

York UNIVERSITY

BULLETIN

Published by
the Communications
Department,
Suite A
West Office Building,
(416) 667-3441.

Thursday, July 31 - Tuesday, August 5, 1986
Volume 6, Number 70

GENERAL:

Civic Holiday: University offices will be closed on Monday, August 4.

For the Civic Holiday weekend the Tait McKenzie Building will be closed Saturday, August 2 to Monday, August 4 and will reopen Tuesday, August 5 at 8:00 a.m.

For the Civic Holiday weekend, Saturday, August 2 to Monday, August 4, the Complex 1 (Founders/Vanier) food service outlet will be open from 8:00 a.m. to 6:00 p.m. All other outlets will be closed.

The Department of Food Services wishes to inform the York Community that the Central Square Coffee Shop will close at 2:00 p.m. Friday, August 1 through to Monday, September 1 for renovations.

To permit preventive maintenance work to be carried out on the Steeles Avenue High Voltage Transformer Station and distribution system, a momentary power interruption of one minute duration will take place: Tuesday, August 5 between 6:30-8:00 a.m. and Monday, August 11 between 6:30-8:00 a.m. The following buildings will be affected: McLaughlin College & Residence; Farquharson L.S. Building; Petrie Science; West Office Building; Tait McKenzie; Ice Arena; Stong College; Bethune College & Residence; Behavioural Science Building; Ross Building; Student Apartments #4 and #6 Assiniboine Road; Scott Library; Atkinson College and the Administrative Studies Building.

Security Reminder - from Department of Security and Safety Service: "Personal belongings, such as purses, wallets, briefcases, or other valuables should not be left unattended. Lock them in a secure place."

The Off-Campus Housing Office finds accommodation for York students in Toronto, with special emphasis on the North York area. If you have an apartment, flat or room which you would like to rent to a student, please call -5141 and register with the housing office.

Art Galleries/Displays: The Art Gallery of York University presents an exhibiton of Recent Drawings by Esther Warkov until August 22. Gallery hours are Monday-Friday, 10:00 a.m.-4:30 p.m. and Sunday, 12:00 noon-4:30 p.m. - The I.D.A. Gallery presents Pilights of Passage - Looking Out with Installations by Caroline Langill and Catherine McPherson. The exhibition is on display until August 8. Gallery hours are Monday-Friday, 9:00 a.m.-5:00 p.m.

EVENTS:

Thursday, July 31

12:15 p.m. - Art Trek - [A.G.Y.U.] a lunchtime tour of art on display across campus - meet at flagpole in front of Ross

Tuesday, August 5

2:00 p.m. - MA Defence - [Graduate Program in Psychology] Ronald S. Collis will defend his MA thesis entitled "In Pursuit of the Missing Links: Extending Methods to Represent Similarity Structure" Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Friday August 8, 1986. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Chris Johns

Lab Technician III (Astronomy) - Physics, Science (Bachelor's degree or equivalent in Physics or Astronomy; minimum 2 years' related experience, including at least one year in the operation and maintenance of astronomical instrumentation and telescopes; good oral communication skills; ability to provide instruction principles and techniques of lab. experiments; good organizational skills; manual dexterity; computer programming skills or willingness to learn; astronomical photographic and darkroom skills or willingness to learn. Please submit a resume when making an application.) GRADE: Lab Tech III (\$24,373) JOB NO: J052

Counsellor: Irmgardt Duley

Student Programmes Information Clerk - Office of Student Programmes, Arts

(High school graduation or equivalent with minimum 1 year university; minimum 2 years' experience working directly with the public, preferably in a post-secondary institution; excellent oral and written communication skills; demonstrated ability to deal effectively with the public; good telephone manner; proven ability to work in a high pressure area under hectic working conditions; ability to exercise tact, diplomacy and good judgement.) GRADE: 5 (\$19,352) JOB NO: D043

Film Booker II - Technical Services, Scott Library. Required to work one evening per week in the Fall and Winter term (High school graduation or equivalent; 2 years' related experience in a public service setting; good organizational skills; accuracy in work habits; ability to work under pressure; effective oral and written communication skills; supervisory skills; ability to work cooperatively and effectively with others; typing 30-40 wpm, accuracy important.) GRADE: 4 Provisional (\$17,989) JOB NO: D044

