

Thursday, December 3 - Sunday, December 6, 1987
Volume 7, Number 100

GENERAL:

ART GALLERIES/DISPLAYS:

- The Glendon Gallery presents "Retours en France" by Pierre Gaudard, an exhibition of photographs from the late '60s and early '70s. The exhibition opens Thursday, December 3 and continues until January 10, 1988. Gallery hours are Monday-Friday, 10:00 a.m.-5:00 p.m.; in addition, Thursday, and 6:00 p.m.-9:00 p.m.; and Sunday, 1:00 p.m.-4:00 p.m. For further information call 487-6721.
- La Maison de la Culture presents "Le Paradigme Circulaire" by Micheline Montgomery and Jean-Marc Blondeau. The exhibition continues until December 4. Gallery hours are Monday, Tuesday, Thursday, 10:30 a.m.-5:00 p.m.; Wednesday, 10:30 a.m.-8:00 p.m.; and Friday, 10:30 a.m.-4:00 p.m.
- The Faculty Club located in the Ross Building, presents "Graphite Series: Works on Paper," by Susan Eastwood, University Secretariat.

Members of the York community are asked to note that there will be no meeting of Senate in December. The next regularly scheduled meeting will be January 28, 1988.

In memory of the late Prof. Morris Katz who pioneered the field of air pollution technology, the Centre for Atmospheric Chemistry at York has recently launched a campaign to establish a Morris Katz Memorial Lectureship. Contributions made payable to the Morris Katz Memorial Fund, may be sent to the Centre for Atmospheric Chemistry. Receipts will be issued for income tax purposes.

The York Ad Hoc Research Fund provides support for conferences, the publication of periodicals, and for York faculty to attend scholarly or professional meetings to which they are to make a substantial contribution, and for which they have been unable to obtain alternate funding. The next deadline for receipt of applications is December 15. For further information, call the Office of Research Administration at -5055.

Research and travel funds are available to York's part-time faculty through a collective agreement. Applicants must be Unit II members of CUEW. The next application deadline for minor research and travel grants (up to \$1,000) is December 15. For further information, call the Office of Research Administration at -5055.

The Inter-College Curriculum Committee (ICC) invites proposals for new 1000-level College Courses (College Tutorials) for the 1988-89 academic year and Winter/Summer 1989. The Winter/Summer courses meet for three hours per week, all other courses meet two hours per week. The number which may be taught by Unit I members is restricted under the CUEW collective agreement. Proposals should follow the format prescribed by York's Senate and may be submitted together with an updated curriculum vitae either to Prof. Nicholas Elson, Room 270, Winters, or to the Academic Advisor/Senior Tutor of one of the colleges. Proposals submitted to a specific college will not be passed to the other colleges unless requested. At present it is not known how many (if any) new courses will be added. The closing date for new proposals is December 15. For further information call Prof. Elson at -5142.

The Department of Occupational Health and Safety is accepting names of staff members interested in a standard first aid course. Interested persons are asked to call Joan Chaplain at -5491.

The York Bookstores remind faculty members wishing to place textbook orders for winter/summer (drop-in) courses that the final date for placing orders is December 4.

The York University Cooperative Daycare Centre requires part-time help on an on-call basis. Applicants must be at least 18 years old. Previous experience with group settings would be an asset. For further information call Judy or Colleen at -5190.

The Department of Security and Parking Services advises the York community that in order to have interior and exterior doors opened or closed on weekends, written requests must be sent to Room D27, EOB no later than 12:00 noon the preceding Thursday. Requests for openings and closings on weekdays during evening hours should also be submitted in writing whenever possible. Cooperation in supporting this request supports the Crime Prevention Program. Individuals booking rooms through their college or Room Allocations should continue to do so.

Organized campus groups and associations or individual members of the York community who wish to make donations to families in the Jane-Finch area during the Christmas season may contact the Jane-Finch Red Cross at 630-4560.

