



**association of university and college employees**

August 20, 1981

Lillian Beames  
Geography

Dear Lillian,

As per your phone call, I am enclosing standard job descriptions for a Secretary II, III, and IV. If you wish to see job specifications for your particular department, I will forward them to you upon request.

Yours truly,

A handwritten signature in cursive script that reads 'Wendy G. Lymer'.

Wendy G. Lymer,  
Secretary-Treasurer,  
AUCE Local One