Counsellor: Betty Gunning

Convocation Assistant - Student Affairs. Hours of work during academic year: 4 Days/week: 9 a.m. to 5 p.m. 1 Day/week 11 a.m. to 7 p.m. (High school graduation with secretarial training or equivalent; 1 - 2 years' general office experience, preferably in a university environment; typing 40-50 wpm; word processing skills preferred, or willingness to learn; demonstrated ability to attend to detail; proven ability to accurately proofread material; good oral communication skills; good organizational skills.) JOB GRADE: 4 Provisional (\$17,989) JOB NO: G114

YORK UNIVERSITY

BULLETIN

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Wednesday, August 6 - Monday, August 11, 1986
Volume 6, Number 71

GENERAL:

Security Reminder - from Department of Security and Safety Service: "Spending a few dollars more on a proper lock will prevent bicycle theft. SECURE YOUR BICYCLE AT ALL TIMES." The Department of Security and Safety wishes to thank members of the York community who have replied to its request of June 18, 1986 for updates to the After Hours Notification list. The department would appreciate receiving your list if you have not yet sent it in.

ART GALLERIES/DISPLAYS: The Art Gallery of York University presents an exhibition of Recent Drawings by Esther Warkov until August 22. Gallery hours are Monday-Friday, 10:00 a.m.-4:30 p.m. and Sunday, 12:00 noon-4:30 p.m.
- Jeffrey Rubinoff: Sculptures 1983-1985 is an outdoor exhibition of 8 welded steel pieces curated by David Burnett located between the Fine Arts and Ross Buildings. The exhibition will be on display until September 25.
- The I.D.A. Gallery presents Plights of Passage - Looking Out with installations by Caroline Langill and Catherine McPherson. The exhibition is on display until August 8. - Albanese Roberts Tacon Works is on display at the IDA Gallery, August 11-15. The opening will be held Tuesday, August 12, 5:00 p.m.-8:00 p.m. Gallery hours are Monday-Friday, 9:00 a.m.-5:00 p.m.

EVENTS:

Thursday, August 8

12:15 p.m. - Art Trek - [A.G.Y.U.] a lunchtime tour of art on display across campus - meet at flagpole in front of Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Wednesday, August 13, 1986. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Chris Johns

Fine Arts Technician 2 - Film, Faculty of Fine Arts TEMPORARY: September 2, 1986 to May 15, 1987 (3 years' training in film & video production or equivalent; 1 year related experience; previous experience required in dealing with the public on a front-line basis; good knowledge of film making and sound recording equipment. Please submit a resume when making an application.) GRADE: MOT II (Based on an annual salary of \$21,072) JOB NO: J053

Counsellor: Irmgardt Duley

Secretary - English, Glendon College (High school graduation with secretarial training or equivalent; 1-2 years' secretarial training; typing 50-55 wpm, accuracy essential; word processing skills or willingness to learn; excellent oral communication skills; pleasant telephone manner; good organizational skills; Bilingual Modules I and II.) GRADE: 3L (\$17,989) JOB NO: D045

Fire Inspector (Student Residences) - Security & Safety Services (High school graduation or equivalent; minimum of 3 - 4 years' experience in the field of fire protection and prevention; electrical and mechanical aptitudes; report writing and effective communication skills; working knowledge of current provincial building and fire codes; current first aid certificate and driver's licence; ability to converse in French an asset. Please submit a resume when making an application) GRADE: 7 (\$23,790) JOB NO: D046

Administrative Assistant II - French Studies, Faculty of Arts (High school graduation with secretarial training or equivalent; some university courses required; minimum 3 years' related administrative/secretarial experience, preferably in a university environment; budget experience required; typing 50 wpm; word processing skills or willingness to learn; good working knowledge of French; excellent communication skills (oral and written); bookkeeping skills; demonstrated administrative and supervisory skills; ability to take minutes; excellent organizational skills. Please submit a resume when making an application.) GRADE: 7 (\$23,790) JOB NO: D047

Counsellor: Betty Gunning

*Secretary - CERLAC, Faculty of Arts TEMPORARY PART-TIME: to June 3, 1987, 17 1/2 hrs/wk. (High school graduation or equivalent with secretarial training; 1-2 years' secretarial experience, preferably in a university environment; typing 50-60 wpm; dicta; word processing skills required; knowledge of Spanish language required; good communication skills.) GRADE: 3 (Based on an annual salary of \$17,060) JOB NO: G115

SUMMER INTERCHANGE:

