

# 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.

Thursday, August 2 - Wednesday, August 8, 1984

EMERGENCY SERVICES CENTRE -3333

## GENERAL

- \* Civic Holiday - The University Offices will be closed on Monday, August 6, 1984.
- \* Tait McKenzie Building hours for the August Civic Holiday weekend:

	Building	Pool
August 4	closed	closed
August 5	closed	closed
August 6	8:00 a.m.-6:00 p.m.	closed
- \* Food Services hours of operation - Civic Holiday weekend - August 4-6 (inclusive):

Complex 1 (Founders/Vanier)	8:00 a.m. - 6:00 p.m.
All other outlets	closed
- \* Rill Food Services have tickets, free of charge, for the August 11 and 12 dates of the Player's International Tennis Tournament. Any member of the York community wishing tickets may obtain same during the week of August 6 from the cashier at Founders Seryery and Glendon Seryery.
- \* Members of the community are reminded that during the Player's International Tennis Championships -- August 11 through August 19 -- the use of parking lots "B" and "C" will be restricted to those persons who have been issued a special permit from Tennis Canada, the organizers. Holders of York University decals may park in any other parking lot to which their decal gives them entitlement. (Section 1.8 of the 1984-85 Parking and Traffic Services and Regulations, York campus refers.)
- \* D.I.A.R. is in the process of changing to a computerized booking system requiring that all requisitions have a number. All forms purchased from Stationery Stores will have a number. It is requested that all departments send in existing blank forms to D.I.A.R. in order that they can be exchanged for numbered forms which will be returned via campus mail (please include a self-addressed envelope). AV/TV requisition forms should be sent to Anne Ratcliffe, D.I.A.R., Room 113 of the Stedman Lecture Halls; or bring blanks to Room 0410, Central Square.

## EVENTS

Wednesday, August 8

- 4:00 p.m. - Chemistry Seminar Series - "Multiple Decker Metal Complexes with Unusual Internal Groups" with Professor Luigi Sacconi, Universita Degli Studi Di Firenze (Italy) - 317, Petrie Science Bldg.
- 9:00 p.m. - Stargazing - special program is presented on overcast evenings - Twin Astronomical Observatories, Petrie Science Building

STAFF POSITIONS: Applications for internal transfers/promotions should reach Personnel Services no later than 4:30 p.m., August 10, 1984; \* indicates position is exempt from bargaining unit.

Counsellor - Chris Johnson

- \*Administrative Assistant II - Joint Centre on Modern East Asia [limited term appointment: 2 years; rotates location every two years from York to University of Toronto] (university degree or equivalent; 2 years related experience including some budget experience; typing 60 wpm; word processing skills preferred; excellent communication skills - oral and written; ability to take minutes; organizational skills; proven ability to proofread and edit manuscripts and publicity material) grade 7 (\$21,243) Job No. J108
- Secretary to Assistant Director - Department of Physical Plant (high school graduation or equivalent with secretarial training; minimum 3 years related experience; typing 60-65 wpm; word processing skills, AES preferred; statistical and financial statement typing experience required; shorthand 100 wpm; excellent communication skills) grade 5 (\$17,280) Job No. J109
- Secretary - Pre-Service, Education (high school graduation with secretarial and word processing training or equivalent; minimum 1 year secretarial experience, preferably in a university environment; some word processing experience required; typing 50 wpm, accuracy essential; word processing skills, MICOM preferred; excellent communication skills; tact and diplomacy in dealing with enquiries; sense of responsibility; ability to work under pressure with interruptions) grade 4 provisional (\$15,994) Job No. J110
- Secretary - Pre-Service, Education (high school graduation with secretarial training or equivalent; 1 year secretarial experience, preferably in a university setting; typing 50 wpm; accuracy essential; excellent communication skills; tact and diplomacy; sense of responsibility; ability to work under pressure) grade 3 provisional (\$15,115) Job No. 111
- Student Programs Assistant II - Office of Student Programs, Arts (university degree or equivalent; 2-3 years related experience in a public service/student records setting, experience with on-line computer entry preferred, previous student programs or registration experience with computerized student records system an asset; excellent communication skills, ability to exercise judgement and initiative; ability to relate calmly or effectively to students and general public under hectic conditions; proven ability to work accurately and quickly under pressure of high volume essential; basic typing skills required; ability to oversee work of others) grade 6 (\$19,087) Job No. J112

## SUMMER INTERCHANGE:

- Sale - Dayglo-Sanky digital clock -\$15; small modern desk lamp, large round light bulb on black, square base -\$10; modern, attractive light fixture, 4 round light bulbs on rectangular aluminum strip -\$20; Electrohome air conditioner, suitable for bachelor/small one-bedroom apartment, 15 1/2" wide x21 1/4" -\$200 or best offer; call Irena at -2339 or 665-2212 evenings
- pine oval floor mirror -\$200; call Cecil at -6308

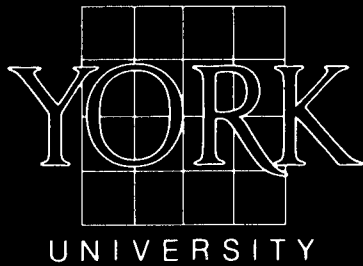
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Summer Interchange cont'd.

