

Tuesday, June 30 - Monday, July 6, 1987
Volume 7, Number 60

GENERAL:

Canada Day: University offices will be closed Wednesday, July 1.

Food Services - Canada Day: The Complex I (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 Tait McKenzie Building will closed Canada Day, Wednesday, July 1.

Effective July 6, the selling price of vended products will be increased as follows: Hot drinks - 45 ; Chips and cookies - 70 ; Nuts - 60 ; Gum and candy rolls - 60

Members of the York community are asked to note that the contractor of the Atkinson College Restaurant has changed its company name from A and G Cafeterias to Petal Food Services. The operation is managed by the same people with Helene Kaitsis as company president.

DeSoto's Cabaret (759 Mt. Pleasant Road at Eglinton Avenue) will host York University Night, Wednesday, July 8 from 8:00 p.m. to 1:00 a.m. There is no cover charge for York faculty, staff and students (guests included). The night will feature music of the '50s and '60s, door prizes, dance contests, and special rates on taxis home. For further information call Don Butcher in Alumni Affairs at -5010.

The Recreation York Summer Sports Camp for children ages 8-14 has openings in all three sessions. For further information please call -5184.

York University Sports Seminars presents the following:

- Track and Field Level II Coaching Certification Seminar in Sprints/Hurdles - July 2 & 3. This seminar will cover techniques and training methods for the 100m to 400m sprints and the 100m, 110m and 400m hurdles.
- Track and Field Level II Coaching Certification Seminar in Throws - July 6 & 7. This seminar will cover in-depth instruction in shotput, discus, javelin, and hammer throws.
- Volleyball Level I and II Coaching Certification Seminars - July 6-10. The Level I course is designed for coaches of beginner and novice athletes. General areas to be covered include progressive skill development, skill analysis, basic team play, and team management. The Level II course is designed for the coach of slightly more advanced and experienced teams. Subject content includes physical preparation, team development, advanced technical skills, offensive tactics, and defensive strategies.

For further information on any of these seminars, please call -3529 or -2437.

The York Youth Connection summer day camp has openings in both the July and August sessions for children ages 9-14. The camp offers fine arts and computer programs, sports and excursions. For further information call -3756 or -3274.

(NOTE: As yet there are no events scheduled from Tuesday, June 30 to Monday, July 6)

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Wednesday, July 8, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Computing Advisor I - Academic Computing Services, Computing Services. (Minimum 2 years of a University degree in Computer Science or equivalent; courses must have covered a variety of computer languages; experience as a computer centre advisor or programmer in an academic environment is an asset; VM/CMS, VAX/VMS; SKILLS: Practical Procedures knowledge of a wide variety of languages (PL1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS, ASSEMBLER, C); a scientific language (eg. FORTRAN); a business language (eg. COBOL, BASIC); an academic language (eg. PASCAL, C); operating system; application packages; utilities; mainframe and dial-up communications; system level commands; microcomputing programming; Advising Techniques; excellent verbal and written communication skills; syntax error analysis.) GRADE CS4 (\$23,337)
JOB NO: D066

Administrative Assistant I - Status of Women, Office of the President. PART-TIME: (28 hours/week). (High school graduation with secretarial training or equivalent; minimum 3 years' related secretarial experience, preferably in an educational environment; typing 40-45 wpm; micro-computer/word processing skills required; ability to use dictaphone; excellent oral communication skills; excellent organizational skills; ability to work independently; ability to set priorities; demonstrated ability to deal effectively with the public; tact and diplomacy; supervisory skills. GRADE 6 (based on an annual salary of \$22,712)
JOB NO: D067

Psychodiagnostician - Student Affairs: Counselling and Development Centre - Learning Disabilities. TEMPORARY: 1 year contract. (Ph.D. in Psychology; registered Psychologist preferred; significant degree of clinical assessment and counselling experience with young adults; experience in teaching and in research into psychological assessment methods; specialization in psychoeducational assessment of learning disabilities; excellent communication and interpersonal skills; supervisory skills. GRADE P&M 7 (under review) (\$32-824 - \$38,617) JOB NO: D068

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 related environment; basic typing skills; ability to use a calculator; good oral communication skills; tact and diplomacy; initiative; demonstrated ability to work accurately and quickly in a high volume area; ability to attend accurately to detail. GRADE 4 (\$19,114) JOB NO: G077
- Secretary - Department of Languages, Literatures and Linguistics, Faculty of Arts. (High school graduation or equivalent with secretarial training; 1 year related experience; typing 45-55 wpm, accuracy essential; word processing skills required; good oral and written communication skills; ability to type in several foreign languages, or willingness to learn; knowledge of a foreign language (Italian, French, Spanish or German preferred); tact and diplomacy; good organizational skills.) GRADE 4 (\$19,114) JOB NO: G078
- Technical Secretary - Mathematics, Faculty of Arts. (High school graduation or equivalent; 2 years' related experience; basic typing skills required; technical typing skills required, accuracy essential; word processing/microcomputing skills required; proficiency with mathematical software required.) GRADE 4 Provisional (\$19,114) JOB NO: G079
- File Clerk - Graduate Studies, Admissions. TEMPORARY: August 4, 1987 to July 29, 1988. (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; word processing/microcomputing skills preferred or willingness to learn; interest and accuracy in detail work required; ability to use dictaphone; good organizational skills.) GRADE 3 (based on an annual salary of \$18,127) JOB NO: G080
- Technical Secretary - Economics, Atkinson College. (High school graduation with secretarial training or equivalent; 1-2 years' related experience, preferably in a university environment; typing 55-60 wpm; demonstrated technical typing skills required; micro-computing/word processing skills required; good oral and written communication skills; tact and diplomacy; ability to work accurately and quickly under pressure; demonstrated ability to deal courteously and effectively with high volume of student enquiries.) GRADE 4 (\$19,114) JOB NO: G081
- Registration Assistant - Registration, Atkinson College. SESSIONAL: August 1, 1987 to November 30, 1987. (High school graduation, or equivalent; 1-2 years' related experience, preferably in a university environment; typing 30-35 wpm, micro-computing skills an asset; good organizational skills; tact and diplomacy essential; some knowledge of student record system preferred. GRADE 4 (based on an annual salary of \$19,114) JOB NO: G082
- YELT Co-ordinator - Liaison, Admissions. TEMPORARY: August 31 to December 23, 1987. (High school graduation or equivalent; 1-2 years' related experience in a university environment, preferably in a student service area; typing 40 wpm, accuracy essential; data entry skills required; word processing skills preferred or willingness to learn; excellent organizational skills; excellent oral communication skills; tact and diplomacy; ability to set priorities; ability to work accurately and effectively under pressure of high volume; ability to deal courteously and effectively with students, staff, faculty and the public at all levels. GRADE 4 (based on an annual salary of \$19,114) JOB NO: G083
- Draftsperson I - Physical Plant, Engineering. (High school graduation including some drafting courses or equivalent; minimum 6 months' experience required; mechanical aptitude; ability to attend accurately to detail; good organizational skills. GRADE D1 (\$20,561) JOB NO: G084
- Faculty Secretary - Sociology, Faculty of Arts. (High school graduation with secretarial training or equivalent; 1 year related secretarial experience; typing 50-60 wpm; word processing skills required; ability to use dictaphone an asset; good oral communication skills; pleasant telephone manner. GRADE 3 (\$18,127) JOB NO: G085
- CORRECTION TO POSTING, YORK BULLETIN, June 2, 1987, G065
- Student Programmes Information Clerk - Office of Student Programmes, Faculty of Arts. TEMPORARY: August 17, 1987 to April 4, 1988. (High school graduation or equivalent with minimum 1 year university education; 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; tact and diplomacy; pleasant telephone manner; proven ability to work in a high pressure area under hectic working conditions; ability to exercise good judgement.) GRADE 5 (based on an annual salary of \$20,561) JOB NO: G065