- Sale - 1985 Honda Accord LX, 4 Door, 5 Speed, A/C, Certified, 46,000 km -\$11,400. Call Colin at 272-0678
- Professional Sekonic studio deluxe light meter -\$60. Call Bobbi -2090
- Junior 5 speed girls bicycle, good condition, new tires -\$65. Call -5100 or 489-5556
- Vertical venetian blinds, cream color with valance and track. Height 88", length 22', in 4 sections, 3x76", 1x38". In service 6 months -\$950 or make offer. Call Mel House -3386
- Wanted - 2 bedroom furnished house/apartment for 2 weeks, August 15-September 1. Call Dr. Les Greenberg -6111 or evenings, 630-3401
- 1 bedroom sublet with intention of taking over lease/rent beginning September 1, or sooner. Call Jennifer at 661-9617, evenings
- Freezer in good condition, minimum 15 cubic feet. Call Mark/Sophy at 663-3977
- Donations of camping equipment (i.e., tents, cooking utensils, coolers, etc.) for the York Youth Connection Day Camp. Call Paul/Tammy -3274

York

BULLETIN

UNIVERSITY

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Department,
Suite A
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Tuesday, August 12 - Wednesday, August 13, 1986
Volume 6, Number 72

GENERAL:

"Security Reminder - from the Department of Security and Safety Service: To prevent theft, put valuables in the trunk. Never leave keys in the car. Lock the doors and park in well lighted areas."

ART GALLERIES/DISPLAYS: The Art Gallery of York University presents an exhibition of Recent Drawings by Esther Warkov until August 22. Gallery hours are Monday-Friday, 10:00 a.m.-4:30 p.m. and Sunday, 12:00 noon-4:30 p.m. - Jeffrey Rubinoff: Sculptures 1983-1985 is an outdoor exhibition of eight welded steel pieces curated by David Burnett located between the Fine Arts and Ross Buildings. The exhibition will be on display until September 25. - The I.D.A. Gallery presents Albanese Roberts Tacon Works until August 15. The opening will be held Tuesday, August 12, 5:00 p.m.-8:00 p.m. Regular gallery hours are Monday-Friday, 9:00 a.m.-5:00 p.m.

The Payroll Department advises the York community that effective with the next Miscellaneous Payroll cut-off date of Tuesday, August 19, the 10:00 a.m. cut-off time will be enforced. Payment forms received after 10:00 a.m. will not be processed until the following pay period.

The University Fire Marshal wishes to thank all fire wardens for the excellent job done on fire drills. As a result the evacuation times were well within the limits that were expected and there were no mishaps. The office would appreciate hearing from wardens with any information on malfunctions of fire bells, fire doors, or any suggestions that might help to even greater improve fire drills. Further announcements concerning warden training will be announced in future York Bulletins.

The Department of Security and Safety Service advises the York community that parking lots A, B and C will be reserved for the Player's International Tennis Championship Tournament taking place until August 17. Section 1.8 of the York University parking regulations states: "The University reserves the right to suspend parking privileges temporarily in any area for special events or emergencies."

Members of the York community are asked to note the following changes to the York Telephone Directory:

Mary Jane Mossman, Associate Dean, Law, 222F Osgoode	-5031
Shelagh Young	-3613
Alain Baudot, GREFF, Glendon	487-6774
J. Michael Lacroix, Psychology, Glendon	487-6776
Danielle Comarmond/Therese How, Budget, Glendon	487-6775
Paule Cotter, Faculty Council/Research, Glendon	-8197
Louise Lewin, French & Hispanic Studies, Glendon	-8229
Department of Economics, 362 York Hall, Glendon	
General Enquiry	487-6712
Chairman, L. Tarshis, 364 York Hall	-6712
Admin. Secretary, A. Subramanyam	-8147
Department of Sociology, C127 York Hall, Glendon	
General Enquiry	487-6741
Chairman, R. Weisman, C126 York Hall	-6741
Admin. Secretary, G. Corriero	-8371
Computer Coordinator's Office, York Hall, Glendon	
Technical Support, Jean-Pierre Dehenne, A113	487-8153
Eugen Roventa, Computer Studies, 329 York Hall, Glendon	-8126

Airport Reception - Volunteers are needed to meet incoming foreign students at the Lester B. Pearson airport from mid-August to early September and transport them to campus. Mileage and parking expenses will be reimbursed. If you are interested contact Brenda Hanning or George Seravalle, Student Affairs, -5144.

World University Service Canada - WUSC Ottawa is looking for families willing to offer hospitality to incoming Government of Canada award holders from around the world during their first week in Canada. For further information call Brenda Hanning -5144 or Rhoda Caldwell of the WUSC Education and Training Division, 613-725-3121.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Tuesday August 19, 1986. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley:

Secretary to Dean - Education. TEMPORARY: to February 4, 1987 (High school graduation with secretarial training or equivalent; minimum 2 years' senior secretarial/administrative experience, preferably in a university environment; some student records experience; typing 60 wpm, accuracy essential; word processing skills; excellent oral and written communication skills; good organizational skills; demonstrated ability to deal with staff, faculty and the public at all levels; initiative and sense of responsibility; tact and diplomacy; ability to handle high volume of work and to work under pressure for extended periods.)
GRADE: 5 (Based on an annual salary of \$19,352) JOB NO: D048

- continued

STAFF POSITIONS (cont'd.)

