

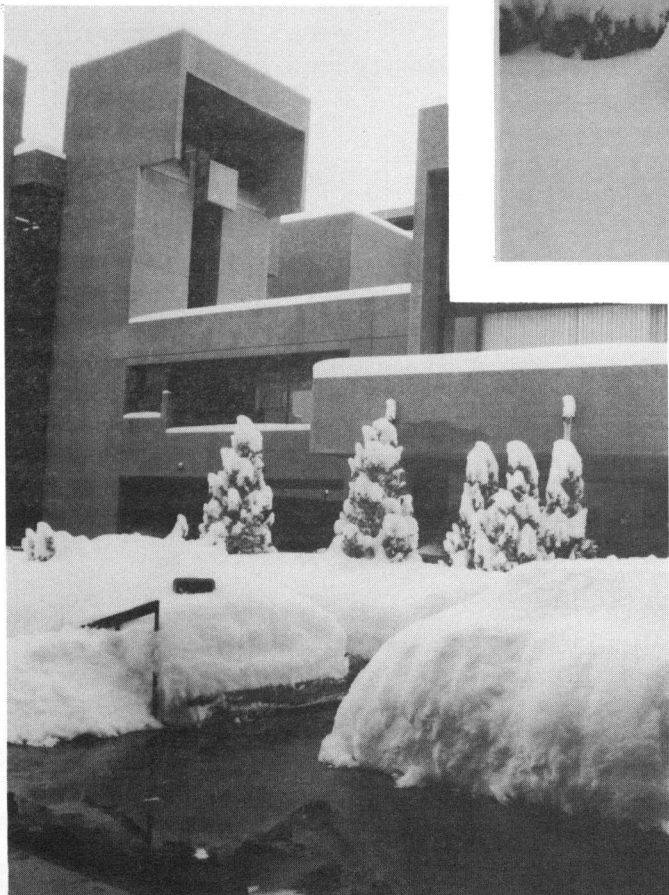
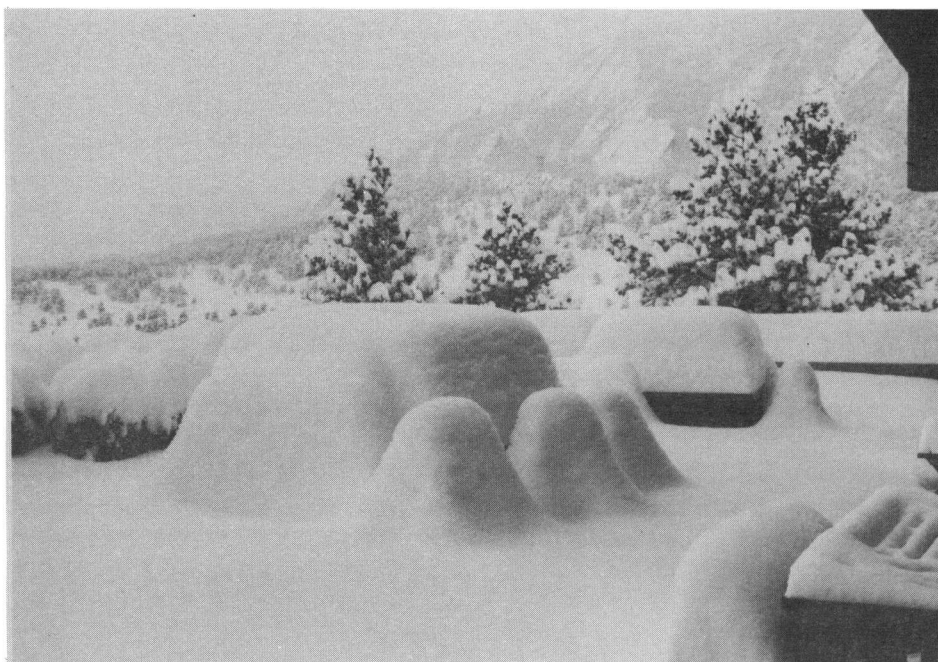
# Staff Notes

Vol. 27 No. 48 • 3 December 1992

National Center for Atmospheric Research

## And the Snow Goes On . . . (and On. . . .)

*The already-short Thanksgiving workweek became even shorter when a snowstorm forced NCAR's closure on Monday, 23 November. Over 20 inches (50 centimeters) fell on top of more than a foot deposited the previous Friday. The one-two punch made for some notable drifts, even by Boulder's*



*somewhat jaded standards. NCAR photographer Bob Bumpas caught these scenes at the Mesa Lab last week. Another few inches fell over the Thanksgiving weekend, and at press time, more snow lurked on the horizon. •BH*

### In This Issue

Snow Days  
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## Accounting for the Snow Day on Your Timecard

Due to the snowstorm last week, UCAR was officially closed from 9:30 a.m. Monday, 23 November, until 5:30 a.m. Tuesday, 24 November. The *UCAR Policies and Procedures Manual*, Section 5-1-2, addresses the issue of accounting for staff time during official closures due to inclement weather.

