

GENERAL

DEPARTMENT OF PHYSICAL PLANT
NOTICE OF PLANNED SHUT DOWN OF UTILITIES

A shut down of steam and hot water is scheduled for Thursday evening to permit necessary work to proceed that can only be carried out when steam and hot water is shut off buildings throughout the campus.

Utility Affected:	Steam for cafeterias, hot water
Date of Shut Down:	Thursday June 27th/85
Time of Shut Down:	1800 hours (6:00 p.m.)
Time of Start Up:	2200 hours (10:00 p.m.)

Buildings Affected:

Founders College & Residence
 Vanier College & Residence
 Winters College & Residence
 Steacie Science Library
 Stong College, Residence & Kitchen

Bethune College & Residence
 Behavioural Science
 Atkinson College & Residence
 Administrative Studies
 Fine Arts

K.N.I.M.R.
 Ross Building
 Central Square
 Osgoode Hall Law School
 Scott Library
 Curtis Lecture Hall

Student Apartments, #2, #4, #6 and #8 Assiniboine Road
 McLaughlin College & Residence
 Farquharson L.S. Building
 Petrie Science Building
 Tait McKenzie

- * "CANADA DAY" - The University Offices will be closed Monday, July 1, 1985.
- * The TAIT MCKENZIE BUILDING will be closed on the Canada Day Holiday Weekend - Saturday, June 29; Sunday, June 30; and Monday, July 1.
- * THE 1985 SHARP OFFICE PRODUCT SHOW will present their new line of business products featuring: photocopiers, facsimiles, electronic typewriters and electronic calculators. The show takes place Wednesday, July 3 from 9:00 a.m. - 5:00 p.m. in the Winters-Vanier Masters dining room and is open to the York community.
- * The YUSA TRAVEL GROUP is organizing a second Stratford Trip, to attend a performance of Pirates of Penzance Friday, August 9 at 8:00 p.m. Reservations may be booked with a deposit of \$18.00. Cheques made payable to Travel Group may be sent to the YUSA office, 010, Administrative Studies Building. All members of the York University community, retirees, families and friends are welcome. For further details, call the YUSA office at local -3310.
- * The DEPARTMENT OF PHYSICAL PLANT has for sale in an uncertified condition:
 - 1 - 1978 Dodge A.W. 100 Ramcharger, 1 Ton, 4 X 4 complete with hydraulic system and 90" Artic Snow Plow. Unit Serial # A 10BF8S 174904. York Stock #2-4.
 - 1 - 1980 Ford E150 Window Van, Serial #E-15EBHG0028. York Stock #3-12.

Interested members of the community may inspect the vehicles upon prior arrangement with Mr. Van Ginkel, Superintendent, at local -2373. Offers to purchase, in writing only, can be sent to the Manager of Purchasing, Room 39 E.O.B. Closing date and time is Tuesday July 2, 1985 at 1:00 p.m. Terms of Sale: Certified cheque or cash. File Reference #P/SD/297.
- * Attention all York members! The York Community Relief Fund is looking for names of people who have been affected by the tornado who need our help. Please call local -3310 to give us more details. Donations are still being accepted.

EVENTS

THURSDAY, JUNE 27

9:00 a.m. - CRITICAL SKILLS PROJECT [Faculty of Arts] John Reiff of the English Composition Board at the University of Michigan will deliver a lecture on "Responding to Student Writing" - Room 106, Winters College. This lecture is open to all members of the York community.

4:30 p.m. - SENATE MEETING - Senate Chamber (Room S915), Ross Building.

FRIDAY, JUNE 28

9:00 a.m. - PH.D. DISSERTATION - Paul King will defend his Ph.D. Dissertation entitled: "Empirical Refinements for the Interaction Model of Anxiety: Constructing a Composite Predictor for State Anxiety" - Room S935, Ross Building.

10:00 a.m. - PH.D. DISSERTATION - Louise Hartley will defend her Ph.D. Dissertation entitled "Academic Underachievement in Female High School Students: A Comparative Analysis of a Differentially Diagnosed Sample" - Room N927, Ross Building.

SUMMER INTERCHANGE

- Sale - Everything \$20 - \$40 each: plush armchairs, lady's walnut dresser, bookshelves, TV stand, sheers and drapes, table, lamps, guitar, speakers, clock, kitchenware, dishes, linen, men's and ladies' clothes, shoes. Must sell. Call 783-0456.
- A 4 door car, '73 Chev Bel Air, 350 engine, runs excellent, everything works, asking \$350.00. Call 783-0456.
 - Dryer, Inglis, good condition - \$175.00; Twin mattress, box spring, frame - \$35.00; Dresser/desk combo - 8 feet, white - \$85.00; Night tables (2) and triple dresser, gray wood - \$200.00. Moving, must sell. Call Marlene at local -3011 Monday, Wednesday, Friday, or 781-4142 after 6:00 p.m.
 - Smith Corona portable electric typewriter with removable erasable cartridge. Complete with case, mint condition (retail \$475.00) asking \$275.00 or best offer. Call Agnes at local -2573 or 633-7244 after 6:00 p.m.
 - '76 Pontiac Catalina p/s, p/b, auto, V8, A1 Mech., creme excellent exterior, good interior. Asking \$1200.00, certified (firm). Must be seen. Call Val at 636-1608.
 - '81 Chevette, 4 door, standard, 58,00 kms. Excellent condition - \$3450.00. Call Marg at local -6304.
 - Dining room table (39" X 56") and four chairs, upholstered in gold/black fabric. Very good condition. \$160.00. Phone 487-8483 evenings or weekends.

Wanted - A turntable for stereo set. Call Glen at local -3916.

- Tennis partner - to play evenings and weekends on campus. Intermediate level. Call Ken, 661-5543.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Friday, July 5, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: ARTHUR TAYLOR

Craftsman IV - Technical Services, Faculty of Science; (Technical school graduation or equivalent; several years in supervisory capacity, or engaged in work at an advanced level of skills and accuracy; demonstrated ability in effective communication; must have served a recognized apprenticeship and hold either a Toolmakers or general Machinists licence; must have served at least 10 years as a skills machinist; cost estimation, knowledge of the correct material to be used on specific work; ability to supervise the personnel in his/her charge, and to diplomatically control students, faculty and visitors in a workshop environment.); grade CR IV (\$31,845) Job No. T003

Craftsman 3 (Mechanical) - Technical Services, Faculty of Science; (Technical school graduation or an equivalent in education and experience; typically seven years experience in the fabrication and design of a wide range of mechanical components; some demonstrated ability in effective communication and the supervision of personnel.); grade CR 3 (\$28,381) Job No. T004

COUNSELLOR: CHRIS JOHNSON

Administrative Secretary - Film, Faculty of Fine Arts; TEMPORARY: September 3 - December 16, 1985; (High school graduation with secretarial experience or equivalent; 2 years secretarial experience; typing 45-50 w.p.m.; budget experience required; good oral and written communication skills; good organizational skills; ability to take dictation, shorthand preferred; word processing experience, or willingness to learn; must be bondable.); grade 5 (based on an annual salary of \$18,300) Job No. J104

GENERAL

The Metropolitan Toronto Police Department has officially declared the death of a York University student which took place on campus Monday, June 24 as a suicide. The student was Mr. Kee Liang Tan, 27, attending Atkinson College. Mr. Tan's family were notified of his death and they visited the York campus on Tuesday, July 2. The President has expressed his condolences on behalf of the University.

- * **OBITUARY:** Dr. Arthur C. Johnson, Professor of Energy Studies, died on July 2, 1985. One of York's founding staff members, Dr. Johnson joined the University in 1960. He held a number of senior administrative appointments including Assistant to the President, Director of Campus Planning and Vice-President, Academic Services.
- * **INVITE A STUDENT TO SUNDAY SUPPER:** Throughout the month of July until August 9, 240 young people, mostly from Quebec, will participate in an English Immersion Programme at Glendon College, coordinated by the Centre for Continuing Education. For these young people, learning English beyond the classroom is important and they are eager to meet "Torontonians" and to practise their English. Any members of the York community who would like these students to feel at home are asked to invite one or two of the group home for Sunday supper. A home-cooked meal in a friendly family environment would go a long way towards making their visit a memorable one. If you would like to invite a student for Sunday supper, please call Lynn Wells at 487-6196, Monday to Friday, 8:30 a.m. - 4:30 p.m.
- * **A RED CROSS BLOOD DONOR CLINIC** will be held Tuesday, July 9 from 12:00 noon - 4:00 p.m. in the Stong College Masters Dining Hall. For more information, contact Velma at local -3756.
- * For the seventh year, the **GLENDON GALLERY** presents "Nouvelles Tetes", an exhibition dedicated to the works of a new generation of Canadian artists. This year's exhibition, continuing until July 19, features the work of Susan Edgerley, Richard Milette, Joel Robson, Peter Fleming and Lee Dickson. The artists have chosen to work with glass, paper, wood, pearls and clay. The Gallery is open 10:00 a.m. - 4:00 p.m., Monday to Friday. Further information is available by calling Glendon at 487-6187.
- * Members of the York community are asked to note that **DR. A.S.M. SALEUDDIN's** telephone numbers are locals -2335 and -3832, 246A/013 Farquharson Building and local -2264, N919 Ross Building.
- * The Department of Safety and Security Services wishes to advise all Faculties/Departments who need facilities to be opened on weekends and holidays to submit their requirements, in writing, to reach the Department no later than 12 noon on the preceding Thursday. This will allow sufficient time to compile, type and duplicate the Weekend Bulletin for distribution on Friday. Any questions regarding the above may be directed to Murielle White at local -3389.