Counsellor: Betty Gunning

Courier - Central Duplicating, Business Operations (Grade 10; ability to lift and transport heavy materials.)
GRADE: 2 (\$16,076) JOB NO: G116

Programme Secretary - Theatre, Fine Arts. TEMPORARY: September 8, 1986 to January 30, 1987 (High school graduation or equivalent with secretarial training; 1-2 years' secretarial experience, preferably in a student service area; typing 45-50 wpm; word processing skills required; good communication skills; good organizational skills.) GRADE: 4 (Based on an annual salary of \$17,989) JOB NO: G117

Accounting Clerk II - Cashier, Student Accounts, Office of the Comptroller (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 wpm, 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 (\$17,989) JOB NO: G118

Faculty Secretary - Osgoode Hall Law School (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a related area; typing 60 wpm; ability to use a dictaphone; word processing skills required; good oral communication skills; good organizational skills.) GRADE: 3 (\$17,060.) JOB NO: G119

REPOSTING OF G115, YORK BULLETIN AUGUST 6, 1987

*Secretary - CERLAC, Faculty of Arts TEMPORARY PART-TIME: to June 3, 1987 - 17 1/2 hrs/wk. (High school graduation or equivalent with secretarial training; 1-2 years' secretarial experience, preferably in a university environment; typing 50-60 wpm; dicta; word processing skills required; knowledge of Spanish language preferred; good communication skills.) GRADE: 3 (Based on an annual salary of \$17,060)
JOB NO: G115

SUMMER INTERCHANGE:

- Sale - Sunchief 16' canoe, green polyethylene with exterior Ethafoam sponsons for added stability and flotation, foam padded seats, aluminum gunnels, unsinkable and unbreakable -\$350. Call Michael at -2095 or 731-8994 evenings
- Dark pine refectory table, 2 matching arm chairs and 6 side chairs; beige boucle sheers for living room and dining room, brand new; boys' bedroom set, wagon wheel bed, desk, dresser, night table; freezer. Call Marilyn at -3354 or 741-1921
- Fondue set, barely used, excellent condition -\$20. Call Bobbi at -2090
- Rent - Furnished 3-bedroom house with garden, available August 1986, located in northwest London, 5 minutes from Golders Green tube station, near shops and schools -160 pounds/week for an 11 or 12 month let. Call Maitlis at 44-742-660888 or write 13 Park Avenue, Sheffield, England
- Wanted - Bachelor apartment for September 1, central location, preferably under \$325. Call Anne at -2644 or 652-1059 evenings
- Basement apartment in Thornhill area for a single parent with 2 children ages 5 and 12. Call Dora at -7343
- Good seats for Player's International Tennis Tournament. Call 661-4080
- Ride from Cabbagetown to York daily. Call Fay at 947-0666

Tuesday, August 19 - Wednesday, August 20, 1986
Volume 6, Number 74

GENERAL:

"Security Reminder - from the Department of Security and Safety Service: Security of the office you work in is only as effective as you make it. Don't leave it to others - the responsibility is yours."

ART GALLERIES/DISPLAYS: The Art Gallery of York University presents an exhibition of Recent Drawings by Esther Warkov until August 22. Gallery hours are Monday-Friday, 10:00 a.m.-4:30 p.m. and Sunday, 12:00 noon-4:30 p.m.
- Jeffrey Rubloff: Sculptures 1983-1985 is an outdoor exhibition of eight welded steel pieces curated by David Burnett located between the Fine Arts and Ross Buildings. The exhibition will be on display until September 25.
- The I.D.A. Gallery presents Four Corners, mixed media works by Gail Esau, Kathy Garratt, Sue Meggs and Shelly Saver. The exhibition opens August 19, 7:00 p.m.-10:00 p.m. and continues until August 29. Regular gallery hours are Monday-Friday, 9:00 a.m.-5:00 p.m.

YUSA General Membership Meetings scheduled for August 20 (York campus) and August 21 (Glendon campus) have been postponed, as the Bargaining Committee is continuing negotiations with the University. YUSA members will be notified when the meetings have been rescheduled.

