



University of Idaho

Office of the President
Moscow, Idaho 83843
Phone (208) 885-6365

April 24, 1975

Thomas E. Richardson, Vice-President
Student and Administrative Services
University of Idaho
Campus

Dear Dr. Richardson:

You have been named as a reference by Carol Hipple who is applying for the position of Assistant to the Affirmative Action Officer at the University of Idaho.

Attached you will find a vacancy announcement which very briefly describes the position. Please speak specifically to:

- 1) Required Qualifications 1 through 3.
- 2) Secretarial working ability, i. e. typing and budget experience.
- 3) Those preferred qualifications which you deem appropriate.

Please return your recommendation as soon as possible. We would like to make our decision before May 9.

Thank you for your time. Your recommendation will be held in confidence.

Sincerely,

SANDI GALLAGHER
Affirmative Action Officer

SG:cb

Attachment