DEPARTMENT OF PHYSICAL PLANT NOTICE OF PLANNED SHUT DOWN OF UTILITIES

To permit us to connect the new Leonard G. Lumbers Building (Life Sciences and Environmental Studies Building) to our high voltage distribution system, three momentary power interruptions of one minute duration will take place on Thursday July 4th, Friday July 5th and Monday July 8th, 1985, between 0600 and 0800 hours. The following buildings will be affected:

Thursday July 4th/85

Behavioural Science Building
Ross Building
Student Apts. #4 & #6 Assiniboine
Scott Library
Atkinson College
Administrative Studies Building

Friday July 5th/85

Behavioural Science Building
Ross Building
Scott Library
Atkinson College
Administrative Studies Building
Founders College & Residence
Vanier College & Residence
Winters College & Residence
Stong College, Kitchen & Residence
K.N.I.M.R.

Monday July 8th/85

Founders College & Residence
Vanier College & Residence
Winters College & Residence
Stong College, Kitchen & Res.
K.N.I.M.R.

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GENERAL - continued

- * The ART GALLERY OF YORK UNIVERSITY is open throughout the summer months, six days a week. Changing exhibitions from the permanent collection, featuring contemporary American, European and Canadian works as well as African and New Guinea art plus a wide array of Inuit sculpture and works on paper, will be on display. The Gallery is open 10:00 a.m. - 5:00 p.m., Monday - Friday; and 12:00 noon - 5:00 p.m. on Sunday.
- * The Educational Development Office has distributed the June 1985 issue of its Orientations newsletter to full- and part-time faculty at York University. Anyone who has not received a copy but would like one is asked to call Jan Marmorek at local -3220.

EVENTS

WEDNESDAY, JULY 10

3:00 p.m. - 4:00 p.m. - WHAT DO I DO WITH A DEGREE IN ADMINISTRATIVE STUDIES? with Alan Pearson, Director of Human Resources, Touche Ross & Co., and Professor Donald Daly, Faculty of Administrative Studies - Senate Chamber S915 Ross Building. For further information, call the Career Centre at local -2518.

SUMMER INTERCHANGE

- Sale - Pair of medium size flippers, diver's inflatable vest, snorkel - \$25.00 takes all. Set of barbells (175 lbs.) - \$45.00. Call A. Vyhnaek at local -3759.
- Classic Italian Motorcycle. 1973 Laverda 750SF. Excellent condition, c/w extra motor, SFC Frame for Racer Model. Lots of parts, enough for a dealership! \$2,000 firm. Call Barbara at local -2330 or 851-3319 after 6:00 p.m.
- 1982 Plymouth Horizon TC3 2-door hatchback automatic. 48,000 Km., excellent condition, certified - \$3,990.00; 1981 Honda Passport 80cc motorcycle, auto-clutch, inspect on campus (days). 1,600 Km., uncertified - \$200.00; shingled doghouse, suitable for a medium dog - \$5.00. Call C. Holloway at local -2308 or 663-3791 evenings.
- A tastefully decorated 2 bedroom plus den, home on a huge lot 160' X 230', fully broadloomed. Extra large rooms. 75 miles north of Metro. In a quiet town within 5 minutes of beautiful Georgian Bay. Must be seen to be appreciated. Asking price - \$52,000.00. Please call Cathy at 661-0848 for details.
- Rent - 3 bedroom, large living, kitchen, bathroom unfurnished self-contained 2nd & 3rd floor flat. Dupont near Spadina area, 2 minutes walk from subway. Available immediately - \$951.00 p/m. (utilities included). Phone local -3080 (days), or 489-5556 evenings and weekends.
- Two storey, three bedroom house with attached garage. Fully furnished. All appliances, air conditioned. Large front and back yards. Bathurst-Wilson area. Close to shopping, schools, TTC (including the York Express). Available for one year beginning Aug. 1, 1985. Call Prof. Maidman at local -3791 or 636-7176 evenings.
- Wanted - Visiting Law Professor and family looking for furnished accomodation from 1 September to 31 December 1985. Please contact Penny Spence at local -3982.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Thursday, July 11, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Assistant to Director, Graduate Theatre - Theatre, Faculty of Fine Arts; (High school graduation or equivalent, with some post-secondary courses in Theatre required; 2 years related experience, preferably in a related area; organizational and administrative skills; excellent communication skills (oral and written); proven ability to deal with students, staff, faculty and the public at all levels; ability to set priorities and to coordinate arrangements; extensive knowledge of theatre, theatre training and theatre language.); grade 5 Provisional (\$18,300) Job No. J105

COUNSELLOR: BETTY GUNNING

Clerk/Typist - Music, Faculty of Fine Arts; (High school graduation with secretarial training or equivalent; 1-2 years general secretarial experience required; typing 55-60 w.p.m., accuracy essential; good oral communication skills.); grade 3 Provisional (\$16,133) Job No. G093

Secretary - Latin American & Caribbean Studies Program, Women's Studies Program and Individual Studies Program, Faculty of Arts; (High school graduation with secretarial training or equivalent; at least 6 months experience in a related environment; typing 55 w.p.m., accuracy essential; fluency in Spanish required; good oral and written communication skills; good organizational skills; ability to use dictaphone; ability to coordinate work schedule to handle three separate programs.); grade 4 (\$17,011) Job No. G094

Tuesday, July 9 - Wednesday, July 10, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

- * A RED CROSS BLOOD DONOR CLINIC runs Tuesday, July 9 from 12:00 noon - 4:00 p.m. in the Stong College Masters Dining Hall. For more information, contact Velma at local -3756.
- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise that the following parking lots WILL BE CLOSED for major maintenance and repair at 7:00 a.m. on Thursday, 18 July through Tuesday, 23 July 1985, weather permitting: HH, BB, CC, EE, F and Lower 1 Parking Lots. All vehicles must be moved from the parking lots. Any remaining vehicles will be tagged and towed at the owner's expense (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus Refers). Members of the community with current reserved decals may park in any authorized space in any peripheral parking lot. Unreserved decal holders may park in any peripheral parking lot. The Department wishes to thank the members of the community in advance for their co-operation in this matter.
- * ART TREK, lunch-hour walking tours of York University's public art, are offered every Thursday at noon. Presented by the Art Gallery of York University, Art Trek promises a guided look at the University's art ranging from its monumental outside sculpture to the electronic escalator located in the library. The Art Trek tour starts at the Ross Building flagpole. Group and special bookings are welcome with more information available by calling local -3427.
- * A HANDS-ON ART WORKSHOP for children and families is offered by the Art Gallery of York University. This workshop invites people to experience the art of the Eskimo and New Guinea cultures as well as other cultures by exploring paintings, sculpture and masks in the Gallery. Children may participate in a special "hands-on" activity. A Wednesday program, offered 1:00 - 4:00 p.m., accommodates children age 8 years and up while a Sunday program, also 1:00 - 4:00 p.m., is offered for families. Please book in advance by calling local -3427.
- * ATTENTION Y.U.S.A. MEMBERS: There will be a General Membership Meeting held for the purpose of i) receiving and discussing a report from the Bargaining Committee, and ii) voting on an amendment to the Y.U.S.A. Constitution proposed by a YUSA member at the last General Membership Meeting. The dates and times of the meetings will be: MAIN CAMPUS: Monday, July 15 - 12 noon to 1 p.m. and 1 p.m. to 2 p.m. in Curtis Lecture Hall "L". GLENDON: Tuesday, July 16 - 12 noon to 1 p.m. in Senior Common Room (3rd Floor, York Hall). Please attend the meeting most convenient for you. Please bring your membership card as it will be checked and punched at the door. Proxy voting is allowed. Refreshments will be served.
- * The YUSA TRAVEL GROUP has four places available for its bus trip to Stratford on Friday, July 19 to see "Twelfth Night". The bus leaves from York immediately after work on Friday, and returns to York that night after the performance. The total cost for the bus and show ticket is \$24.50. To make a reservation or to obtain further details, call local -3310. These tickets are open to any member of the York community, family and friends.

EVENTS

TUESDAY, JULY 9

12:00 noon - 4:00 p.m. - A RED CROSS BLOOD DONOR CLINIC - Masters Dining Hall, Stong College.

THURSDAY, JULY 10

12 noon - ART TREK [Art Gallery of York University] - a guided walking tour of the University's public art, starting at the Ross Building flagpole. Group and special bookings are welcome with more information available by calling local -3427.

