



BULLETIN

Published three days a week during term by the Communications Department.
Deadline 12:00 noon on the day preceding publication. Room S802, Ross (667-3441).
Items submitted will be edited as required.

Friday July 3 - Monday July 6, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * Due to the postal strike, departments are asked to submit a list of all employees to be paid on the by-weekly (Miscellaneous Payroll) to the Payroll Department by Tuesday, July 7, 1981 along with the name of the one individual to be responsible for picking up the cheques. These cheques will be available for pick-up by the above named on Thursday, July 9 from 9:00 a.m.-1:00 p.m.
- * More than 40 track and field coaches are expected to attend the Track & Field Seminar for Coaches, scheduled July 6 to 9 at the York Campus. The coaches will benefit from classroom and practical sessions conducted by a seminar staff team composed of national and provincial track coaches selected by the Ontario Track and Field Association. The OTFA is co-sponsoring the seminar. For further information on York's Sports Seminars and to register, contact Dave Pickett at local -3529.
- * Volunteers from the York community are needed from August 2-9 during the Mobility International 1981 Conference which will be held on the York campus. Delegates will be coming from all over the world for this conference and many will be physically handicapped. They will require assistance with dressing, feeding, personal care, etc. Persons interested in helping are asked to call the Centre for Handicapped Students at local -3312.

EVENTS

Monday

1:30 p.m. - Concert - [Calumet College] featuring the Classical String Trio with Helen Jacob (violin), Frances Porter (viola) and Don DiNovo (cello) in a program of works by Beethoven, Haydn and Mozart - Calumet Common Room, Atkinson College

[NOTE: As yet there are no events scheduled for Friday through Sunday]

STAFF POSITIONS: Applications for internal transfers/promotions, which are available from Personnel Services should reach that department no later than 3:30 p.m. July 10, 1981;

* indicates position is exempt from the bargaining unit.

Counsellor - Mrs. L. Tam

Research Administration - Departmental Secretary* (high school graduation or equivalent with secretarial training; at least 3 years administrative secretarial, preferably not less than 2 years in an academic related setting; typing 60 wpm; dictaphone; shorthand an asset; ability to deal tactfully and effectively with people; organizational skills; ability to work on own initiative and set own priorities); grade 4 under review (\$11,905)

Counsellor - Mrs. B. Friedman

Office of the President - Receptionist/Typist* (high school graduation or equivalent with secretarial training; 2 years related experience including experience in handling contacts at senior levels; typing 55-60 wpm; dictaphone; shorthand an asset; good organizational skills required); grade 4 (\$11,905)

Science - Lab Technician I (Biology; Sessional: September 1-May 31; grade 13 or acceptable equivalent in education and experience; no previous experience required; manual dexterity, reliability, ability to communicate effectively); Lab Tech I (\$12,348)

- Lab Technician III (Biology; grade 13 or equivalent education and several years of relevant experience, and possibly university graduation or equivalent post-secondary education; creativity, initiative, good judgement, manual dexterity, reliability, ability to communicate effectively; lab skills such as preparation of biological and chemical materials; good knowledge of principle plant and animal taxa is exxential); Lab Tech III (\$16,413)

Finance - PROFESSIONAL AND MANAGERIAL - Staff Accountant (Accounting; 2-3 years completion of a recognized accounting course required; knowledge of computer applications preferred; several years accounting experience which includes financial statement preparation; knowledge of supervision principles obtained in practice or through study preferred); P&M 7 (\$23,238 - \$29,048; Level subject to review of P&M classification committee); Please submit resumes.

Counsellor - Mrs. L. Tam

CANCELLATION of posting of Thursday, June 18, 1981.

Arts - Faculty Secretary (History); grade 3 (\$11,210)

CANCELLATION of posting of Thursday, June 4, 1981.

Arts - Faculty Secretary (Psychology; Temporary); grade 3 under review (based on an annual salary of \$11,210)

CORRECTION of posting of Thursday, June 25, 1981.

Glendon - Assistant to Supervisor (Glendon Bookstore; high school graduation or equivalent; 1 year's buying experience, preferably in a university bookstore; typing 40 wpm; Bilingual Modules I, II, and III required); grade 4L (\$12,924)

SUMMER INTERCHANGE:

Sale - 1971 Volvo Station Wagon, AM/FM, certified: \$1,000 or best offer; call 922-7997 after 6:00 p.m.

- Crib and mattress, excellent condition: \$25; stroller with canopy, adjusts to reclining position, good condition: \$13; foam slab, double bed size, used twice: \$12; call Toni at -3222 or 243-3293 evenings

Lost - Women's sunglasses at York Golf Tournament, mauve frames; call Wendie at -6276

Wanted - Summer cottage for week of July 25-August 2, up to 120 miles from Toronto; call 667-0475 evenings

- Ride from Guelph to York starting August 3, Monday to Friday (8:30 a.m.-4:30 p.m.), will share expenses; call Kris at -3092 or 249-2009 evenings

- Beautiful cat needs a home where he will be well looked after; call Jenny at 661-4840 or Judy at 924-5319