SUMMER INTERCHANGE:

- Sale - New detached house in Woodbridge area, 2,700 sq. ft., 4-bedrooms, ceramic tiles - \$309,900. To rent - \$2,400/month. Call Colleen at -5190 or Vince at 630-1284 evenings
- 1984 Pontiac Fiero SE, 4-speed manual, sunroof, stereo, 53,000 km, certified, red - \$6,800; Hayward Vari-Flow pool filter - \$125; Jacuzzi pool pump, new - \$225. Call 767-4613 to leave message
- Rent - Duplex, 2-bedrooms, lower beaches area, available August 1. Call 694-1100 evenings and weekends
- 4-bedroom house, 2 bathrooms, Jane/Steeles, 1 year lease - \$1,300/month plus utilities. Call 661-6036
- Wanted - 2 or 3 bedroom apartment in Halifax, Nova Scotia for occupancy in August or early September, preferably located in the area of Dalhousie University or the Technical University of Nova Scotia. Call Jon at -5491

York UNIVERSITY

BULLETIN

Published by
the Communications
Department,
Suite A
West Office Building,
(416) 736-5010.

Tuesday, July 7 - Wednesday, July 8, 1987
Volume 7, Number 61

GENERAL:

Health Services Hours - July 1-31:

Doctors	11:00 a.m.- 1:00 p.m. (Monday, Wednesday & Friday) 12:30 p.m.- 2:00 p.m. (Tuesday)
Allergy Injections	10:30 a.m.-12:30 p.m. (Monday, Wednesday & Friday) 12:00 noon- 1:30 p.m. (Tuesday)
Nurses	8:30 a.m.- 4:00 p.m. (Monday-Friday)

The Off-Campus Housing Service lists accommodation for York students, faculty and staff. Listings are needed for incoming students and visiting faculty members. Anyone having accommodation available for rent is asked to contact the service at -5141 or mail the information to Room 124, Central Square.

A Red Cross Blood Donor Clinic will be held on July 27 & 28 from 9:30 a.m. to 3:30 p.m. in the East Bear Pit, Central Square. For further information call Community Relations at -3756.

DeSoto's Cabaret (759 Mt. Pleasant Road at Eglinton Avenue) will host York University Night, Wednesday, July 8 from 8:00 p.m. to 1:00 a.m. There is no cover charge for York faculty, staff and students (guests included). The night will feature music of the '50s and '60s, door prizes, dance contests, and special rates on taxis home. For further information call Don Butcher in Alumni Affairs at -5010.

The Department of Personnel Services announces the following appointments: Victor Halfkenny, Data Base Administrator II, Computer Systems Development, Computing Services, effective June 8, 1987; Victoria Koch, Administrative Officer, Office of the President, effective June 8, 1987; Terry Carter, Administrative Officer, C.I.D.A., Administrative Studies, effective June 15, 1987; Brigitte Kleer, Assistant to the Dean, Fine Arts, effective July 1, 1987. The following transfer within the York Community has also recently taken place: Jane Crescenzi, Administrative Officer, External Relations, effective July 1, 1987.

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

Jody Decker	-8620
Bryn Greer-Wootten	-2448
Glen Norcliffe	-2475
Robert Sharpe	-8620

(Note: As yet there are no events scheduled for July 7 or 8)

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Tuesday, July 14, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Shift Supervisor 'B' - Computing Services. (High school graduation or equivalent; minimum 3 years as a senior MVS console operator including minimum 1 year in a MVS/XA environment and 1 year in a VAX/VMS and VM/CMS environment or minimum 2 years as an Operator 3 with 1 year experience in a MVS/XA environment; **SKILLS**: Practical Procedures knowledge of supervisory skills; Specialized Techniques knowledge of MVS/XA Commands & Procedures; UNIX Commands & Procedures; JCL & Utilities; VM/CMS XEDIT, EXEC & REXX; IV-Phase (Data Entry) Commands; Scientific Mastery knowledge of MVS/JES2 Commands & Procedures; VM/CMS Commands & Procedures; VAX/VMS Commands & Procedures; VTAM Commands & Procedures; CMF/RESOLVE Commands; Peripheral Equipment. Please submit a resume when making an application.) GRADE CS6 (\$29,131) JOB NO: D069

Consultant I - Computing Services: Computer Assisted Writing Centre. (A university degree in Computer Science or equivalent. Courses must have covered a variety of computer languages; experience as a Computer Centre advisor or programmer in an academic environment is an asset; **SKILLS**: Practical Procedures knowledge of a wide variety of languages (PL1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS ASSEMBLER, C); a scientific language (e.g. FORTRAN); a business language (e.g. COBOL, BASIC); operating system (UNIX, VM/CMS, VAX/VMS); utilities; mainframe and dial-up communications; micro computing programming; Specialized Techniques knowledge of an academic language (C, LISP); application packages; system level commands; advising techniques - excellent verbal and written communication skills. Please submit a resume when making an application.) GRADE CS5 (\$25,803) JOB NO: D070

Counsellor: Betty Gunning

College Receptionist/Fellows Secretary - Founders College, Faculty of Arts. (High school graduation with secretarial training or equivalent; 1 year related experience; typing 50-55 wpm; word processing skills required; ability to use dictaphone; good oral communication skills; pleasant telephone manner; good organizational skills; ability to deal calmly and effectively with enquiries and interruptions.) GRADE 3 (\$18,127) JOB NO: G086

Student Enquiries Secretary - Mathematics, Faculty of Arts. (High school graduation with secretarial training or equivalent; 1 year related experience, preferably in a university environment; typing 45-55 wpm, accuracy essential; word processing skills required; data entry skills; good oral communication skills; ability to deal effectively with students, staff and faculty; tact and diplomacy; good organizational skills.) GRADE 4 (\$19,114) JOB NO: G087

STAFF POSITIONS (cont'd.)

