

October 10, 1971

Z 3856
New York Times

Dear Miss,

My secretary of six years has left following her marriage, and I am seeking a competent secretary/typist/ receptionist. The Division is involved in the development of new treatments for the mentally ill, with special emphasis on drug abuse. The secretary acts as the administrative assistant for a large staff, assuming authority for expenditures and various services in my frequent absences.

The work includes the maintenance of some records, allocating charges to various research funds, handling some finances, and typing of reports. Most imperative, the position requires someone with judgment to accept calls and allocate them to the appropriate scientists.

If the position interests you, please call me at 212- 369 8488.

Sincerely yours,

Max Fink, M.D.
Professor of Psychiatry

October 10, 1971

Z 6122
New York Times

Dear Miss,

Recently, my secretary/ administrative assistant of six years left after her marriage, and I am seeking a replacement. The focus of our office is in the development of new methods to treat drug abuse and various other psychiatric problems. The secretary is responsible for managing the office, telephone, and considerable typing of reports and publications. There is some light bookkeeping as it is necessary to keep some check on the expenditures of various scientists in the program, and there are five to eight accounts open at any time.

The office is at 102 Street and Fifth Avenue.

If such a position interests you, please call me at 212-369 8488.

Sincerely yours,

Max Fink, M.D.
Professor of Psychiatry