Employees who left during the official closed period should show their regular scheduled hours as "other" (non-worked) hours on time cards and mark "snow day." Additional time off taken outside the official closed period should be shown as "vacation" or "absence without pay" on time cards. Casual employees should show the actual hours worked on Monday as regular hours. Essential non-exempt workers who had to keep working during the official closed period should show their actual hours worked as overtime on the time card with a program number.

Additional questions and answers are provided below:

1. *If I left after the closure of UCAR on Monday at 9:30 a.m. and reported back to work on Tuesday at my normal time, how should I report my time?* Report your hours worked before 9:30 a.m. as regular hours. Report your regularly scheduled FTE hours you were supposed to work after 9:30 a.m. (but did not work) under "other" and label as "snow day."

2. *Same as above, except I did not report to work on Monday morning, due to difficulty getting to work?* Employees who did not report to work on Monday morning or on Tuesday, should take vacation hours (or absence without pay) for their regularly scheduled work hours that they did not work before 9:30 a.m. Monday and after 5:30 a.m. Tuesday.

3. *What if I was sick or on vacation on Monday?* Report the hours as sick or vacation hours. •Barb Bunting, Payroll, ext. 8856

## Announcements

### Reminder: Weight Watchers at Work Program

An introductory meeting for the Weight Watchers at Work Program was held this week at both the Mesa Lab and Foothills Lab. Several enthusiastic folks attended, ready to start the program and survive the challenge of the upcoming Christmas holidays. Some of us, however, were much more willing and will be able to start in January, after declaring our New Year's resolutions!

If you are interested in joining the group that will be starting on Friday, 11 December, or if you would rather wait until after the holidays and start in January, please call Patty Hill, ext. 8420. We still have openings, and to take advantage of the "end '92 for \$92," you need to register before 1 January 1993.

### Floating Holidays for 1993

As chosen by a poll of all UCAR and NCAR staff, the floating holidays for 1993 will be Friday, 2 July, and Thursday, 23 December.

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Printed on recycled paper using soy-based ink.

## UCARflex Deadline is Next Wednesday

UCARflex enrollment forms must be received in Human Resources by next Wednesday, 9 December. If you submit no forms, you will keep your 1992 option but lose any flexible spending accounts. Contact Sharon Hsi, ext. 8714, if you need assistance.

## Safety Alert: Space Heaters

A small fire occurred last week at the Mesa Lab from the improper use of a space heater. Health and Environmental Safety director Steve Sadler asks that you observe the following guidelines:

- Space heater use should be kept to a minimum and only as a last resort. Call Maintenance (ext. 1120) and ask them to survey the heating situation before you rush out to buy a space heater the first time someone gets cold.
- If you do use a space heater, call ext. 1121 and ask Maintenance to inspect the electrical circuit BEFORE plugging the heater in. Since many electrical circuits are at capacity or overloaded, plugging in a space heater can cause fires and may also affect other equipment on the same circuit, such as computers.
- Only use space heaters with automatic safety shut-off (the heater shuts off if it is tipped over).
- *Do not plug space heaters into extension cords!* Unplug heater when not in use—especially overnight, and always over weekends. Do not operate heaters with damaged cords or plugs. Arrange cords away from high-traffic areas to minimize the tripping hazard, but do not run the cords under carpeting or rugs.
- Do not use space heaters around flammable materials: gasoline, paint products, fingernail-polish remover, and the like. Keep combustible materials (papers, clothes, curtains) at least three feet (one meter) from front of heater.
- Do not block air intakes or exhausts.

Any questions can be directed to Steve (ext. 8550), Ginger Hein (ext. 8555) or John Pereira, Maintenance (ext. 1128).

## Noticed the New Signs?

NCAR's Exhibits Program has upgraded existing signs in the public areas of the Mesa Lab; this includes several new metal signposts. We are requesting that staff use the new signposts and printed signs instead of handlettered signs to direct meeting attendees. If you will forward a computer-generated sign for your meeting (meeting name and room) on an 8 1/2 x 11 sheet of paper, Rene Munoz (x1173, room 133) will be happy to post the sign for you.