EVENTS:

THURSDAY, DECEMBER 3

- 11:30 a.m. - Seminar - [East Asian Studies Program & Founders] - "Direct Foreign Investment in China" with Prof. Weizao Teng, Advisor of U.N. Commission on Transnational Corporations - Room 215, Founders
- 2:00 p.m. - MA Defence - [Graduate Program in Psychology] Krista Anne Phillips will defend her thesis entitled "Human Odour Communication and Kin Recognition" - Room N927, Ross
- 4:00 p.m. - Visiting Speaker - [Graduate Program in Geography] "Abandoned Amazon Pastures: Does the Forest Come Back?" by Dr. Christopher Uhl, Department of Biology, Pennsylvania State University - Room N301, Ross
- 4:30 p.m. - MA Defence - [Graduate Program in English] Marlene Graveland will defend her thesis entitled "Chaucer and Medieval Narrative Personae: A Study of His Six Major Poems" - Room 309, Stong
- 5:00 p.m. - Jazz Bash - [Winters College] featuring Student Jazz Ensembles - Senior Common Room, Winters

EVENTS (Thursday, December 3, cont'd.)

- 5:00 p.m. - Conference - [Research Group in Francophone Studies, Glendon] "Problems de la traduction juridique" with Maitre Gerard Bertrand, C.R. - Room 204, York Hall (presented in French)
- 7:30 p.m. - Yeomen Hockey - York vs. Brock - York Ice Arena

FRIDAY, DECEMBER 4

- 10:00 a.m. - York Technology Working Group Meeting - Room 103, Administrative Studies - (not as previously stated)
- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Merle P. Rosenstein will defend her thesis entitled "The Tendency of People to Overestimate the Effectiveness of Their Communications" - Room N927, Ross
- 10:00 a.m. - 4:00 p.m. - Visiting Speaker - [Faculty of Environmental Studies] Prof. Joanne Prindiville from Memorial University will give a presentation on "Women in International Development" from 10:00 a.m. to 12:00 noon in Room 306, Lumbers; and host a workshop for those involved in the CIDA Indonesian Consortium Project from 2:00 p.m. to 4:00 p.m. in Room 357, Lumbers
- 12:00 noon - Student Chamber Series Concert - McLaughlin Hall
- 2:00 p.m. - MA Defence - [Graduate Program in Psychology] Deborah A. Cowman will defend her thesis entitled "Mechanisms Used by Humans in Olfactory Recognition of Kin" - Room N927, Ross
- 2:00 p.m. - Psychology Colloquium - "The Hypnotic Relationship and Considerations Regarding the Treatment of Pain" with George Matheson, Etobicoke General Hospital - Room 291, Behavioural Sciences
- 3:00 p.m. - 4:00 p.m. - Graduate Program in Geography Colloquium - "Perturbations in Amazonia: Past, Present and Future" by Dr. Christopher Uhl, Department of Biology, Pennsylvania State University - Room S421, Ross
- 6:00 p.m. - Student Council Dinner/Dance - [Winters College] Master's Dining Room, Winters

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Thursday, December 10, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Betty Gunning

Secretary - Research and Faculty Council Office, Glendon. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 55 wpm; word processing skills or willingness to learn; good oral communication skills; Bilingual Modules I [Superior], II & III [Intermediate].) GRADE: 3L (\$20,337) JOB NO: G197

Faculty Secretary - Marketing, Administrative Studies. TEMPORARY: to November 30, 1988. (High school graduation with secretarial training or equivalent; minimum 1 year related secretarial experience; typing 55-60 wpm; ability to use a dictaphone; word processing skills required; technical and statistical typing skills required; good oral and written communication skills; excellent organizational skills.) GRADE: 3 (based on an annual salary of \$19,287) JOB NO: G198