- 16' steel garage door with hardware -\$250 or best offer; ceramic base table lamp -\$10; Iona electric coffee grinder -\$10; call Angela at -3010
- 6 yellow and white aluminum patio chairs with plastic straps, ideal for cottage -\$10 each; 1 high chair -\$5; 1 toilet trainer -\$5; 1 playpen -\$5; 1 stroller -\$35; 1 Fisher-Price activity centre -\$10; 1 Homelite gas chain saw -\$50; call T. Harris at -3557 or -3441
- 1982 Yamaha 250 Exciter Street Bike, excellent condition, certified, 90 mpg -\$900 or best offer; call Nick at 820-6663
- registered Arabian mare, kind and gentle; call Helen 2466
- approx. 35 yards green, semi-plush broadloom with underpadding -\$100; dinette set, table + china cabinet with breakfront -\$125; kitchen set, wrought iron -\$75; 4-seater sofa in velvet pattern -\$75; call 229-6353
- Sears best vinyl bline, off-white, 4'x8', scalloped bottom -10; call Carla at -3272
- 1975 Datsun 710, dark green, well-maintained -\$700 or best offer; call Nancy at -2323

- Wanted - 100-watt mono power head; call Nancy at -2323
- portable piano/organ keyboard, preferably Casio; call Carla at -3272
  - one trunk for moving purposes; call Marla Taylor at Recreation York -2351

- Rent - 2-bedroom (large) townhouse, 1 1/2 baths, 4 appliances, full basement -\$800/month includes utilities, parking, pool, cable; available mid-August; call 636-0399 after 6:00 p.m.



# BULLETIN

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Thursday, August 9 - Monday, August 13, 1984

EMERGENCY SERVICES CENTRE -3333

## GENERAL

- \* The 1984-85 York Telephone Directory will be issued by December 3rd, 1984. The cut-off date for any deletions and/or changes will be September 30, 1984. This year's edition will be a revision of the 1983-84 directory. Additions, deletions and/or changes to the alphabetical listings must be submitted on a "Change of Listing" form to the Telephone Switchboard Office, Room 30, East Office Building. A supply of these forms may be obtained by calling local -3336 (one form is required per person). Special care should be taken when submitting listings for faculty who are cross-appointed; in these cases, it is advisable to liaise with the other department or college concerned. If changes have occurred in the Departmental Listing, the department involved is required to submit on a separate typed sheet, the complete Departmental Listing (not merely the changes) as it is to appear in the new directory. If there are no changes to this listing, then a memo to that effect should be sent to the Telecommunications Office prior to the cut-off date. When submitting the new Departmental Listing (or no-change memo), departments should also indicate how many directory inserts will be required.  
The last day on which it will be possible to process change of listing forms/departmental listing sheets for inclusion in the 1984-85 directory is September 30, 1984. After this date, any deletions, additions or changes should continue to be submitted to the University Switchboard in order that the files may be updated accordingly.
- \* Barbara Abercrombie has resigned her position at York to become Secretary of the University at the University of Guelph. A farewell reception will be held at 5:00 p.m. on Thursday, September 6 in the Masters Dining Room at Stong College at which all interested persons are welcome. Contributions to a gift will be accepted; r.s.v.p. at local -2201 or -2236.
- \* A farewell gathering for Doug Lycett, Senior Mechanical Engineering Technician with the Department of Physical Plant, who is retiring from York after 21 years of service, is being held at the 8th floor Faculty Lounge in the Ross Building, September 7 at 3:00 p.m. A presentation will be made to Mr. Lycett; members of the community wanting to make a contribution are asked to contact Dennis Pilkey at -2415 or Bob Binnie at -3644.
- \* Members of the community are asked to note that the Summer Interchange section of the Bulletin will end the week of September 3, 1984, with the final insert scheduled for Thursday, September 6. Items for publication in that Bulletin issue must reach the Communications Department, West Office Building, before 12:00 noon on Wednesday, September 5.
- \* The Comptroller's Office announces the re-alignment of the responsibility for administration of the following services within the Finance Division:
  - Housing Loans - under the direction of the Comptroller, J.A. Heber
  - Insurance - under the direction of the Staff Accountant, J. O'Neill.Information concerning these services may be obtained in the first instance by contacting Mrs. Paula Grossi at -3944 or Mrs. Rosemary Hoben at -3067. All written communications should be directed to Mrs. Grossi, Room B36 of the East Office Building.
- \* Members of the community are reminded that during the Player's International Tennis Championships -- August 11-19 -- the use of parking lots "B" and "C" are restricted to those persons who have been issued a special permit from Tennis Canada, the organizers. Holders of York University decals may park in any other parking lot to which their decal gives them entitlement. (Section 1.8 of the 1984-85 Parking and Traffic Services and Regulations, York campus, refers.)
- \* Rill Foods have tickets for August 11 and 12 matches of the Player's International Tennis Championships. Any member of the York community wishing tickets, may obtain same from the cashier at the Founders Servery (York campus) or the Glendon Servery (Glendon campus) this week.
- \* The Office of the Vice-President (External Relations and University Development) reminds members of the community that the name of the Temporary Office Building has been changed to East Office Building; and that of the new office building will be West Office Building. As of September 1, 1984, offices located in the East Office Building will include:
  - Ancillary Services--Finance Office, Housing & Food Services;
  - Facilities Planning and Management;
  - Finance Division--Comptroller, Chief Accountant, Director of Budgets, General Accounting, Student Accounts;
  - Personnel Services;
  - Physical Plant;
  - Purchasing; and,
  - Safety & Security Services: Security, Fire and Safety, Parking, Lost and Found, Key Control.The West Office Building will include:
  - Admissions--Transcripts, York Enquiry Services, Schools Liaison;
  - Community Relations;
  - Department of Communications;
  - Department of Development and Alumni Affairs; and,
  - Office of the Registrar.
- \* The following York athletes, faculty and staff are participating in the Olympic Games in Los Angeles--
  - Field Hockey: Athletes include Laura Branchaud, Laurie Lambert, Sheila Forshaw (alumnus), Sharon Creelman, Sharon Boyes and Karen Hewlett (the latter 3 registered at York for /84); Coaches are Marina van der Merwe and Kathy Broderick
  - Gymnastics (Men): Athletes include Alan Redden, Brad Peters, Frank Nutzenberger and Danny Gaudet (alumnus); Coach is Tom Zivic
  - Gymnastics (Women): Choreographer is Natasa Bajin; Coach is Boris Bajin
  - Modern Gymnastics: Judge is Tamara Bompa
  - Rowing: Athlete is Dolores Young
  - Synchronized Swimming: Head of Delegation is Pat Murray
  - Track and Field: Athletes include Molly Killingbeck, Karen Nelson, Mark McCoy, Desai Williams, Tony Sharpe, Eric Spence, Angela Taylor and Rob Gray (the latter 4 all past students); Coaches include Charlie Francis and Corrado de Gasperin
  - Volleyball (Women): Assistant Coach is Merv Mosher