## Reminder: Mammography Screenings Next Week

Mammography screenings will be performed next Tuesday, 8 December, at the Mesa Lab and Wednesday, 9 December, at the Foothills Lab. Please contact Sharon Hsi at ext. 8714 if you are interested in scheduling an appointment.

## In the Galleries: Rebecca Folsom and Anne Skok

Rebecca Folsom will show her colored pencil and ink drawings in the second-floor gallery of the Mesa Lab from 2–30 December. Folsom has been in numerous juried shows in the Boulder area. Recently her work was accepted for a show in Australia.

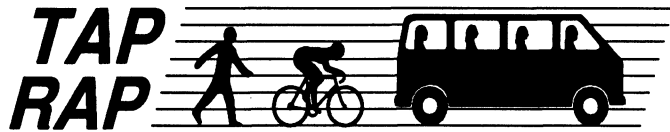
Folsom traveled to Egypt last year bringing back the papyrus paper used in her work. The paper is created from the papyrus reed that in ancient times grew plentifully along the Nile River. Her sense of color, symbolism, and fluid strokes empowers viewers to see their ancestral past. Folsom will host a reception in the Damon Room, 3 December, from 6:30–9:00 p.m. Everyone is invited to attend.

Anne Skok will hang her acrylics in the cafeteria from 3 December–28 January. Skok's pictures of rural America are realistic as well as humorous. Her work has a texture to it that she uses to give form to the figures. The animals, buildings, fences, and vegetables of the farm are her subjects.

Skok has studied art at the University of Colorado at Boulder, Rocky Mountain College of Art and Design, Denver Community College, Maryland School of Art and Design, and Montgomery College in Maryland. In addition to her NCAR show, she is currently exhibiting at the Arvada Center. Skok will host a reception in the Mesa Lab cafeteria, 16 December, from 6:00–8:00 p.m. Everyone is invited to attend.

## Departures

Rachel Jones	6 November
Patricia Martinerie	7 November
Ana Maria Molina	6 November
Gayle Weythman	6 November



### Skiers Can Now Take the Bus to Eldora

The Regional Transportation District (RTD) has recently changed the Route N schedule to include trips to the Eldora Mountain Ski Resort. Buses leave from downtown Boulder at 8:10 am, 2:10 pm and 4:40 pm, arriving at the resort at 8:54 am, 2:54 pm and 5:24 pm. Buses depart for Boulder at 9:05 am, 3:15 pm and 5:35 pm. This service runs 7 days a week through 11 April 1993. The new schedules are available in the ML and FL lobby schedule cases or at any RTD bus station.

### Free RTD Maps Available from GO Boulder

GO Boulder, the city's alternative transportation office, has supplied NCAR with several free copies of their Boulder/Boulder County RTD maps. The maps are color-coded to show the routes of the regional buses in the entire Boulder County area, with detailed maps of the local bus routes in Boulder and Longmont. You can pick up a copy in the ML or FL lobbies, or send a note to Chris Ennis (ML) to have one sent to you at Jeffco or Marshall. Display copies will soon be posted in the ML and FL lobbies.

### Carpool Connection

Attention, drivers from Magnolia Road or Nederland: Richard Chinman (FL, ext. 8696) would like to share the ride to FL or to an NCAR shuttle stop. Please contact him if you can help.

The January issue of the TAP newsletter, *Easy Rider*, will have a column for those wishing to find a carpool connection. If you would like to be listed in the column, contact Bob Henson as soon as possible (ext. 8605; bhenson@ncar.ucar.edu). Also, the TAP Touchscreen computers in the ML and FL lobbies maintain an in-house database of over 150 people who would like to carpool.

### New Staff

Robert Ferguson, student assistant III with HAO. FL2 room TBD, ext. TBD.

Steven Hammond, software engineer IV with SCD. ML room 100, ext. 1231.

Teresa Harris, secretary with MMM. FL3 room 2003, ext. TBD.

Sandra Johnson, administrative assistant with the Budget and Planning Office. ML room 520, ext. 1115.

Barbara Magill, clerk/typist with RAP. FL2 room 2081, ext. 8403.

David McCollum, student assistant II with CGD. ML room TBD, ext. TBD.

David Mortensen, project accountant II with UCAR. FL1 room 2020, ext. 8578.

Heather Rabatin, student assistant I with RAP. FL2 room 2037, ext. 8392.

David Shafter, student assistant III with HAO. FL2 room TBD, ext. TBD.

