

Thursday, August 1, - Monday, August 6, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

- * CIVIC HOLIDAY - The University office will be closed on Monday, August 5.
- * The TAIT MCKENZIE BUILDING will be closed on Saturday, August 3rd; Sunday, August 4th; and Monday, August 5th due to the Civic Holiday.
- * For the Civic Holiday weekend, August 3 to August 5 inclusive, the Complex 1 (Founders/Vanier) food service outlet will be open from 8:00 a.m. to 6:00 p.m. All other food services outlets will be closed.
- * PROCTOR FIELD HOUSE - Glendon College will be closed Saturday, August 3; Sunday, August 4; and Monday, August 5.
- * The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time faculty for Faculty of Arts Fellowships. The Fellowships are intended to provide an opportunity to complete a research project by releasing the faculty member from all teaching responsibilities for one academic year. Up to six awards may be made each year. Further information and application forms may be obtained from the Dean's Office in the Faculty of Arts, Room S932C Ross Building, at local -2438. The deadline for applications is September 4.
- * Week of August 5th; The Centre for Continuing Education offers:
 - an 8-course Data Processing and Computer Certificate Programme starting the Week of August 26th,
 - an 8-course Management Development Certificate Programme starting the week of August 26th,
 - a 15-week course in Introduction to Public Relations will introduce students to the do's and don'ts of public relations and will investigate public relations writing of all sorts, explore relations with the various media (newspapers, radio, television, etc.). This course starts September 3rd, 1985.
 - Personnel Administration. This 45-hour course, starting September 9th, is designed for individuals interested in a basic introduction into the personnel field.

All the above courses are taught on the York Campus. For a detailed brochure on these and other non-degree programmes offered by the Centre, call us at 667-2524 or visit us in the Administrative Studies Building, 2nd floor, on the York Campus.

 - Communication Studies Certificate Programme. Courses in this programme begin the week of September 3rd. The programme has been designed for adults wishing to acquire or improve their skills in communications. Some of the offerings in this programme are taught on the York Campus and some on the Glendon Campus.

For a detailed brochure on these and other non-degree programmes offered by the Centre, call 667-2504 or visit the Administrative Studies Building, 2nd floor, on the York Campus.

EVENTS

Thursday, August 1

- 10:00 a.m. - Ph.D DISSERTATION [Graduate Programme in Psychology] - Debora Dubreuil will defend her Ph.D Dissertation entitled "Distraction and Redefinition in the attenuation of Acute Pain" - Room N927, Ross Building. Faculty and students are invited.
- 11:00 a.m. - PSYCHOLOGY COLLOQUIUM - [Graduate Programme in Psychology] - Guillem M. Perodeau will present her Ph.D colloquium entitled "Reported Antecedents and Correlates of Alcoholism Among Married Alcohols" Room 308, Behavioural Science Building. Faculty and students are invited.
- 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.

SUMMER INTERCHANGE

- Sale - 1977, 750cc Yamaha. Good condition, shaft drive, new rear tire. Towing package including removable saddlebars and trunk. Also has full rearing, must sell, best offer. Call 741-7274.
- Swing Set - all wood construction. Made by Children's Playgrounds in Markham. "Jungle End" model has two swings trapeze and rings, climbing net, pole and slide. \$500.00, call 245-2524.
- Bedroom set - semi-antique, blond mahogany, double bed, tall dresser, double commode with bench, night table. \$550.00, Call 245-2524.
- Kitchen table and 4 chairs; \$75.00; wooden dresser-armoire, \$25.00; ping pong table, \$65.00; electric train set, \$65.00. Call 245-2524.
- Wanted - Male/Female to drive with me to California in August. Call Tony at 783-0456.
- Two desperate cats in urgent need of good, permanent home. Gentle, mature tabbies (male neuters). Owners left country. Contact Gill Teiman 766-1692 or Joan Humphrey at local -2595.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Friday August 9, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Stacker - Circulation, Scott Library; TWO POSITIONS; (2-3 years secondary school education or equivalent; 1 year library experience preferred; good oral communication skills.); grade 2 (\$15,202) Job No. J125 & J126

Stacker - Archives and Cage, Osgoode Law Library; Required to work 1 evening per week - 3:00 p.m. to 11:00 p.m. during academic year; (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. J127

Student Programmes Assistant I - Office of Student Programmes, In-Service, Faculty of Education; (High school graduation or equivalent with secretarial training; 1 or more years of post-secondary education preferred; 2 years related experience preferably in an admissions, student programmes or a related university environment; on-line data entry or retrieval experience preferred; assessment related experience is preferred; accurate typing at 40 w.p.m.; 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 high volume of work on a continuing basis; tact and diplomacy; demonstrated effective skills in dealing with the public.); grade 5 (\$18,300) Job No. J128

Media Operations Technician I - DIAR - SESSIONAL: September 1 - March 31; (Graduation from Community College media course or equivalent; no previous experience required; reliability, manual dexterity, willingness to learn the fundamentals of audio-visual operations.); grade MOT 1, Based on an annual salary of (\$17,571) Job No. J129

Lab Assistant I - Biology, Faculty of Science, SESSIONAL: September 1 - May 31; (High school graduation or equivalent; some chemistry courses would be an asset; manual dexterity; ability to communicate effectively; reliability.); grade LAB ASST 1, Based on an annual salary of (15,867) Job No. J130

COUNSELLOR: BETTY GUNNING

Switchboard Operator - York Computing Services, TEMPORARY: to April 30, 1986; (High school graduation or equivalent; 1-2 years switchboard experience required; good oral communication skills; experience with, or willingness to learn Rolm System requirements; typing 30-35 w.p.m.); grade 3 Provisional, Based on an annual salary of (\$16,133) Job No. G111

Payroll Clerk III - Payroll, Office of the Comptroller; (High school graduation or equivalent; 2 years experience with a computerized payroll system, preferably in an educational environment; typing 30-35 w.p.m. and accurate; good organizational skills; good oral and written communication skills; knowledge of current unemployment insurance and income tax regulations; accuracy with figures/balancing essential.); grade 5 (\$18,300) Job No. G112

Payroll Clerk II (Miscellaneous) - Payroll, Office of the Comptroller, TEMPORARY: August 12 - December 6, 1985; (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 communications skills; accuracy with figures; ability to use a calculator.); grade 4, Based on annual salary of (\$17,011) Job No. G113

Faculty Secretary - Osgoode Hall Law School; (High school graduation or equivalent with commercial training; 1-2 years secretarial experience, preferably in a related area; typing 50-55 w.p.m.; dictaphone skills required; good oral communication skills; word processing skills required.); grade 3 (\$16,133) Job No. G114