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Tuesday July 7 - Wednesday July 8, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * An illustrated talk on "Hitchcock: The Politics of Popular Cinema" will be given by Andrew Britton on Tuesday, July 14 at 9:00 p.m. in the Fellows' Lounge (Room 004) of Atkinson College. Mr. Britton is a lecturer in Film Studies, University of Essex (England) and is an editor for Movie Magazine. He is presently teaching a summer course at Atkinson College. This talk is sponsored by the Office of the Master, Atkinson College and the Department of Fine Arts, Atkinson College.
- * In conjunction with the International Conference on Positron Scattering and Annihilation in Gases which will take place at York in early July, a Special Convocation will be held to confer on Sir Harrie Massey the honorary degree of Doctor of Science. The Convocation will take place on Friday, July 10 at 12:15 p.m. in the Scott Religious Centre. Born in Victoria, Australia, and educated at Melbourne University and Trinity College (Cambridge), Sir Harrie Massey has for four decades been the world authority on atomic and molecular impact phenomena.
- * The Fellows of Vanier College are having a reception to say farewell to Terry Boyd who is leaving the University this summer. Members of the community are cordially invited to attend -- there will be refreshments and a cash bar -- on Tuesday, July 14 from 4:00 p.m.-6:00 p.m. in the Vanier Senior Common Room.
- * Commencing Monday, July 6, the noon-hour roller skating scheduled for Mondays is cancelled. Roller skating will still be held from 12:00 noon-1:00 p.m. on Wednesdays and Fridays as well as from 7:00 p.m.-10:00 p.m. on Fridays and Saturdays.
- * A Tennis Coach is wanted for the York University Yeowomen. Interested persons are asked to contact Mary Lyons, Coordinator of Women's Athletics, at local -2289.

[NOTE: As yet there are no events scheduled for Tuesday or Wednesday]

STAFF POSITIONS: Applications for internal transfers/promotions, which are available from Personnel Services should reach that department no later than 4:30 p.m. July 14, 1981;
* indicates position is exempt from the bargaining unit.

Counsellor - Mrs. B. Friedman

Glendon - Accounting - Accounting Clerk II (Glendon Accounting; high school graduation or equivalent; 1 year in a related position; typing 50 wpm; Bilingual Module I required); grade 4 (\$11,905)

Admissions - Enquiries Assistant, Y.E.S. (high school graduation or equivalent; 1-2 years experience in a university environment or in a customer service area; excellent public relations and communications skills including good telephone manner; computer data entry and retrieval skills; typing 45-50 wpm); grade 5 (\$12,924)

Science - PROFESSIONAL AND MANAGERIAL - Director, Technical Services and Non-Academic Administration* (University graduation [likely in mechanical or electrical engineering], professional engineering with experience in technical and/or science administration; a number of years of related engineering and administrative experience, preferably in a university; demonstrated ability to supervise, direct, coordinate and plan the activities of a number of technical and administrative services. The ability to communicate effectively with a variety of academic, technical and administrative personnel]; P&M 11 (\$31,062-\$38,827; Level subject to review of P&M classification committee); Please submit resumes.

President's Office - Special Events Co-ordinator* (university degree required; 2 years public relations oriented experience; typing 50-55 wpm; excellent communication skills; organizational abilities required); grade 6 (\$14,354)

- Receptionist/Typist* (high school graduation or equivalent with secretarial training; 2 years related experience including experience in handling contacts at senior levels; typing 55-60 wpm; dictaphone; shorthand an asset; good organizational skills required); grade 4 (\$11,905)

Counsellor - Mrs. L. Tam

Arts - Resource Centre Assistant (Library Technician; Hours: 10 a.m.-5 p.m.; applied arts college library technician diploma or equivalent library experience; some library experience preferred; needs a self-starter able to work well without supervision; typing 50 wpm required); grade 4 Provisional (\$11,905)

Osgoode - Secretary to Associate Dean (Dean's Office; high school graduation or equivalent with some post secondary education; a minimum of 2 years secretarial experience in a law office or law school; typing 65 wpm; shorthand 100 wpm; dictaphone experience required); grade 4 Under Review (\$11,905)

- Secretary (Temporary: August 1, 1981 - July 31, 1982; high school graduation or equivalent with secretarial training; 2 years secretarial experience in a law office or law school; typing 60-65 wpm; dictaphone and shorthand 100 wpm required); grade 4 (\$11,905)

SUMMER INTERCHANGE:

Sale - child's convertible bicycle, 16" wheels, excellent condition: \$40; aquarium, 10 gallon, gravel, pump and stand: \$15; call 636-6998

- 1968 GMC Step-Van, 6 cylinder, standard, equipped for camping: \$3,000; 1970 Gran Prix Pontiac, V8, automatic, PS/PB, radio, two-door: \$800; call Mitch at 274-0627 after 6 pm

Wanted - good home for 2 cats, neutered, declawed, all shots, housetrained, used to apartment living, one Siamese, one domestic short hair; very affectionate, good with children, preferably adopted together, owner moving to U.S.; call 491-6576 after 6:00 pm