**\*\*\* EAC Holiday News \*\*\*****Share-A-Gift Is Under Way**

Share-A-Gift is a volunteer community effort that, for 20 years, has brightened the holiday season by providing new and nearly-new toys for children in need. Last year, toys were given to 616 households including 1626 boys and girls under the age of 12. If you would like to contribute to this project, you can drop off your new or nearly-new toys in the boxes in the Mesa Lab lobby, the Foothills Lab lobby, or at Jeffco. If those locations are not convenient, you can send your toys through interoffice mail to Steve Tomczyk at FL2, or call him at ext. 1579 to make other arrangements.

**Just One Week Till Holiday Parties**

The Employee Activities Committee invites you to celebrate the holidays with your friends and coworkers. The all-staff party is Friday, 11 December. It begins at 3:00 p.m. in the Mesa Lab lobby with singing by Niwot High School's Evenstar Choir. At 3:30, NCAR director Bob Serafin will announce the Outstanding Performance Awards, followed by refreshments and music. This year the festivities will also include special performances by your coworkers.

The children's party is Saturday, 12 December, from 1:00 to 4:00 p.m. in the Mesa Lab cafeteria. There will be visiting and picture-taking with Santa, face painting, Christmas shows, and a holiday craft (for a small fee). Parents are encouraged to bring homemade treats to share. If you plan to bring your children, please RSVP with their ages and genders by 4:00 p.m. today (3 December) to Ellen Martinez at ext. 8390.

**What's Cooking in the Cafeteria?**

To celebrate the season and the lighting of the Christmas trees, NCAR Food Service and the Wellness Committee are cosponsoring a sampling of healthy holiday snacks in both the Foothills and Mesa Lab cafeterias on Monday, 7 December from 11:30 a.m. to 1:00 p.m.

Join us for the holiday fun!

**Monday, 7 December**

Creamy Chicken Vegetable Soup  
Turkey, Bacon, Tomato, Swiss or  
Tomato Swiss Melt  
Sliced Roast Pork/Apple Butter  
Herbed Fillet of Sole, Lemon Pilaf and  
Vegetable

**Tuesday, 8 December**

Posole Soup  
Ham and Provolone Croissant  
Philly Steak  
Mexican Combo Plate

**Wednesday, 9 December**

Beef Vegetable Soup  
Gyros and Fries  
Grilled Cheese and Chiles with Black  
Bean Salad  
Chicken Cacciatore with Rotini Pasta  
and Vegetable

**Thursday, 10 December**

Vegetable Barley Soup  
Polish Sausage with Swiss Cheese  
and Sauerkraut  
Chicken Fajitas  
Beef Bourguignon and Vegetables  
with Herb Biscuits

**Friday, 11 December**

New England Clam Chowder  
Fillet of Fish Sandwich  
Cheeseburger Pizza or Mushroom,  
Red and Green Pepper Pizza  
Cheese Manicotti, Tossed Salad and  
Garlic Bread

## Visitors

Al-Qahtani, Jumaan. Meteorological and Environmental Protection Agency, Jeddah, Saudi Arabia. Interest: Data management. 9 November–20 December. Jeffco, ext. 1030.  
—Julie Haggerty, ATD

Chene, Sebastien. Ecole Nationale de la Meteorologie, Toulouse, France. Interest: Regional chemical and transport model of the troposphere. 2 December 1992–30 June 1993. ML room 296B, ext. 1874.  
—Sasha Madronich, ACD

Joly, Bruno. Ecole Nationale de la Meteorologie, Toulouse, France. Interest: Regional chemical and transport model of the troposphere. 2 December 1992–30 June 1993. ML room 296B, ext. 1874.  
—Sasha Madronich, ACD

Morton, Bruce. Monash University, Clayton, Australia. Interest: Similarity and variability in thermal motion. 11–18 October.  
—Mitchell Moncrieff, MMM

Nakayama, Miki. Utsunomiya University, Tokyo, Japan. Interest: Rates and processes of environmental change. 18–20 November.  
—Michael Glantz, ESIG

Peters, Gerhard. University of Hamburg, Federal Republic of Germany. Interest: Active acoustic and UHF profiling systems. 9–17 November.  
—Walt Dabberdt, ATD

Pratt, Larry. Woods Hole Oceanographic Institution. Interest: Oceanography. 13 October.  
—Ralph Milliff, CGD

Twohy-Ragni, Cindy. University of Washington. Interest: AASE II cloud measurements. 1 October 1992–30 September 1993. Jeffco room 115, ext. 1017.  
—Jim Dye, MMM, and Darrel Baumgardner, ATD

Weil, Jeff. University of Colorado at Boulder. Interest: Modeling of the inverse footprint of a scalar source distribution. 29 November 1992–1 October 1993. FL3 room 3043, ext. 8907.  
—Donald Lenschow, MMM

Zeng, Xubin. Colorado State University. Interest: Dynamic and synoptic meteorology. 27 October.  
—Ron Errico, CGD

ACD hosted the Middle Atmosphere Initiative Workshop, 30 November–1 December. For further information, call Donna Sanerib, ext. 1401.