SUMMER INTERCHANGE

- Sale
- Waterbed, brand new with head board, heater, caps, everything, including captain's pedestal. Queen size. (Too large for room). \$500.00. For more information call Harold at (1) 939-7569 (Schomberg) after 5:00 p.m.
 - 1981 Datsun 310GX 4 Door Hatchback. 4 speed AM-FM Stereo cassette, delay wipers, reclining seats, all weather radials, excellent condition, certified - \$3500.00. Call 636-6998.
 - Couch and armchair - upholstery beige with small green and orange motif \$500; 2 Danish style lounge chairs, loose cushions, design in brown and orange, \$30 each; 2 wooden chairs, kitchen, \$10 each; solid oak table/desk, no drawers, \$75; (Sears) hand hooked area rug, 8 1/2 ft. by 6 ft. approximately, shades of gold, off-white, brown, moss green, \$75. Call Pat at local -6271.
- Rent
- At Scarlett Rd. & Eglinton (Lambton Square). Available immediately - 1 bedroom condo, sunken living room, broadloom, air conditioning, appliances, all inclusive - \$650.00. Please call Mary at 654-5544 and leave a message, or 883-9215.
 - Georgian Bay cottage property: good size lot ready for building - septic tank, hydro, water, Bell. 500 meters from water. Asking \$11,000.00 (negotiable). Please call Agnes at local -2573, or 633-7244 after 6:00 p.m.

- continued

SUMMER INTERCHANGE - continued

- Rent - 2 rooms for rent to a student, second floor fo townhouse, in Thornhill (Bathurst & Steeles area), full bath upstairs, kitchen privileges, room for a car in driveway, prefer non-smoker. Call Paul at 731-5358.
- Wanted - Portable manual typewriter in very good condition. Call Melva Rogers at locals -2570 or 3512, or at 661-7446.
- Light Meter. I am looking for an inexpensive light meter, if you have one just lying around gathering dust, call me at 661-2184.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Tuesday, July 16, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Editor I - Communications; (B.A. in journalism or equivalent; 1 year recent, relevant experience including writing for print media; excellent verbal and written communication skills, tact, and diplomacy; fast and accurate typing; experience with or willingness to learn editorial applications of computerized word processing/typesetting systems; demonstrated ability to maintain the highest standards of accuracy, meet weekly deadlines, and work well under pressure; and the journalistic skills applicable to writing and editing publications such as newsletters and brochures (including interviewing, writing for print media, copyediting, proofreading and layout); some knowledge of French is preferred, other languages useful. Please submit a resume and written samples when making an application.); grade 6 (\$20,213) Job No. J106

Administrative Secretary - Natural Science, Atkinson College; (High school graduation or equivalent with secretarial training; 2 years related experience in a student related area; typing 60 w.p.m.; ability to use dictaphone; excellent communication skills (oral and written); good organizational skills; proven ability to work quickly and accurately under pressure; familiarity with technical typing; ability to take dictation.); grade 5 (\$18,300) Job No. J107

Typesetter I - Communications; PART-TIME: 28 HOURS/WEEK; (Secondary school graduation or equivalent with graphics arts courses and/or certificate from a community college in the graphic arts or an equivalent combination of formal training and experience with a computerized typesetting system; minimum 2 years in an in-house typesetting facility in either education, government or the private sector; typing 75 w.p.m., accuracy essential; good communication and organizational skills are essential; excellent spelling and grammatical skills; knowledge of French; knowledge of the UNIX operating system.); grade 5 (Based on an annual salary of \$18,300) Job No. J108

COUNSELLOR: BETTY GUNNING

File Clerk I - Student Affairs, Administrative Studies; (High school graduation or equivalent; 6 months general office experience preferred; good oral communication skills; accuracy in filing essential; basic typing skills; some knowledge of on-line systems an asset.); grade 3 (\$16,133) Job No. G095

Records Secretary - Environmental Studies; (High school graduation with secretarial training or equivalent; 1-2 years related experience preferably in a public service oriented and record keeping area; typing 55-60 w.p.m., accuracy essential; word processing experience or willingness to learn; good oral and written communication skills; proven ability to work accurately and effectively under pressure; demonstrated ability to work cooperatively with other staff, students and faculty; ability to work independently; familiarity with student records system an asset.); grade 4 (\$17,011) Job No. G096

Enquiries Clerk - Financial Aid; (High school graduation or equivalent; 2 years related experience, including some experience working directly with the public ; excellent communication skills; good telephone manner; proven ability to deal effectively with the public at all levels; tact and diplomacy; proven ability to work in a high pressure area with hectic working conditions; basic typing skills; experience in accessing and entering information on-line would be an asset.); grade 4 (\$17,011) Job No. G097

Technical Secretary - Biology, Faculty of Science; TEMPORARY: August 1, 1985 - May 31, 1986; (Secondary school graduation with secretarial training or equivalent; 1 year general secretarial experience; typing 50-55 w.p.m.; demonstrated technical typing skills required; word processing skills required; good organizational skills; pleasant telephone manner; good oral communication skills.); grade 4 (Based on an annual salary of \$17,011) G098

Payroll Clerk II Miscellaneous - Payroll, Office of the Comptroller; (High school graduation or equivalent; 6 months to 1 year related experience with a computerized payroll system, knowledge of current unemployment insurance and income tax regulations; typing 30 w.p.m. and accurate, good oral communication skills, accuracy with figures, ability to use a calculator.); grade 4 (\$17,011) Job No. G099

Thursday, July 11 - Monday, July 15, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise that the following parking lots will be closed for major maintenance and repair at 7:00 a.m. on Thursday, 18 July through Tuesday, 23 July 1985, weather permitting: HH, BB, CC, EE, F and Lower 1 Parking Lots. All vehicles must be moved from the parking lots. Any remaining vehicles will be tagged and towed at the owner's expense (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus refers). Members of the community with current reserved decals may park in any authorized space in any peripheral parking lot. Unreserved decal holders may park in any peripheral parking lot. The Department wishes to thank the members of the community in advance for their co-operation in this matter.
- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE also advises the community that the Lost and Found Section is now located in Room N101 Ross Building (opposite Post Office). The hours of operation will continue to be 12 noon to 2:00 p.m., Monday to Thursday, and the phone number remains unchanged at local -3369.
- * For the seventh year, the GLENDON GALLERY presents "Nouvelles Têtes", an exhibition dedicated to the works of a new generation of Canadian artists. This year's exhibition, continuing until July 19, features the work of Susan Edgerley, Richard Milette, Joel Robson, Peter Fleming and Lee Dickson. The artists have chosen to work with glass, paper, wood, pearls and clay. The Gallery is open 10:00 a.m. - 4:00 p.m., Monday to Friday. Further information is available by calling Glendon at 487-6187.
- * NSERC APPLICANTS NOTE: Copies of the NSERC Second Five-Year Plan Appendices entitled "Completing the Bridge to the 90's" are available for your perusal in the Office of Research Administration, S414A Ross Building, local -3777.
- * NSERC has provided the Office of Research Administration with a limited supply of its publication "Technology Transfer Handbook". Please contact local -3777 if you require a copy.
- * ATTENTION Y.U.S.A. MEMBERS: There will be a General Membership Meeting held for the purpose of i) receiving and discussing a report from the Bargaining Committee, and ii) voting on an amendment to the Y.U.S.A. Constitution proposed by a YUSA member at the last General Membership Meeting. The dates and times of the meetings will be: MAIN CAMPUS: Monday, July 15 - 12 noon to 1:00 p.m. and 1:00 p.m. - 2:00 p.m. in Curtis Lecture Hall "L". GLENDON: Tuesday, July 16 - 12 noon to 1:00 p.m. in Senior Common Room (3rd Floor., York Hall). Please attend the meeting most convenient for you. Please bring your membership card as it will be checked and punched at the door. Proxy voting is allowed. Refreshments will be served.
- * The Canada Employment Centre for Students, located in Room 114 of McLaughlin College, is joining in a book drive to help rebuild the Grand Valley Library which was destroyed by the recent tornado. All books in good condition are desired. The deadline for donations is Monday, July 15. Call 667-1290 (this number is not on the University phone system).
- * A 4' X 6' chalkboard is available for purchase at \$140.00. Call D. Watts, Purchasing Department, local -2403, Reference PSD-298.

EVENTS

SUNDAY, JULY 14

1:00 p.m. - 4:00 p.m. - HANDS-ON ART WORKSHOP - [the Art Gallery of York University] for families to experience the art of Eskimo and New Guinea cultures as well as other cultures by exploring paintings, sculpture and masks in the Gallery. Please book in advance by calling local -3427. Room N145, Ross Building.

MONDAY, JULY 15

12:00 noon - 1:00 p.m. and 1:00 p.m. - 2:00 p.m. - Y.U.S.A. General Membership Meeting - Curtis Lecture Hall "L".

