

HARVARD UNIVERSITY

Office of the Chairman

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LITTAUER CENTER

CAMBRIDGE, MASSACHUSETTS 02138

January 12, 1978

FILE 8-220

Dr. Alan Campbell
Head
U.S. Civil Service Commission
Washington, D.C. 20415

Dear Dr. Campbell:

As part of its Executive Programs in Public Policy and Management, the Kennedy School of Government has recently established a summer program for National Security Managers. We are now embarking on a search for an Executive Director of that Program, and ask you to suggest individuals who might fill that position.

The person selected will be responsible for all phases of the Executive Program for National Security Managers. Duties will include the long range planning of the program, the development of curriculum and curricular materials in cooperation with the Kennedy School faculty, student recruitment, administrative planning and supervision, and the actual management of the program. We expect that first session to be held in the summer of 1978, so an early appointment is highly desirable. In addition, we foresee that the Executive Director will also hold an appointment as Lecturer in the Kennedy School of Government. He or she will be expected to join in teaching national security courses in the Kennedy School and especially in the Executive Program.

Applicants should have a broad background in national security, including line and staff experience, preferably at the level of the Office of the Secretary of Defense or the National Security Council. They should have at least a master's degree in Public Administration or Public Policy, or in national security or foreign policy studies.

We are especially eager to find women and members of minority groups who may qualify for this appointment. We welcome any suggestions you may have in regard to such individuals.

Thank you for your assistance.

Yours sincerely,



Ernest R. May
Chairman, Search Committee

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