Faculty Secretary - Geography, Faculty of Arts. (High school graduation with secretarial training or equivalent; 1-2 years' related experience; typing 55-60 wpm, accuracy essential; word processing skills required; pleasant telephone manner; ability to deal courteously and effectively with faculty, staff and students.) GRADE 3 (\$18,127) JOB NO: G088

Parking Office Clerk - Parking, Security & Parking. TEMPORARY: to October 31, 1987. (High school graduation or equivalent; 1-2 years' related experience, including at least 6 months' experience in handling cash; typing 35-40 wpm, accuracy essential; excellent oral communication skills; tact and diplomacy; pleasant telephone manner; ability to deal calmly and effectively with the public under stressful conditions; ability to work under pressure; ability to use a calculator; accuracy in working with figures.) GRADE 4 (based on an annual salary of \$19,114) JOB NO: G089

CORRECTION TO POSTING, YORK BULLETIN, June 30, 1987, D067

*Administrative Assistant I - Status of Women, Office of the President. PART-TIME: (28 hours/week). (High school graduation with secretarial training or equivalent; minimum 3 years' related secretarial experience, preferably in an educational environment; typing 40-45 wpm; micro-computer/word processing skills required; excellent oral communication skills; excellent organizational skills; ability to work independently; ability to set priorities; demonstrated ability to deal effectively with the public; tact and diplomacy; supervisory skills. Please submit a resume when making an application.) GRADE 6 (based on an annual salary of \$22,712) JOB NO: D067

CORRECTION TO POSTING, YORK BULLETIN, June 30, 1987, D068

*Psychodiagnostician - Student Affairs: Counselling and Development Centre - Learning Disabilities. TEMPORARY: 1 year contract. (Ph.D. in Psychology; registered Psychologist preferred; significant degree of clinical assessment and counselling experience with young adults; experience in teaching and in research into psychological assessment methods; specialization in psychoeducational assessment of learning disabilities; excellent communication and interpersonal skills; supervisory skills. Please submit a resume when making an application). GRADE P&M 7 (under review) (\$32,824 - \$38,617) JOB NO: D068

SUMMER INTERCHANGE:

- Sale
- 1979 Ford Thunderbird, 80,000 miles, white. Call Betty at -5095
 - 1980 GMC Sierra Grande, V8, automatic, power steering and brakes, new tires, brakes and trailer hitch package; 1966 Airstream Caravan Trailer, sleeps 4, excellent condition -\$12,000 complete. Call -6348 or 652-3228 after 5:00 p.m.
 - 1984 Dodge Charger, good condition, 2-door hatchback, 5-speed, AM/FM stereo, brown -\$4,450. Call Melanie at -5256
 - Sofa, loveseat, chair and ottoman in beige/brown tweed -\$300. Call Marilyn at -3977 or 832-3350
 - Alpine car stereo system, mint condition: 7162 AM/FM cassette deck; 3215 7-band graphic equalizer; 2 - 6352 3-way speakers, antenna -\$600. Call Victor at -7772
 - Windsurfing board and mast -best offer. Call Patrick at 466-9573 after 6:00 p.m.
- Rent
- 4-bedroom house, finished basement, 1 1/2 bathrooms, air-conditioned, Finch/Sentinel area. Call -7753 or 392-7641 after 6:00 p.m.
 - 3-bedroom detached house, suitable for visiting faculty -\$1,200 plus utilities. Call 663-3073
 - 2-bedroom condominium, Keele/Finch, air conditioned, available September 1 for minimum 1 year lease, includes utilities, cable, pool and sauna -\$900/month. Call Gerry at -6548
- Wanted
- Furnished apartment for faculty member beginning August 24, preferably near York. Call Joan at -2595
 - 4 wooden chairs, finished or unfinished in reasonable condition. Call Lynda at -5063 or 633-9742 and leave message
 - Good homes for 6 week-old kittens with shots. Call Joan at -2595 or 881-0148 after 6:00 p.m.

Thursday, July 9 - Monday, July 13, 1987
Volume 7, Number 62

GENERAL:

Applications are being accepted for the position of Residence Tutor, Winters College. Applicants should have experience in working with young men and women from different backgrounds, and supervisory skills. A wide knowledge of the University would be an asset. There is a stipend of \$1,800 plus a two-bedroom apartment. Interested persons are asked to apply in writing with an accompanying curriculum vitae to Maurice Elliott, Master, Winters College by July 20.

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time Arts 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 are available from the Dean's Office, Faculty of Arts, Room S930, Ross (-5260). The deadline for applications is September 15.

(NOTE: As yet there are no events scheduled from July 9 to 13)

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Thursday, July 16, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Law Library Assistant II - Readers' Services, Law Library. TEMPORARY: September 7, 1987 to May 20, 1988. (High school graduation or equivalent; 1 year general library experience; typing 40 wpm; ability to attend accurately to detail; ability to deal courteously and effectively with staff, students, faculty and the public.) GRADE: 4 (Based on an annual salary of \$19,114) JOB NO: D072

Stacker - Acquisitions/Lists, Law Library. (High school graduation or equivalent; 1 year library experience preferred; good oral communication skills; good organizational skills; ability to push book trucks and lift heavy materials; experience with photocopy equipment would be an asset.) GRADE: 3 (\$18,127) JOB NO: D073