- good home for eight-week old beige kitten, blue eyes; call Marg at -6454



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Thursday July 9 - Monday July 13, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * Copies of the June 1981 issue of University Education News, the newsletter of the Council of Ontario's Universities' Office of Teaching and Learning, have been distributed to all full-time faculty members and librarians. Others may obtain copies from the Educational Development Office, Room S104 of the Ross Building (call local -3220).
- * The University has given approval for the Metropolitan Toronto Police Amateur Athletic Association Road Race to be held at the York campus on Saturday, July 11. It is anticipated that approximately 150 persons will be participating. The race will start at 9:30 a.m. on Thompson Boulevard and finish at approximately 11:00 a.m. at the Metropolitan Toronto Track and Field Centre. The route followed will be twice around Fraser Drive. Members of the community are advised that Police officers will be directing traffic at all access roads to Fraser Drive for the duration of the race and during this time emergency vehicles only will be permitted entry to the inner core of the campus; all other vehicles will be directed into the peripheral parking lots. TTC buses will not be operating through campus between 9:30 a.m. and 10:00 a.m.
- * Applications are being accepted for the position of Assistant Manager/Trainee for the Cafe de la Terrasse, the Glendon College Pub. The successful applicant will be trained in various aspects of the day-to-day operation of a small business. Areas of responsibility include: staff training and supervision, purchasing and inventory control, cash reconciliation. Qualifications: some university/community college experience preferred, restaurant/bar experience an asset. Applicants should apply in writing to the Manager, Cafe de la Terrasse, Glendon College (2275 Bayview Avenue); telephone 487-6164 for further information.
- * The Centre for Handicapped Students requires a driver for a van to transport a disabled student from Newmarket to York and return several days a week. Persons who can help are asked to call the Centre at local -3312.
- * The Canada Employment Centre for Students at York is having an Open House on July 16 from 11:00 a.m.-2:00 p.m. Students looking for jobs and employers who anticipate a need for summer staff are welcome. There will be films for students on job search techniques and interviewing skills. Employers will have the opportunity to place job orders personally, become more familiar with the Centre's operations, and inform the Centre as to how to better service the employer. For further information, call 667-1290.
- * Members of the community are reminded that the annual parking decals expired on June 30 and 1981-82 decals are now available at the Parking Office (Room A2, Temporary Office Building, York Campus; Room C110, York Hall, Glendon Campus). The fee structure for 1981-82 is as follows:

	York	Glendon
Day Reserved	\$150.00/year	\$102.00/year
Day Unreserved	\$ 48.00/year	\$ 42.00/year
Evening Reserved	\$ 25.50/session	\$ 25.50/session
Evening Unreserved	\$ 12.50/session	\$ 12.50/session
Motor Cycle	\$ 3.00/year	\$ 5.50/year

EVENTS

Thursday

3:30 p.m. - Dance & Theatre - [Calumet College] "The Red Jungle...", a personal statement about living and dying in the nuclear age, presented through the interweaving of dance and theatre - no admission charge - Burton Auditorium

Friday

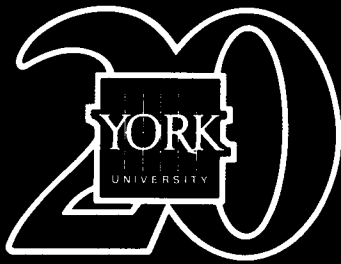
12:15 p.m. - SPECIAL CONVOCATION - in conjunction with the International Conference on Positron Scattering and Annihilation in Gases, this is a special convocation to confer the honorary Doctor of Science degree on Sir Harrie Massey - Scott Religious Centre

Monday

1:30 p.m. - Concert - [Calumet College] featuring the Mauve Doublet with Jessica Blackmore (recorder) and Denis Myers (harpsichord) in a program of works by Bach, Boehn, Byrd, Micheli, Telemann and VanEyck - Calumet Common Room, Atkinson College

SUMMER INTERCHANGE:

Wanted - ride from Newmarket to York and return, daily 8:30 a.m. and 4:30 p.m.; call Connie Vince at -3020/6294 or 898-3428 after 6:00 p.m.



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Tuesday July 14 - Wednesday July 15, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * Player's International Canadian Open Tennis Championships: Employees are needed for food services. Interested persons are asked to apply in person to Rill Food Services, 50 Alness Street (Dufferin and Finch) between 9:00 a.m. and 12:00 noon, Tuesday, July 14 to Friday, July 17, inclusive.
- * The Fellows of Vanier College are having a reception to say farewell to Terry Boyd who is leaving the University this summer. Members of the community are cordially invited to attend on Tuesday, July 14 from 4:00 p.m.-6:00 p.m. in the College's Senior Common Room.
- * The "Summer-Get-Together", a unique and exciting educational program for children ages 5-11, has a limited number of spaces open for August 3-28. The fee is \$100 for the month. For further information call Dr. Marsha Forest at local -6303.

EVENTS

Tuesday

9:00 p.m. - Guest Speaker - [Atkinson College] "Hitchcock: The Politics of Popular Cinema" with Andrew Britton, University of Essex (England) - Fellows' Lounge (004), Atkinson College

Wednesday

10:30 a.m. - Ph.D. Defense - [Graduate Program in English] Mr. James F. Johnson will defend his Ph.D. dissertation entitled "The Narrative Tradition in Canadian Poetry: William Kirby to James Reaney" - Room S718, Ross Building

3:00 p.m. - Physics and Chemistry Seminar - "Single Crystal Studies of the Structure and Reactivity of Solid Surfaces" with Dr. Richard M. Lambert, Department of Physical Chemistry, University of Cambridge - Room 317, Petrie Science Building

STAFF POSITIONS: applications for internal transfers/promotions, which are available from Personnel Services, should reach that department no later than 4:30 p.m., July 20, 1981; *indicates position is exempt from bargaining unit.