SUMMER INTERCHANGE

- 1 Camper trailer sleeps six - gas stove, ice box etc. Excellent condition. \$1,800.00 or best offer. Call Sheila at local -2274.
- Dining room suite - \$150.00. Table has teak finish, chrome legs, 4 chairs have teak back, black vinyl seats, chrome legs. Excellent condition. Call Karen at local -2261 or 494-7889 after 5 p.m.
- Berkline recliner, 1 month old, excellent condition. Brown plaid seat with brown sides. \$150.00; Distinctive table lamp with tri-light, crystal ornaments - \$20.00. Call 636-6998.

SUMMER INTERCHANGE - continued

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- Sale - '78 Olds Cutlass, 4 door, 6 cylinder, gold exterior/tan interior, 57,000 mi., good condition, asking only \$2,900.00 or best offer; Contents - sheers, drapes, plush armchairs, tables, lamps, lady's walnut dresser, TV stand, speakers, guitar, clock, kitchenware, men's and ladies' clothes and shoes, and more - \$20.00 - \$40.00. Call 783-0456 anytime.
- 1978 Kawasaki 100 trail bike. Rated for street. Two new tires, helmet. Excellent condition. Call Steve at local -3092. If not there leave message.
 - Kitchen Set, rectangular table with extension, wood-like top; 4 chairs chrome legs with brown seats and backs - \$100.00. Call Barb at local -3929.
 - Georgian Bay cottage property: good size lot ready for building - septic tank, hydro, water, Bell. 500 meters from water. Asking \$11,000.00 (negotiable). Please call Agnes at local -2573, or 633-7244 after 6:00 p.m.
- Wanted - Good homes for three lively 10 week old kittens; one orange tabby, one solid grey, one black and silver. They are litter trained and accustomed to other adult cats. Single or package deal. Call Susan at local -3015 or 663-1121 after 5:00 p.m.
- Lost - Boy's bicycle, 1 year old, navy blue dropped handlebars, 10-speed, Fleeting (Raleigh). Lost in the vicinity of Four Winds Drive. Reward offered. Call Helen at local -2328 or 661-9861.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on July 18, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

- * Systems Analyst 5 - Computer Systems Development, Computing Services; (University degree in Computer Science, Business Administration, Management Science or related field and a minimum of 8 years in programming and analysis with at least 2 years of solid Microcomputing experience; MAINFRAME - practical ability in the design and installation of several EDP applications areas using MVS, CICS, COBOL and TOTAL; MICRO - working knowledge of various IBM compatible Microcomputers and associated software for business applications; excellent written and verbal communication skills. Please submit a resume when making an application.); grade P & M 9 (\$36,025-42,383) Job No. J109
- *Staff Supervisor - Safety & Security; (University degree desired or equivalent in training and experience; 5-10 years previous security and/or police and supervisory experience required; administrative and supervisory skills in unionized environment; demonstrated ability to supervise, direct and co-ordinate the activities of the various units of the Department; excellent P.R. skills and ability to communicate effectively, verbally and in writing; personal qualities of sound judgement, tact, initiative and leadership. Please submit a resume when making an application.); grade P & M 6 (\$28,998-34,115) Job No. J110
- Operator II - Computer Operations, Computing Services; (Secondary school graduation or equivalent, prefer graduate from specialized operations programme; minimum of 1 year's experience in computer operations, primarily of peripheral equipment (including magnetic tape drives and line printers and, preferably, plotters) but including responsibility for junior level console operations; minimum 1 year's experience in operating minicomputer equipment or minimum 1 year as Operator I; SKILLS: Practical Procedures knowledge of Master Console, JCL & Utilities; Specialized Techniques knowledge of Peripheral equipment, MVS Commands & Operating Procedures, VM/CMS Commands & Operating Techniques, DEC-20 Commands & Operating Techniques, RESOLVE/CMF Commands, VMS Commands & Operating Procedures, 4-Phase equipment.); grade CS4 (\$20,770) Job No. J111
- Donation/Budget Assistant - Development and Alumni Affairs; (High school graduation or equivalent, plus additional formal accounting courses at the community college level; minimum 3 years related experience including budgetary experience and experience with a computerized accounting system; good communication and organizational skills; demonstrated accounting skills; interest in detail work; accuracy with figures essential.); grade 6 (\$20,213) Job No. J112

COUNSELLOR: BETTY GUNNING

- Storekeeper III - Technical Services, Faculty of Science; (High school graduation or equivalent; 1-2 years inventory control experience in a related area; experience in procurement and accounting procedures; knowledge of electronic supplies and handling of chemicals and compressed gases; ability to communicate effectively with both faculty and staff; personal computer skills or willingness to learn; manual dexterity; ability to lift and transport heavy objects; good organizational skills.); grade 5 (under review) (\$18,300) Job No. G100
- Faculty Secretary - Finance, Faculty of Administrative Studies; (High school graduation or equivalent with secretarial training; minimum 1 year secretarial experience, preferably in an educational environment; typing 55-60 w.p.m.; ability to use dictaphone; word processing experience required; technical and statistical typing experience required; good oral/written communication skills; good organizational skills.); grade 3 (\$16,133) Job No. G101

GENERAL

NEW TELECOMMUNICATIONS NETWORK FOR YORK

On Monday, June 10, 1985, the Board of Governors approved the purchase of a new Telecommunications System that will see York with its own state-of-the-art telephone exchange and vastly expanded and enhanced communications services.

The Telecommunications Task Force wishes to advise the York Community that as the first phase of the implementation of the system, the new Leonard G. Lumbers Building and the Department of Computing Services will be equipped with the new telephones. Effective Monday, August 26, 1985, members of the community wishing to contact anyone located in the new building or in the Department of Computing Services must call 9-665-8585 instead of the numbers currently listed in the York Handbook. Your call will be answered by the main University switchboard and connected to the appropriate extension number. A Directory Supplement to the York Handbook will be issued listing all the people and departments affected along with their extension numbers and locations.

* This is the first in a series of announcements about York's new telecommunications network that will appear in the York Bulletin.

- * DEPARTMENT NAME CHANGE: Effective July 8, 1985, the name of the Department of Safety and Security is changed to the DEPARTMENT OF SECURITY AND SAFETY SERVICE.
- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise that the following parking lots will be closed for major maintenance and repair at 7:00 a.m. on Thursday, July 18 through Tuesday, July 23 1985, weather permitting: HH, BB, CC, EE, F and Lower I Parking Lots. All vehicles must be moved from the parking lots. Any remaining vehicles will be tagged and towed at the owner's expense (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus refers). Members of the community with current reserved decals may park in any authorized space in any peripheral parking lot. Unreserved decal holders may park in any peripheral parking lot. The Department wishes to thank the members of the community in advance for their co-operation in this matter.
- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that during the Player's Challenge International Championships, August 3 through August 14, 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 current Parking and Traffic Regulations 1985/86 York Campus refers). The Department wishes to thank the members of the community in advance for their co-operation in this matter.
- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that the Lost and Found Section is now located in Room N101 Ross Building (opposite Post Office). The hours of operation will continue to be 12 noon to 2:00 p.m., Monday to Thursday, and the phone number remains unchanged at local -3369.
- * ATTENTION Y.U.S.A. MEMBERS AT GLENDON: There will be a General Membership Meeting held Tuesday, July 16, for the purpose of i) receiving and discussing a report from the Bargaining Committee, and ii) voting on an amendment to the Y.U.S.A. Constitution proposed by a YUSA member at the last General Membership Meeting. The meeting will be held in the Senior Common Room, 3rd Floor, York Hall from 12 noon to 1 p.m. Please bring your membership card as it will be checked and punched at the door. Proxy voting will be allowed. Refreshments will be served.
- * RILL FOOD SERVICES LTD. has announced that its ownership has been acquired by Canteen of Canada through its subsidiary Walfoods Limited. Rill Food Services Ltd. will continue to operate as an independent company, drawing upon the expertise and background of Canteen of Canada which currently services major institutional, industrial and commercial clients.
- * The ART GALLERY OF YORK UNIVERSITY is open throughout the summer months, six days a week. Changing exhibitions from the permanent collection, featuring contemporary American, European and Canadian works as well as African and New Guinea art plus a wide array of Inuit sculpture and works on paper, will be on display. The Gallery is open 10:00 a.m. - 5:00 p.m., Monday - Friday and 12:00 noon - 5:00 p.m. on Sunday.

GENERAL - continued

- * ART TREK, lunch-hour walking tours of York University's public art, continue every Thursday at noon. Presented by the Art Gallery of York University, Art Trek promises a guided look at the University's art ranging from its monumental outside sculpture to the electronic escalator located in the library. The Art Trek tour starts at the Ross Building flagpole. Group and special bookings are welcome with more information available by calling local -3427.
- * INVITE A STUDENT TO SUNDAY SUPPER: Throughout the month of July until August 9, 240 young people, mostly from Quebec, will participate in an English Immersion Program at Glendon College, coordinated by the Centre for Continuing Education. For these young people, learning English beyond the classroom is important and they are eager to meet "Torontonians" and to practise their English. Any members of the York community who would like these students to feel at home are asked to invite one or two of the group home for Sunday supper. A home-cooked meal in a friendly family environment would go a long way towards making their visit a memorable one. If you would like to invite a student for Sunday supper, please call Lynn Wells at 487-6196, Monday to Friday, 8:30 a.m. - 4:30 p.m.
- * NSERC APPLICANTS NOTE: Copies of the NSERC Second Five-Year Plan Appendices entitled "Completing the Bridge to the 90's" are available for your perusal in the Office of Research Administration, S414A Ross Building, local -3777.
- * NSERC has provide the office of Research Administration with a limited supply of its publication "Technology Transfer Handbook". Please contact local -3777 if your require a copy.