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STAFF POSITIONS: Applications for internal transfers/promotions should reach Personnel Services no later than 4:30 p.m. on Thursday, August 16, 1984; \* indicates position is exempt from the bargaining unit.

Counsellor - Chris Johnson

\*P.C. Operator - Personnel Services (high school graduation plus additional courses in word processing or equivalent; minimum 1 year's experience working with data entry using microcomputer equipment, including use of a statistical software package, e.g. LOTUS 1,2,3 or SUPERCALC; some microcomputer programming experience preferred; word processing [WORDSTAR preferred]; knowledge of IBM personal computer operation preferred; typing 50 wpm; ability to work independently) grade 3 provisional (\$15,115) Job No. J113

Counsellor - Betty Gunning

MICOM Operator/Resource Person - Office of the Dean, Education (high school graduation with secretarial and word processing training or equivalent; minimum 1 year secretarial experience, preferably in a university setting; word processing experienced required; typing minimum 60 wpm, accuracy essential; word processing skills required, MICOM preferred; excellent communication skills; ability to train and assist other word processing operators; sense of responsibility and discretion; ability to work under pressure) grade 4 provisional (\$15,994) Job No. G064

Courier - Secretarial Services, Arts (grade 10; 1 year experience preferred; ability to lift heavy cartons; ability to push cart outside building in inclement weather; ability to walk for lengthy periods; ability to coordinate deliveries)

Faculty Secretary - French & Hispanic Studies, Glendon College (completion of grade 11 required or equivalent; high school graduation preferred; 2 years' related experience; typing 50-55 wpm; Bilingual Modules I & II; ability to understand Spanish for typing manuscripts, etc.) grade 3L (\$15,994) Job No. G066

SUMMER INTERCHANGE:

- Sale - one ticket for the "King & I" at the O'Keefe, August 25, 2:00 p.m. -\$30 or best offer; call Carla at -3272
- 3-piece dinette set, arborite table top, chrome trim -\$125; call Linda at -2555 or 226-3225 evenings
  - large Marksman woodstove, good for 2000 square feet, complete with 20'+ insulated (7") chimney for through-wall application, chimney used 1 winter, stove used 3 winters -\$450 (will sell chimney separately); four 11x15 white spoked rims, two are rusty -\$10 each; call Peter at -3611
- Available - on-campus typing, speciality is cassette tape transcriptions, manuscripts, essays, etc.; call Gail at 663-3216 after 5:00 p.m. or local -3297

## GENERAL

- \* The Faculty of Arts Committee on Research, Grants and Scholarships will be considering new applications for the Faculty of Arts Fellowships. The fellowships provide an opportunity to complete a research project by releasing a faculty member from all teaching responsibilities for one academic year. Deadline for applications is September 4, 1984. Application forms and guidelines are available from Jean Levy in Room S927 of the Ross Building; telephone local -3191.
- \* Members of the community are asked to note that as of today, the following offices will have relocated to the West Office Building:
 

Department of Communications )	
Department of Development and )	all in Suite A - telephone locals remain the same
Alumni Affairs )	
Community Relations )	
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Admissions/Liaison/Transcript )	all in Suite B - telephone locals remain the same
and Y.E.S. offices )	
- \* The Tait McKenzie Pool will be closed from Monday, August 27 through to and including Monday, September 3, 1984, for annual maintenance.
- \* The Centre for Continuing Education is offering an eight-week course entitled "Data Processing and Computer Certificate Program" which will commence the week of August 27, 1984. This program will be taught on the main campus. For a detailed brochure on this and other non-degree programs, call the Centre at local -2524.
- \* Members of the community are reminded that Metro Roads Department are to commence alterations shortly on Keele Street at St. Lawrence Boulevard. The purpose is to narrow the medians for better sighting and create two left turn lanes into the University. It is expected that minor delays to University traffic will occur during the construction period.

## EVENTS

### Wednesday

9:00 p.m. - Stargazing - special program is presented on overcast evenings - Twin Astronomical Observatories, Petrie Science Building

**STAFF POSITIONS:** Applications for internal transfers/promotions should reach Personnel Services no later than 4:30 p.m., August 21, 1984; \* indicates position is exempt from bargaining unit.