*Secretary - Faculty of Education, Glendon College, PART-TIME: 17 1/2 HOURS/WEEK; (High school graduation or equivalent with secretarial training; 2 years of secretarial and/or student programmes experience, preferably in a university environment; accurate typing 50 w.p.m.; Bilingual Module I; excellent oral communication skills; demonstrated ability to deal with staff, faculty and public at all levels; demonstrated strong organization skills; demonstrated ability to work cooperatively and effectively with co-workers; tact and diplomacy; ability to work under pressure and to handle a high volume of work on a continuing basis.); grade 4 Provisional, Based on an annual salary of (\$17,011) Job No. G115

CORRECTION TO JOB POSTING J124 - COUNSELLOR: CHRIS JOHNSON

Administrative Assistant II - Founders College; (High school graduation or equivalent with minimum of 1 year post-secondary education; minimum 3-4 years 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; micro-computing/word processing skills or willingness to learn); grade 7 Provisional (\$22,497) Job No. J124

GENERAL

- * Department of Physical Plant: Planned Shutdown of Utilities - To permit connection of the new Leonard G. Lumbers Building to the central piping distributions system, an interruption of chilled water and steam for cafeteria and domestic hot water heating is planned for Friday, August 9.

	<u>Time of Shut-Off</u>	<u>Systems Back to Normal Operation</u>
Chilled Water	4:00 p.m. Friday, August 9	12:00 noon Saturday, August 10

All Buildings on campus will be affected

Steam & Condensate Lines	4:00 p.m. Friday, August 9	11:00 p.m. Friday, August 9
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Buildings Affected: Farquharson, Steacie, Petrie, E.O.B., W.O.B., Tait, Stong College, Stong Residence, Bethune College, Bethune Residence

Note: If isolation valves do not hold tight when steam is shut off at valve chamber 4 at 4:00 p.m. Friday, August 9, the steam shut down will be re-scheduled and steam will be shut off at 9:00 p.m. Friday, August 9. In this case, steam will be turned back on by 3:00 a.m. Saturday, August 10. All buildings on campus will be affected by the steam shut off in this case.

- * The 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 ref.). The Department wishes to thank the members of the community in advance for their cooperation in this matter.
- * 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 now taking bookings for their Hands-On Art Workshop on Wednesday, August 7 and Wednesday, August 21 from 1:00 - 4:00 p.m. Children 8 years and up are invited to experience art of many cultures and participate in a special activity. Fee: \$1.50/person. For more information and advance bookings call local -3427.
- * 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.
- * The Centre for Continuing Education is offering several non-degree courses to be taught at the York campus. An eight-course Data Processing and Computer Certificate Program and an eight-course Management Development Certificate Program both start the week of August 26. A 15-week course in Introduction to Public Relations begins September 3. This course investigates all aspects of public relations including writing techniques and media involvement. Personnel Administration is a 45-hour course starting September 9th which is designed for individuals interested in a basic introduction to the personnel field. The Centre also offers a Communication Studies Certificate Program which has been designed for adults wishing to acquire or improve their communication skills. Parts of this programme are taught at both the York and Glendon campuses. For a detailed brochure on these and other non-degree programmes offered by the Centre, call local -2504 or inquire at the second floor of the Administrative Studies Building.
- * Winters College has a position available for a Male Don in Winters residence during the 1985-86 academic year. All enquiries are to be made to Ann Yeoman, Residence Tutor, Room 275, Winters College, local -2203.

EVENTS

Thursday, August 8

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.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Thursday, August 15, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Textbooks Buyer - Bookstore. (University degree or equivalent; 2 years related experience in a university bookstore, including supervisory experience, excellent communication skills -- oral and written; ability to work under pressure; strong supervisory skills; ability to deal with faculty, students, and staff on all levels; ability to organize and set priorities; some knowledge of computers.) Grade 7 (\$22,497) Job No. J131

Facilities Assistant - College Facilities, Atkinson College. TEMPORARY: Sept. 16, 1985 - Jan. 17, 1986. (High school graduation or equivalent, technical school training required with some drafting training; at least 1 year and preferably 2 years of relevant experience; excellent communication skills; basic typing skills; demonstrated ability to effectively liaise with staff, faculty and trades representatives at all levels; ability to read plans and produce draft drawings in support of service requests; demonstrated ability to coordinate physical arrangements.) Grade 5 (based on an annual salary of \$18,300) Job No. J132

COUNSELLOR: BETTY GUNNING

Student Programmes Clerk - Office of Student Programmes (In-Service), Faculty of Education. TEMPORARY: to October 31, 1985. (High school graduation or equivalent with secretarial training; 1 year related clerical or secretarial experience in a public contact environment; typing 30 wpm; excellent oral communication skills; demonstrated ability to act responsibly; demonstrated good 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; aptitude for detail work.) Grade 3 (based on an annual salary of \$16,133). Job No. G116

Secretary to the Director of Communications/Development - Communications/Development. TEMPORARY: to December 20, 1985. (High school graduation or equivalent with secretarial training; minimum 2 years related experience; typing 50-60 wpm; word processing skills or willingness to learn; good oral and written communication skills; good telephone manner; tact and diplomacy essential; shorthand preferred; ability to use dictaphone.) Grade 4 (based on an annual salary of \$17,011). Job No. G117

File Clerk II - Admissions, Faculty of Graduate Studies. TEMPORARY: Sept. 1, 1985 - April 30, 1986. (High school graduation or equivalent; some office experience would be an asset; typing 50 wpm; good oral communication skills; ability to deal tactfully with applicants and the general public; personal computer/word processor skills or willingness to learn; interest and accuracy in detail work required; ability to use dictaphone.) Grade 3 (under review) (based on an annual salary of \$16,133). Job No. G118

Clerk - Administration, Faculty of Graduate Studies. TEMPORARY: September 1 - December 20, 1985. (High school graduation with secretarial training or equivalent; 6 months to 1 year office experience, preferably in a public service area; typing 45 wpm; good oral communications skills; ability to deal tactfully with students and faculty; ability to work with figures.) Grade 3 (based on an annual salary of \$16,133). Job No. G119

SUMMER INTERCHANGE

Sale

- Bikes - 2 blue Sears ladies' bikes, 2 yrs. old - \$60.00 each; 1 orange boy's supercycle - \$35.00; 1 blue men's 5-speed - \$45.00; 1 men's CCM Turisno 10-speed, chrome forks, blue - \$65.00; 1 blue and white lady's supercycle - \$35.00. Call Mary at 636-1608 up to 9:00 p.m.
- 1 pair of downhill skis - Hollzner-Astral 180 cm with solomon "444" bindings. Never been used. \$120.00 or best offer. Optional Nort ski boots size 10 - negotiable. Please phone 237-0599 after 5:30 p.m.
- Lively, purebred Border Collie pups, classic black/white markings, from working stock, ready for good country homes by the end of August - \$125.00 firm. Phone 1-519-941-4261 (Mono Mills), before 8:30 a.m./ after 8:30 p.m., Monday - Friday only.
- Canvass top tent trailer, sleeps 4 - \$150.00 firm. Please call local -3898.