EVENTS

TUESDAY, JULY 16

12:00 noon - 1:00 p.m. - Y.U.S.A. General Membership Meeting - Senior Common Room, York Hall, Glendon campus.

WEDNESDAY, JULY 17

1:00 p.m. - 4:00 p.m. - HANDS-ON ART WORKSHOP [the Art Gallery of York University] for children age 8 years and up to experience art of many cultures and participate in a special activity. Book in advance by calling local -3427. Room N145, Ross Building.

SUMMER INTERCHANGE

- Sale - '83 Horizon 4 dr. Hatchback; p.s., p.b., auto trans., AM-FM stereo, pulse wipers, cloth interior, 2.2 litre engine, 26,000 miles, certified - \$5,200.00. Call Lance at local -3227 or 737-1391 after 6 p.m.
- '76 Volare - p.s., p.b., sun-roof, air-conditioning, velvet bucket seats, new battery - \$1,300.00. Call Mary at local -3441 or 939-7807 after 6 p.m.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Tuesday, July 23, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Secretary - Technical Services, Scott Library; (High school graduation with secretarial training or equivalent; 2 years secretarial experience, preferably in a university or other educational environment; typing 55-60 w.p.m.; microcomputer skills required including word processing and spreadsheet experience; accuracy with figures essential; good communication (oral & written) and organizational skills; proven ability to work accurately and effectively under pressure; ability to work independently.); grade 4 (\$17,011) Job No. J113

Stacker - Osgoode Hall Law Library; (High school graduation or equivalent; 1 year library experience would be an asset; good oral communication skills; ability to push book trucks and lift heavy materials; experience with photocopying equipment would be an asset.); grade 3 (\$16,133) Job No. J114

Secretary, Alumni Affairs - Development/Alumni Affairs; (High school graduation or equivalent with secretarial training; 1-2 years secretarial experience, including experience in a public service area, preferably in a university setting; typing 50 w.p.m., accuracy essential; microcomputing skills, word processing experience required; excellent communication skills (oral & written); excellent telephone manner; proofreading ability; ability to use dictaphone; tact and diplomacy.); grade 4 (\$17,011) Job No. J115

COUNSELLOR: BETTY GUNNING

Secretarial Services Operator (Displaywriter Operator) - Secretarial Services, Arts; (High school graduation or equivalent; 1 year experience preferred; qualified Displaywriter Operator.); grade 4 (\$17,011) Job No. G102

Computer Coder Clerk - Admissions, Atkinson College; (Secondary school graduation or equivalent; 1 year computer related experience, preferably in a university environment; typing 40 w.p.m., good communication skills knowledge of coding and input procedures.); grade 4 (\$17,011) Job No. G103

Bindery Operator II - Central Duplicating; (Grade 10 or equivalent education and experience; minimum 2 years experience in operation of bindery equipment; good knowledge of bindery equipment in general, and thorough knowledge of particular equipment to be operated; manual dexterity, mechanical aptitude, good judgement.); grade OPII/BIND II (\$16,601) Job No. G104

GENERAL

- * Members of the community using the parking facilities are reminded their annual parking decals expired June 30, 1985. Decals for 1985/86 are on sale at the Parking Office, Room D37, of the East Office Building (York Campus) and at the Security Office, Room C110 of the York Hall (Glendon Campus). In order to maintain a self-sustaining parking operation, the following fees have been approved:

	York Campus	Glendon Campus
Annual Reserved	\$194.00	\$131.25
Annual Unreserved	\$ 61.50	\$ 54.50
Sessional Reserved	\$ 33.00	\$ 33.00
Sessional Unreserved	\$ 16.00	\$ 16.00
Motorcycle	\$ 5.00	\$ 7.50

Note: The York Campus Parking Office is open from 9:00 a.m. to 4:00 p.m. daily. During the months of July and August the Office will close at 3:30 p.m. on Fridays only. At Glendon, the office is open from 9:00 a.m. to 4:00 p.m. daily.

- * DEPARTMENT NAME CHANGE: Effective July 8, 1985, the name of the Department of Safety and Security is changed to the DEPARTMENT OF SECURITY AND SAFETY SERVICE.
- * The DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise that the following parking lots will be closed for major maintenance and repair at 7:00 a.m. on Thursday, July 18 through Tuesday, July 23 1985, weather permitting: HH, BB, CC, EE, F and Lower I Parking Lots. All vehicles must be moved from the parking lots. Any remaining vehicles will be tagged and towed at the owner's expense (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus refers). Members of the community with current reserved decals may park in any authorized space in any peripheral parking lot. Unreserved decal holders may park in any peripheral parking lot. The Department wishes to thank the members of the community in advance for their co-operation in this matter.
- * DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that during the Player's Challenge International Championships, August 3 through August 14, 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 lots to which their decal gives them entitlement (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus refers). The Department wishes to thank members of the community in advance for their co-operation in this matter.
- * DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that the Lost and Found Section is now located in Room N101 Ross Building (opposite Post Office). The hours of operation will continue to be 12:00 noon to 2:00 p.m., Monday to Thursday, and the phone number remains unchanged at local -3369.
- * HOUSING AND FOOD SERVICES announces that effective Monday, July 22, the price of vended soft drinks (can) will increase as follows: from 55 cents to 60 cents and snacks from 50 cents to 55 cents. This increase is due to the federal government's new 10% federal sales tax on these items.
- * A FILM SERIES will be sponsored by the Department of English and the Master's Office, Atkinson College, throughout the summer and the fall/winter session. The first film in the series is "The Bostonians" to be screened Monday, July 22 at 7:00 p.m. in Curtis Lecture Hall L. The series is open to the York community at no charge.
- * HAVE A ROOM FOR RENT? The Off-Campus Housing Office finds accommodation for York students in the Toronto area. If you have an available apartment, flat or room that you would like to rent to a student, please register with the office at local -3698. There is no charge for the service. The office is open weekdays between 8:30 a.m. - 4:30 p.m. until August 31.
- * A HANDS-ON ART WORKSHOP for children and families is offered by the Art Gallery of York University. This workshop invites people to experience the art of the Eskimo and New Guinea cultures as well as other cultures by exploring paintings, sculpture and masks in the Gallery. Children may participate in a special "hands-on" activity. A Wednesday program, offered 1:00-4:00 p.m., accomodates children age 8 years and up while a Sunday program, also 1:00-4:00 p.m., is offered for families. Please book in advance by calling local -3427.

EVENTS

THURSDAY, JULY 18

12:00 noon - ART TREK [Art Gallery of York University] - a guided walking tour of the University's public art, starting at the Ross Building flagpole. Groups and special bookings are welcome with more information available by calling local -3427.

SUNDAY, JULY 21

1:00 p.m. - 4:00 p.m. - HANDS-ON ART WORKSHOP - [the Art Gallery of York University] for families to experience the art of Eskimo and New Guinea cultures as well as other cultures by exploring paintings, sculpture and masks in the Gallery. Please book in advance by calling local -3427. Room N145, Ross Building.

MONDAY, JULY 22

10:00 a.m. - PH.D. COLLOQUIUM - "Providing Psychotherapy to Older Adults: Therapist Reluctance and Societal Opinions" with William Larsen, Ph.D. candidate - Room 207, Behavioural Science Building. Faculty and students are invited.