Computing Advisor - Academic Computing, Computing Services. (Minimum 2 years' of a University degree in Computer Science or equivalent; courses must have covered a variety of computer languages; experience as a computer centre advisor or programmer in an academic environment is an asset; VM/CMS, VAX/VMS, UNIX and microcomputing experience are preferred; SKILLS: practical procedures knowledge of a wide variety of languages (PL1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS, ASSEMBLER, C); a scientific language (e.g. FORTRAN); a business language (e.g. COBOL, BASIC); an academic language (e.g. PASCAL, C); operating system; application packages; utilities; mainframe and dial-up communications; system level commands; microcomputing programming; advising techniques, excellent verbal and written communication skills, syntax error analysis.) GRADE: CS4 (\$23,337) JOB NO: D074

Counsellor: Betty Gunning

Secretary - Office of the Principal, Glendon College. (High school graduation with secretarial training or equivalent; minimum 2 years' related experience; typing 50-55 wpm; word processing skills preferred or willingness to learn; excellent oral and written communication skills in English and French; ability to set priorities; tact and diplomacy; Bilingual Modules I, II, and III.) GRADE: 3L (\$19,114) JOB NO: G090

College Residence Porter - Wood Residence, Glendon College. (High school graduation or equivalent; 2 years' related experience; good oral and written communication skills; ability to deal courteously and effectively with students and the public; good organizational skills; Bilingual Module I.) GRADE: 4 (\$19,114) JOB NO: G091

SUMMER INTERCHANGE:

Sale - 1970 Volvo for parts -best offer. Call Patricia at -5356 or Bernie at 663-4789

- Wordstar, Visicalc and other software for IBM compatibles, almost new. Call C. Sadowski at -7770

Rent - 3-bedroom condominium, 2 bathrooms, air conditioned, pool, fridge and stove included. Call Mary Gallo at -8808 or 630-4897

Wanted - Staff member living in Dufferin/Steeles area needs ride to and from York, will pay. Call -5218 or -6697

York UNIVERSITY

BULLETIN

Published by
the Communications
Department,
Suite A
West Office Building,
(416) 736-5010.

Tuesday, July 14 - Wednesday, July 15, 1987
Volume 7, Number 63

GENERAL:

The Department of Postal Services advises the York community of a change in the format and distribution of the Postal Guide Directory. One directory replaces several for all of Canada. A fee of \$10, payable to Canada Post is required. Additional order forms may be obtained from the Sub Post Office, Room S107, Ross.

Applications are being accepted for the position of Residence Tutor, Winters College. Applicants should have experience in working with young men and women from different backgrounds, and supervisory skills. A wide knowledge of the University would be an asset. There is a stipend of \$1,800 plus a two-bedroom apartment. Interested persons are asked to apply in writing with an accompanying curriculum vitae to Maurice Elliott, Master, Winters College by July 20.

EVENTS:

TUESDAY, JULY 14

11:00 a.m. - Computer Science Seminar - "On the Learnability of Boolean Formulae and Finite Automata" with Prof. Ming Li, Harvard University - Room N624, Ross

12:00 noon - 1:00 p.m. - YUSA Membership Meeting - Glendon Senate Chamber

7:00 p.m. - Film - [Social Science, Atkinson] "Dark Circle" (90 min. documentary) - Curtis Lecture Hall "D"

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Tuesday, July 21, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Assistant to the Head of Acquisitions - Acquisitions, Scott Library. (University graduation; 4-5 years' related library experience including acquisitions, cataloguing, bookkeeping; demonstrated ability to supervise, direct and co-ordinate a variety of activities and subordinates; demonstrated oral and written communication skills; excellent interpersonal skills; demonstrated ability to exercise judgement and initiative; excellent organizational skills; knowledge of foreign languages; bibliographic knowledge including searching and cataloguing skills. Please submit a resume when making an application.) GRADE: P&M 4 (\$26,670-\$31,376) JOB NO: D075

Serials Assistant II - Materials & Data Processing/Serials, Scott Library. (High school graduation or equivalent; 1-2 years' library experience, preferably in a serials related area; typing 40 wpm, accuracy essential; ability to attend accurately to detail; ability to use a calculator; accuracy with figures; good oral communication skills.) GRADE: 4 (\$19,114) JOB NO: D076

Reserve Assistant - Circulation (Reserves), Scott Library. TEMPORARY: to May 13, 1988. (High school graduation or equivalent; 1 year related library experience; basic typing skills; good oral communication skills; accuracy in detail work essential; ability to relate calmly and effectively to high volume of front line enquiries.) GRADE: 3 (Based on an annual salary of \$18,127) JOB NO: D077

Counsellor: Betty Gunning

Receptionist/Typist - Maintenance, Physical Plant. TEMPORARY: to November 27, 1987. (High school graduation with secretarial training or equivalent; 1-2 years' related experience; typing 50 wpm; good oral communication skills; pleasant telephone manner; ability to use a calculator; good organizational skills.) GRADE: 4 (Based on an annual salary of \$19,114) JOB NO: G092

*Records Assistant - Employee Records Information Centre. TEMPORARY: to December 23, 1987. (High school graduation or equivalent; 1-2 years' experience in a computerized records area; typing 30 wpm; ability to attend accurately to detail; working knowledge of computer operations, coding and retrieval techniques; good oral communication skills; tact and diplomacy; aptitude for figure work; good organizational skills.) GRADE: 4 (Based on an annual salary of \$19,114) JOB NO: G093

*Room Allocation Clerk - Office of the Registrar. PERMANENT PART-TIME: 23 hours/week except from July 27, 1987 to October 15, 1987, 35 hours/week. (High school graduation or equivalent; 1 year related experience, preferably in a university environment; typing 40-45 wpm, accuracy essential; word processing skills required; data entry skills; good organizational skills; good oral communication skills; tact and diplomacy; ability to deal with staff and faculty at all levels in a high volume area.) GRADE: 4 (Based on an annual salary of \$19,114) JOB NO: G094

SUMMER INTERCHANGE:

- Sale - 1977 Pontiac Ventura -\$700; Singer knitting machine, model 360, new ribber -\$900; Heavy duty trailer hitch with side mirrors -\$80; Diver's suit -\$80. Call 3839, 294-3639 or 296-3379
- 4-bedroom townhouse, 2 bathrooms, finished basement with family room, close to York -\$167,500. Call Paul at -6717 or 495-1368
- Crib, like new, used only 2 months, white -\$125. Call Eileen at -3628
- Camper trailer, tent top, sleeps 4, good condition -\$400. Call R. Matthews at -3649 or 743-5277
- Standard freezer, upright model, excellent condition -\$250; Computer board, used 1 year, 256K, IBM compatible -\$40. Call Sam at 661-2184
- 2 wood and glass end tables -\$100 for set; Queen-size bed, includes mattress, box spring and frame with casters, excellent condition -\$100; Swivel desk chair -\$30; High bar stool -\$20. Call Estelle at -7666 or 223-7181 after 6:00 p.m.
- Girls' clothing, size newborn to 6X, good condition. Call Carla at -7798
- Wanted - Ladies' bicycle, reasonably priced. Call Carla at -7798

