

# UNIVERSITY OF KANSAS

Date April 15, 1941

To the Chancellor:

I hereby recommend the 

{	appointment	}
	reappointment	
	promotion	

 of Ruth Christianson

{	Married
	Single

whose present address is 1125 Vermont Street, Lawrence, Kansas

to the position of Secretary at a salary of \$ 75.00

{	per month
	per year
	per semester

for 12 months' service. Service to begin May 1, 1941 New position? No

Or to take the place of Lauretta Gerstenberger whose salary was \$ 75.00

{	per month
	per year
	per semester

This salary is provided in Section \_\_\_\_\_ Item No. \_\_\_\_\_ Page \_\_\_\_\_ of the budget.

The qualifications of the candidate are:

Graduate of Hiawatha High School; secretarial training at Lawrence Business College; Bookkeeper and Cashier at Montgomery Ward and Co., Lawrence; four years secretarial experience with Riling & Riling, Attorneys at law, Lawrence.

The duties of the candidate will be:

General duties of secretary of department.

(Signed) \_\_\_\_\_

Head of the department of Physical Education

Approved or statements of deans concerned  
and chairman of budget committee:

## CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ \_\_\_\_\_ 

{	per month
	per year
	per semester

Title \_\_\_\_\_

Dated \_\_\_\_\_ (Signed) \_\_\_\_\_