4:00 p.m. - PHYSICS SEMINAR SERIES "Electron-Atom Scattering At Very Low Energy" with Professor Wilhelm Raith, Department of Physics, University of Bielefeld - 317 Petrie Science Building.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Thursday, July 25, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: ARTHUR TAYLOR

Programmer/Analyst I - Computing Systems Development, Computing Services; (University degree or equivalent from a professional faculty, such as Computer Science, Engineering, Business Administration or Management Science, and minimum of 6 years in programming with at least 3 years in programming and analysis; SKILLS: Specialized techniques knowledge of DP Standards, Data Base Management Systems, Systems Design and Analysis; Scientific Mastery knowledge of Data Processing, Data Management, Data Structures, COBOL, JCL, LIBRARIAN/ROSCOE. Please submit a resume when making an application.); grade P&M 7 (\$31,173-36,674) Job No. T005

COUNSELLOR: CHRIS JOHNSON

Student Programmes Assistant I - Office of Student Programmes (In-Service), Faculty of Education; TEMPORARY: To October 31, 1985; (High school graduation or equivalent with secretarial training; 1 or more years of post secondary education preferred; 2 years related experience preferably in admissions, student programmes or a related University environment such as one involving substantial public contact; accurate typing at 40 w.p.m.; excellent communications skills; demonstrated ability to act responsibly and independently; demonstrated strong organizational skills; demonstrated ability to work well under pressure and to handle a high volume of work on a continuing basis; tact and diplomacy; demonstrated effective skills in dealing with the public.); grade 5 (Based on an annual salary of \$18,300) Job No. J116

Student Programmes Clerk - Office of Student Programmes (In-Service), Faculty of Education; TEMPORARY: To October 31, 1985; (High school graduation with secretarial training; one or more years of post-secondary education preferred; 2 years related clerical or secretarial experience in admissions, student programmes or a related public contact position; assessment related or enquiry experience preferred; typing at 40 w.p.m.; excellent communication skills; demonstrated ability to act responsibly; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; ability to work well under pressure and to handle a high volume of work on a continuing basis; tact and diplomacy; demonstrated effective skills in dealing with the public.); grade 4 (Based on an annual salary of \$17,011); Job No. J117

Secretary - In-Service, Faculty of Education; TEMPORARY: September 1, 1985 - December - 1, 1985; (High school graduation or equivalent with secretarial training; 2 years of related experience, preferably in a university environment; accurate typing at 55-60 w.p.m.; word processing skills required; excellent communication skills; demonstrated ability to act responsibly and independently; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; ability to work well under pressure and to handle a high volume of work on a continuing basis; tact and diplomacy; demonstrated effective skills in dealing with the public.); grade 4 (Based on an annual salary of \$17,011); Job No. J118

*Administrative Secretary - Research Administration; (High school graduation or equivalent with secretarial training; 2 years secretarial experience, preferably in a university environment; typing 60 w.p.m.; microcomputing skills or willingness to learn; dictaphone; good communication skills (oral and written); tact and diplomacy essential; good organizational skills.); grade 5 (18,300) Job No. J119

CORRECTION TO POSTING J113, YORK BULLETIN JULY 16, 1985

Secretary to Associate Director - Director's Office, Scott Library; (High school graduation with secretarial training or equivalent; 2 years secretarial experience, preferably in a university or other educational environment; typing 55-60 w.p.m.; microcomputer skills required including word processing and spreadsheet experience; accuracy with figures essential; good communication (oral and written) and organizational skills; proven ability to work accurately and effectively under pressure; ability to work independently.); grade 4 (\$17,011) Job No. J113

CORRECTION TO POSTING G103, YORK BULLETIN JULY 16, 1985

Computer Coder Clerk - Admissions, Atkinson College; TEMPORARY: September 9, 1985 - June 30, 1986; (Secondary school graduation or equivalent; 1 year computer related experience, preferably in a university environment; typing 40 w.p.m., good communication skills; knowledge of coding and input procedures.); grade 4 (Based on an annual salary of \$17,011) Job No. G103

CANCELLATION OF POSTING FROM YORK BULLETIN ON JULY 9, 1985

COUNSELLOR: BETTY GUNNING

Job No: 8098 (Technical Secretary, Biology, Faculty of Science, Temporary: August 1, 1985 - May 31, 1986) has been cancelled.

SUMMER INTERCHANGE

- Sale
- Free to a good home, black Lab. Needs room to run, call Carole or Rob at 630-1486.
 - Free car ride to Calgary, July 30/31. Some help in driving expected. Contact Sadie at 667-3188.
 - VHS video deck, Panasonic, front loading, remote, one year old. \$400.00, call 832-1431.
 - '78 BMW 320i, automatic, air condition, sunroof, new blaupunkt stereo, new rad, new muffler system - \$6,800.00, call Albert at local -2358 or 781-5084.
 - 1 king size bed, good condition, \$150.00, call Bonnie 792-2812 anytime.
 - BMW 2002, 1972, non-certified, sunroof, body needs restoration, engine still running, will sell for best offer. Call Mrs. Wallace at local -2547.
 - Jr. Medalist 3 Supercycle - 3 speed bicycle - \$40.00; Electric Char-B-Que with stand - \$25.00, call Alison at local -3160.
 - 1978 Pinto, Standard transmission, 6 tires, just had a complete break job, 100,000 Kilometers, uncertified \$600.00. Call Sherry at local -2427 or 635-7453.
 - Clothing for sale. Ladies - sizes 9 to 18; Girls' - sizes 5 to 12; Infant and Toddler - (girl) some in excellent condition. Reasonable offer accepted. Call Sandra anytime at 663-1753.
 - Computer bargain - 1 TRS80 Model 4, 2 disk drive plus 1 TRS80 Model 100 portable with carrying case plus superscript (word processing), dictionary (spell check), visicalc, business graphs, statpac (statistics), profile 3+ (data base), about 60 educational and other games, plus 300 band modem, plus DMP 200 (printer). Total price \$2,000.00. Call Paul Grayson at 924-2356.
- Wanted
- Ride wanted - to and from Don Mills Road between Steeles and Finch. Call Murielle at local -3389.
 - Dr. Kathryn Belicki, Dept. of Psychology, is looking for individuals interested in participating in a study testing the effectiveness of a new treatment for nightmares. For more information call local -3737.
 - Apartment size freezer, or slightly larger. Call Anne at local -2395.

GENERAL

- * DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise that the following parking lots will be closed for major maintenance and repair at 7:00 a.m. on Thursday, 18 July through Tuesday 23 July 1985, weather permitting: HH, BB, CC, F and Lower I Parking Lots. All vehicles must be moved from the parking lots. Any remaining vehicles will be tagged and towed at the owner's expense (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus refers). Members of the community with current reserved decals may park in any authorized space in any peripheral parking lot. Unreserved decal holders may park in any peripheral parking lot. The Department wishes to thank the members of the community in advance for their co-operation in this matter.
 - * DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that during the Player's Challenge International Championships, August 3 through August 11, 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 decals gives them entitlement (Section 1.8 of the current Parking and Traffic Regulations 1985/86 York Campus refers). The Department wishes to thank the members of the community in advance for their co-operation in this matter.
 - * DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that the Lost and Found Section is now located in Room N101 Ross Building (opposite Post Office). The hours of operation will continue to be 12:00 noon to 2:00 p.m., Monday to Thursday, and the phone number remains unchanged at local -3369.
 - * There will be a fire drill at York Hall of Glendon College at 8:45 a.m. on the fourth Wednesday of each month. The fire drill is a mandatory requirement for the Day Care Centre located in the building.
 - * The Educational Development Office and Scott Library have begun updating Where Are They? A Guide to York University's Resource Centre. Resource centres listed in the 1982 edition will receive copies of their previous listing, to amend and return to the Educational Development Office, 140 Central Square. Resource centres set up since early 1982 are requested to contact the EDO at local -3220 to arrange an interview.
 - * Peter Hamalainen (York Geography alumnus and Director of Public Programmes) and Annie Gould (M.A. student, Graduate Programme in Geography) invite all interested members of the York community to visit and participate at the Thornton Blackburn House site archaeological excavation located at the Sackville Street School, 10 Sackville Street at Eastern Avenue. Thornton Blackburn, a prominent member of Toronto's Black community (1834-1890), escaped to freedom in Canada on the Underground Railway and began Upper Canada's first taxi business. The project, sponsored by the Toronto Board of Education Continuing Education Department, will feature free guided tours, participation programmes and workshops until August 23. For further information telephone (416) 368-3524.
- INVITE A STUDENT TO SUNDAY SUPPER: Throughout the month of July until August 9, 240 young people, mostly from Quebec, will participate in an English Immersion Program at Glendon College, coordinated by the Centre for Continuing Education. For these young people, learning English beyond the classroom is important and they are eager to meet "Torontonians" and to practise their English. Any members of the York community who would like these students to feel at home are asked to invite one or two of the group home for Sunday supper. A home-cooked meal in a friendly family environment would go a long way towards making their visit a memorable one. If you would like to invite a student for Sunday supper, please call Lynn Wells at 487-6196, Monday to Friday, 8:30 a.m. - 4:30 p.m..
- * A forum on SOCIALISM AND DEMOCRACY featuring York professors Leo Panitch, John O'Neill and visiting professor Ernesto Laclau takes place Thursday, July 25, 7:30 p.m. at 252 Bloor St. West (St. George subway) in the North Auditorium (main floor). Other speakers include Frank Cunningham and Chantal Mouffe both from the University of Toronto. Admission is free.
 - * HOUSING AND FOOD SERVICES announces that effective Monday, July 22, the price of vended soft drinks (can) and snacks will increase as follows: soft drinks (can) from 55 cents to 60 cents and snacks from 50 cents to 55 cents. This increase is due to the federal government's new 10% federal sales tax on these items.
 - * HAVE A ROOM FOR RENT? The Off-Campus Housing Office finds accommodation for York students in the Toronto area. If you have an available apartment, flat or room that you would like to rent to a student, please register with the office at local -3698. There is no charge for the service. The office is open weekdays between 8:30 a.m. - 4:30 p.m. until August 31.