Stationery Stores is compiling a list of York community requirements for 1987 calendar items. Referring to the stationery catalogue for selection, members of the community are asked to complete a stationery requisition and forward to Stores, no later than September 19. 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 18, further requests cannot be accommodated. Members of the York community are also asked to note that the telephone local -3231 for Stationery Stores has been reinstated.

The Department of Security and Safety Service wishes to thank members of the York community who have replied to its request of June 18, 1986 for updates to the After Hours Notification list. The Department would appreciate receiving any lists that have not yet been sent in.

Members of the York community are reminded that the Summer Hours Work Schedule will end as of the Labor Day weekend. Regular hours for the fall/winter months (9:00 a.m.-5:00 p.m.) will resume on Tuesday, September 2.

Members of the York community are asked to note the following changes to the York Telephone Directory:

Pearl Ginsler, Founders	-6920
Agnes Lau, Residence Secretary, Founders	-6919
Glen B. Norcliffe, Chairperson, Geography	-3916
Yvonne Wood, Geography	-3916

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Tuesday August 26, 1986. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Records Assistant B - E.R.I.C. (High school graduation or equivalent with some post secondary computer courses preferred; 3 years' experience in a computerized records area; experience/involvement with developing a Human Resource System would be a definite asset; good knowledge of computer operations, coding and retrieval techniques; good oral and written communication skills; tact and diplomacy; demonstrated ability to attend accurately to detail; ability to work accurately with figures; excellent organizational skills; ability to set and co-ordinate task priorities.) Please submit a resume when making an application. GRADE: 6 (\$21,375) JOB NO: D050

Secretary to the Dean - Dean of Students Office/Glendon College. SESSIONAL: PART-TIME 25 hours/week from September 1 - May 31. (High school graduation or equivalent; two years' secretarial experience, preferably in an educational institution; typing 50 wpm; word processing skills or willingness to learn; good oral and written communication skills; good organizational skills; Bilingual Modules I, II and III; tact and diplomacy; ability to work under pressure in a high volume office.) GRADE: 4L (Based on an annual salary of \$19,352) JOB NO: D051

Counsellor: Betty Gunning

*Secretary - Science/CRESS. TEMPORARY: PART-TIME 20 hours per week until March 31, 1987. (High school graduation or equivalent; 1-2 years' related experience preferably in a university/library or research environment; typing 50-55 wpm; microcomputer/wordprocessing experience; good written and oral skills; good organizational skills; ability to take initiative and work effectively with minimal supervision.) GRADE: 4 (Based on an annual salary of \$17,989) JOB NO: G122

Receptionist - Communications. (High school graduation or equivalent; 1-2 years' related experience, preferably in a university environment; typing 45-50 wpm; good organizational skills; good oral communication skills; pleasant telephone manner; tact and diplomacy; ability to deal courteously and effectively with students, staff, faculty and the general public.) GRADE: 3 (\$17,060.) JOB NO: G123

STAFF POSITIONS (cont'd.)

- Accounting Clerk II - Student Accounts/Office of the Comptroller. (High school graduation or equivalent; must have completed or be presently enrolled in courses in bookkeeping and/or accounting; 2 years' general office experience, including experience in cash handling and exposure to a computerized accounting system; experience in a university environment and familiarity with a student records system would be an asset; typing 30 wpm, accuracy essential; excellent oral and written communication skills; tact and diplomacy; ability to use a calculator; accuracy with figures essential; ability to work accurately and effectively under pressure of high volume.) GRADE: 4 (\$17,989) JOB NO: G124
- Payroll Clerk II - Miscellaneous Payroll/E.R.I.C. TWO POSITIONS (High school graduation or equivalent; 6 months to 1 year related experience with a computerized payroll system; typing 30 wpm, accuracy essential; good oral communication skills; accuracy with figures essential; ability to use a calculator; knowledge of current unemployment insurance and income tax regulations.) GRADE: 4 (\$17,989) JOB NO: G125 & G126
- Receptionist - Bookstore. (High school graduation or equivalent; 1-2 years' related experience; typing 45-50 wpm; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with customers; good organizational skills.) GRADE: 3 (\$17,060) JOB NO: G127

SUMMER INTERCHANGE:

- Sale
- 1977 Mazda GLC, white, standard -\$500 or best offer. Call Susan at 487-6713 or 449-7344 evenings
 - 1981 Subaru 4x4 wagon, certified -\$3,650. Call Rob Lucas at -5093 or 699-7164
 - 1978 Chrysler Cordoba, needs work -\$1,200 or best offer. Call Dianne at -2363 or 1-898-5023
 - Westbury 7-piece drum set, including hardware, cowbell, cymbal and high-hat; good condition -\$600 or best offer. Call Barb at -2269
 - Cannonball queen-size bed with boxspring and mattress, like new -\$100 or best offer; Norge fridge, ideal for cottage -best offer. Call 221-2639 days or evenings
 - Ladies' winter coats - 1 steel gray, size 14 -\$75; 1 military style, camel color, size 12 -\$100. Call Pearl at -6920 or 635-1347 evenings
 - 1985 Pony GLS, 1.6, AM/FM cassette, 23,000 km, excellent condition, certified -\$6,200. Call -2465 or 487-7530
 - House to share in Meadowvale/Mississauga -\$300/month. Call John at 821-0610
 - Large trunk -\$30. Call Bobbi at -2090
 - Lady Kenmore electric stove with grill top -\$300. Call 741-5432 or 530-0060, ext. 391
- Wanted
- Ride from University and Dundas to York starting September. Will share expenses. Call Bobbi at -2090
 - Ride from Weston Road and Finch to York daily. Will share expenses. Call Maria at -2013
 - 2 or 3-bedroom house from early September for 6+ months, preferably unfurnished. Call Mike at -7761
 - Good homes for Angora kittens, no charge. Call Sylvia at 487-4968 after 5:00 p.m.
 - Wooden playpen, clean, good condition. Call Sandy at -3346

YORK UNIVERSITY

BULLETIN

Published by
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Department,
Suite A
West Office Building,
(416) 667-3441.

Tuesday, August 26 - Wednesday, August 27, 1986
Volume 6, Number 76

GENERAL:

Security Reminder - from the Department of Security and Safety Service: If you feel a particular individual or situation on campus is unusual, call Security at 736-5333 or local -3333.

Labor Day Holiday: University offices will be closed on Monday, September 1.

A University department has for sale - 1 Model HP7470A Hewlett Packard Graphics Plotter, approximately 1 year old. For further information contact D. Watts, Purchasing (local -2403). Refer to file PSD-340.

The Educational Development Office is hosting an orientation for Teaching Assistants on Thursday, September 4. Registration will take place from 8:30 a.m. to 9:15 a.m. in Post Office Square (first floor of the Ross Building). All graduate students are invited to attend this orientation which will feature the following workshops: Meeting your class for the first time; marking and grading; tutorial management; critical thinking; time management in the tutorial; non-sexist teaching; and critical evaluation. For further information contact the Educational Development Office at local -3220.

Volunteers are needed to staff a Red-Cross Blood Donor Clinic on Friday, September 5 from 2:00 p.m.-3:30 p.m. and 5:00 p.m.-8:00 p.m. at the Jane-Finch Mall. Volunteers are needed to take registration, serve juice, etc. Interested persons are asked to contact Velma Wace, Community Relations (local -3756).

A memorial service will be held for Carole Methot on Wednesday, September 3 at 12:00 noon in the Scott Religious Centre.

Members of the York community are asked to note the following changes to the York Telephone Directory:

Chairman of the Master's Program Committee, Administrative Studies	
William Jordan	-5068
Student Programs Office, Faculty of Arts	-5011
Computer Coordinator's Office, York Hall, Glendon	
Technical Support, Jean-Pierre Dehenne, A113	-8133

EVENTS:

TUESDAY, AUGUST 26

10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Joseph Persi will present his colloquium entitled "Interpersonal Cognitive Problem Solving and Social Adjustment in Middle Childhood" - Room 203, Behavioural Sciences

WEDNESDAY, AUGUST 27

2:00 p.m. - MA Defence - [Graduate Program in Psychology] Joanne Gallagher-Duffy will defend her thesis entitled "Stress in Policing: An Examination of the Psychological Stressors in Police Work" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Wednesday, September 3, 1986. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Administrative Secretary - Secretary of the University. (High school graduation with formal secretarial training or equivalent; 3-4 years' secretarial experience, including microcomputer/word processing experience; typing 55 wpm, accuracy essential; microcomputer/word processing skills; excellent oral communication skills; good organizational skills; sense of responsibility; tact and diplomacy; ability to work independently; ability to deal effectively with the public; ability to maintain confidentiality essential; thorough knowledge of office procedures.) GRADE: 5 (\$19,352) JOB NO: D052