## Library News

3 - 10 December 1992

The following new acquisitions are now on display at the Foothills Library through the dates listed above. The following week, they will be displayed at the Mesa Library. NCAR/UCAR staff may reserve items by 1) filling out a reserve card, or 2) checking the item(s) of interest below and sending this list to the Mesa Library (Be sure to include your name, location, and extension), or 3) searching for the title on NCAR Online Library Access (NOLA), choosing the request function, and supplying a UCAR employee ID number. After the two week display period, materials are mailed to requesters. Reference materials do not circulate.

### New Books

#### Aeronautics, Astronautics

Jane's All The World's Aircraft.  
Franklin Watts, 1992-93.  
TL501 J32 1992-93 in RAF-REF.

Scientific Ballooning. Riedler, W,  
Pergamon Press, 1992.  
TL627 S95 1992 in FL.

Voyager: The Grand Tour  
(videorecording). Martin Marietta  
Corporation, 1990.  
TL789.8 U6V6 1990 in FL.

#### Architecture

Design With Climate: Bioclimatic  
Approach to Architectural Regional-  
ism. Olgyay, V, Van Nostrand  
Reinhold, 1992.  
NA2541 O44 1992 in ML.

#### Astronomy

Das Weltall Im Bild. Eisenhuth, A,  
Verl. Styria, 1971.  
QB68 E5 1971 in FL.

Solar Eclipse 1973 Bulletin: Program  
For Observations of the Solar Eclipse,  
June 30, 1973. National Science  
Foundation, 1973.  
QB544.73 S65 1973 v. 5 in FL.

#### Chemistry

Fundamentals of Inhomogeneous  
Fluids. Henderson, D, editor, M.  
Dekker, 1992.  
QD541 F86 1992 in FL.

#### Electrical Engineering

Digital Signal Processing: Theory,  
Applications, and Hardware.  
Haddad, R A, Computer Science  
Press, 1991.  
TK5102.5 H23 1991 in RAF.

Data Communications Over the  
Telephone Network: Series V Recom-  
mendations. International Telecom-  
munication Union, 1989.  
TK5105.5 I578 1988 in ML.

Data Communications Over the  
Telephone Network: Data Compres-  
sion Procedures for Data Circuit  
Terminating Equipment (DCE) Using  
Error Correction Procedures. The  
International Telegraphy and Tele-  
phone Consultative Committee, 1990.  
TK5105.5 I579 1990 in ML.

#### Environmental Health

The Livable Cities Almanac. Marlin, J  
T, Harper Perennial, 1992.  
HN60 M36 1992 in ML-REF.

#### General Engineering

Laser Electronics. Verdeyen, J T,  
Prentice Hall, 1989.  
TA1675 V47 1989 in RAF.

#### Mathematics, Computer Science

An Introduction to Programming  
With Specifications: A Mathematical  
Approach. Kubiak, R, Academic,  
1991.  
QA76.6 K839 1991 in ML.

Object-Oriented Analysis and Design.  
Martin, J, Prentice Hall, 1992.  
QA76.64 M37 1992 in FL.

LAPACK User's Guide. Anderson, E,  
editor, Society of Industrial and  
Applied Mathematics, 1992.  
QA76.73 F25L36 1992 in ML.

Knowledge-Based Systems: Funda-  
mentals and Tools. Garcia, O N,  
editor, IEEE Computer Society Press,  
1992.  
QA76.76 E95K5558 1992 in RAF.

Adventures in UNIX Network  
Applications Programming. Rieken,  
B, Wiley, 1992.  
QA76.76 O63R546 1992 in ML.

Structured Programming using  
THINK Pascal on the Macintosh.  
Crawley, J W, Prentice Hall, 1992.  
QA76.8 M3C74 1992 in ML.

Calculus & Mathematica. Part 1, Basics, Tutorials, and Literacy Sheets. Brown, D P, Addison-Wesley Pub., Co., 1990.  
QA303 B8848 1990 in ML.