GENERAL - continued

- * The Centre for Continuing Education will offer Intensive English as a Second Language, a four-week course starting August 6 at the York campus, Monday to Friday, 9:00 a.m. - 3:00 p.m. For a detailed brochure on this course and other non-degree programmes offered by the Centre, call local -2504.
- * ART TREK, lunch-hour walking tours of York University's public art, continues every Thursday at noon. Presented by the Art Gallery of York University, Art Trek promises a guided look at the University's art ranging from its monumental outside sculpture to the electronic escalator located in the library. The Art Trek tour starts at the Ross Building flagpole. Group and special bookings are welcome with more information available by calling local -3427.
- * THE YUSA TRAVEL GROUP is organizing a second Stratford Trip to attend a performance of Pirates of Penzance on Friday, August 9 at 8:00 p.m. All members of the York community, families and friends and York retired staff are welcome. Reservations may be booked with a deposit of \$18.00. Cheques payable to Travel Group may be sent to the YUSA office, 010 Administrative Studies Building. For further details call local -3310.
- * The York Federation of Indian Students is sponsoring a DANCE, Saturday, July 27 at Winters College dining hall.

EVENTS

Tuesday, July 23

1:00 p.m. - [Graduate Program in Psychology] William Larsen will present his Ph.D. Dissertation entitled "Providing Psychotherapy To Older Adults: Therapist Reluctance and Societal Opinions" - Room N927, Ross Building

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Tuesday, July 30, 1985. Applications forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Cataloguing Assistant IV - Cataloguing, Scott Library; (University graduation or equivalent; 2 years related library experience which must include some copy cataloguing to AACR2 standards; working knowledge of one or more foreign languages preferred; experience with an online cataloguing support system and MARC coding preferred; basic typing skills.); grade 6 (\$20,213) Job No. J120

*Administrative Assistant II - Office of the Dean, Faculty of Science; (High school graduation with secretarial training or equivalent; some university courses required; 3-4 years administrative experience, including supervisory experience, preferably in a university environment; typing 50 w.p.m.; micro-computing skills; word processing experience required; basic bookkeeping; excellent communication skills (oral and written); proven ability to take minutes of meetings; supervisory ability.); grade 7 Provisional (\$22,497) Job No. J121

COUNSELLOR: BETTY GUNNING

Technical Secretary - C.R.E.S.S., Faculty of Science; (High school graduation or equivalent with secretarial training; 1-2 years secretarial experience; typing 50-55 w.p.m.; technical typing required; word processing skills required; knowledge of scientific work processing packages would be an asset; ability to use dictaphone; knowledge of xerox telecopier would be an asset.); grade 4 (\$17,011) Job No. G105

Clerk/Typist - Dance, Faculty of Fine Arts; (High school graduation with secretarial training or equivalent; 1-2 years general secretarial experience required; typing 55-60 w.p.m., accuracy essential; micro-computing skills; good oral communication skills.); grade 3 Provisional (\$16,133) Job No. G106

Secretarial Services Operator (Displaywriter) - Secretarial Services, Faculty of Arts; (High school graduation or equivalent; 1 year experience preferred; qualified displaywriter operator.); grade 4 (\$17,011) Job No. G107

Thursday, July 25 - Monday, July 29, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

* The YUSA Travel Group is organizing a second Stratford Trip to attend a performance of Pirates of Penzance on Friday, August 9 at 8:00 p.m. All members of the York community, families and friends and York retired staff are welcome. Reservations may be booked with a deposit of \$18.00. Cheques payable to Travel Group may be sent to the YUSA Office, 010 Administrative Studies Building. For further details call local -3310.

* DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that during the Player's Challenge International Championships, August 3 through August 11, 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 current Parking and Traffic Regulation 1985/86 York Campus refers). The Department wishes to thank the members of the community in advance for their cooperation in this matter.

* AIDE-MEMOIRE FOR VICTIMS

The following listings and telephone numbers are provided by the York University Department of Security and Safety for your convenience and to assist you in notifying the proper authorities in the event of lost or stolen cheques, credit cards or other personal documents:

<u>BANKS AND CREDIT CARDS</u>		<u>PHONE NO.</u>
Bank of Montreal	- Cheque and Pass Books	927-6000
	- Mastercard	232-8020
Bank of Nova Scotia	- Cheque and Pass Books	288-1440
	- Visa and Cash Stop	288-1440
Canadian Imperial Bank of Commerce	- Cheque and Pass Books	980-2107
	- Visa	784-7207
Royal Bank	- Cheque and Pass Books	Contact Branch of Issue
	- Visa and PBC Cards	865-5460
Toronto Dominion	- Cheque and Pass Books	Contact Branch of Issue
	- Visa	866-5042
American Express	- Credit Card	474-9280

Other banks and services not listed above, check yellow pages under "Banks" or alphabetical listings in white pages.

<u>MAJOR OIL COMPANIES</u>		<u>DEPARTMENT STORE CREDIT CARDS</u>	
Esso	446-4059	Eatons	591-2211
Shell	443-7111	Sears A to L	750-5160
Petro Canada	441-4881	Sears M to Z	750-5170
Gulf	440-2000	Sears Nights	941-2222
Texaco	441-7811	Simpsons	288-2945
Sunoco	447-2427	The Bay Stores	288-2945

DRIVERS LICENCE - Ontario Ministry of Transport and Communication, 1005 Finch Ave. West (Finch and Dufferin) North York, Ontario 661-2322

LAW ENFORCEMENT AND SECURITY

ALL requests for assistance on campus should initially be made to the York University Department of Security and Safety 667-2271 or 667-3333
Metro Toronto Police 31 Div. EMERGENCIES ONLY.... 911
 Routine Matters 967-2222
Ontario Provincial Police, 5 Dist. H.Q. 248-3151

SOCIAL INSURANCE CARD

Apply for renewal through Canada Employment Centre ON CAMPUS 667-3761
 Room N108 Ross Building.

EVENTS

Thursday, July 25

- 12:00 noon - ART TREK [Art Gallery of York University] - a guided walking tour of the University's public art; starting at the Ross Building flagpole. Group and special bookings are welcome with more information available by calling local -3427.
- 7:30 p.m. - FORUM ON SOCIALISM AND DEMOCRACY featuring Frank Cunningham, Ernesto Laclau, Chantal Mouffe, Leo Panitch and John O'Neill - 252 Bloor Street West (O.I.S.E.), North Auditorium (main floor). Admission free.

Sunday, July 28

- 1:00 - 4:00 p.m. - FAMILY WORKSHOP [Art Gallery of York University] Staff and Faculty members with children 6 years and older are invited to participate in a special family workshop entitled "MASKS". Included are a gallery talk and a studio session for a creative "hands-on" experience. For more information and bookings call local -3427.

SUMMER INTERCHANGE

- Sale**
- Walk to York University. Premium 3 bedroom T.H., 20ft. Master bedroom with 2 pce. ensuite. Florida ceiling and no-wax cushion flooring in kitchen, ceramic foyer and powder room, upgrades and broadloom throughout. Central Air Conditioner with humidifier and 2 sp. fan. Finished 17 X 20 ft. rec room in basement. Cedar fenced back yard. Steps to rec centre, Mr. Grocer plaza, day care, express bus to York (or Wilson subway station). Includes all tracks, drapes (some velvet), dishwasher, light fixtures and much more!! Move-in condition! 23\k mtg. at 8 3/4 due 2007, pays P.I.T. 278/M. Condo fees include heating, hydro, water, cable t.v., rec centre membership, exterior maintenance and snow removal. Asking 84,990, closing August 19 to November 1, 1985. View by appointment only. Call Daniel at local -6308 days, 665-5773 evenings and weekends.
 - Calligraphy course beginning September 4, 1985. Registration from August 5-16. Classes Wednesdays from 1:05 p.m. to 1:55 p.m. plus two evening classes. \$25.00 lab fee plus materials at approximately \$5.00. For information call local -3193.
 - Boat, 12 ft, 6 percom, Durafloat, with sail and 5 h.p. motor. Excellent condition. \$1,000.00 or best offer. Call 638-5202.
 - 1981 Honda Civic, 2 door, auto o/drive, power steering and brakes, stereo system, excellent student car, safety checked. Asking \$2,500 call Tony 783-0456.
- Rent**
- Female, careful tenant, would like to rent cottage for a week during the summer and for the odd weekend. Within 2 or 3 hours drive from Toronto. Would be happy to take care of garden. Please call Pat -local 6271.
- Wanted**
- Apartment sized freezer, ladies bike - 3 or 5 speed. Call Patricia at local -3638 or 663-4789 (evenings).
 - KAYAK, please call Bob Howard at local -2266.
 - Free car-ride to Calgary, July 30/31. Some help in driving expected. Contact Sadie at local -3188.
- Lost**
- On campus either in Ross Building or areas between there and Osgoode Hall Law School - large hoop earring - sterling silver - of great sentimental value - during day call local -3113, after 5:30 p.m. 665-1940.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Thursday, August 1, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

