups and those outside the educational setting. The coordinator must have the ability to develop, structure, budget, manage, implement, and facilitate a quarterly schedule of non-credit adult continuing education programs in a variety of delivery modes. Courses/seminars may be conducted on-campus or at selected sites in the Knoxville area; or, as appropriate, at sites across the state. Statewide travel is necessary. Collateral responsibilities include: attendance at staff meetings and assigned university functions, program promotion, participation in continuing higher education professional activities, and other reasonable administra-tive duties as assigned by the Director.

SALARY: Commensurate with qualifications. minimum of $16,000.

APPLICATIONS: Send letter of application, resume, and three current letters of recommendation by July 24, 1987 to: Dr. Gayle D. Cooper, Director, Non-Credit Programs, University of Tennessee, 2016 Lake Ave., Knoxville, TN 37996-3515. Telephone: (615)974-6688.

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