Riemann Surfaces. Farkas, H M, Springer-Verlag, 1992.  
QA333 F37 1991 in ML.

Sinc Methods for Quadrature and Differential Equations. Lund, J, Society for Industrial and Applied Mathematics, 1992.  
QA372 L86 1992 in FL.

Wave Breaking: A Numerical Study. Lemos, C M, Springer-Verlag, 1992.  
QA913 L53 1992 in FL.

### Meteorology

Third Workshop on Meteorological Operational Systems. European Centre for Medium-Range Weather Forecasts, 1992.  
QC874.3 W588 1992 in ML.

### Physics

A Practical Guide to Data Analysis for Physical Science Students. Lyons, L, Cambridge University Press, 1991.  
QC33 L9 1991 in ML.

Contributions To Problems in Statistical Physics, Elasticity and Dislocation Theory. Jossang, T, editor, Royal Swedish Academy, 1992.  
QC174.7 C665 1992 in FL.

### Science (General)

UCAR Policies and Procedures Manual. University Corporation for Atmospheric Research, 1992-  
Q180.1 U46A323 1992 Copy 1 in ML-REF. Copy 2 in FL-REF. Copy 3 in RAF-REF.

Artificial Neural Systems. Shriver, B, IEEE Computer Society Press, 1989.  
Q335.5 S57 1989 in ML.

### New Reports

Aerosol and Light Extinction Databases for North America and Europe. Husar, R B, Phillips Laboratory, Hanscom Air Force Base, MA, 1992.  
27896.

Analysis of Solar Transmission Data from SABLE 89. Longtin, D R, Phillips Laboratory, Hanscom Air Force Base, MA, 1992.  
27905.

The Cup Anemometer and Other Exciting Instruments. Kristensen, L, Riso National Laboratory, Roskilde, Denmark, 1992.  
27902.

The Earth's Radiation Belts, Auroral Zones, and Polar Caps: Particle Models, Event Studies, and Effects on Materials. Carovillano, R L, Phillips Laboratory, Hanscom Air Force Base, MA, 1992.  
27908.

Entry of Soil Gas and Radon into Houses. Anderson, C L, Riso National Laboratory, Roskilde, Denmark, 1992.  
27904.

Environmental Radioactivity in the North Atlantic Region Including the Faroe Islands and Greenland. 1988 and 1989. Aarkrog, A, Riso National Laboratory, Roskilde, Denmark, 1992.  
27903.

### New Journals

Greenhouse Issues. ML.

ICASE Research Quarterly. ML.

Woods Hole Currents. ML.

**Call Mary Chavez at ext. 1184 to request Table of Contents Service for the new journals.**

\*To obtain copies of these technical reports please contact the publisher. For NCAR publications contact Information and Education Outreach Program at 497-8600. For UCAR publications contact the issuing UCAR office.

### Recommendation for Library Purchase

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_ Date: \_\_\_\_\_

For: Mesa \_\_\_\_\_ FL \_\_\_\_\_ RAF \_\_\_\_\_ (please check one)

Name: \_\_\_\_\_



**EMPLOYMENT PROCESS  
PLEASE READ!**

**APPLYING FOR JOBS AT UCAR** (including the University Corporation for Atmospheric Research and the National Center for Atmospheric Research): You may call our 24-hour jobline, 497-8707, for information about UCAR positions. Please follow this checklist to ensure that you are considered for positions for which you feel qualified:

- (1) Submit a separate application and/or resume for each position,
- (2) Indicate the job number and position title on your application materials, and
- (3) Hand carry or mail your application and/or resume to Human Resources by the closing date posted. Applications and/or resumes submitted by facsimile (fax machine) will not be accepted.

**NOTIFICATION OF APPLICATION STATUS:** Each applicant will receive an acknowledgement letter. After that, you will be contacted **ONLY** if you are chosen to be interviewed.

**MORE INFORMATION ON SPECIFIC OPENINGS:** You may obtain copies of previous "Job Openings" ads at the UCAR Human Resources Office, located at 3450 Mitchell Lane, Boulder.

**UCAR EMPLOYEE APPLICATIONS:** If you are a UCAR employee and wish to be considered for any of the positions listed, please complete an employee application (available from Human Resources, x8713), attach a resume, and return it to Human Resources, FL2.

**NOTE TO UCAR STAFF:** Requests for Staff must be received in the Human Resources Office no later than noon Monday in order for the job to be posted in the following Thursday's Staff Notes.