Wanted

- Good home offered by York Association for Mature Student Association (YAMS) for slightly-used filing cabinet. Urgently needed to file copious lists of mature students at York. Call local -2334.
- Wanted to rent urgently - a large furnished apartment or house, until February 1986 for a Visiting Professor. Contact Dr. A.B.P. Lever at local -2309.
- Professional couple looking for a house to rent north of Metro near G0 from September or October. Call John Marsden at 416-966-8632 (days) or 519-824-2933 (evenings).
- Male/Female to drive with me to California in August. Call Anthony at 783-0456.

GENERAL

- * Telecommunications system update # 1: The Telecommunications Task Force wishes to advise the York Community that with the installation of the new telephone system in the spring 1986, the existing telephone numbers at York will change. During the upcoming year new telephone numbers at York will be distributed. Each department's communications requirements will be determined through station review meetings. These meetings will be scheduled during the months of September, October and November. However, in order to make the transition from the old to the new numbers as smooth as possible, and to avoid any unnecessary costs, it is requested that orders renewing business cards and stationery be delayed if possible until the new numbers are assigned. In addition, any brochures, notices, calendars, etc. which will be published during the coming year may require that both the old and the new number be included. Please note that the number for the interim switch installation for the Leonard G. Lumbers Building and the Department of Computing Services will change when the main system is cut over in the spring 1986. Therefore, users on the interim system should not reorder business cards until the final numbers have been assigned. For further information contact Telecommunications at local -2337.
- * Labor Day Holiday - The University offices will be closed on Monday, September 2.
- * Members of the York community are reminded that the University's Summer Hours Work Schedule will end as of Labor Day Weekend. Regular hours for the fall/winter months (9:00 a.m. - 5:00 p.m.) will resume on Tuesday, September 3.
- * 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 now taking bookings for their HANDS-ON ART WORKSHOP on Wednesday, August 21 from 1:00 - 4:00 p.m. Children 8 years and up are invited to experience art of many cultures and participate in a special activity. Fee: \$1.50/person. For more information and advance bookings call local -3427.
- * Winters College has a position available for a Male DON in Winters residence during the 1985-86 academic year. All enquiries are to be made to Ann Yeoman, Residence Tutor, Room 275, Winters College (local -2203).
- * The J.A.C.S. pub in Bethune College will operate on short hours (8:30 a.m. - 4:30 p.m.) during the week of August 12-16 and will be closed from August 19 until September 3rd for renovations and holidays.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Tuesday, August 20, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: ARTHUR TAYLOR

Craftsman III (Mechanical) - Technical Services, Faculty of Science. (Technical school graduation or an equivalent in education and experience; typically 7 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 III (\$28,381). Job No. T006

Craftsman II (Electronics) - Technical Services, Faculty of Science. (Technical school graduation or equivalent, plus satisfactory completion of some electronics courses beyond the secondary school level, or acceptable equivalent in education and experience; minimum of 3 years relevant experience; ability to perform work on moderately complex circuits, initiative; ability to deal effectively with students and academic staff.) Grade: CR II (\$23,326). Job No. T007

Apprentice Craftsman I (Mechanical) - Technical Services, Faculty of Science. (Technical school graduation or equivalent with courses in Machine Shop Practice, Technical Drawing, Mathematics, Physics preferred.) Grade: CR I (\$19,117). Job No. T008

STAFF POSITIONS - continued

Manager, Computer Operations - Computer Operations, Computing Services. (University or college degree preferably in Computer Science or equivalent; minimum 5 years experience in a large multi-CPU data centre with some programming experience; 2 years at the Supervisory or Manager level; good communication skills; technical background in MVS and VM/CMS systems with some VAX system exposure; ability to manage all levels of personnel within Operations. Please submit a resume when making an application.) Grade: P&M 8 (\$33,512 - 39,425). Job No. T009

Athletic Events Officer - Physical Education and Athletics. (University graduation or equivalent, preferably including courses in Sports Administration; 2 years related experience in public relations/promotional work, preferably in a related area; excellent communication skills (oral and written); proven public relations skills; organizational skills; aptitude for figures work.) Grade: 7 (\$22,497). Job No. T010

COUNSELLOR: CHRIS JOHNSON

Accounting Clerk II - Administration, Centre for Continuing Education. TEMPORARY: to May 2, 1986. (High school graduation or equivalent; some basic accounting courses preferred; 3 years accounting experience in a university environment; typing 35 w.p.m.; ability to set priorities; good communication skills; knowledge of computerized financial accounting systems; familiarity with payroll and the generation of financial statements.) Grade: 5 (Based on an annual salary of \$18,300). Job No. J133

* Gallery Coordinator - Glendon Art Gallery, Glendon College. TEMPORARY: to December 15, 1985. PART-TIME: 32 HRS/WEEK. (BFA or equivalent; 1 year related art gallery experience; administrative and curatorial skills; knowledge of French would be an asset; excellent communication skills; organizational skills.) Grade: 6 (Based on an annual salary \$20,213). Job No. J134

COUNSELLOR: BETTY GUNNING

* Clerk/Typist - Masters Office, Winters College. TEMPORARY: Sept. 1, 1985 to June 30, 1986. PART-TIME: 21 HRS/WEEK. (High school graduation with secretarial training or equivalent; 1-2 years related experience, preferably in a university environment; 50-55 w.p.m. typing; word processing skills or willingness to learn; EXCELLENT telephone manner and good communication skills.) Grade: 3 (Based on an annual salary of \$16,133). Job No. G120