Counsellor - Bev McKee

\*Counsellor - Counselling and Development Centre (Temporary: 1 year appointment only; graduate degree in psychology, social work or counselling required; Ph.D. Psychology, O.B.E.P. registration strongly preferred; counselling and intern supervision experience required, preferably within an educational setting. Please submit a resume when making an application.) grade P&M8 (\$32,377-45,709) Job No. M024

Counsellor - Chris Johnson

Administrative Secretary - Dean of Student's Office, Glendon College (high school graduation, or equivalent; some university courses would be an asset; minimum 2 years related experience in a student service area, preferably in a university environment; bilingual [English/French] modules I, II, III, IV required; typing 50 wpm; word processing skills or willingness to learn; ability to work independently; ability to work under pressure in a high volume area; tact and diplomacy essential; excellent communication and organization skills; ability to deal effectively with students/faculty/staff/public at all levels; ability to work with numbers; overtime, evening and weekend work may be required) grade 5L provisional (\$19,087) Job No. J114

Assistant to Coordinator - Centre for Handicapped Students, Counselling and Development Centre (some university required preferably in the area of Social Science or equivalent; university degree preferred; 1-2 years community services experience, preferably related to the disabled; excellent communication skills [with both groups and individuals]; ability to make assessments quickly; good organizational ability) grade 5 (\$17,280) Job No. J115

Counsellor - Betty Gunning

Shipping/Receiving Clerk A - Bookstore (minimum grade 11, high school graduation or equivalent preferred; previous shipping/receiving experience preferred; ability to respond to changing priorities; manual dexterity; familiarity with sign printing machine an asset; ability to lift heavy materials) grade 2 (\$14,184) Job No. G067

Shipping/Receiving Clerk B - Bookstore (minimum grade 11, high school graduation or equivalent preferred; previous shipping/receiving experience preferred; ability to respond to changing priorities; manual dexterity; organizational skills; ability to lift heavy materials) grade 2 (\$14,184) Job No. G068

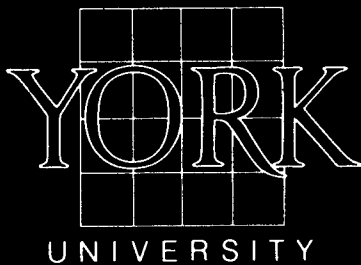
Accounting Clerk - Visual Arts, Fine Arts (high school graduation or equivalent, community college accounting courses preferred; 1-2 years related experience; typing 40 wpm, accuracy essential; ability to use IBM PC or willingness to learn; accounting; good communication skills; some knowledge of inventory control) grade 4 (\$15,994) Job No. G069

\*Fellows' Secretary - Vanier College (Part-time: 21 hours/week, 3 days/week; high school graduation or equivalent; 1 year secretarial experience required; typing 55 wpm; good communication skills; good organizational skills) grade 3 (based on an annual salary of \$15,115) Job No. G070

Faculty Secretary - Osgoode Hall Law School (Temporary: September 4, 1984-December 21, 1984; high school graduation or equivalent with commercial training; 1-2 years secretarial experience, preferably in a related area; typing 50-55 wpm; dictaphone skills required) grade 3 (based on an annual salary of \$15,115) Job No. G071

Reposting of G065, York Bulletin, August 9, 1984

Courier - Secretarial Services, Arts (grade 10; 1 year's experience preferred; ability to lift heavy cartons; ability to push cart outside building in inclement weather; ability to walk for lengthy periods; ability to coordinate deliveries) grade 2 provisional (\$14,184) Job No. G065



# BULLETIN

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Items submitted will be edited as required.

Thursday, August 16 - Monday, August 20, 1984

EMERGENCY SERVICES CENTRE -3333

## GENERAL

- \* Members of the community are reminded that the Summer Hours Work schedule now being followed by most of the University will end as of the Labour Day weekend. Normal hours for the fall/winter months (9:00 a.m.-5:00 p.m.) will resume on Tuesday, September 4, 1984.
- \* Labour Day Holiday -- The University offices will be closed on Monday, September 3, 1984.
- \* The York University Board of Governors' Property and Building Committee has approved the following name change: Bethune College will henceforth be known as Norman Bethune College.
- \* The Faculty of Arts Committee on Research, Grants and Scholarships will be considering new applications for the Faculty of Arts Fellowships. The Fellowships provide an opportunity to complete a research project by releasing a faculty member from all teaching responsibilities for one academic year. Deadline for applications is September 4, 1984. Application forms and guidelines are available from Jean Levy, Room S927 of the Ross Building; telephone local -3191.
- \* Betty Evans, Secretary to R.L. Tobin, Assistant Director (Administration) with the Department of Physical Plant, will be retiring from York after more than 16 years of service. A farewell gathering is being held for Mrs. Evans in the East Office Building, Room C43, September 13 at 3:30 p.m., at which time a presentation will be made. Members of the community wanting to make a contribution are asked to contact Heather McIndless at -3429 or Francine Bernard at -2295.
- \* The Summer Interchange Section will end the week of September 3 with the final insert scheduled for Thursday, September 6. Items for publication in that Bulletin issue must reach Room A134 of the West Office Building before 12:00 noon on Wednesday, September 5. Members of the community wanting to place an ad after this week should contact the student newspaper Excalibur, located in Central Square.
- \* The Ainger Coffee Shop (Calumet College) requires a Manager for the fall/winter term with the person hired for this position responsible for the staffing, administration (emphasis on bookkeeping), and development of existing facility housed in Calumet College. The Ainger is a small coffee shop known for its health foods and bagels with a reputation for its congenial atmosphere. The Manager, whose duties are scheduled to commence September, 1984, must be willing to work closely with the Calumet College General Meeting and must also be able to take full responsibility for the day-to-day supervision of the facility. The position offers a salary of \$250/40-hour week. Interested persons should send typed resumes, giving a summary of relevant work experience, to Alex Nobile, Ainger Hiring Committee, Room 120, Atkinson College. Deadline for submission of applications is 3:00 p.m., August 22, 1984; applications received after this date will not be considered. All applicants will be contacted before the end of August.
- \* The Centre for Continuing Education is offering an eight-course "Data Processing and Computer Certificate Program" which will commence the week of August 27, 1984. This program will be taught on the main campus. For a detailed brochure on this and other non-degree programs, call the Centre at local -2524.