Counsellor - Mrs. L. Tam

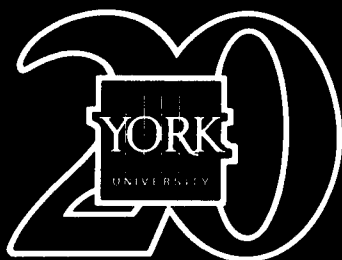
Arts - two openings for this position: Student Programs Assistant II (university degree or equivalent; 3 years administrative/business experience; typing 40-45 wpm; ability to exercise judgement and initiative; ability to supervise others and to relate calmly and effectively to students and general public under hectic conditions; excellent communication skills) grade 6 (\$14,354)

University Bookstores - Receptionist (high school graduation or equivalent; no experience required; typing 40-45 wpm) grade 3 (\$11,210)

- Bookstore Clerk II (grade 10 or equivalent; one year experience as a sales clerk; cashier skills required) grade 3 (\$11,210)

SUMMER INTERCHANGE:

- Sale - 4 pairs of girl's figure skates, good condition, sizes 5,6,7,9 1/2: \$10 each or best offer; call Janet at -3957
- Pioneer amplifier, SA-500, excellent condition, Lenco turntable, very reasonable; call 654-6385 after 6:00 p.m.



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Thursday July 16 - Monday July 20, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * Due to the present postal strike, departments are asked to submit a list of all employees to be paid on the by-weekly (Miscellaneous Payroll) to the Payroll Department by Tuesday, July 21, 1981 along with the name of the one individual to be responsible for picking up the cheques. These cheques will be available for pick-up by the above named on Thursday, July 23 from 9:00 a.m.-1:00 p.m.
- * The "Summer-Get-Together", a unique and exciting educational program for children ages 5-11, has a limited number of spaces open for the August 3-28 session. The fee is \$100 for the month. For further information call Dr. Marsha Forest at local -6303.
- * The Purchasing Department wishes to advise the community that new and revised regulations came into force on July 1/81, pertaining to the exemption of Customs Duty and Federal Sales Tax on purchases of apparatus, utensils and scientific instruments (excluding laboratory glassware), when not available from production in Canada. To ensure that such purchases are properly certified, on or with the purchase order; all faculties, departments and research grant holders, responsible for the preparation of purchasing requisitions, are required to show the specific "end-use" that the equipment or material is for, on the appropriate line on the requisition form and submit promptly to Purchasing. Examples of end-use: 100% Teaching; 100% research; administrative support. Use of the term "for educational purposes" is no longer acceptable.

EVENTS

Friday

- 1:00 p.m. - Colloquium - [Graduate Program in Psychology] Michael Church, Ph.D. candidate, will present his colloquium entitled "Sequential Analysis of Moment-By-Moment Psychotherapy Interactions" - Room 203, Behavioural Science Building
- 8:00 p.m. - Recital - by Deborah Conover, featuring works by Purcell, folk songs of the British Isles and Schubert - Sylvester's (Room 201), Stong College

Monday

- 1:30 p.m. - Concert - [Calumet College] featuring the Classical Duo with Ron Matthews (flute) and Mark Sepic (classical guitar) in a program of works by Bach, Dowland, Ibert, Sepic and Sors - Calumet Common Room, Atkinson College

[NOTE: As yet there are no events scheduled for Thursday, Saturday or Sunday]

STAFF POSITIONS: Applications for internal transfers/promotions, which are available from Personnel Services should reach that department no later than 4:30 p.m. July 23, 1981;
* indicates position is exempt from the bargaining unit.

Counsellor - Mrs. B. Friedman

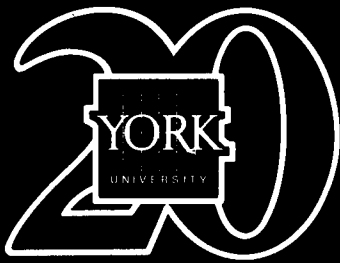
Health Services - Junior Nurse* (Sessional: September to April plus one summer month; R.N. required, currently registered in Ontario plus nursing experience as typically performed in a doctor's office); Based on an annual salary of \$16,800-\$17,500 (Commensurate with experience)

Counsellor - Mrs. L. Tam

Osgoode - Secretary (Legal and Literary Society; Sessional: August 15-June 15; high school graduation or equivalent with secretarial training; 1-2 years experience in a law school or law office; typing 50-55 wpm; good oral communication skills required); grade 4 Provisional (based on an annual salary of \$11,905)

SUMMER INTERCHANGE:

- Sale - Air conditioner, General Electric superthrust comformatic, 26" wide, 18" high, used one season; call 638-3409 after 5:00 p.m.
- Kitchen table and 2 chairs: \$50; curtains and bedspread for single bed, coordinated in brown-beige: \$40; call Silvia at -3860 or 663-4786 (evenings)
- 24' out-of-ground swimming pool, 4' deep, all aluminum, 10 year warranty, all accessories; call Doris at -3309
- Gas barbeque stove, never been used: \$55 or best offer; call 222-9443