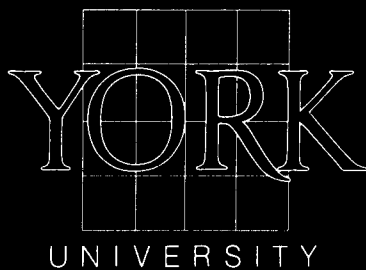
Secretary - Executive Office, Glendon College. (High school graduation with secretarial training or equivalent; 1-2 years secretarial experience in a related environment; Bilingual Modules I, II and III; typing 45-50 w.p.m. and accurate; ability to work with interruptions; good organizational skills; good oral communications skills; pleasant telephone manner; good interpersonal skills; flexibility in adjusting to changing working demands; tact and discretion; working knowledge of word processing equipment or willingness to learn.) Grade: 3L (under review) (\$17,011). Job No. G121

Accounting Clerk II - Student Accounts, Office of the Comptroller, Glendon College. (High school graduation or equivalent; 1 year general office experience, including 6 months in cash handling; Bilingual Modules I and III; typing 30 w.p.m. and accurate; accuracy with figures essential; ability to use a calculator; good oral communication skills; tact and diplomacy; sense of responsibility; demonstrated ability to work accurately and quickly under pressure of high volume essential.) Grade: 4L (\$18,300). Job No. G122

Faculty Secretary - Osgoode Hall Law School. (High school graduation or equivalent with commercial training; 1-2 years secretarial experience, preferably in a related area; typing 50-55 w.p.m.; dictaphone skills required; good oral communication skills; word processing skills preferred.) Grade: 3 (\$16,133). Job No. G123

SUMMER INTERCHANGE

- Sale - 1976 Pontiac Ventura, 4 dr., 6 cyl., Auto., P.S., AM/FM cassette stereo, in good condition - \$1,200.00. Call 493-3827.
- 1 - 5ft. by 3ft. blue utility trailer with lights, hook up and hitch for a ball type trailer hitch - \$300.00. Phone Jim Walther after 6:30 p.m. at 1-416-473-3878 (Mount Albert).
- 2 oak office desks, plus chairs (60" X 34" - \$230.00; 50" X 30" - \$150.00). Call 489-6484.
- University City Condominium. Walk to York University. Premium 3 bedroom T.H., CAC, 20 ft. Master bdrm. with 2 pce. ensuite, drop ceiling in kitchen, upgrades and broadloom throughout. Rec. Centre, Mr. Grocer plaza, T.T.C. 1720 finished sq. ft. All drapes, dishwasher, light fixtures. Move-in condition, 23K mtg. at 8 3/4, reduced for quicker sale; now asking \$81,990.00. Call Daniel at local -6308, or at 665-5773 in the evenings.
- Couch (beige with small green & orange motif) - \$250.00; Armchair (upholstered same as couch) - \$125.00; 2 Danish style lounge chairs, loose cushions, design in brown & orange - \$25.00 each; solid oak table/desk (no drawers) 3' X 2' - \$75.00; (Sears) hand hooked area rug, approx. 8 1/2 ft. by 6 ft., shades of off-white, gold, brown, moss green - \$75.00. Call Pat at local -6271 or 731-9082.
- Brother HR15 letter quality daisy wheel printer with Pica and Elite print wheels. Perfect condition. Less than half price. \$275.00. Phone 463-9252.
- Vintage Singer sewing machine. Electric motor. Good condition. Asking \$40.00. Call Donna at 767-1062.
- Bikes - 1 boy's, 1 lady's and 2 mens' - good condition. \$35.00 - \$65.00. Call Agnes at local -2573 or Val at 636-1608.
- Caribana T-Shirts - Medium & Large - \$10.00. (Blue, white, grey and yellow). Only 20 left. Call Agnes at local -2573 or 633-7244 after 6:00 p.m.



BULLETIN

Published three days a week during term by the Communications Department.
Deadline 12:00 noon on the day preceding publication.
Room A134, West Office Building (667-3441).
Items submitted will be edited as required.

Thursday, August 15 - Monday, August 19, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

- * Labor Day Holiday - The University offices will be closed on Monday, September 2.
- * Members of the York community are reminded that the University's Summer Hours Work Schedule will end as of Labor Day weekend. Regular hours for the fall/winter months (9:00 a.m. - 5:00 p.m.) will resume on Tuesday, September 3.
- * 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.

EVENTS

THURSDAY, AUGUST 15

- 12:00 noon - Art Trek [Art Gallery of York University] - 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.
- 3:00 p.m. - PhD Colloquium [Graduate Program in Psychology] - PhD candidate Nancy Schmidt will present her PhD colloquium entitled "The Development of Children's Accounts of Social Situations" - Room 203, Behavioural Science Building.

MONDAY, AUGUST 19

- 10:00 a.m. - PhD Dissertation [Graduate Program in Psychology] - Nancy Schmidt will defend her PhD dissertation entitled "The Development of Children's Accounts of Social Situations" - Room N927, Ross Building.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Thursday, August 22, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: ARTHUR TAYLOR

Student Recruitment Officer - Administration, Atkinson College. (University degree; experience in a university setting with a strong interpersonal component; excellent interpersonal communications skills; good public speaking skills; tactful; able to communicate effectively in writing; outgoing; creative; good organizational abilities; flexible; willing to work non-traditional hours; must have valid Ontario driver's licence and be willing to travel. Please submit resume when making an application.) Grade: P&M 6 (\$28,998-34,115). Job No. T011

COUNSELLOR: CHRIS JOHNSON

*Secretary to the President - Office of the President. (High school graduation with secretarial training or equivalent; minimum 2 years secretarial experience, preferably in a university administrative office; typing 55 w.p.m.; micro computing skills, file management skills required; good organizational skills; good written and verbal communication skills; accuracy with figures; aptitude for detail; ability to use dictaphone; high level of spelling accuracy; ability to deal with all members of the University community and the general public.) Grade: 4 Provisional (\$17,011). Job No. J135

Admissions Assessor - Admissions. (High school graduation with 1 year university or equivalent; university degree preferred; 2 years related experience in a student service area; excellent oral and written communication skills; tact and diplomacy required; demonstrated ability to handle pressure; demonstrated ability to deal effectively with students, staff and the public; good organizational skills; ability to exercise judgement.) Grade: 6 (\$20,213). Job No. J136

Interlibrary Loan Clerk - Reference, Scott Library. TEMPORARY: Sept. 11, 1985 - Aug. 8, 1986. (High school graduation or equivalent; some library technician courses in community college preferred; 1 year general library experience; good organizational skills; good oral and written communication skills; knowledge of French and German preferred; ability to work independently.) Grade: 4 (Based on an annual salary of \$17,011). Job No. J137