**STAFF POSITIONS:** Applications for internal transfers/promotions should reach Personnel Services no later than 4:30 p.m., August 23, 1984; \* indicates position is exempt from bargaining unit.

Counsellor - Chris Johnson

Secretary to Director - International Services (high school graduation plus some university required, or equivalent; minimum 2 years of related experience preferably in a university environment; ability to work independently; demonstrated ability to deal with a wide variety of people from other countries and of understanding various cultural and social differences; typing 60 wpm; excellent communication and organizational skills; good judgement and initiative; preferably bilingual in French) grade 5 provisional (\$17,280) Job No. J116

Counsellor - Betty Gunning

Faculty Secretary - Political Science, Arts (Temporary: August 27 - November 30, 1984; Part-time: 30 hours/week, 5 days/week, 9:30 a.m. daily; high school graduation or equivalent with secretarial training; 1-2 years general secretarial experience; typing 60 wpm; good communication skills) grade 3 (based on an annual salary of \$15,115) Job No. G072

## SUMMER INTERCHANGE

- Sale - 1 bookshelf, 1 desk, 1 colour TV, 1 ironing board, 1 filing cabinet -best offer; call Mereen at 483-1213
- antique car restoration project, Austin Healey sports model 100-6, 1959, 2-seater with 2 jump seats, complete car available plus many extra parts from disassembled car, engine No.1 completely rebuilt as is transmission, body work required; call Don at -2296 or 884-3573 re. offers
  - 1978 Honda Civic, yellow, FM cassette, stereo radio, excellent condition; call Bibi at -6633 or 486-7624 evenings
  - double bed with bookcase headboard, box spring and mattress -\$50; baby swing -\$20; Jolly Jumper -\$15; call 743-5277
  - 17 sq.ft. General Electric refrigerator, white, almost new -\$400; electric G.E. self-cleaning stove -\$300; 3 bookcases, 6'x3' -\$25 each; 1 desk with 4 drawers, black leather top -\$75; one office executive chair -\$75; call Sonia at 489-7675
  - 1978 Ford Fiesta, very good condition, 60000 km; call Mary at -3300 or 884-6010 after 6:00 p.m.
  - voice pager & recharger -\$225; call after 6:00 p.m. to 223-4901
- Rent - sublet to April 30, 1985, 3-bedroom apartment, 1 1/2 baths, central air, Albion/Weston Road -\$599/month; call 749-4966 or 661-2564 after 5:00 p.m.
- luxury furnished condominium apartment available for academic year, Thornhill, adult building, no pets allowed, 2-bedroom, 2 baths, laundry room, study -rent is negotiable and includes heat, hydro, air conditioning and all maintenance services; for information and an appointment call 889-4832
  - shared accommodation in Maple, large house, 2 private furnished room, share kitchen, sitting room, bathroom, large yard, available September 1 or earlier -\$285/month inclusive; call -3243 or 832-1431
  - comfortable furnished room in private home, Dufferin/Steeles, close to bus and shopping; call 669-1786

# DIRECTIONS

## WELCOME

It has been very busy on campus this past summer and many changes have taken place to accommodate York's growing student enrolment. York is now Ontario's second largest university, and Canada's third largest. During the summer both the York and Glendon campuses have added more class and seminar rooms, as well as computer facilities, and additional faculty offices. On the York campus you will find the Temporary Office Building (TOB) has had its name changed to East Office Building and between it and the Tait McKenzie Building the new West Office Building is now being completed.

In the Ross Building, Curtis and Central Square Complex, you will find the newly established Office of Student Affairs. Our Office will be publishing this page called "Directions" in EXCALIBUR on a regular basis. We hope to keep you in touch with all the changes taking place, remind you of important upcoming events, and just generally provide you with helpful information to make your years at York more rewarding. The Office of Student Affairs will also be working closely with the Colleges, CYSF, Faculties, and the various counselling and service areas on campus to assist you in meeting your own goals for a good University experience. Together, we hope to help you become an active member of the York Community.

We encourage you to take part in campus life. Take the time to get to know your College better! The College Masters and Student Governments have worked hard to produce a good orientation program for you. Get involved! Find out more about the social and entertainment events, the intramural sports programs and various clubs housed in the Colleges. It could make the difference between a good and a great year!

Please feel free to call on the Office of Student Affairs if we can help you.

Sincerely,  
Cora Dusk  
Director of Student Affairs

## OFF-CAMPUS HOUSING

The Office of Student Affairs maintains Off-Campus Housing Listings on display boards in the corridor between Curtis Lecture Halls "C" and "D" and the Central Square Cafeteria. During the month of August and part of September, a staff member is always available at the display boards from 9:00 a.m. to 6:00 p.m. (Monday to Friday) to assist with additional information, directions, or new listings.