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Tuesday July 21 - Wednesday July 22, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * Civic Holiday - University Offices will be closed on Monday, August 3, 1981.
- * The "Summer-Get-Together", a unique and exciting program for children ages 5-11, has a limited number of spaces open for the August 3-28 session. The fee is \$100 for the month. For further information call Dr. Marsha Forest at local -6303.
- * The Purchasing Department wishes to advise the community that new and revised regulations came into force on July 1, 1981 pertaining to the exemption of Customs Duty and Federal Sales Tax on purchases of apparatus, utensils and scientific instruments (excluding laboratory glassware), when not available from production in Canada. To ensure that such purchases are properly certified, on or with the purchase order, all faculties, departments and research grant holders responsible for the preparation of purchasing requisitions, are required to show the specific "end-use" that the equipment or material is for on the appropriate line on the form and submit promptly to Purchasing. [Examples of end-use: 100% teaching; 100% research; administrative support. Use of the term "for educational purposes" is no longer acceptable.]
- * York Bookstore Hours - July 20-August 28:

	York Campus	Glendon Campus
Monday-Thursday	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:20 p.m.
Friday	9:00 a.m.-3:30 p.m.	9:00 a.m.-3:30 p.m.
Saturday	closed	closed
Civic Holiday	closed	closed

EVENTS

Tuesday

- 2:00 p.m. - Ph.D. Defense - [Graduate Program in Psychology] Michael Church will defend his Ph.D. dissertation entitled "Sequential Analysis of Moment-By-Moment Psychotherapy Interactions" - Room N911, Ross Building

STAFF POSITIONS: applications for internal transfers/promotions, which are available from Personnel Services should reach that department no later than 4:30 p.m., July 28, 1981;
* indicates position is exempt from bargaining unit.

Counsellor - Mrs. L. Tam

Physical Education & Athletics - Secretary - Amateur Sports/Seminars (high school graduation or equivalent, preferably from a business course; 2 years experience preferably in a university, in a people-oriented environment; typing 55 wpm, dictaphone required; shorthand 120 wpm; good oral and written communication skills) grade 4 provisional (\$11,905)

Counsellor - Mrs. B. Friedman

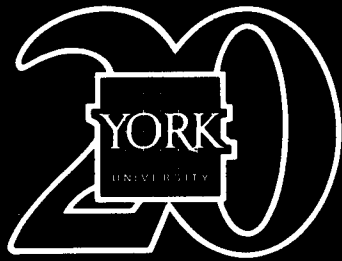
Accounting - Accounting Clerk II (Glendon; high school graduation or equivalent; 1 year experience in a related position; typing 50 wpm) grade 4 (\$11,905)

Academic Computing - Senior Advisor (Faculty; university degree or diploma in computer science or related area; practical procedures knowledge required in following areas: variety of programming languages i.e. Fortran, Cobol, APL, Operating System, Applications Packages, Utilities, Communications, JCL, Monitor Commands; previous advising experience preferred) CS 5 (\$16,354)

Cancellation of Posting of June 30, 1981: Academic Computing, Consultant I, CS 6 (\$18,464)

SUMMER INTERCHANGE:

- Sale - 18'x4' above ground Coleco pool, with filter, vacuum, cover: \$450 or best offer; call Nancy at -3136
- 1974 LeMans, V8, automatic, PS/PB, radials, AM/FM radio, good condition: \$1400 or best offer; call Cal at 965-4783 days or 636-1375 evenings
 - 1981 Toyota Supra, fully loaded, automatic, air conditioned, sun roof, 2-tone paint; call 669-5685 evenings
 - Mediterranean 5-piece bed set: \$725; black naugahide 4-piece chesterfield, high back, low back, ottoman: \$800; kitchen table, extends 60", 4 chairs: \$200; call John at 859-0256
 - coffee table: \$25; Sanyo Stereo set: \$90; 2 speakers: \$25 each; bedside table: \$15; Electrohome colour T.V., 26": \$350; 2 Michelin snow tires, virtually new: \$35 each; sofa, cinnamon colour: \$40; call 667-1417 between 9:00 a.m. and 2:00 p.m.
 - dark ranch mink stole, perfect condition, must sell, leaving country: \$300 (serious enquiries only); call Mary at 634-7454 after 6:30 p.m.
 - women's pro ski boots, size 8 and boot carrier, Hart spoiler, skis, 6', red: \$175 or best offer; scuba diving wet suit, lady's, small, approximately 110-115 pounds: \$75 or best offer; call Jim at 429-6235 after 4:00 p.m.
- Wanted - travelling companion to Los Angeles, California, to share expenses and driving, leaving at the end of July; call 667-1417 between 9:00 a.m. and 2:00 p.m.
- 10-speed bicycle in fair condition; call Barbara at -3779/3704 or 939-7569 after 5:30 p.m. and weekends
 - ride from Aurora/Highway 400 area to York and return, 8:30 a.m. and 4:30 p.m.; beginning September 8; call Doris at -3309
 - Dominion cash register tapes; used to purchase sports equipment for children of school age; send to L. Hall, Room 113, Scott Library



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Thursday July 23 - Monday July 27, 1981