Thursday, July 16 - Monday, July 20, 1987
Volume 7, Number 64

GENERAL:

Health Services Hours for July:

Doctors	11:00 a.m.- 1:00 p.m. (Monday, Wednesday & Friday)
	12:30 p.m.- 2:00 p.m. (Tuesday)
Allergy Injections	10:30 a.m.-12:30 p.m. (Monday, Wednesday & Friday)
	12:00 noon- 1:30 p.m. (Tuesday)
Nurses	8:30 a.m.- 4:00 p.m. (Monday-Friday)

The Off-Campus Housing Service lists accommodation for York students, faculty and staff. Listings are needed for incoming students and visiting faculty members. Anyone having accommodation available for rent is asked to contact the service at -5141 or mail the information to Room 124, Central Square.

A Red Cross Blood Donor Clinic will be held on July 27 & 28 from 9:30 a.m. to 3:30 p.m. in the East Bear Pit, Central Square. For further information call Community Relations at -3756.

EVENTS:

THURSDAY, JULY 16

12:00 noon & 1:00 p.m. - YUSA Membership Meeting - Curtis Lecture Hall "A"

FRIDAY, JULY 17

3:30 p.m. - MEd Defence - [Graduate Program in Education] Margaret J. Stewart will defend her dissertation entitled "Acquisition of Literacy by 'At Risk' and 'Not at Risk' Children in Shared Book Experience Approach to Reading and Process Conference Approach to Writing" - Room N831, Ross

7:30 p.m. - 9:30 p.m. - Cuso Information Meeting - For further information call 461-3100 - 815 Danforth Ave.

MONDAY, JULY 20

9:30 a.m. - MSc Defence - [Graduate Program in Biology] Mark Johannes will defend his thesis entitled "Determinants of Planktivorous Fish (Notemigonus Crysoleucas) Population Abundance" - Room 225, Lumbers

STAFF POSITIONS:

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Counsellor: Irmgardt Duley

Administrative Assistant II - Theatre, Faculty of Fine Arts. (High school graduation or equivalent; 1 year university education required; university degree or equivalent in Fine Arts or related discipline preferred; minimum 3 years' related experience, including some budgetary experience, preferably in a university environment; some exposure to theatre or arts organizations would be an asset.; typing 45-50 wpm; word processing/microcomputing skills required; shorthand skills preferred; excellent oral and written communication skills; excellent organizational skills; initiative; ability to exercise judgement; demonstrated ability to set priorities; accuracy in working with figures; bookkeeping skills; supervisory skills. Please submit a resume when making an application.) GRADE: 7 (\$25,278) JOB NO: D078

Administrative Assistant II - Visual Arts, Faculty of Fine Arts. (High school graduation or equivalent; 1 year university education required; university degree or equivalent in Fine Arts or related discipline preferred; 3 years' related administrative experience, preferably in a university environment; some exposure to visual arts organizations would be an asset; typing 45-50 wpm; word processing skills required; ability to take dictation at 100 wpm; excellent organizational skills; initiative; ability to deal courteously and effectively with students and faculty; excellent oral and written communication skills; demonstrated ability to set priorities; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE: 7 (\$25,278) JOB NO: D079

Graduate Programme Assistant - English, Faculty of Arts. (High school graduation with secretarial training or equivalent; some university courses preferred; minimum 2 years' related experience, preferably in a graduate student services area; typing 50 wpm; word processing skills required; good oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students and faculty; tact and diplomacy; demonstrated ability to set priorities; aptitude for figure work; demonstrated ability to attend accurately to detail.) GRADE: 5 (\$20,561) JOB NO: D080

Stacker (Special Collections) - Readers Services, Law Library. TEMPORARY: September 7, 1987 to May 20, 1988. (High school graduation or equivalent; 1 year library experience preferred; good oral communication skills; good organizational skills; ability to push book trucks and lift heavy materials; experience with photocopy equipment would be an asset.) GRADE: 3 (Based on an annual salary of \$18,127) JOB NO: D081

SUMMER INTERCHANGE:

- Sale - 1978 Camaro Z28 -best offer. Call Dianne at -2363
- 1984 Horizon, certified, p/s, p/b, AM/FM Stereo, must sell -\$3200. Call George at -5208 or 665-7908
- Timeshare, Thornbury, luxury 2-bedroom, below market, or sell half interest. Call Carla at -7798 or Helen at 252-8393
- Rent - New, partially furnished apartment, separate entrance, Yonge/Lawrence area, available July 20 -\$850 per month, references. Call 481-7154 after July 19
- Wanted - Good home for 2 indoor female cats, spayed, all shots. Call Kathy at -7662
- Good home for male kitten. Call Owen at 654-0948 evenings
- Foster home for male cat, neutered, declawed, all expenses paid. Call Jim at -8270 or 961-3822

Tuesday, July 21 - Wednesday, July 22, 1987
Volume 7, Number 65

GENERAL:

The Off-Campus Housing Service lists accommodation for York students, faculty and staff. Listings are needed for incoming students and visiting faculty members. Anyone having accommodation available for rent is asked to contact the service at -5141 or mail the information to Room 124, Central Square.

A Red Cross Blood Donor Clinic will be held on July 27 & 28 from 9:30 a.m. to 3:30 p.m. in the East Bear Pit, Central Square. For further information call Community Relations at -3756.