## PART TIME JOBS

Looking for part time work on campus while you are a student? The University is in the midst of launching a special WORK/STUDY PROGRAM to assist students in meeting the costs of their education. To find out if you are eligible for these positions, visit the Financial Aid Office and complete an application as soon as possible.

# 1984

Do you remember your arrival on campus?

There you were in an unknown environment that seemed strange and impersonal. You may have been lost frequently and maybe even lonely. With your help we can change that experience for new students, staff, and faculty. We can provide a warm welcome and help with the initial adjustments to campus life.

## WELCOME WEEKS

SEPTEMBER 4-14

## HELP US TO CUT THE RED TAPE!

### It's Easy

- Come to a 90 minute seminar for training.
- Give directions to the new members of our community.
- Offer a welcoming smile.
- Wear a red armband and help cut the red tape.

### We need your help:

- Upper Year Students
- Staff Members
- Faculty and Graduate Students

### If you want to volunteer:

- Call the Office of Student Affairs 667-2226
- Or visit us in Room 124 Central Square



## INFO YORK

Need directions, general information, TTC schedules and tickets, help in locating various clubs or student services? Do you want more information about intramural sports, Colleges, off-campus housing, or adding and dropping courses? We've got some answers. If we don't know, we will find the proper information for you or refer you to some one on campus who knows.

Our Info Desk is open from 9:00 a.m. to 7:00 p.m. Monday to Thursday and 9:00 a.m. to 5:00 p.m. on Fridays in the Office of Student Affairs, Room 124 Central Square. You can phone us at 667-2226 to get information as well. We're currently establishing a small library of information to help you take advantage of all that is available at York. Drop by to see us. Both regular staff and Student Ambassadors will be there to talk with you.

## WE'RE MOVING!

Many University offices are in the midst of moves which should be completed by the first week of classes. Here's a list of where they are going:

### West Office Building:

Admissions, Liaison, and Undergraduate Transcripts  
Alumni Affairs and Convocation Office  
Community Relations Office  
Department of Communications  
Department of Development  
Office of the Registrar  
York Enquiry Service

### East Office Building:

Financial Aid Office  
Housing and Food Services  
Lost and Found  
Parking Office  
Personnel Services  
Safety and Security  
Student Accounts Office

### Central Square:

Office of Student Affairs (Room 124)  
Sexual Harassment Education and Complaint Centre (Room 140A)

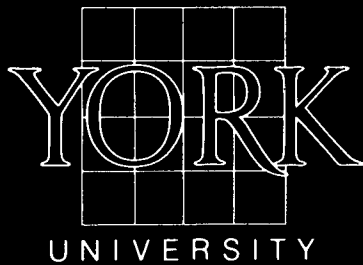
## STUDENT LOCKERS

Students may apply for lockers in their own College through the Master's Office. Lockers in the Curtis Lecture Halls are available to Handicapped Students and a limited number of other undergraduate commuter students on a first come, first served basis on Monday, September 10, beginning at 8:00 a.m.

## FOREIGN STUDENT ADVISER

The Foreign Student Adviser, Brenda Hanning, provides assistance to foreign students on a wide range of academic and non-academic concerns within the University and in the surrounding community. Areas where help is given include housing, health insurance, financial matters and personal difficulties, and the interpretation of immigration regulations. The office is a place where new students are welcomed and where they can find answers to questions about living in a new country. An ORIENTATION PROGRAM for incoming students is scheduled for: Friday, September 7, 1984 at 10:00 a.m. in the Senior Common Room of Winters College.

The Office also provides information on opportunities for work and study abroad, for Canadian students wishing to spend a summer or an extramural year in another country.



# 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.

Tuesday, August 21 - Wednesday, August 22, 1984

EMERGENCY SERVICES CENTRE -3333

## GENERAL

- \* As of September 1, the Office of International Services will be known as York International. Professor H. Ian Macdonald will assume the directorship of York International at that time, and he will be located in Room 110 of the Administrative Studies Building. The Administrative Officer is Mrs. Rosemarie Nielsen, and the telephone number is -3760.
- \* While the public is being charged to park at York University during the Papal Visit, September 15, members of the York community are reminded that their York parking decals will be honored on that day.
- \* The 1984-85 York Telephone Directory will be issued by December 3rd, 1984. The cut-off date for any deletions and/or changes will be September 30, 1984. This year's edition will be a revision of the 1983-84 directory. Additions, deletions and/or changes to the alphabetical listings must be submitted on a "Change of Listing" form to the Telephone Switchboard Office, Room 30, East Office Building. A supply of these forms may be obtained by calling local -3336 (one form is required per person). Special care should be taken when submitting listings for faculty who are cross-appointed; in these cases, it is advisable to liaise with the other department or college concerned. If changes have occurred in the Departmental Listing, the department involved is required to submit on a separate typed sheet, the complete Departmental Listing (not merely the changes) as it is to appear in the new directory. If there are no changes to this listing, then a memo to that effect should be sent to the Telecommunications Office prior to the cut-off date. When submitting the new Departmental Listing (or no-change memo), departments should also indicate how many directory inserts will be required.  
The last day on which it will be possible to process change of listing forms/departmental listing sheets for inclusion in the 1984-85 directory is September 30, 1984. After this date, any deletions, additions or changes should continue to be submitted to the University Switchboard in order that the files may be updated accordingly.
- \* Members of the community are reminded that the Summer Hours Work Schedule now being followed by most of the University will end as of the Labour Day weekend. Normal hours for the fall/winter months (9:00 a.m.-5:00 p.m.) will resume on Tuesday, September 4, 1984.
- \* Labour Day Holiday -- The University offices will be closed on Monday, September 3, 1984.