Administrative Assistant I - Multidisciplinary Studies, Glendon College. TEMPORARY: to January 15, 1987 (High school graduation with secretarial training or equivalent; 3 years' related experience, preferably in a University environment; typing 40 wpm; word processing skills preferred; good oral and written communication skills; good organizational skills; supervisory skills; demonstrated ability to work effectively under pressure; Bilingual Modules I, II, III, IV.) GRADE: 6L (Based on an annual salary of \$23,790) JOB NO: D053

Student Programmes/Admissions Assistant - Environmental Studies. TWO POSITIONS (High school graduation with secretarial training or equivalent; some university courses required; 1-2 years' related experience, preferably in a student service or record keeping area; typing 50-55 wpm, accuracy essential; word processing skills required; database experience required; good oral and written communication skills and organizational skills; demonstrated accuracy in detail work; proven ability to work accurately and effectively under pressure; demonstrated ability to work co-operatively with staff, students and faculty; ability to work independently.) GRADE: 5 Provisional (\$19,352) JOB NOS: D054 & D055

Stacker - Circulation, Scott Library. (High school graduation or equivalent; 1 year library experience preferred; ability to lift and bend on a regular basis while shelving books; good oral communication skills.) GRADE: 2 (\$16,076) JOB NO: D057

- continued

STAFF POSITIONS (cont'd.)

Counsellor: Betty Gunning

Accounting Clerk II - Accounts Payable, Office of the Comptroller. (High school graduation or equivalent; 1-2 years' related experience in a computerized accounts payable function; ability to use a calculator; basic typing skills; good oral communication skills; tact and diplomacy; initiative; demonstrated ability to work accurately and quickly in a high volume area; attention to detail essential.) GRADE: 4 (\$17,989)
JOB NO: G131

Secretary, Legal Research & Writing - Osgoode Hall Law School. (High school graduation with secretarial training or equivalent; 1-2 years' related secretarial experience; typing 45-50 wpm, accuracy essential; word processing skills required; ability to use dictaphone; good organizational skills; excellent oral and written communication skills; tact and diplomacy; ability to work independently. GRADE: 4 (\$17,989)
JOB NO: G132

Operations Assistant - Bookstores. PART-TIME: 28 HOURS/WEEK. (High school graduation or equivalent; 2 years' related experience, including familiarity with accounting/retail practices in a Bookstore environment; basic typing skills; microcomputing skills or willingness to learn; ability to analyze statistical computer data; demonstrated ability to deal accurately with detail work; initiative; good analytical skills; good oral and written communication skills; accounting skills; demonstrated accuracy with figures; ability to use a calculator; excellent organizational skills; ability to adjust to changing priorities.) GRADE: 4 Provisional (Based on an annual salary of \$17,989) JOB NO: G134

Secretary - Office of the Dean, Environmental Studies. (High school graduation or equivalent with secretarial training; 2 years' related secretarial experience, preferably in a University environment; typing 55-60 wpm; word processing skills required; ability to use dictaphone; excellent communication skills; excellent organizational skills; tact and diplomacy; ability to set priorities; initiative; ability to work effectively with high volume of work; ability to work co-operatively with colleagues.) GRADE: 4 Provisional (\$17,989) JOB NO: G135

CORRECTION TO POSTING D051, YORK BULLETIN AUGUST 19, 1986

Counsellor: Irmgardt Duley

Secretary - Dean of Students Office, Glendon College. TEMPORARY PART-TIME: to May 29, 1987 - 25 hours/week. (High school graduation or equivalent; 2 years' secretarial experience, preferably in an educational institution; typing 50 wpm; word processing skills or willingness to learn; good oral and written communication skills; good organizational skills; Bilingual Modules I, II and III; tact and diplomacy; ability to work under pressure in a high volume office.) GRADE: 4L (Based on an annual salary of \$19,352) JOB NO: D051

CORRECTION TO POSTING G123, YORK BULLETIN AUGUST 19, 1986

Receptionist - Communications. TEMPORARY: to March 31, 1987 (High school graduation or equivalent; 1-2 years' related experience, preferably in a university environment; typing 45-50 wpm; good organizational skills; good oral communication skills; pleasant telephone manner; tact and diplomacy; ability to deal courteously and effectively with students, staff, faculty and the general public.) GRADE: 3 (Based on an annual salary of \$17,060) JOB NO: G123

SUMMER INTERCHANGE:

Sale - 25 gallon fish tank, inside antique television set, fully equipped -\$100; 3 tropical fish -free to good home. Call Bobbi at -2090

- 1981 Honda Civic Station Wagon, 5-speed, certified, silver color -\$3,000. Call Mary at -3291 or 832-2722

- Drafting table, good condition -\$175. Call Terry at -3367 or 675-3943 evenings

- 1969 Volkswagon 1600 sedan, runs smoothly, low mileage, needs body work -best offer. Call Len at 824-4095

Wanted - Ride from Oshawa to York daily commencing September 2, will share gas. Call 661-9617 Monday-Friday or 576-4284 weekends

YORK UNIVERSITY

BULLETIN

Published by
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Department,
Suite A
West Office Building,
(416) 667-3441.