Student Programs Secretary (Advanced Standing) - Office of Student Programs, Atkinson. (High school graduation with secretarial training or equivalent; some university courses would be an asset; 2 years' related secretarial experience, preferably in a student service area; typing 55 wpm, accuracy essential; word processing skills required; ability to communicate effectively, orally and in writing; excellent interpersonal skills; ability to deal courteously and effectively with students, staff and faculty; tact and diplomacy; good organizational skills; data entry skills preferred; ability to attend accurately to detail.) GRADE: 4 (\$20,337) JOB NO: G199

Student Programs Clerk/Word Processor - Office of Student Programs, Education. (High school graduation or equivalent; 1 year related experience [e.g. reception, data entry experience, etc.], preferably in a public service area; typing 50 wpm, accuracy essential; word processing skills preferred or willingness to learn; excellent oral communication skills; tact and diplomacy; sense of responsibility; demonstrated ability to work courteously and effectively with students, staff, and the public; demonstrated ability to work well under pressure and to handle a high volume of work on a continuing basis; good organizational skills.) GRADE: 3 (\$19,287) JOB NO: G200

Monday, December 7 - Wednesday, December 9, 1987
Volume 7, Number 101

GENERAL:

The York University Research Fellowship is being named The Walter L. Gordon Research Fellowship, in honor of the late Hon. Walter L. Gordon, former Chancellor of York. Professor of Biology and Walter L. Gordon Fellow Robert H. Haynes will deliver the Inaugural Lecture on December 16 at 2:00 p.m. in the Senate Chamber (9th floor), Ross. The title of the lecture is "The Molecular Basis of Mutation."

Students in a Nutrition and Health course (As/Sc 4470.06) are organizing a Christmas Food Drive for the North York Harvest Food Bank. Non-perishable food items can be left in affiliated departmental, college or central offices and will be collected on December 11 & 14 to transport to the Food Bank for distribution. Any donations in lieu of food will also be gladly accepted. Tax receipts for donations of \$25 and over will be issued. For further information call Roger Seaman, Department of Physical Education, Recreation and Athletics (-7212).

Members of the community are reminded that the University may only issue 1987 charitable tax receipts for donations or gifts received during the 1987 calendar year. To provide for the closing of the University in December and to allow for a reasonable delay in internal and external mail systems, the Development Office (Suite A, WOB) will accept any monetary donations up to the end of the first week of business in January (Friday, January 8, 1988) as being contributions in the 1987 tax year. Donations received after that date will be assumed to relate to the 1988 tax year.

A reception will be held to honor the retirement of Don Dawson, Director of Physical Plant Operations. Friends and colleagues are invited to attend the reception on December 16 from 3:00 p.m.-5:00 p.m. in the Faculty Club. Contributions towards a gift may be forwarded to Heather McIndless, Room C27, EOB (-3429).

The Canadian Training Institute, located in the Kinsmen Building, requires a bookkeeping/accounting clerk. The position is part-time, approximately two days per week with flexible hours. Applications should be familiar with AccPac and Lotus 123, be well organized, detail oriented and familiar with accounting principles. Experience in journal entry, preparation and posting is required. The hourly rate is \$12.00. Interested persons are asked to call J. Sawdon at 665-3889. References are required.

EVENTS:

MONDAY, DECEMBER 7

- 12:00 noon - 2:00 p.m. - Dean's Seminar Series: Women in Philosophy - [Dean of Graduate Studies] "The Contradiction of the Educated Woman" with Jane Roland Martin, University of Massachusetts - for further information contact Dr. Code at -7594 - Senior Common Room, McLaughlin
- 12:00 noon - 2:00 p.m. - Fellows' Luncheon - [Winters College] Master's Dining Room, Winters
- 2:00 p.m. - Computer Science Seminar - [Department of Computer Science] "Lower Bounds for Synchronous Models of Parallel Computation" with Mr. Prabhakar Lakshman Ragde, University of Toronto - Room S172, Ross
- 2:00 - 4:00 p.m. - Lecture - [Department of History and Religious Studies] "No Real Racial Problems: Australia and the Evian Conference, 1938" by Paul Bartrop, Gippsland Institute of Advanced Education, Australia - Senior Common Room, Vanier
- 4:00 p.m. - Guest Speaker - [Glendon History Club] "1837: The Rebellion in Upper Canada" with Dr. Ronald J. Stagg, Ryerson Polytechnical Institute - Room 227, York Hall
- 4:00 p.m. - Biology Research Seminar - "Molecular and Cellular Approaches to Early Mouse Development" with Dr. Janet Rossant, Research Institute, Mount Sinai Hospital - Host: Dr. M. Crerar - Room 320, Farquharson
- 4:00 p.m. - PhD Defence - [Graduate Program in Sociology] Joe Galbo will defend his dissertation entitled "The Social and Cultural Origins of Italian Fascism: A Historical Sociology" - Room N927, Ross