"Directions" 1984  
Many people from offices across campus are working hard and getting ready to help students adjust to the many changes on campus. Welcome weeks -- September 4 to 14 -- is an opportunity to get many people involved in the welcome process. Members of the community are invited to become a part of that welcoming community. Volunteers are asked to come forward and participate in any one of numerous 90-minute seminars which are intended to provide current information on a variety of changes and just generally cover the most commonly asked questions by students. Volunteers will be trained and each given a red armband which will help identify them to the community. Persons willing to assist are asked to call local -2226 and sign up for one of the training sessions.

- \* All lockers in the Curtis Lecture Halls and in the west side corridor of Central Square (corridor that leads to the Scott Library) will be available for rent during the academic year 1984-85 on September 10, 1984, on a first-come, first-served basis. The Office of Student Affairs, Room 124, Central Square, will open at 8:00 a.m. on that day only. Persons wishing to rent a locker must have a Sessional Validation Card, a Study List or Tuition Fee Receipt and \$5.00 cash. Belongings that were not removed from lockers after the 1983-84 academic year-end may be reclaimed from Room 124, Central Square after August 20, 1984.
- \* On Friday, August 24, a momentary power interruption is planned to permit Physical Plant to transfer load from Keele Street feeders to Steeles Avenue feeders to enable the balance of feeder loads throughout campus.
- \* The Tait McKenzie Pool will be closed from Monday, August 27 through to and including September 3, 1984, for annual maintenance.

## EVENTS

### Wednesday

9:00 p.m. - Stargazing - special program is presented on overcast evenings - Twin Astronomical Observatories, Petrie Science Building

STAFF POSITIONS: Applications for internal transfers/promotions should reach Personnel Services no later than 4:30 p.m., August 28, 1984; \* indicates position is exempt from bargaining unit.

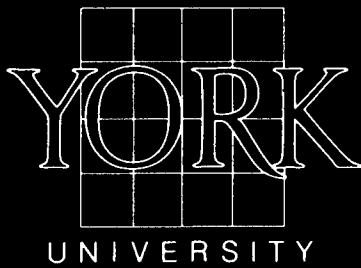
Counsellor - Chris Johnson

Serials Assistant II - Materials & Data Processing, Scott Library (high school graduation or equivalent; 1-2 years library experience, preferably in a serials-related area; typing 40 wpm, accuracy essential; cognizance of detail) grade 4 (\$15,994) Job No. J117

Counsellor - Betty Gunning

Receptionist/Special Projects Assistant - Office of the Dean, Fine Arts (high school graduation, or equivalent; 1-2 years related experience including experience in a public service area, preferably in a university environment; some involvement/contact with Fine Arts organizations would be an asset; typing 55-60 wpm; excellent communication skills; demonstrated ability to deal effectively with people; word processing and/or microcomputing skills required, MICOM preferred, or willingness to learn skills) grade 4 provisional (\$15,994) Job No. G073





# BULLETIN

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Thursday, August 23 - Monday, August 28, 1984

EMERGENCY SERVICES CENTRE -3333

## GENERAL

- \* Members of the community are asked to note that as of August 21, the Office of the Registrar relocated to the West Office Building, Suite C.  
Telephones as follows:
 

Registrar	L. Burton	-3029	
Associate Registrar	G. Fontaine	-3094	
Secretary	A. Noce	-3029/3094	
Registration & Student Status	M.R. Acton		-3015/3016
Registration & Student Status	S. Chisholm		-3015/3016
Receptionist	K. Cochrane		-3015/3016
Student Records Processor	T. Arnott		-2500
Operations Officer	A.E. Millar		-3751/2500
Student Records Clerk	L. Wood		-2500

Hours of Work:

Registrar's Office, Room C130C  
August 21-September 1, 1984  
September 4, 1984  
8:30 a.m.-4:30 p.m. (3:30 p.m. close, Aug. 24)  
8:30 a.m.-4:30 p.m.

Registration Office, Room C130  
August 21-September 1, 1984  
September 10, 1984  
9:00 a.m.-4:30 p.m. (3:30 p.m. close, Aug. 24; lunch hour closing 12:00 noon-1:00 p.m.; office closed September 5,6,7 during Central Registration at Norman Bethune College)  
10:00 a.m.-4:30 p.m. (lunch hour closing, 12:00 noon-1:00 p.m.)