STAFF POSITIONS - continued

COUNSELLOR: BETTY GUNNING

Secretary - Office of Student Affairs. TEMPORARY: Sept. 1, 1985 - Feb. 1, 1986. (High school graduation or equivalent; 1-2 years experience in a related area; typing 50 w.p.m.; accuracy essential; word processing skills or willingness to learn; demonstrated ability to deal tactfully and effectively with the public; good oral and written communication skills; good organizational skills; interest and accuracy in working with figures; demonstrated ability to accurately proofread material.) Grade: 3 (Based on an annual salary of \$16,133). Job No. G124

Secretary - Mathematics, Glendon College. TEMPORARY: Sept. 1, 1985 - April 30, 1986. (High school graduation with secretarial training or equivalent; 1-2 years secretarial experience; Bilingual Modules I & II; typing 45-50 w.p.m.; technical typing experience or willingness to learn; word processing skills or willingness to learn; good organizational skills; good oral communication skills; ability to work effectively with faculty and students.) Grade: 3L (Based on an annual salary of \$17,011). Job No. G125

Parking Control Officer - Security and Safety Services, York Campus. (*Position is in the United Plant Guard Workers of America.) SESSIONAL: September 1 - April 30. (High school graduation or equivalent; minimum 2 years related experience in security, police or military work; preference will be given to applicants with experience in some of the following areas: security education, investigation, disaster preparedness, intelligence; good written and oral expression in the working language(s); to communicate in a clear, concise and effective manner; valid driver's licence; current first aid certificate required, e.g. St. John's Ambulance.) Current Hourly Rate: \$7.78-\$8.13

SUMMER INTERCHANGE

- Sale - Canon AE-1 camera, power winder, case, zoom and close-up lens, filters, excellent condition - \$320.00. Call Roy at local -3843.
- Grassi, silver, closed hole flute. Excellent condition - \$125.00. Call 832-1431, or Sarah at local -3445.
 - VCR - Panasonic VHS, front loading and remote, 1 year old, excellent condition - \$400.00. Call 832-1431, or Sarah at local -3445.
- Wanted - Computer keyboard (Commodore 64), and Ping Pong table. Reasonable. Call Reva at local -3589 or 884-8673 after 5:00 p.m.
- Ride wanted to and from Bramalea or addition to car pool. Call local -2297.

Tuesday, August 20 - Wednesday, August 21, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

- * The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time faculty for Faculty of Arts Fellowships. The Fellowships are intended to provide an opportunity to complete a research project by releasing the faculty member from all teaching responsibilities for one academic year. Up to six awards may be made each year. Further information and application forms may be obtained from the Dean's Office, Faculty of Arts, Room S932C Ross Building, local -2438. The deadline for applications is September 4.
- * For the Labor Day Holiday weekend, Saturday August 31 to Monday September 2 inclusive, the Atkinson College Restaurant will be open from 10:00 a.m. to 5:00 p.m. All other food service outlets will be closed.
- * The Department of Dance, Faculty of Fine Arts, is offering Dance Classes for both children and adults, commencing the week of September 23 and running throughout the academic year. Classes for children are offered in Creative Dance, Modern Dance and Ballet. One class per week is offered in Adult Ballet at an elementary level. Registration takes place on Saturday, September 21 from 9:30 a.m. to 12 noon, in the lobby of the Fine Arts Building. For further information, please call local -6423 or -3651.
- * A Hands-On Art Workshop for children is offered by the Art Gallery of York University. This workshop invites people to experience the art of the Inuit 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. Bookings are now being accepted for the Wednesday August 21 program, offered 1:00 - 4:00 p.m. Fee: \$1.50 per person. For more information and bookings call local -3427.
- * The Credit Union is holding their First Annual Free Barbeque day, Friday August 23 from 11:30 a.m. - 2:00 p.m. The location is on the grassy area just north of the Curtis Lecture Hall between the East Office Building and the Steacie Science Library. This event is free to all members of the York Credit Union.
- * NSERC staff have recently published a study entitled "University Faculty - Operating Grantee Age Distributions - Participation Rates in Operating Grants Program". One copy is available for consultation in the Office of Research Administration, S414A Ross Building.

EVENTS

WEDNESDAY, AUGUST 21

1:00 p.m. - 4:00 p.m. - Hands-on Workshop [the Art Gallery of York University] call local -3427 for registration and information.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Tuesday, August 27, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: ARTHUR TAYLOR

*Chief Accountant - Office of the Comptroller. (Recognized Accounting designation: CA, CGA, or SMA, or University degree in business; 7-10 years related accounting and administrative experience, at least 3 years at managerial level; progressive career path; ability to motivate managerial staff, and maintain co-operative working relationship among staff members; ability to supervise, communicate, and control several functions at one time and identify priorities. Please submit a resume when making application.) Grade: P&M 11 (\$41,631 - \$48,977). Job No. T012

*Health and Safety Officer - Security and Safety Services. (High school graduation or equivalent; Community College or University degree in related subjects preferred; 5 years related experience in an institutional or industrial or governmental environment; well-developed knowledge of applicable legislation; good management, administrative, and supervisory skills; excellent communication skills.) Grade: P&M 6 (\$28,998 - \$34,115). Job No. T013

Technical Assistant - Theatre, Faculty of Fine Arts. SESSIONAL: September 1 - April 30. (High school graduation or equivalent; successful completion of some post secondary courses in Theatre is preferred; minimum 1 year's experience in technical theatre at the professional or university level with a concentration in lighting and sound; knowledge of the use and mechanics of basic theatrical lighting and sound equipment; able to communicate with students within a university theatre setting.) Grade: 4 (Based on an annual salary of \$17,011). Job No. T014

STAFF POSITIONS - continued

COUNSELLOR: CHRIS JOHNSON

Order Assistant II - Acquisitions, Scott Library. (High school graduation or equivalent; 1 year of general office or library experience; previous experience in order/invoice processing required; typing 30 w.p.m.; ability to understand bibliographic details of material acquired; ability to understand one language in addition to English (preferably a non-Roman alphabet) would be an asset.) Grade: 4 (\$17,011). Job No. J138

Administrative Secretary - Office of the Principal, Glendon College. (Secondary school graduation or equivalent with secretarial training; minimum 3 years senior secretarial experience in positions with direct contact with the public; typing 45-50 w.p.m.; demonstrated excellent organizational skills; ability to work in a complex office environment; tact and diplomacy; good judgement; excellent communication skills (oral and written) in English and French; ability to take minutes, shorthand or speedwriting preferred; Bilingual Modules I, II, III, and IV.) Grade: 5L (\$20,213). Job No. J139