TUESDAY, DECEMBER 8

- 9:30 a.m. - PhD Defence - [Graduate Program in Sociology] Gaile McGregor will defend her dissertation entitled "EcCentric Visions: Re Constructing Australia" - Room N927, Ross
- 2:00 p.m. - MA Defence - [Graduate Program in Psychology] Claire Pizer will defend her thesis entitled "An Ounce of Prevention: Development of a Videotape Primary Prevention Program for Primiparas and Their Infants" - Room N927, Ross
- 3:00 p.m. - Physics Seminar Series - "Slow Positron Beams and Applications in Atomic and Surface Physics" with Prof. Paul Coleman, University of East Anglia, England - Room 317, Petrie
- 6:00 p.m. - 7:30 p.m. - Forum - [School of Translation] "Motivation relative et polysemie en francais et en hongrois" with Madeleine Csecsy - Le Petit Salon, Glendon

WEDNESDAY, DECEMBER 9

- 10:00 a.m. - MSc Defence - [Graduate Program in Physical Education] Susan Shiller will defend her thesis entitled "Central Adaptations to Resistance Training" - Room 258, Petrie Science
- 12:00 noon - Concert - featuring Joan Wick Pelletier (soprano), Arthur Forer (clarinet and oboe), and Ethel Albert (piano) - Room 201, Stong

EVENTS (Wednesday, December 9, cont'd.)

12:00 noon - 6:00 p.m. - Open House - [Retirement Consultation Centre] - Room D131, W.O.B.

8:00 p.m. - Performance - [Broadway York Productions] "Champagne Dreams" - tickets are \$8.00 or \$6.00 for students (group rates available); for information call 748-0060 - Burton Auditorium

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Assistant Director - Financial Aid. (University degree or equivalent; minimum 5 years' related administrative experience, preferably in a university environment; excellent communication and interpersonal skills; demonstrated ability to exercise initiative and to make decisions and recommendations under pressure; demonstrated ability to exercise tact and discretion; demonstrated supervisory skills; knowledge of microcomputers and mainframes. Please submit a resume when making an application.) GRADE: P&M 7 (\$32,824 - \$38,617) JOB NO: D124

Counsellor: Ken Wood

Programmer 3 - Libraries: Library Systems. (University degree or Community College diploma in Computer Science or equivalent; minimum 2 years' experience as a programmer; experience in library computing would be an asset; demonstrated programming ability; knowledge of current programming methodologies (e.g. structured programming, pseudo-code, etc.); good written communication skills with knowledge of manual writing and documentation; good oral communication skills; SKILLS: Practical Procedures knowledge of PL/1; SAS; IBM-PC; utility software (MVS and IBM-PC); Librarian; ROSCOE; TMS; Specialized Techniques knowledge of CICS; Scientific Mastery knowledge of IBM 370 Assembly language and IBM MVS. Please submit a resume when making an application.) GRADE: CS 7 (\$34,537) JOB NO: W028

Stacker (Photocopying) - Law Library. (High school graduation or equivalent; one year library experience preferred; experience with photocopy equipment would be an asset; good oral communication skills;

demonstrated good organizational skills; ability to push book trucks and lift heavy materials.) GRADE: 3 Provisional (\$19,287) JOB NO: W029

