



## **MACTLAC PLACEMENT SERVICE IS BACK**

**Members seeking a list of open positions and institutions with openings to fill should contact:**

**Larry G. Ferren  
MACTLAC Placement Officer  
Department of Chemistry  
Olivet Nazarene University  
Kankakee, IL 60901  
Phone (815) 939-5251**

**Applicants should send a letter of inquiry and include a current resume. Any preferences or limitations on availability should be stated (i.e. geographic area, field of instruction, etc.)**

**Institutions with openings should send a description of the position including the name and address of a contact person at that institution. The success of the Placement Service will depend upon the response we get from MACTLAC schools who are willing to notify the service of openings available.**

**When inquiries are received, a list of those positions on file will be sent to the letter writer. Also, when an announcement of an opening reaches the placement officer, a list of prospective applicants will be sent to that institution upon request.**

**It is requested that members inform the placement officer when they are no longer seeking a position so their name may be removed from the file. Institutions should also inform the placement officer when their positions are filled.**

**Each fall there will be an updated list.**

**Confidentiality of information will be of top priority. Please use the service. Together we can make it work well.**