Admissions Assessor - Admissions. TEMPORARY: Sept. 1, 1985 to Aug. 31, 1986. (High school graduation with 1 year university or equivalent; university degree preferred; 2 years related experience in a student service area; excellent oral and written communication skills; tact and diplomacy required; demonstrated ability to handle pressure; demonstrated ability to deal effectively with students, staff and public; good organizational skills; ability to exercise judgement.) Grade: 6 (Based on an annual salary of \$20,213). Job No. J140

*Secretary/Resource Centre Assistant - Educational Development Centre. (High school graduation with secretarial training or equivalent; some courses towards Library Technicians certificate, or equivalent experience; some university courses preferred; minimum 2 years related experience, preferably in an academic or library area; typing 55-60 w.p.m.; ability to use dictaphone; word processing skills, spread sheet experience required; excellent organizational skills; demonstrated ability to work under pressure for extended periods of time; editing skills; good oral and written communication skills; tact and diplomacy; supervisory ability; ability to maintain confidentiality.) Grade: 5 (\$18,300). Job No. J141

COUNSELLOR: BETTY GUNNING

Scrip Clerk - Housing and Food Services; Business Operations. SESSIONAL: August 15 - May 15. PART-TIME: 25 HOURS/WEEK. (High school graduation with secretarial and bookkeeping courses or equivalent; minimum 2 years related experience including bookkeeping experience, preferably in a public service environment; typing 40-45 w.p.m.; good organizational skills; ability to function under pressure during peak periods; ability to deal effectively with students and staff; good oral communication skills; accuracy with figures essential; ability to use calculator.) Grade: 4 Provisional (Based on an annual salary of \$17,011). Job No. G126

Graduate Programme Secretary - Geography, Faculty of Arts. TEMPORARY: Sept. 1, 1985 - Dec. 31, 1985. (High school graduation with secretarial training or equivalent; 1-2 years related experience; typing 50-55 w.p.m.; word processing skills required; excellent organizational skills; good oral and written communication skills; demonstrated ability to deal with students, staff and faculty at all levels; demonstrated ability to work independently.) Grade: 4 (Based on an annual salary of \$17,011). Job No. G127

Fees Registration Clerk II B - Accounts and Personnel, Atkinson College. (High school graduation or equivalent with some basic bookkeeping and accounting courses; 1-2 years related experience in a computerized accounting operation, including some cash handling experience; ability to use a calculator; typing 35-40 w.p.m.; good communication skills; ability to work accurately and quickly under constant pressure; good organizational skills; tact and diplomacy essential.) Grade: 4 (\$17,011). Job No. G128

CORRECTION TO YORK BULLETIN AUGUST 15, 1985:

COUNSELLOR: CHRIS JOHNSON

*Secretary - Office of the President. (High school graduation with secretarial training or equivalent; minimum 2 years secretarial experience, preferably in a university administrative office; typing 55 w.p.m.; micro computing skills, file management skills required; good organizational skills; good written and verbal communications skills; accuracy with figures; aptitude for detail; ability to use dictaphone; high level of spelling accuracy; ability to deal with all members of the University community and the general public.) Grade: 4 Provisional (\$17,011). Job No. J135

COUNSELLOR: BETTY GUNNING

Secretary - Executive Office, Glendon College. (High school graduation with secretarial training or equivalent; 1-2 years secretarial experience in a related environment; Bilingual Modules I and II; typing 45-50 w.p.m. and accurate; ability to work with interruptions; good organizational skills; good oral communication skills; pleasant telephone manner; good interpersonal skills; flexibility in adjusting to changing working demands; tact and discretion; working knowledge of word processing equipment or willingness to learn.) Grade: 3L (Under Review) (\$17,011). Job No. G121

GENERAL

- * Obituary: Brian Edward Hepworth, Professor of English, Faculty of Arts, died August 20. Professor Hepworth joined York University's faculty in 1965. Members of the community who wish further information about funeral arrangements are asked to call Professor Helen Doan at 225-4264.
- * Telecommunications Update #1: The first phase of the new Telecommunications system will see the Leonard G. Lumbers Building and the Department of Computing Services equipped with new telephones. Effective Monday, August 26, members of the community wishing to contact anyone located in the new building or in the Department of Computing Services must call 9-665-8595 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.
- * The York Community Relief Fund would like to thank everyone who helped the victims of the May 31 tornado. Special thanks are extended to YUSA and all those who made the fund a success.
- * The Department of Security and Safety Service wishes to advise the community that on Sunday, August 25, TTC buses will commence running at 11:00 a.m. and not 7:45 a.m. as usual. This is due to the running of the Masters Games footrace.
- * For the Labor Day Holiday weekend, the Atkinson College Cafeteria will be open Saturday, August 31 from 8:00 a.m. - 5:00 p.m. The cafeteria will also be open Sunday, September 1 and Monday, September 2 from 10:00 a.m. to 5:00 p.m. All other food service outlets will be closed.
- * The Credit Union is holding a Free Barbecue Friday, August 23 from 11:30 a.m. - 2:00 p.m. The location is on the grassy area just north of the Curtis Lecture Hall between the East Office Building and the Steacie Science Library. This event is free to all members of the York Credit Union.
- * The Tait McKenzie Building will be closed Saturday, August 31, Sunday, September 1 and Monday, September 2 due to Labor Day Holiday Weekend.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Thursday, August 29, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

*Administrative Secretary - Office of the Vice-President (Academic Affairs). SESSIONAL: September 1 - June 30. (High school graduation with secretarial training or equivalent; minimum 5 years secretarial experience, including at least 3 years at a senior secretarial level, preferably in an educational environment; typing 45-50 w.p.m., accuracy essential; word processing experience, or willingness to learn; ability to use dictaphone; excellent oral and written communication skills; excellent organizational skills; ability to work effectively with interruptions; ability to set daily priorities; ability to work independently; ability to maintain confidentiality; thorough knowledge of office procedures required.) GRADE: 6 Provisional (Based on an annual salary of \$20,213). JOB NO: J142

COUNSELLOR: BETTY GUNNING

Receptionist/Secretary - Advising Centre, Faculty of Arts. (High school graduation with secretarial training or equivalent; some University courses preferred; 2 years experience in a public service area; typing 45-50 w.p.m.; excellent oral communication skills; demonstrated ability to work under pressure; good organizational skills; demonstrated excellent interpersonal skills.) GRADE: 4 (\$17,011). JOB NO: G129

CORRECTION TO YORK BULLETIN AUGUST 15, 1985, G125:

*Secretary - Mathematics, Glendon College. TEMPORARY: Sept. 1/85 - April 30/86. PART-TIME: 21 HOURS/WEEK. (High school graduation with secretarial training or equivalent; 1-2 years secretarial experience; Bilingual Modules I and II; typing 45-50 w.p.m.; technical typing experience or willingness to learn; word processing experience or willingness to learn; good organizational skills; good oral communication skills; ability to work effectively with faculty and students. GRADE: 3L (Based on an annual salary of \$17,011). JOB NO: G125

SUMMER INTERCHANGE

- Sale
- 1981 Honda Civic, 2 dr., 5 spd., Radial Tires (less than 2 years old) in excellent condition, certified. \$3800.00. Call 663-4826 after 9:00 p.m.
 - 1 sectional chesterfield, 9' X 7' with Queen hide-a-bed - \$600.00; 1 King size waterbed with mirror and hutch with mirror - \$1200.00; 1 AC unit (10,000 BTU, almost new) - \$500.00; 1 1911 Doherty Pump Organ, excellent condition - \$1500.00; 1 metal desk with typewriter stand - \$90.00; 1 men's 10-speed bike - \$85.00; 1 antique dining room suite - \$450.00; plus many more items. Call 444-6137.
 - 3 bedroom fully winterized bungalow - electric heat, steps from Lake Simcoe, cable TV, extra large kitchen 24' X 12' including air tight wood stove. Asking \$56,900. Phone 661-1809.
 - Computer terminal, Lear Siegler ADM 3A, with 300 baud modem. Can connect to library and computers from home. \$250.00 or best offer. Call 638-5202.
 - Three tires - good condition: two steel belted radials P215/75 R/5, GR 78-15, one Uniroyal 78-15. Call Steven at local -3092 or leave a message.
 - Camera lenses for Minolta camera - 80-200mm. 4.5 sp. zoom lens and 28mm. 2.8 sp. wide angle lens; brand new - asking \$220.00 for both. Call Agnes at local -2573 or 633-7244 after 6:00 p.m.
 - 1 GE cassette recorder. Includes condensor microphone, tape counter, pause function and auto stop. Like new. Asking \$45.00. One Holiday AM/FM/VHS/CB Radio. Like new. Asking \$35.00. Call Val at 636-1608.
- Rent
- Immediate occupancy - 1 year starting September 1, 1985 to August 1986 (Professor on sabbatical leave). 3 bedrooms, living and dining room, large eat-in kitchen, close to everything. \$1,300.00 per month. Phone 494-3364 or Rudy at local -3691.
 - Accommodation in Willowdale for one or two male students who go home weekends. \$75.00/wk for one, or \$125.00 for two. Included are: Bed-sitting room, TV, private bath, study room, laundry and parking facilities, shared kitchen. Call 223-3242.
- Wanted - Used boy's BMX bicycle. Leave message for Ted at local -3336.

Tuesday, August 27 - Wednesday, August 28, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

- * The Office of Research Administration announces that this month's deadline date for the York Ad Hoc Research Fund is Monday, September 16. Applications and information may be obtained from O.R.A., S414A Ross Building, local -3777.
- * Effective Monday, August 26, the new telephone number to reach the Leonard G. Lumbers Building or the Department of Computing Services is 9-665-8585.
- * Stationery Stores is compiling a list of York community requirements for 1986 calendar items. Referring to the stationary catalogue for selection, members of the community are asked to complete a stationary requisition and forward to Stores, no later than September 21. Note: Separate requisitions are required for subject items, do not integrate with other supply needs; fill out forms carefully as exchanges, alterations and/or cancellations cannot be accommodated; Stores will order only the exact requirements to cover requisitions received by September 20, further requests cannot be accommodated.
- * The tunnel between the Ross Building and Complex 1 will be closed from August 26 to September 8 for painting and maintenance.
- * During the week August 26-31, the Bookstore will be open: Monday, August 26 - Thursday, August 29 (9:00 a.m. - 7:30 p.m.), Friday, August 30 (9:00 a.m. - 3:30 p.m.). The Bookstore will be closed on Saturday, August 31.

Y.U.S.A. POSITION

- * Administrative Secretary - Y.U.S.A. Two to three years secretarial experience, preferably in a related area; typing 60 w.p.m.; dictaphone skills preferred; proven ability to take committee meeting minutes; must be willing to work occasional evenings; word processing or willingness to learn; good organizational skills; good written and verbal communication skills. Grade: 5 (\$19,352). Please submit written applications to the President, Y.U.S.A., 010 A.S.B. by Friday, August 30, 1985.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 5:00 p.m. on Wednesday, September 4, 1985. Application forms are available from Personnel Services. *indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Lab Technician III (Organismal Biology) - Faculty of Science. TEMPORARY: October 1/85 - September 30/86. BSc in Biology, or equivalent experience, with knowledge of plant and animal kingdoms on an organismal level; some background in ecology useful; several years experience in plant and animal biology preferred; ability to plan and execute a complex task to meet deadlines; practical laboratory skills in chemistry, biochemistry, microbiology, microscopy, equipment use and maintenance; ability to get along with others and to communicate effectively.) GRADE: LAB TECH III (Based on an annual salary of \$20,048). JOB NO: J143

COUNSELLOR: BETTY GUNNING

Faculty Secretary - Economics, Administrative Studies. (High school graduation or equivalent with secretarial training; minimum 1 year at a similar level of responsibility preferably in a university setting with public contact; typing 55-60 w.p.m; dictaphone required; word processing experience preferred; technical and statistical typing experience required; good oral/written communication skills; good organizational skills.) GRADE: 3 (\$16,133). JOB NO: G131

SUMMER INTERCHANGE

- Sale - Viking energy saver freezer, 12.2 cu. ft. 50 1/2", 21 1/2" wide and 36" high. \$200.00. Call Wendy at local -3983, 8:30 a.m. to 4:30 p.m.
- Modern loveseat and couch - brown, rust and bone, excellent condition, asking \$475.00. Modern coffee table and two end tables, stain glass top, good condition, asking \$350.00. Please call Wiliana at local -2336.
 - Free cats to good homes. 1 female - all white, green eyes, spayed, all shots, declawed, very gentle and timid, approximately 1 1/2 years old, no children under 12 please. 1 male - tabby, green eyes, neutered, all shots, declawed, very affectionate, 9 months old. Litter boxes and bowls included. Call 636-2591 after 5:00 p.m.
- Rent - Centrally located studio apartment in FREEPORT - BAHAMAS. Fully equipped. Call Liz at local -2327.

Thursday, August 29 - Wednesday, September 4, 1985

EMERGENCY SERVICES CENTRE - 3333

GENERAL

Labor Day Holiday - The University offices are closed Monday, September 2.