EMERGENCY SERVICES CENTRE-3333

GENERAL

- * The Payroll Department advises the community that effective July 1, 1981, pay will reflect the increased Ontario tax rate. Also, the postal strike will not impact employees paid by monthly bank deposit.
- * For several years now the Department of Physical Plant has made substantial reductions to the quantity of electricity used, particularly during the high demand period occurring in normal working hours. This reduction has generated a sizable annual cost avoidance and is a significant part of the total annual cost avoidance for all utilities consumed on campus, calculated at \$1,800,000 during 1980/81. Increased electrical demands during May and June of this year have increased the University's costs by approximately \$12,000. Should this trend continue for the balance of the year, York's electricity costs will increase by approximately \$100,000. The community's assistance is requested in reducing York's electricity bill by turning off lights in offices or classrooms whenever they are not needed. Careful use of electricity by each individual will provide, collectively, a significant reduction in costs.
- * York University will participate in the 7th annual "Adult Education Week" -- August 11-15 -- at the Yorkdale Shopping Centre (Highway 401 and Dufferin Street). University, college and group displays will be located in the mall area of the shopping centre.
- * Members of the community interested in assisting handicapped travellers who will be on the York campus for the Mobility International Conference (August 2-9) are asked to call the Centre for Handicapped Students at local -3312. Training will be provided on Thursday, July 30 at 2:00 p.m.
- * The York University Staff Association has invited a representative from the Canadian Union of Postal Workers (Arnold Gould, Toronto Area President) to discuss the current labour dispute of the Postal Workers and to seek statements of support. Both YUSA members and members of the community are invited to attend this meeting which will take place on Friday, July 24 at 12:00 noon in Room A of the Curtis Lecture Halls.
- * Members of staff who are responsible for distribution of mail in their administrative units are reminded that copies of the York Gazette are to be circulated to every member of faculty and staff. A special issue of the York Gazette on the University's financial situation was issued on July 17. Any member of faculty or staff who has not received a copy via the campus mail should call the Communications Department at local -3441.

EVENTS

Monday

1:30 p.m. - Concert - [Calumet College] featuring the Westminster Duo with Douglas Nadler (flute) and Robert Linzon (piano) in a program of works by Bach, Reinecke, Poulenc, Schubert and Faure - Calumet Common Room, Atkinson College

STAFF POSITIONS: applications for internal transfers/promotions, which are available from Personnel Services, should reach that department no later than 4:30 p.m., July 30, 1981;
* indicated position is exempt from bargaining unit.

Counsellor - Mrs. B. Friedman

Office of the Assistant Vice President (Student Relations) - Professional & Managerial - Foreign Student Advisor (first degree or equivalent; familiarity with the University/College environment; require some previous experience in student advising, foreign affairs, travel or student exchanges; communication skills, particularly verbal, of the sort that will permit the Foreign Student Advisor to be a good negotiator/advocate for the individual foreign student with a problem) P&M 4 (\$18,866-\$23,582; level subject to review of P&M classification committee)

Administrative Studies - Faculty Secretary (Management Science; high school graduation or equivalent; 1-2 years secretarial experience; typing 55-60 wpm) grade 3 (\$11,210)

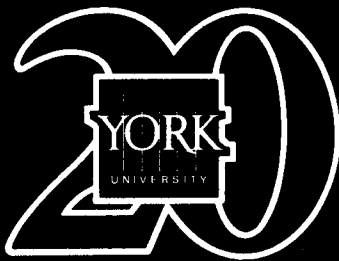
Admissions - Computer Applications Clerk (high school graduation or equivalent; 1 year experience in student records related area with understanding of computerized records; knowledge of computer technology; typing 40 wpm preferred) grade 4 (\$11,905)

Counsellor - Mrs. L. Tam

Graduate Studies - Secretary to the Dean (high school graduation or equivalent with secretarial training; 3-4 years administrative/secretarial experience; typing 55 wpm; dictaphone; good verbal and written communication skills required) grade 5 (\$12,924)

Osgoode Hall - Secretary (Student Programs; high school graduation or equivalent; commercial training including a knowledge of data processing preferred; minimum 2 years office experience in a people oriented environment; knowledge of University and registration procedures preferred; typing 50 wpm; excellent communication skills and good organizational skills required) grade 4 (\$11,905)

- Faculty Secretary (high school graduation or equivalent with commercial training; 1-2 years secretarial experience, preferably in a law office or law school; typing 50-55 wpm and dictaphone required) grade 3 (\$11,210)



BULLETIN

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Items submitted will be edited as required.

Tuesday July 28 - Wednesday July 29, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * The 1981-82 York Telephone Directory will be issued by November 1, 1981. The cut-off date for any additions, deletions and/or changes will be September 11, 1981. This year's edition will be a revision of the 1980-81 directory, therefore, additions, deletions and/or changes are to be submitted on a "Change of Listing" form to the Telecommunications Office, Room C5, Temporary Office Building. Please note that one form is required per person and that a supply of forms can be obtained by calling local -2337. Special care should be taken when submitting listings for faculty who are cross-appointed; it may be advisable to liaise with the other department or college concerned. Changes in the "Departmental Listing" requires the submission of a separately typed sheet which shows the complete Departmental Listing as it is to appear in the new directory. If there are no changes, simply send a memo to that effect before the cut-off date. When submitting the new Departmental Listing or no change memo, departments should advise Telecommunications of the number of Directory inserts required.
The last day on which it will be possible to process change of listing forms for the 1981-82 Directory will be September 11, 1981. After this date, any additions, deletions and/or changes should continue to be submitted to the Telecommunications Office on the appropriate form in order that the Switchboard files can be updated accordingly.
- * Harry Crowe, Dean of Atkinson College, passed away Saturday, July 25. A memorial service will be held on Friday, August 7 at 2:30 p.m. in the Scott Religious Centre.
- * The York University Cooperative Daycare Centre advises that there are spaces available as of September 1, 1981, for children ages 2 1/2- 5. For further information, call local -3273.
- * Tait McKenzie Building Hours - Civic Holiday:

	Building	Pool
Saturday, August 1	closed	closed
Sunday, August 2	closed	closed
Monday, August 3	8:00 a.m.-6:00 p.m.	closed
- * Members of the community are asked to note that effective immediately, Noon-Hour Roller Skating is cancelled.
- * The Y.U.S.A. Glendon Membership Meeting scheduled for today from 12:00 noon-1:00 p.m. in the Senate Chamber, has been postponed to Friday, July 31 (same time, location).
- * The Off-Campus Housing Office has moved from S102, Ross Building to the north-east corridor of that building. Enquiries may be directed to Charlie Fair in person or by calling local -3698.

STAFF POSITIONS: applications for internal transfers/promotions, which are available from Personnel Services, should reach that department no later than 4:30 p.m., August 5, 1981; * indicates position is exempt from bargaining unit.

Counsellor - Mrs. B. Friedman

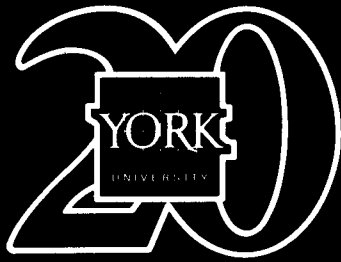
- Admissions - Computer Coder Clerk (Atkinson; high school graduation or equivalent; 1 year computer related experience preferably in a university environment) grade 4 Prov. (\$11,905)
- Communications - Receptionist II (high school graduation or equivalent; 1-2 years experience in a business office preferably in a university setting; typing 50-55 wpm) grade 3 Prov. (\$11,210)
- Development - Alumni Affairs Clerk (Alumni Affairs; high school graduation or equivalent; 1-2 years office experience; some knowledge of computer coding required; experience in customer relations work helpful; typing 30-40 wpm) grade 4 (\$11,905)
- Education - Word Processor/Secretary (high school graduation or equivalent with secretarial training; community college diploma preferred; typing 55-60 wpm; good interpersonal skills; excellent English usage required; willing to learn word processing) grade 4 Prov. (\$11,905)
- Fine Arts - Secretary M.F.A. Program (Visual Arts; Part-time Sessional: 28 hours/week, September 1- May 31; high school graduation or equivalent; B.A. or equivalent administrative experience preferred; 2 years experience, preferably in a university setting; typing 50-60 wpm; shorthand 100 wpm; excellent telephone manner) grade 4 (based on an annual salary of \$11,905)
- Personnel - Job Analyst* (high school graduation plus minimum 1 year university or equivalent; 1 year personnel experience with demonstrated communication skills and writing ability) grade 6 (\$14,354)
- President's Office - Receptionist/Typist* (high school graduation or equivalent with secretarial training; 2 years related experience including experience in handling contacts at senior levels; typing 55-60 wpm; dictaphone; shorthand an asset; good organizational skills required) grade 4 (\$11,905)
- Science - General Machinist Apprentice, Machine Shop (grade 12 technical graduation with courses in: Machine Shop Practice, Technical Drawing, Mathematics, Physics preferred; candidate must have obtained grade of B in the above subjects) starting salary \$13,536 (based on Craftsman I entry rate)

Counsellor - Mrs. L. Tam

- Atkinson - Student Programs Assistant I (Student Programs; Temporary: September 1, 1981-August 31, 1982; grade 13 with commercial training; some university courses preferred; two years senior secretarial/administrative experience preferably in a student related environment; typing 50-55 wpm required) grade 5 (based on an annual salary of \$12,924)
- Arts - Student Programs Assistant II (Student Programs; Temporary: to March 31, 1982; university degree or equivalent; three years administrative/business experience; ability to exercise judgement and initiative; ability to supervise work of others; excellent communication skills; ability to relate calmly and effectively to students and general public under hectic conditions; typing 40-45 wpm required) grade 6 (based on an annual salary of \$14,354)

SUMMER INTERCHANGE:

- Sax - saxophone, Bundy II, excellent condition, 2 years old: \$425; call 705-357-3896
- above-ground swimmin pool, 15'x30', filter, vacuum, cover, ladder: \$250 or best offer; call Ted at 884-7360 evenings
- tent trailer, sleeps six, spare tire, extra foam mattress: \$475 or best offer; call -3353 or 485-5146
- Nash 20' sailboat (red), 3 sails, bow and stern rails, life lines, boarding ladder, C.B. radio, cockpit cushions, outboard motor, boat cover (winter), anchor, galley propane 2-burner stove, sleeps four: \$7500; call Pat at -3851
- Lady's CCM 5-speed bicycle, needs a tune-up and a good polish: \$50; call Sandy at -6304