The University Corporation for Atmospheric Research has a strong commitment to the principle of diversity in all areas. In that spirit, we are interested in receiving applications from a broad spectrum of people, including women, members of ethnic minorities, veterans, and disabled individuals.

**ASSOCIATE SCIENTIST III - #1720**

**PLEASE NOTE:** Applications for this position will be accepted until 5:00 p.m. on December 23, 1992.

RAP - Demonstration Facility  
Exempt Range: 59, \$3,560 - \$5,340/mo

**DUTIES INCLUDE:** Interfaces between the Research Applications Program and outside users and agencies in the design, development, testing, and operational assessment of advanced weather products for use in aviation. Works independently and exercises sound judgement in representing the interests and programmatic goals of RAP to the aviation weather community. Participates in ad hoc product user groups and assesses user needs for weather information. Provides input and guidance in the development of prototype advanced weather products to meet user needs. Designs user training materials and participates in training activities prior to operational demonstrations. Maintains an understanding of new developments in aviation weather. Prepares reports and makes presentations to user groups and agencies.

**REQUIREMENTS INCLUDE:**

- M.S. in physical science, engineering, computer science or mathematics OR the equivalent combination of education and experience
- Knowledge of pilot practices/procedures and weather information needs as acquired through five to seven years' experience in the field
- Knowledge of FAA controller/practices
- Demonstrated skill in writing and orally presenting technical information
- Demonstrated problem solving skills
- Demonstrated skill in working independently
- Demonstrated skill in establishing and maintaining professional relationships in a team setting
- Demonstrated maturity in judgement and actions
- Willingness to travel

**DESIRED BUT NOT REQUIRED**

- Knowledge/experience in developing testing/validation instruments and procedures
- Knowledge of meteorology
- FAA Traffic Control Specialist certificate
- Pilot license

Searl Brier

**ADMINISTRATIVE SECRETARY - #1719**

**PLEASE NOTE:** This position is open to UCAR/NCAR employees only. Applications must be received no later than 5:00 p.m. on December 7, 1992.

UCAR - COMET (Cooperative Program for Operation Meteorology, Education and Training)

Non-Exempt Range: 28, \$1,813 - 2,354/mo

**DUTIES INCLUDE:** Provides advanced level secretarial support to the COMET Distance Learning Program, and COMET's administrative group, COMET's core staff, and visitors. Provides secretarial support for the COMET program, including word processing, editing, and proofreading memos, letters, and reports for appropriate use of grammar and spelling and formatting presentation material and tables. Composes memoranda, letters, and correspondence for own or others' signature. Orders office supplies and furniture, and coordinates requests for repairs. Compiles information and assists in the development of administrative and managements reports required at intervals throughout the year. Provides administrative support to COMET working groups, committees, advisory panels, seminars, and workshops such as compiling materials for notebooks for the meetings, agenda preparations, gathering materials for distribution, making arrangements for receptions, working lunches or dinners and refreshments. Investigates and develops resources for specific goods and services needed for special and long-term projects. Maintains the inventory of the COMET CBL modules. Serves as a backup for travel arrangements for COMET staff and visitors. Serves as backup for answering phones, receiving visitors, directing calls, taking messages, operating copiers, printers, and facsimile machines. Assists in shipping materials.

UCAR/NCAR is an equal opportunity/affirmative action employer.

Mail resumes to:  
P.O. Box 3000  
Boulder, Colorado 80307

Pick up applications at:  
3450 Mitchell Lane  
Boulder, Colorado 80301

Job Line: (303) 497-8707  
Human Resources: (303) 497-8713

**REQUIREMENTS INCLUDE:**

- Advanced knowledge of office procedures and the use of office equipment
- Knowledge of scientific citations and library searches
- Advanced skill in using word processing programs within a PC/MAC-based word processing environment
- Advanced skill in proofreading and editing scientific and technical materials
- Skill in making travel arrangements
- Skill in developing and maintaining effective working relationships
- Skill in oral and written communications
- Skill in attention to detail
- Skill in organizing, coordinating and prioritizing a wide variety of tasks and completing them in a timely manner
- Skill in handling sensitive information with professional judgment and discretion
- Skill in establishing and maintaining records and files
- Skill in working well under pressure
- Possession of a valid drivers license and driving record which will comply with UCAR's liability insurance requirements

BJ Andersen

**STUDENT ASSISTANTS**

**STUDENT ASSISTANT II - #1721**

**PLEASE NOTE:** Applications must be received no later than 5:00 p.m. on December 11, 1992.

RAP - Applied Science Group

Flat Rate: \$7.70/hr

Hours: 20 hours per week during school full-time during breaks

**DUTIES INCLUDE:** Assists associate scientist by providing analysis and programming support for electromagnetic scattering and radiative transfer modeling of clouds. Creates input files and runs existing software models in support of cloud model analysis. Performs routine software maintenance tasks such as writing data management and plotting programs and UNIX shell scripts. Catalogues and maintains archive of modeling input. Provides support for field testing programs.