EVENTS:

WEDNESDAY, JULY 22

2:30 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Michelle P. Flax will present her colloquium entitled "Maternal Life Event Stress and Neonatal Behavioural Organization" - Room 204, Behavioural Sciences

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Tuesday, July 28, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Section Co-ordinator, Enquiries - Administrative Studies, Atkinson College. (High school graduation or equivalent; minimum 3 years' related experience in a university environment, preferably in a student service area; demonstrated excellent interpersonal skills; excellent oral communication skills; proven ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated excellent organizational skills; proven ability to work accurately and effectively under pressure; proven ability to handle and be responsible for large amounts of cash; sense of responsibility; ability to attend accurately to detail; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$22,712) JOB NO: D082

Administrative Assistant - Multidisciplinary Studies, Glendon College. TEMPORARY: August 10, 1987 to January 22, 1988. (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; excellent interpersonal skills; tact and diplomacy; demonstrated ability to work effectively under pressure; Bilingual Modules I, II, III and IV. Please submit a resume when making an application.) GRADE: 6L (Based on an annual salary of \$25,278) JOB NO: D084

Circulation Assistant/Secretary - Government Documents, Administrative Studies Library. TEMPORARY: September 1, 1987 to April 30, 1988. (High school graduation or equivalent; 1 year related experience; typing 45-50 wpm; good oral communication skills; good organizational skills; pleasant telephone manner; ability to attend accurately to detail; ability to maintain accurate records.) GRADE: 4 (Based on an annual salary of \$19,114) JOB NO: D085

Software Programmer I (VAX) - Technical Support, York Computing Services. (University degree or community college diploma in Computer Science or equivalent; some experience with DEC hardware and software and UNIX operating system preferred; SKILLS: Practical Procedures knowledge of DEC hardware; VAX/VMS externals; High level language(s); communications, networking; VMS Utilities; UNIX externals; systems tuning; Specialized Techniques knowledge of VAX/VMS internals; C Language; good oral and written communications skills.) GRADE: CS5 (\$25,803) JOB NO: D086

Counsellor: Betty Gunning

Typist/Receptionist/Floater - Office of the Dean, Faculty of Arts. TEMPORARY: to November 15, 1987. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience preferred; typing 45-55 wpm, accuracy essential; word processing skills preferred or willingness to learn; good oral communication skills; ability to adapt readily to frequent change in work environments.) GRADE: 3 (Based on an annual salary of \$18,127) JOB NO: G095

SUMMER INTERCHANGE:

- Sale - 3-bedroom, 2 storey house, 3 bathrooms, large lot on cul-de-sac, Brampton area - \$193,000. Call Vickie at -2228
- Rent - 3-bedroom detached house, 2 car garage, fireplace, 2 bathrooms, close to York - \$1,200 plus utilities. Call Dr. Holloway at -7725

YORK UNIVERSITY

BULLETIN

Published by
the Communications
Department,
Suite A
West Office Building,
(416) 736-5010.

Thursday, July 23 - Monday July 27, 1987
Volume 7, Number 66

GENERAL:

Civic Holiday: University Offices will be closed Monday, August 3. The Tait McKenzie Building will be closed for the Civic Holiday, August 1 - 3.

The Telecommunications Department will be conducting a power upgrade for the Rolm telephone system from midnight Saturday, July 25 to 4:00 a.m., Sunday, July 26. Telephone service may be interrupted during this period. For further information contact Ed Smith -2755.

Mavis Finan will be taking early retirement from the Department of Business Operations, at the end of July. Those who would like to say goodbye are welcome to drop into her office between 8:30 a.m. - 3:30 p.m. on Friday, July 31. Donations towards a gift may be sent to Barbara Rowe, Rm. 64, EOB.

EVENTS:

FRIDAY, JULY 24

10:00 a.m. - MSc Oral Examination - [Graduate Program in Physical Education] of Jane Schneiderman-Walker's thesis entitled "Physiological and Performance Effects of a Sub-Optimal Haemoglobin Concentration" - Room N927, Ross

11:00 a.m. - MA Defence - [Graduate Program in Psychology] Andrea Suzanne Birkenfeld will defend her thesis entitled "Burnout in Human vs. Non-Human Service Professions and its Relation to Physical Symptoms, Coping Strategies and Length of Service" - Room S914F, Ross

MONDAY, JULY 27

9:30 a.m. - 3:30 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Thursday, July 30, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Administrative Assistant I - Advising Centre, Faculty of Arts. TEMPORARY: to November 15, 1987. (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience in a university environment; some student counselling experience required; typing 30 wpm; knowledge of computerized student record system; microcomputing skills would be an asset; excellent oral and written communication skills; good organizational skills; accuracy with figure work; ability to attend accurately to detail; demonstrated interpersonal skills; supervisory skills; ability to deal courteously and effectively with staff, students and the public. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$22,712) JOB NO: D083

*Fees and Collection Manager - Student Accounts, Office of the Comptroller. (Community College diploma or university degree in business, with an emphasis in the financial area; graduation from or current enrolment in a recognized Accounting programme (e.g., CGA, CMA, etc.); minimum 5 years' related business experience, including extensive credit and collection experience, and including at least 2 years' experience at the supervisory level, preferably in a university environment; experience in a computerized accounting operation would be an asset; ability to supervise and co-ordinate several functions; ability to work well under pressure; ability to communicate effectively with students and staff in related areas; demonstrated excellent interpersonal skills; demonstrated excellent communication skills (oral and written); tact and diplomacy; demonstrated accounting skills. Please submit a resume when making an application.) GRADE: P&M 8 (\$35,288 - \$41,515) JOB NO: D087

*Counsellor - Career Centre, Glendon College. TEMPORARY PART-TIME: September 1987 to May 1988, 24 1/2 hours/week. (Graduate degree in counselling psychology; minimum 3 years' clinical and counselling experience in a counselling service or social agency; well developed knowledge of the principles of human psychology and the processes that lead to change and personal development; expertise in the area of human interaction and interpersonal communications; a proven ability to apply this expertise and knowledge in the provision of a variety of counselling services; fluency in French and English. Please submit a resume when making an application.) GRADE: P&M 7 (Based on an annual salary of \$32,824 - \$38,617) JOB NO: D088

Counsellor: Betty Gunning

Technical Secretary I - Chemistry, Faculty of Science. TEMPORARY: August 28, 1987 to December 23, 1987. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including technical typing experience; typing 55 wpm, accuracy essential; technical typing skills; word processing skills required; good oral communication skills; accuracy with figures; excellent organizational skills; ability to set priorities; tact and diplomacy; demonstrated ability to work accurately under pressure.) GRADE: 4 (Based on an annual salary of \$19,114) JOB NO: G096

CORRECTION TO YORK BULLETIN, JULY 21, 1987, D082

Section Co-ordinator, Enquiries - Administrative Services, Atkinson College.