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Thursday July 30 - Tuesday August 4, 1981

EMERGENCY SERVICES CENTRE -3333

GENERAL

- * University Offices will be closed on Monday, August 3 for the Civic Holiday.
- * For the Civic Holiday weekend, August 1-3 inclusive, the Complex 1 (Founders/Vanier) food service outlet will be open from 8:00 a.m.-6:00 p.m. All other food service outlets will be closed.
- * The Proctor Field House office at Glendon College will be closed August 1-3 inclusive. The Building will be open for usual hours on Saturday and Sunday and will be open on Monday until 4:00 p.m. only.
- * The Department of Computer Services and related facilities at Steacie Science Library will be open on Saturday, August 1, from 10:00 a.m.-4:00 p.m. and closed on Sunday and Monday, August 2 and 3.
- * The Tait McKenzie Building and Pool will be closed Saturday and Sunday, August 1 and 2. The building only will be open on Monday, August 3 from 8:00 a.m.-6:00 p.m. (the Pool will remain closed).
- * Volunteers are required to assist handicapped delegates to operate elevators, etc., at the "Law and the Handicapped" Conference which is taking place at the York campus August 27-30. Interested members of the community are asked to call local -3312 for further information.
- * The Off-Campus Housing Office reports that short-term accommodation (until the end of December) is urgently needed for visiting faculty whose work at York ends at that time. Many landlords are unwilling to enter into a lease that ends in January, as it is a traditionally slow time for housing. Any departments that know of faculty arriving in Toronto in January and who will be needing accommodation at that time are asked to contact Charlie Fair at local -3698 in order to arrange the possibility of sharing a longer-term lease.

EVENTS

Thursday

12:00 noon & 1:00 p.m. - YUSA General Membership Meeting - possible strike vote to be held, therefore, membership cards will be checked at the door - Room G, Curtis Lecture Halls

Friday

12:00 noon - YUSA General Membership Meeting - see Thursday's listing at 12:00 noon - Board/Senate Chamber, Glendon College

(Note: no events as yet for Saturday, Sunday, Monday or Tuesday)

STAFF POSITIONS: applications for internal transfers/promotions, which are available from Personnel Services, should reach that department no later than 3:30 p.m., August 7, 1981; * indicates position is exempt from bargaining unit.

Counsellor - Mrs. B. Friedman

Academic Computing - PROFESSIONAL AND MANAGERIAL: Manager, Academic Liaison (B.Sc. or B.A. as well as M.Sc. or M.A. in computer science or related area; degrees in other fields will be acceptable if strong background in computing is involved; 5-10 years experience in relevant field in industry or university; human relations, maturity, excellent communication and presentation skills; current knowledge in at least one of applied mathematics, statistical analysis or numerical analysis) P&M 9 (\$27,112-\$33,890; level subject to review of P&M classification committee)

Communications - Editor II (B.A. in journalism or equivalent; 2-3 years of experience, including writing for print media, and the full range of journalism skills applicable to writing and editing for publications such as newsletters and brochures; tact and diplomacy required; ability to meet weekly deadlines) grade 7 (\$16,020)

Education - Secretary (high school graduation with secretarial training or equivalent; minimum 1 year secretarial and telephone experience; excellent inter-personal and telephone skills; typing 60 wpm; shorthand or speedwriting an asset) grade 4 prov. (\$11,905)

Instructional Aid Resources - Media Maintenance/Operations Technician IV (grade 12 and post-secondary training in electronics and media arts or acceptable equivalent in education and experience; at least 6 years relevant experience in broadcast television facilities; supervisory ability, versatility, initiative, design ability, manual dexterity, ability to communicate effectively, orally and in writing; good judgement) MMOT IV (\$20,438)

Fine Arts - Accounting Secretary (Visual Arts; Temporary: September 1, 1981-December 18, 1981; high school graduation with commercial training; 3-4 years bookkeeping experience with knowledge of accounting and inventory control; knowledge of university procedures an asset; statistical typing) grade 4 (based on an annual salary of \$11,905)

Counsellor - Mrs. L. Tam

Central Duplicating - Duplicating Operator II (grade 10; previous experience operating automated photo duplicating equipment such as the Xerox 9400 or Kodak 150AF) OP 2/BIND 2 (\$11,580)

McLaughlin College - Residence Secretary (high school graduation or equivalent; 2 years secretarial/administrative experience, preferably in a university or college environment; typing 60 wpm) grade 4 (\$11,905)

SUMMER INTERCHANGE:

- Sale - Encyclopedia Britannica 1962, 24 volumes plus index, like new: \$250; call 742-6425 evenings
- Smith Corona 6E Coronet Super 12 portable electric typewriter, like new: \$190; call Jim at -2446
- foldaway bed, complete: \$35; electric fan: \$15; assorted Volvo and Mini parts: free; 2 Mini rims and snow tires: \$10 each; call 663-3029 evenings
- moulded plastic chair, orange, with chrome legs, like new: \$18; open-mesh red draperies, floor to ceiling, 12 feet wide, excellent condition: \$25; call Catherine at 661-4080
- 1971 Datsun 510, 2-door sedan: \$650; call Rob Lucas at -2531 or 485-2832