**REQUIREMENTS INCLUDE:**

- Major field of study in meteorology, physical sciences, electrical engineering, computer science, or mathematics
- Skill in oral and written communications
- Familiarity with FORTRAN, and C programming language
- Familiarity with UNIX operating system
- Willingness to work outside normal working hours in support of field programs

**PLEASE NOTE:** This is a term position until September 30, 1993.

BJ Andersen

**STUDENT ASSISTANT II - #1718**

**PLEASE NOTE:** Applications must be received no later than 5:00 p.m. on December 8, 1992.

HAO - Solar Maximum Mission

Flat Rate: \$7.70/hr

Hours: 20 hours per week during school, full-time during breaks

**DUTIES INCLUDE:** Provides support for Solar Maximum Mission Coronagraph/Polarimeter project, which primarily involves research using satellite images of the sun's corona. Assembles and processes image data using Sun and Silicon Graphics workstations. Analyses solar corona data using existing interactive software. References an image catalog in a computer database. Stores and retrieves image files on 8mm cartridge tapes. Uses a graphic film recorder to produce photographic slides and printer. Labels and organizes photographic materials. Digitizes photographic prints and images.

**REQUIREMENTS INCLUDE:**

- Major field of study in computer science or physics
- Skill in using UNIX operating system and C programming
- Skill in verbal and written communications, including documentation of tasks and computer programs
- Skill in programming using X-windows and the Motif toolkit
- Skill in performing assignments with minimal supervision
- Willingness to perform tasks requiring careful attention to details with neatness, accuracy and in an organized manner
- Willingness to maintain a consistent schedule, primarily during the hours of 8am-5pm, Monday-Friday

**PLEASE NOTE:** This is a term position through September 30, 1993.

BJ Andersen

**ADDITIONAL POSITIONS**

**SCIENTIST I - #1715**

**PLEASE NOTE:** Applications for this position will be accepted until 5:00 p.m. on December 31, 1992.

MMM - Convective Meteorological Section

Exempt Range: S8, \$3,313 - \$4,970/mo

First published in "Job Openings" on November 12, 1992.

**ASSOCIATE SCIENTIST II - #1703**

**PLEASE NOTE:** The closing date has been extended. Applications for this position will be accepted until 5:00 p.m. on December 18, 1992.

UCAR - Cooperative Program for Operational Meteorology, Education and Training (COMET)

Exempt Range: S6, \$2,867 - 4,300/mo

First published in "Job Openings" on October 15, 1992

\*Asterisked positions are appearing in "Job Openings" for the first time.

## Calendar

7 December through 27 December 1992

### WEEK OF 7-13 DECEMBER

**Tuesday, 8 December**

- CGD Seminar -- *Wind Speed Variability and Air-Sea Gas Exchange* -- Raymond Najjar, CSMP Postdoctoral Fellow, NCAR, Boulder, CO

3:30 p.m.  
NCAR Mesa Lab  
Main Seminar Room

- ATD Seminar -- *Turbulent Dispersion of Smoke Plumes From the Oil Fires of Kuwait* -- William A. Cooper, NCAR, Boulder, CO

3:30 .m.  
NCAR Foothills Lab 3  
Room 2072

**Thursday, 10 December**

- HAO Seminar -- *Observable Effects of Rotation on Lithium Abundances*-- Suchitra Balachandran, University of North Carolina at Chapel Hill

1:30 p.m.  
NCAR Foothills Lab 2  
Room 1001

- MMM Seminar -- *Surface Fluxes of Trace Gases Derived From Convective Layer Profiles* -- Ken Davis, NCAR ASP Post-Doc, CU/NASA

3:30 p.m.  
NCAR Foothills Lab 2  
Room 1022

### WEEK OF 14 - 20 DECEMBER

OPEN

### WEEK OF 21-27 DECEMBER

**Thursday, 24 December**

Holiday

**Friday, 25 December**

Holiday

Calendar announcements may be mailed to Liz Kriete at FL2. Tuesday 5:00 p.m. is the deadline for items to be included.

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