Thursday, August 28 - Tuesday, September 2, 1986
Volume 6, Number 77

GENERAL:

"Security Reminder - from the Department of Security and Safety Service: Obtain an accurate description of any person you see committing an act of vandalism and notify Security immediately at 736-5333 or local -3333."

Labor Day Holiday: University offices will be closed on Monday, September 1.

For the Labor Day Holiday weekend the Atkinson College Restaurant will be open from 8:00 a.m.-6:00 p.m., Saturday, August 30 and 10:00 a.m.-6:00 p.m., Sunday, August 31 and Monday, September 1. All other food service outlets will be closed.

Proctor Field House Labor Day Holiday weekend hours:

Friday, August 29	7:00 a.m.-9:00 p.m.
Saturday, August 30	9:00 a.m.-6:00 p.m.
Sunday, August 31	10:00 a.m.-6:00 p.m.
Monday, September 1	Closed

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

Obituary: Verdun Ratcliff, retired employee of Caretaking Services, Physical Plant, died Monday, August 25. She worked for Caretaking Services for thirteen years until her retirement in 1981.

Art Galleries/Displays: The Art Gallery of York University presents Sculpture by Louis Stokes until September 30. This outdoor exhibition features three large scale works at selected campus sites including "Black Buddha's Beauty's B(r)east," 1984; "She'll Let Blood Flow From Any Wound," 1985; and "She'll Shell Hells, Snowed White," 1986.

- Jeffrey Rubinoff: Sculptures 1983-1985 is an outdoor exhibition of eight welded steel pieces curated by David Burnett located between the Fine Arts and Ross Buildings. The exhibition will be on display until September 25.
- The I.D.A. Gallery presents Four Corners, mixed media works by Gail Esau, Kathy Garratt, Sue Meggs and Shelly Saver until August 29. Gallery hours are Monday-Friday, 9:00 a.m.-5:00 p.m.

EVENTS:

THURSDAY, AUGUST 28

- 9:30 a.m. - PhD Defence - [Graduate Program in Psychology] Joseph Persi will defend his dissertation entitled "Interpersonal Cognitive Problem Solving and Social Adjustment in Middle Childhood" - Room S942, Ross
- 10:00 a.m. - PhD Defence - [Graduate Program in Psychology] Sherry Lynne Winthrope will defend her thesis entitled "A Validation Study of Personal Constructs Using Staff Perceptions of Social Integration of Handicapped and Non-Handicapped Children" - Room N927, Ross
- 12:15 p.m. - Art Trek - [A.G.Y.U.] a lunchtime tour of art on display across campus - meet at flagpole in front of Ross

TUESDAY, SEPTEMBER 2

- 4:00 p.m. - Mathematics Colloquium - "A Shilov Type Theorem for General Topological Algebras" with Prof. Wieslaw T. Zelazko, Polish Academy of Sciences - Room S201, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Friday, September 5, 1986. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Enquiries Assistant, Day/Afternoon - Enquiries, Atkinson. TEMPORARY: to April 30, 1987. REQUIREMENT TO WORK FLEX TIME. (High school graduation or equivalent; 1-2 years' experience in a university environment or in a customer service area; basic typing skills; excellent public relations and oral communication skills; good telephone manner; tact and diplomacy essential.) GRADE: 5 (Based on an annual salary of \$19,352)
JOB NO: D056

Counsellor: Betty Gunning

College/Fellows Secretary - Vanier College, Faculty of Arts. (High school graduation with secretarial training or equivalent; 1 year related experience, preferably in an educational environment; typing 55-60 wpm, accuracy essential; word processing skills or willingness to learn; excellent oral communication skills; ability to deal effectively with the public; ability to perform under pressure in peak periods.) GRADE: 3 (\$17,060)
JOB NO: G133

Fees Registration Clerk - Administration, Atkinson. (High school graduation or equivalent with some bookkeeping courses; 1 year related experience, preferably in a university environment; typing 30-35 wpm; good oral communication skills; good telephone manners; ability to perform under pressure during peak periods; ability to use a calculator; ability to handle heavy flow of cash; some knowledge of a computer terminal and relevant data systems.) GRADE: 3 (\$17,060) JOB NO: G136