(High school graduation or equivalent; minimum 3 years' related experience in a university environment, preferably in a student service area; demonstrated excellent interpersonal skills; excellent oral communication skills; proven ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated excellent organizational skills; proven ability to work accurately and effectively under pressure; proven ability to handle and be responsible for large amounts of cash; sense of responsibility; ability to attend accurately to detail; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$22,712) JOB NO: D082

Tuesday, July 28 - Wednesday, July 29, 1987
Volume 7, Number 67

GENERAL:

Civic Holiday: University offices will be closed Monday, August 3.

Mavis Finan will be taking early retirement from the Department of Business Operations, at the end of July. Those who would like to say goodbye are welcome to drop into her office between 8:30 a.m. - 3:30 p.m. on Friday, July 31. Donations towards a gift may be sent to Barbara Rowe, Rm. 64, EOB.

A lunch-time Weight Watchers program is being organized at the York campus. For information call -2599.

Calumet College will offer Introductory Telecomputing Workshops beginning August 17. Each workshop will consist of three-weekly, three-hour sessions and will be offered in the morning, afternoon and evening. For information and to register, call -5098.

The York University English Language Institute requires families to be weekend hosts to students from Meiji University, Tokyo on August 21 & 22. This homestay program is intended to provide first-hand experience of Canadian family living. For information call -5353.

EVENTS:

TUESDAY, JULY 28

9:30 a.m. - 3:30 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Wednesday, August 5, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Dufey

*Administrative Officer - Executive Development, Administrative Studies. (Undergraduate degree or equivalent; some business courses preferred; 2-3 years' office management/administrative experience; supervisory and budget/financial experience required; demonstrated excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy; accounting skills; excellent organizational skills; public relations skills. Please submit a resume when making an application.) GRADE: P&M 7 (\$32,824 - \$38,617) JOB NO: D089

Athletics Events Officer - Physical Education, Recreation and Athletics. (Community college diploma in sports administration or equivalent; minimum 2 years' directly related experience, preferably in a university environment; excellent oral and written communication skills; demonstrated excellent interpersonal skills; public relations skills; ability to deal courteously and effectively with students, staff, faculty and the public at all levels; proven organizational skills; initiative; demonstrated ability to set priorities and meet deadlines; supervisory skills; aptitude for figure work; microcomputing skills required. Please submit a resume when making an application.) GRADE: 7 (\$25,278) JOB NO: D090

Computing Advisor I - Academic Computing, Computing Services. (Minimum 2 years of a university degree in Computer Science or equivalent; courses must have covered a variety of computer languages; experience as a computer centre advisor or programmer in an academic environment is an asset; VM/CMS, VAX/VMS, UNIX and microcomputing experience are preferred; SKILLS: practical procedures knowledge of a wide variety of languages (PL1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS, ASSEMBLER, C); a scientific language (e.g. FORTRAN); a business language (e.g. COBOL, BASIC); an academic language (e.g. PASCAL, C); Operating System; application packages; Utilities; Mainframe and Dial-up communications; system level commands; microcomputing programming; advising techniques - excellent verbal and written communication skills; syntax error analysis.) GRADE: CS4 (\$23,337) JOB NO: D091

Administrative Assistant III - Winters College, Faculty of Arts. (High school graduation with secretarial training or equivalent; minimum 1 year university education required; degree preferred; minimum 3-4 years' related experience, preferably in a university environment; budget experience preferred; excellent oral and written communication skills; excellent organizational skills; demonstrated supervisory skills; tact and diplomacy; ability to work well under pressure; typing 45-50 wpm, accuracy essential; word processing skills required; initiative; ability to deal courteously with students, staff, faculty and the public; accounting skills required; knowledge of French would be an asset. Please submit a resume when making an application.) GRADE: 8 (\$28,761) JOB NO: D094

Counsellor: Betty Gunning

Building Superintendent II - Housing & Food Services, Business Operations. (High school graduation or equivalent; 3 years' related experience in a related environment; couple required; excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy; ability to deal courteously and effectively with staff, students, faculty and the general public; ability to perform basic maintenance functions; working knowledge of the Landlord and Tenant Act of Ontario; tact and diplomacy. Please submit a resume when making an application.) GRADE: 6 (\$22,712) JOB NO: G097

Building Superintendent - Housing & Food Services, Business Operations. TEMPORARY: to May 30, 1988 (High school graduation or equivalent; minimum 2 years' related experience in a related environment; couple required; excellent oral and written communication skills; excellent interpersonal skills; ability to deal courteously and effectively with staff, students, faculty and the general public; tact and diplomacy; ability to perform basic maintenance functions; working knowledge of the Landlord and Tenant Act of Ontario; . Please submit a resume when making an application.) GRADE: 5 (Based on an annual salary of \$20,561) JOB NO: G098

STAFF POSITIONS (cont'd.)

- Residence Secretary - Office of the Dean of Students, Glendon College. (High school graduation with secretarial training or equivalent; 1-2 years' related experience, preferably in a university environment; typing 40 wpm; word processing skills or willingness to learn; ability to take dictation would be an asset; good communication skills (oral and written); ability to relate effectively to people with tact and diplomacy; demonstrated interpersonal skills; demonstrated ability to work under pressure in a high volume office; Bilingual Modules I, II & III; ability to maintain confidentiality.) GRADE: 4L (\$20,561) JOB NO: G099
- Secretary to the Dean - Office of the Dean of Students, Glendon College. TEMPORARY PART-TIME: to April 30, 1988; 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 \$20,561) JOB NO: G100
- Administrative Assistant I - Law Journal, Osgoode Hall Law School. TEMPORARY: August 17, 1987 to August 12, 1988. (High school graduation with secretarial training or equivalent; 1 year university education required; minimum 2 years' secretarial experience, including experience in microcomputing, preferably in a related environment; typing 55-60 wpm; excellent microcomputing skills; ability to use dictaphone; excellent oral and written communication skills; ability to edit articles; good organizational skills; good knowledge of office procedures; ability to deal effectively with students, staff and the general public; ability to take minutes; ability to work independently; supervisory skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$22,712) JOB NO: G101

SUMMER INTERCHANGE:

- Sale - Double bed including bookcase headboard, footboard, frame rails and box spring, needs new top mattress -\$100. Call Joan at -2401
- 1977 Gremlin, standard, 39,000 miles, new tires and brakes, excellent condition -\$1,300. Call Susan at -6713 or 449-7344 evenings
- Television with cabinet, 26" -\$295; Sofa with 2 matching chairs -\$189; Sofa bed -\$69; Dining table and 4 chairs -\$89. Call Ram or Rita at 633-4269
- Sportscoach motorhome, 35', loaded, 4,000 miles -\$69,500. Call 881-9951
- Townhouse, 4 bedrooms, 2 1/2 bathrooms, Bramalea/Highway 7 -\$135,000. Call Pat at -7597 or 458-0098 evenings
- 1967 MGB sports car, excellent condition. Call Helen at -5252
- 1983 Mercury Capri "Crimson Cat" edition, excellent condition, power steering and brakes, 5-speed 302, Michelin tires plus 2 extra radial snow tires -\$7,800. Call -7164
- 2 Kitchen tables, 1 - oval Ivory arborite, 30"x48"; 2 - oval brown arborite, 36"x60" - \$65 each; chairs to match -\$15 each; oak desk, 30"x60" -\$99; desk lamp -\$10; recliner chair, brown/beige tweed -\$75; bed shams and ruffle, blue eyelet, king size -\$20; wood coffee table -\$200. Call 731-0941
- Rent - 3-bedroom townhouse, 2 bathrooms, family room, University City, available August 15 -\$1,300, includes utilities. Call Bill Gault at -7719
- 3-bedroom townhouse, close to York. Call Ram or Rita at 633-4269
- Stone farmhouse near Owen Sound, 10 acres with 330' of waterfront on Georgian Bay, 3 bedrooms, available September 15, 1987 to June 15, 1988. Call Dr. Eagle at -5121 or 923-2177 evenings
- Lease - 3-bedroom semi-detached home, appliances, Bramalea Rd./Steeles, available August 18 or September 1 -\$1,100/month plus utilities. Call Margaret at -2428 or 747-6311

Thursday, July 30 - Tuesday, August 4, 1987
Volume 7, Number 68

GENERAL:

Civic Holiday: University offices will be closed Monday, August 3.

Food Services - Civic Holiday: The Complex 1 (Founders/Vanier) food service outlet will be open Saturday, August 1 to Monday, August 3 from 8:00 a.m. to 6:00 p.m. All other food service outlets will be closed.

The Tait McKenzie Building will be closed from Saturday, August 1 to Monday, August 3 for the Civic Holiday.

York will present a conference entitled "Aesthetic Illusion II," an analysis of a structural principle governing the literature and ideas of the renaissance and seventeenth century, August 20-23. The registration fee is \$35, \$30 for students. For further information and to register, call Lillian or Christine at -5086.

A vision research group at York requires children aged 5-12 with normal vision to take part in research on how the ability to see detail differs in children of different ages. Transport costs will be reimbursed and a fee of \$10 will be paid. Parents or guardians interested in participating are asked to contact A. Portal or D. Regan, Room 306H, Behavioural Sciences or call Barbara at -5119.

The Off-Campus Housing Service lists accommodation for York students, faculty and staff. Listings are needed for incoming students and visiting faculty members. Anyone having accommodation available for rent is asked to contact the service at -5141 or mail the information to Room 124, Central Square.

EVENTS:

THURSDAY, JULY 30

2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Michelle P. Flax will defend her dissertation entitled "Maternal Life Event Stress and Neonatal Behavioural Organization" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Friday, August 7, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Don Mitchell

*Employment Equity Co-ordinator - Department of Personnel Services. (University degree; experience in staffing & preferably in one other area of Human Resources (e.g. Salary Administration, Labour Relations); significant experience in the introduction and development of employment equity programmes within a large organization; exposure to minority hiring sources preferred; demonstrated excellent interpersonal and communication skills; demonstrated analytical ability; statistical analysis; ability to use a personal computer would be an asset. The University is willing to consider filling this position on a contract basis. Please submit a resume when making an application.) GRADE: P&M Ungraded JOB NO: M002

Counsellor: Irmgardt Duley

Operator 2 - Computer Operations, Computing Services. (TWO POSITIONS) (High school graduation or equivalent; some courses dealing with an MVS, VAX/VMS and/or UNIX operating system; minimum 1 year in an MVS/JES2 environment; minimum 1 year as a VM console operator; minimum 1 year work with peripheral equipment or minimum 1 year as an Operator 1; SKILLS: Practical Procedures knowledge of JCL & Utilities; Specialized Techniques knowledge of MVS/JES2 commands & procedures; VM/CMS commands & procedures; VAX/VMS commands & procedures; VTAM commands & procedures; UNIX commands & procedures; VM/CMS XEDIT, EXEC & REXX; CMF/RESOLVE commands; IV-Phase (data entry) commands; Scientific Mastery knowledge of peripheral equipment) GRADE: CS4 (\$23,337) JOB NO: D092 & D093

Counsellor: Betty Gunning

Programme Secretary - ACMS Programmes, Science. (High school graduation with secretarial training or equivalent; 2 years' related secretarial experience, preferably in a university environment; typing 40-50 wpm; word processing skills required; technical word processing skills preferred; good oral communication skills; pleasant telephone manner; good organizational skills; ability to set priorities; ability to work accurately with figures.) GRADE: 5 (\$20,561) JOB NO: G102

Student Programmes Clerk I - Office of Student Programmes, Arts. TEMPORARY: to April 4, 1988. (High school graduation or equivalent; some university courses an asset; 2 years' related experience in a public service/student records area; typing 35-40 wpm; word processing skills required; data entry skills; proven ability to work accurately and to attend accurately to detail; excellent oral communication skills; good written communication skills; tact and diplomacy; ability to deal effectively with the public; ability to handle telephone and counter enquiries; basic clerical/filing skills; demonstrated ability to work efficiently under hectic conditions; demonstrated ability to work under pressure of high volume.) GRADE: 4 Provisional (based on an annual salary of \$19,114) JOB NO: G103

Bindery Operator 2 - Central Duplicating, Business Operations. (Grade 10 or equivalent education and experience; minimum 2 years' experience in operation of bindery equipment; good knowledge of bindery equipment in general, and thorough knowledge of particular equipment to be operated; manual dexterity; mechanical aptitude; ability to exercise good judgement.) GRADE: OP2/BIND 2 (\$18,653) JOB NO: G104

Accounting Clerk IV - Continuing Education. (High school graduation or equivalent; some post-secondary accounting/bookkeeping skills required; 3 years' related experience, including budget experience; typing 40 wpm; good oral and written communication skills; tact and diplomacy; aptitude for figure work essential; ability to attend accurately to detail; ability to use a calculator; good organizational skills; micro-computing skills an asset; ability to meet deadlines.) GRADE: 6 (\$22,712) JOB NO: G105