The University's Summer Hours Work Schedule ends as of Labor Day weekend. Regular hours for the fall/winter months (9:00 a.m. - 5:00 p.m.) resume Tuesday, September 3.

The Atkinson College Cafeteria will be open Saturday, August 31 from 8:00 a.m. - 5:00 p.m., and Sunday, September 1 and Monday, September 2 from 10:00 a.m. - 5:00 p.m. All other food service outlets will be closed.

The Tait McKenzie Building is closed Saturday, August 31, Sunday, September 1 and Monday, September 2 due to Labor Day Holiday weekend.

The Glendon Pool is closed for maintenance and repair from August 31 - September 9. The Proctor Field House is closed September 2 (Labor Day).

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time Arts faculty for Faculty of Arts Fellowships. Further information and application forms may be obtained from the Dean's Office in the Faculty of Arts, Room S925, Ross Building, local -2577. The deadline for applications is September 4, 1985.

The York University Faculty Association's General Membership Meeting takes place Thursday, September 5, 12:00 noon to 2:00 p.m. in the Ross Building Senate Chamber. The agenda includes a report from the negotiating committee. Speakers are Donald Savage, CAUT, Howard Epstein, OCUFA, and Jeffery Sack Q.C., Sack Charney, Goldblatt & Mitchell.

EVENTS

THURSDAY, AUGUST 29

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. Call local -3427.

WEDNESDAY, SEPTEMBER 4

10:00 a.m. - 12:00 p.m. - Teaching Assistants Series (Educational Development Office and Faculty of Arts), "Meeting Your Class for the First Time", "The Course Director - T.A. Relationship" - 201 Stong College. For series information call local -3220.

STAFF POSITIONS

Applications for internal transfers/promotions, should reach Personnel Services no later than 4:30 p.m. on Friday, September 6, 1985. Application forms are available from Personnel Services. * Indicates position is exempt from bargaining unit.

COUNSELLOR: CHRIS JOHNSON

Administrative Assistant I - Office of the Dean, Faculty of Fine Arts. (High school graduation or equivalent with secretarial training; minimum 3 years senior secretarial experience, preferably in an educational environment; typing 60 w.p.m.; microcomputer/word processing experience; shorthand 100 w.p.m.; ability to use dictaphone; excellent oral and written communication skills; excellent organizational skills; tact and diplomacy; supervisory skills; interest in Fine Arts.) GRADE: 6 (\$20,213). JOB NO: J144

COUNSELLOR: BETTY GUNNING

Receptionist II - Writing Workshops, Faculty of Arts. (Secondary school graduation or equivalent with some secretarial training; 1 year working with students; some experience working with students whose first language is not English preferred; basic typing skills preferred; good oral communication skills; demonstrated ability to be tactful, courteous and efficient under pressure; some knowledge of statistics; good organizational skills.) GRADE: 3 (\$16,133). JOB NO: G133

Secretary - Language, Literature & Linguistics, Faculty of Arts. (High school graduation or equivalent with secretarial training; 1-2 years secretarial experience, preferably in a related area; typing 50 w.p.m., accuracy essential; word processing skills or willingness to learn; good oral and written communication skills; ability to type in several foreign languages, or willingness to learn; knowledge of a foreign language desirable; tact and diplomacy; good organizational skills.) GRADE: 4 (\$17,011). JOB NO: G134

Secretary - Economics, Faculty of Arts. (High school graduation or equivalent with secretarial training; 2 years secretarial experience, preferably in a university environment; typing 55-65 w.p.m.; word processing skills required; experience in record keeping required; experience with enrollment procedures preferred; good oral communication skills; tact and diplomacy essential; demonstrated ability to work under pressure.) GRADE: 4 (\$17,011). JOB NO: G135

COMMENCING TUESDAY, 3 SEPTEMBER, 1985

YORK CAMPUS

1985-08-22

FOOD SERVICE HOURS - ACADEMIC TERM 1985-86

	COLLEGE COMPLEX 1			COLLEGE COMPLEX 2		ATKINSON COLLEGE		
	FOUNDERS VANIER	WINTERS McLAUGHLIN	MARKY'S 2	STONG - BETHUNE	THE ATKINSON COLLEGE RESTAURANT	ATKINSON COLLEGE ACROPOLIS DINING LOUNGE	CENTRAL SQUARE COFFEE SHOP	OSGOODE CAFETERIA
TELEPHONE NO.	-3480	-3480	-3550	-2288	-2488	-2488	-3286	-3285
TYPE OF SERVICE	Complete Selection	Fast Food Operation	Kosher Delicatessen Licenced	Complete Selection & Fast Foods	Complete Selection Licenced	Waitress Service Licenced	Complete Selection	Cafeteria Selection
	Sept 3 - 6 8:00 - 6:30	Opening <u>9 Sept.</u>	Opening <u>3 Sept.</u>	Sept. 3 - 6 8:00 - 6:30	Sept. 3 - 6 7:00 - 4:00	Opening <u>9 Sept.</u>		Opening 3 Sept.
MONDAY TO FRIDAY	<u>Eff. 9 Sept.</u>			<u>Eff. 9 Sept.</u>	<u>Eff. 9 Sept.</u>			
Breakfast	7:45 - 10:30			7:45 - 10:30	7:00		7:30	8:00
Coffee AM	10:30 - 11:00	11:30	10:00	10:30 - 11:00	↓		↓	↓
Lunch	11:00 - 2:00	↓	↓	11:00 - 2:00		12:00 - 2:00		
Coffee PM	2:00 - 4:30			2:00 - 4:30	7:00			
Dinner	4:30 - 6:45	6:45 (Fridays till 6:30)	9:00 (Fridays till 3:00)	4:30 - 6:45	(Fridays till 4:00)	5:00 - 7:00 (Fridays 12:00 - 2:00)	10:00 (Fridays till 6:00)	9:00 (Fridays till 3:00)
SATURDAY AND SUNDAY								<u>Eff. 5 Oct.</u>
Breakfast	10:00 - 2:00	CLOSED	CLOSED	10:00 - 2:00	CLOSED	CLOSED	10:00	SATURDAY
Lunch	11:30 - 2:00	↓	↓	11:30 - 2:00	↓	↓	↓	11:00 - 4:00
Coffee PM	2:00 - 4:30			2:00 - 4:30				SUNDAY
Dinner	4:30 - 6:45			4:30 - 6:45			5:00	2:00 - 7:00

NOTE: Hours subject to change with suitable notice, depending on demand for services.
Hours of operation of Student Coffee Shops will be notified by those organizations.


Yvonne Kresta,
Housing and Food Services.