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Plus

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Battalion/Page April 20, 1982

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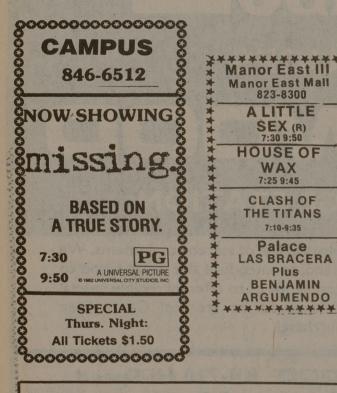
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Anderson said that



#### **Pre-med Pre-dent Society** MEETING

**Tuesday, April 20** 7:30 p.m. Harrington Classroom #204

Dr. Bryan Williams, Assoc. Dean of Student Affairs at Southwestern Medical School, will speak on current topics concerning admissions. He will be accompanied by 5 medical students. This is the last meeting of the semester and promises to be very informative.

**TWO-STEP** 

DANCE

**CONTEST!** 

### Campus observing special week

## Secretaries honored for work

#### by Kathy Robinette

Battalion Reporter Although they may not have the adventures of movie secre-taries, every day 1,729 men and women type, file and answer phones on the Texas A&M campus.

This week is national Professional Secretaries Week - to recognize the work and dedication of the men and women who work in the office often attending to routine duties. 'Being a secretary is an hon-

est profession — and let's face it, we're needed," said Pam Anderson, senior secretary for J. Creighton Miller Jr., interim department head of horticultural sciences.

Secretaries have chosen their profession for various reasons. Pat B. Ladewig, executive ecretary to President Frank E. Vandiver, said that when she began working 12 years ago, she felt the profession had opportu-nities for advancement and growth for women.

"I was fortunate enough to get a job in which I had daily contact with people from va-



Pat Ladewig, executive secretary to President Frank E. Vandiver, screens the many phone calls to the Vandiver's secretary  $6^{1/2}$  months, for office. Ladewig's duties include dealing with the tremendous volume of paperwork involved in running a university.

rious backgrounds," Ladewig said.

Ladewig had worked in other fields before she joined Vandiver's staff 61/2 months ago.

Anderson said she became a secretary out of necessity.

"After being a full time mother for four years, with only 2<sup>1</sup>/<sub>2</sub> years of college behind me, and the responsibility of raising a young daughter, I chose a field that seemed very natural for me," she said.

Ladewig said that her strongest assets are her love for people and her typing.

they get a feeling of p "I'm a 'people person' and I enjoy meeting and dealing with a variety of personalities each ward and accomp their jobs. You get the oppo day," she said.

Elizabeth Williamson, senior help so many diffe secretary to Agriculture Dean H.O. Kunkel agrees that meet-ing new people is an added fea-ture to the job, but she also enwith their areas of hope to make it easier Anderson said. Ladewig also agree joys the office work. After two profession is reward years at a business college, Wilshe likes her job and liamson began her secretarial the feeling of acc career when she was 18. when a project is of when a project is con

Secretarial duties of the women are set up to keep their employers' offices running smoothly and efficiently. The secretaries say that Hol- tion, staff and studer

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### Students to spend summer working on Caribbean isles

The MSC Travel Committee dad. Participants will leave July 12 and return Aug. 9.

"It's mainly a cultural ex-change program," said Melanie Campbell, the student coordinator for the trip to Trinidad. "It's dren.

Theresa Chiang, the progsponsoring the trips to the ram's adviser, said the commit-

At least 16 students will work the kind of experience you Most of the students will live on one of two sunny Caribbean couldn't gain on a college with the families of students attending Texas A&M University. Participants must pay their own way, but the committee offers loans to students needing them, Chiang said.

Thirteen students will go to the Dominican Republic and three to Trinidad. Two spaces still are open on the Trinidad trip



Dominican Republic and Trini- tee helps participants find jobs. Students who went to the Dominican Republic last summer worked in doctors' offices, day schools, orphanages and programs helping poor chil-

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