- Night Supervisor - Circulation Desk, Scott Library** (Secondary school graduation or equivalent; 3 years library experience including 1 year in a public service area; supervisory experience and experience with an automated circulation system preferred; good communication skills; supervisory skills knowledge of typing required.); grade 6 (\$20,213) Job No. J122
- Accounting Clerk II - Cashier - Office of the Comptroller, Student Accounts TEMPORARY:** to October 7, 1985; (High school graduation or equivalent; 1 year general office experience, including 6 months in cash handling in a computerized accounting system; experience in a university environment would be an asset; typing 30 w.p.m., accuracy essential; good communication skills; ability to use a calculator; accuracy with figures essential tact and diplomacy; ability to work accurately and quickly under pressure of high volume essential; familiarity with Student Record system would be an asset.); grade 4 Based on an annual salary of (17,011) Job No. G108
- Secretary/Receptionist - Academic Computing, Computing Services;** (High school graduation or equivalent with secretarial training; minimum 2 years secretarial experience required; some experience with computer systems and language preferred; knowledge of IBM office automation package; text editing experience preferred; typing 40-45 w.p.m. and accurate; good oral and written communications skills; good organizational skills; tact and diplomacy; accuracy with figures.); grade 4 Provisional (17,011) Job No. G109

GENERAL

NEW TELECOMMUNICATIONS NETWORK FOR YORK

On Monday, June 10, 1985, the Board of Governors approved the purchase of a new Telecommunications System that will see York with its own state-of-the-art telephone exchange and vastly expanded and enhanced communications services.

The Telecommunications Task Force wishes to advise the York Community that as the first phase of the implementation of the system, the new Leonard G. Lumbers Building and the Department of Computing Services will be equipped with the new telephones. Effective Monday, August 26, 1985, members of the community wishing to contact anyone located in the new building or in the Department of Computing Services must call 9-665-8585 instead of the numbers currently listed in the York Handbook. Your call will be answered by the main University switchboard and connected to the appropriate extension number. A Directory Supplement to the York Handbook will be issued listing all the people and departments affected along with their extension numbers and locations.

* This is the first in a series of announcements about York's new telecommunications network that will appear in the York Bulletin.

- * CIVIC HOLIDAY - The University offices will be closed on Monday, August 5, 1985.
- * The Tait McKenzie Building will be closed on Saturday, August 3rd, Sunday, August 4th, Monday, August 5th due to the Civic Holiday.
- * Week of July 29th: The Centre for Continuing Education offers: - an 8-course Data Processing and Computer Certificate Programme starting the week of August 26th, 1985. - an 8-course Management Development Certificate Programme starting the week of August 26th, 1985. Both programmes are offered on the York Campus.
- * Intensive English as a Second Language - This four-week course, starting August 6th, 1985 will be taught at the York Campus. Classroom hours are Mondays-Fridays, 9:00 a.m. - 3:00 p.m. For a detailed brochure on these and other non-degree programmes offered by the Centre, call us at 667-2504 or visit us in the Administrative Studies Building, 2nd floor, on the York Campus
- * This is to notify that campus maps are no longer available through the Communications Department. Those departments wishing copies of campus maps are asked to contact Central Duplicating at local -2285.
- * ART TREK, lunch-hour walking tours of York University's public art, continues every Thursday at noon. Presented by the Art Gallery of York University, Art Trek promises a guided look at the University's art ranging from its monumental outside sculpture to the electronic escalator located in the library. The Art Trek tour starts at the Ross Building flagpole. Group and special bookings are welcome with more information available by calling local -3427.
- * The ART GALLERY OF YORK UNIVERSITY is open throughout the summer months, six days a week. Changing exhibitions from the permanent collection, featuring contemporary American, European, and Canadian works as well as African and New Guinea art plus a wide array of Inuit sculpture and works on paper, will be on display. The Gallery is open 10:00 a.m. - 5:00 p.m., Monday - Friday and 12:00 noon - 5:00 p.m. on Sunday.
- * DEPARTMENT OF SECURITY AND SAFETY SERVICE wishes to advise the community that during the Player's Challenge International Championships, August 3 through August 11, 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 current Parking and Traffic Regulations 1985/86 York Campus refers). The Department wishes to thank the members of the community in advance for their co-operation in this matter.
- * The Educational Development Office and Scott Library have begun updating Where Art They? A Guide to York University's Resource Centres. Resource centres listed in the 1982 edition will receive copies of their previous listing, to amend and return to the Educational Development Office, 140 Central Square. Resource centres set up since early 1982 are requested to contact the EDO at local -3220 to arrange an interview for a new listing.

GENERAL - continued

- * The PURCHASING DEPARTMENT offers for sale the following piece of university property. 1 only Gladstone Billiard Table 5' X 10' complete with cues, rack and balls. The above item may be inspected in the Jr. Common Room of Stong College. Asking price \$1,200.00 or best offer. Successful bidder to be responsible for removal of goods. Offers to purchase, in writing only, should be directed to the Purchasing Department, Room 39, East Office Building, attention K.B. Lane. Terms of Sale: Authorized departmental account, certified Terms of Sale: Authorized departmental account certified cheque or cash at time of release. File ref: P/SD/300.
- * The FACULTY OF GRADUATE STUDIES has a Photo Copier for sale. 1984 Canon NP 500 complete with cabinet, automatic paper feed, 15 bin sorter, 3 cassettes, and a 2000 sheet paper deck. Price \$8,000.00. Interested members of the community may inspect the copier by first contacting Erica Oielgisser, at local -3305. Offers to purchase in writing only, should be sent to the Office of the Purchasing Manager, Room 39, East Office Building. File Ref. PSD301.

SUMMER INTERCHANGE

- Sale
- 7 piece drum set; Powertone, 15 months old, excellent condition, wine red. Perfect beginner or intermediate set. \$500.00 drums only. Cymbals, if wanted extra. Call David at local -3243 or 483-8791.
 - Contents \$20.00-40.00 each: sheers, drapes, 2 plush armchairs, walnut dresser, lamps deck, pictures, end tables, speakers, guitar, clock, kitchenware, lots of good clothes and shoes, etc. Call - 783-0456.
 - 1978 Oldsmobile Delta 88. Light blue exterior, and light blue velour interior, power steering and power brakes, power windows, air conditioning, very good condition. For more information call 665-7009 after 6:00 p.m.
 - 1 ditto machine \$75.00; 35m slide projector \$60.00; slide viewer \$10.00; film-strip projector \$50.00; exercise bench \$15.00; super 8 film projector \$60.00; Shoei motor-cycle helmet \$50.00; call Saadan at local -3260 or 663-3731 after 6:00 p.m.
 - Dining Room Set - 1920 era, round table, with claw legs and 5 leaves buffet, five straight back chairs, solid oak and refinished. \$2,000.00. Dresser-French Provincial, nine drawer, long low design with matching mirror-fruit wood, needs some refinishing. \$300.00. Call Bonnie or John, 447-8619 between 6:30 - 7:30 p.m., Monday to Friday.
 - 1976 Oldsmobile Cutlass Supreme. 61000 miles. Uncertified \$500.00 or best offer. Call Mark evenings before 10:00 p.m. at 483-5828.
 - Chevrolet Nova 1977, 44,000 miles, 4-door, automatic, blue. Good condition. Certified. \$1,800.00 or best offer. Phone John at local -3980.
- Wanted
- Ride to and from Major Mackenzie Drive between Yonge and Bayview in Richmond Hill. Call Elizabeth at local 3351.
 - Small dehumidifier, please call Gayle at local -3901 or 451-8720 evenings.
- Lost
- On campus behind Stedman around the baseball field - gold box chain necklace with hearts on it - of great sentimental value, during day call local - 3750, after 5:30 p.m. 857-0839.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Wednesday, August 7, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Student Programmes Secretary - Office of Student Programmes, Glendon College; (High school graduation or equivalent with secretarial training; some university courses would be an asset; 2 years related experience, preferably in a university environment; typing 50 - 55 w.p.m.; Bilingual Modules I, II, III; good communication skills; work processing skills or willingness to learn.); grade 4L (\$18,300) Job NO. J123

Administrative Assistant II - Founders College; (High school graduation or equivalent with minimum of 1 year administrative experience, preferably in a university environment or other academic institution; supervisory experience required; budget experience required; excellent oral and written communication skills; excellent administrative/organizational/supervisory skills; tact, diplomacy, flexibility; ability to work under pressure; basic typing skills; microcomputing/word processing skills required.) grade 7 Provisional (\$22,497) Job No. J124

COUNSELLOR: BETTY GUNNING

Beverage/Scrip Clerk - Housing and Food Services; Business Operations; (High school graduation or equivalent with secretarial training and basic accounting courses, minimum 2 years related experience including bookkeeping, preferably in a business environment; typing 45-50 w.p.m.; microcomputing skills; good communication and organizational skills; proven ability to function under pressure during peak periods; ability to deal effectively with students and staff; tact and diplomacy.); grade 5 Provisional (\$18,300) Job No. G110