Student Records Office, Room C130C  
August 21-September 1, 1984  
September 4, 1984  
8:30 a.m.-4:30 p.m. (3:30 p.m. close, Aug. 24)  
8:30 a.m.-4:30 p.m.
- \* The momentary power interruption planned for August 24 between the hours of 6:00 a.m. and 8:00 a.m. will affect the following buildings: McLaughlin College & Residence; Farquharson; Behavioural Sciences; Stedman Lecture Halls; Atkinson College; #4 and 6 Assiniboine Road; Petrie Science; Tait McKenzie; Ice Arena; Bethune College & Residence; Scott Library; Administrative Studies; and, West Office Building.
- \* The Office of the Chief Accountant is pleased to announce the appointment of Brian A. Laing (local -3212) to the position of Fees and Collection Manager.
- \* The Department of Dance, Faculty of Fine Arts, is offering dance classes for both children and adults, commencing September 25, 1984, and running throughout the academic year. For children, there are classes in Creative Dance, Modern Dance, and Ballet. Classes for adults are offered in Jazz and Ballet. Registration will take place on Saturday, September 22 from 9:30 a.m. to 12:00 noon, in the Lobby of the Fine Arts Phase II Building. For further information please call -6423 or -3651.
- \* Leave and Postdoctoral applications from the Social Sciences and Humanities Research Council are now available in ORA, Room S414A of the Ross Building. Faculty and researchers should note that the deadline for application submission is October 8, 1984, and that applicants must now include the letters of appraisal and assessment in the submission.
- \* The Faculty of Arts Committee on Research, Grants and Scholarships will be considering new applications for the Faculty of Arts Fellowships. The fellowships provide an opportunity to complete a research project by releasing a faculty member from all teaching responsibilities for one academic year. Deadline for applications is September 4, 1984. Application forms and guidelines are available from Jean Levy in Room S927 of the Ross Building (telephone local -3191).
- \* The Centre for Continuing Education is offering the following:
  - 2 Bridging Courses, Humanities "A", starting September 19 at the main campus and Social Science "A", commencing September 18 at the Glendon campus. Bridging courses are designed to deal with the problems facing students who have been out of school for a number of years.
  - a 13-week GMAT Mathematics Preparation Course, designed to assist students who hope to enter an MBA program, but are not adequately prepared to handle the mathematics section of the GMAT; this course is taught on the York campus starting September 20.
  - Mindpower '84-'85 is a workshop designed to help the participants cope with information overload, develop innovative learning strategies; the workshop is held on the York campus on two Tuesday and two Thursday evenings and begins on September 4.

For detailed brochures on these and other non-degree programs offered by the Centre, call local -2504 or drop by the Centre's offices on the 2nd floor of the Administrative Studies Building.

**STAFF POSITIONS:** Applications for internal transfers/promotions should reach Personnel Services no later than 4:30 p.m., August 30, 1984; \* indicates position is exempt from the bargaining unit.

### Counsellor - Chris Johnson

Administrative Secretary - Osgoode Hall Law School Library, Libraries (high school graduation or equivalent with secretarial training; 2 years related experience; typing 45-50 wpm; micro computer skills required, IBM PC preferred; good communication skills; basic bookkeeping skills; proficiency in both French and English preferred) grade 5 provisional (\$17,280) Job No. J118

- continued -

STAFF POSITIONS CONT'D.

Engineering Technologist III - Physical Education and Athletics (graduation from a 3-year course at an accredited school of technology or acceptable equivalent education and experience; 4 years related experience; initiative, ingenuity, ability to communicate effectively; related technical skills; manual dexterity) grade Eng.Tech. III (\$25,268) Job No. J119

Telephone Services Assistant - Department of Physical Plant (high school graduation or equivalent; 1-2 years experience with Bell Canada Commercial Office and/or with a telephone services operation in a university or large company; telephone systems analysis; typing 40 wpm, accuracy essential; good communication skills; ability to deal effectively with faculty and staff at all levels) grade 5 (\$17,280) Job No. J120

SUMMER INTERCHANGE:

- Sale - solid brick 4-bedroom townhouse, south of Fairview Mall, spacious livingroom, rec.room, eat-in kitchen, garage, 1 1/2 baths, close to TTC and school, plaza, 401, Don Valley and 404, 12 1/2% mortgage to 1987, 4 appliances, swimming pool and tennis courts -\$69,500 firm; call Khan at -2307 or 494-7826 evenings
- desk, tinted glass and chrome trim with matching chair -\$200 or best offer; call Sally at -3839 or evenings at 742-7233
  - 1977 Datsun B210, 4-speed, original owner, approx. 40000 miles, excellent condition, FM stereo/cassette and power booster, not driven for past two winters -asking \$2200; call 636-9317 after 5:00
  - Atari 2600 video game with 15 games -\$150; speakers, bass reflex, 10" stentorian, 30"x24"x18" -\$60 for pair; hifi stand with storage cupboard, 38"x20"x15" -\$20; Realistic deluxe microphone stereo dual pattern electret -\$25; flip-out to a single bed, folding chair, brown plaid -\$40; call 636-6998
  - very sturdy sofa bed; new AIWA portable stereo; 26" colour TV; stereo stand; men's 10-speed bicycle; 2 dressers (1 new); weights plus bench; French provincial telephone; Minolta x-700 camera; all in excellent condition, some still in sealed cartons -any reasonable offer accepted; call 481-0060
  - 1974 Pontiac LeMans Coupe, runs well, needs brake and limited body work -\$250 uncertified; call 368-1215 or 886-2012
  - Sandak shoes, 5-year warranty; call Carla at -3272 or 669-5853
- Rent - sublet 2-bedroom apartment, downtown (Church/Wellington), 2 1/2 baths, all appliances, laundry, solarium, October, on subway, theatre district -\$1340/month; call 368-2095
- Wanted - ride from York needed Tuesday-Friday at 4:00 p.m. to Bramalea City Centre starting Tuesday, September 11, willing to pay; call Josette at 846-5372
- ride to/from York to Brampton/Bramalea, will share cost (also ride for two when classes start); call Vicky at -3739
  - wooden crates or strong cardboard boxes for moving; also, wanted to buy a sturdy, cedar-lined storage trunk; call Pam'la at -3353 or 665-7038 after 5:00
  - thanks to those who have sent Dominion Store Cash Register Tapes; they are needed on an ongoing basis to purchase sports equipment and educational equipment; send to Leone Hall, Room 113, Scott Library