



1987

## Commission for Women - 1987 Letter from Linda Burton to CFW members re YWCA Tribute to Women

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KNOXVILLE



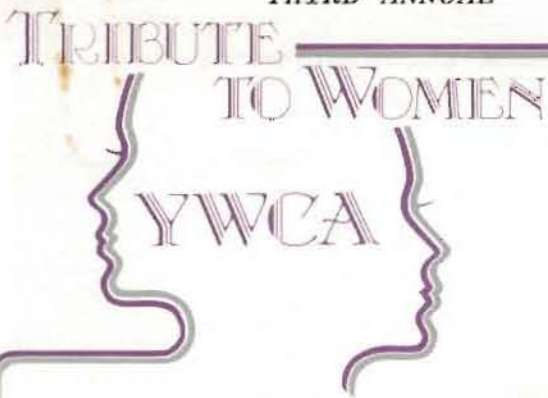
Commission  
for Women

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.



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.

1. 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.*

THE UNIVERSITY OF TENNESSEE  
KNOXVILLE

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KNOXVILLE, TENNESSEE

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 administrative 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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Non-Credit  
Programs

Division of  
Continuing  
Education