Counsellor: Betty Gunning

Receptionist/Typist - Centre for Continuing Education. (High school graduation or equivalent; 1-2 years' related experience (e.g. reception experience) preferably in an educational environment; typing 50-55 wpm; word processing skills required; good oral communication skills; good organizational skills; pleasant telephone manner; ability to deal courteously and effectively with students and the public; access to own transportation would be an asset.) GRADE: 4 Provisional (\$20,337) JOB NO: G202

Thursday, December 10 - Sunday, December 13, 1987
Volume 7, Number 102

GENERAL:

Christmas Holidays: University offices will be closed from Thursday, December 24, 1987 to Friday, January 1, 1988, both dates inclusive.

The Department of Instructional Aid Resources informs the York community that in order to successfully fulfill audio/visual requests, it is necessary to have orders placed as soon as possible. Orders for the first two weeks of the Winter term should be received no later than December 16. All standing orders must be accompanied by an attached list specifying individual dates and equipment requirements. For information call -5065.

A farewell reception will be held to honor Ann Montgomery who is leaving York to go to Sudbury. The reception will take place January 7, 1988 at 4:00 p.m. in the Senior Common Room of Glendon. Contributions towards a gift may be forwarded to Julie Parna Stief, Room C137, York Hall, Glendon. Please R.S.V.P. to 487-6710.

The Roberts Centre invites nominations for the appointment of a visiting scholar to the Roberts Chair in Canadian Studies for the 1989-90 academic year. This is a research chair and nominees should be leading scholars with an established record of published work in a field or discipline pertinent to Canadian society and culture. The Roberts Professor will be resident on campus during his/her tenure and will be provided with appropriate salary and benefits, secretarial support, and research assistance. He/she will do no teaching, but will be asked to chair a series of colloquia on his/her current research interests, be available for consultation with interested faculty and graduate students, and towards the end of the academic year, to deliver the Roberts Lecture. Letters of nomination which include a curriculum vitae and a description of the candidate's scholarly achievements, should be submitted by February 1, 1988 to: Prof. John Lennox, Director, Roberts Centre for Canadian Studies, Room 503, Scott. A statement of the specific terms and conditions of the Chair is available from the Centre on request.

The York Ad Hoc Research Fund provides support for conferences, the publication of periodicals, and for York faculty to attend scholarly or professional meetings to which they are to make a substantial contribution, and for which they have been unable to obtain alternate funding. The next deadline for receipt of applications is December 15. For further information, call the Office of Research Administration at -5055.

Research and travel funds are available to York's part-time faculty through a collective agreement. Applicants must be Unit II members of CUEW. The next application deadline for minor research and travel grants (up to \$1,000) is December 15. For further information, call the Office of Research Administration at -5055.

Hazardous Waste Disposal: The Ministry of the Environment, in accordance with Regulation 309 of the Environmental Protection Act, has imposed more stringent control over the generation and disposal of hazardous liquid and solid wastes. It is now illegal to generate, store, or dispose of liquid or solid wastes which have been classified as hazardous without first registering them with the Ministry of the Environment. For further information please contact the Department of Occupational Health and Safety at -5491.

The Department of Languages, Literatures, & Linguistics requires a part-time Phonetics Research Assistant that is native or native-speaker of French, beginning January 1988. Applicants must have at least an MA in linguistics with specialization in phonetics. Familiarity with Canadian French and experience in carrying out instrumental studies would be desirable. The position is to be paid at a rate approved by the Social Sciences and Humanities Research Council of Canada. Interested persons are asked to send a resume with the names of three referees to Prof. R. King, Department of Languages, Literatures, & Linguistics.

Submissions to the YUSA Cookbook should be sent to YUSA c/o Marilyn Abram (Room S174, Ross) or Marci Orłowski (Bookstore, Central Square). All recipes should be typed on 8 1/2" x 11" white paper, double spaced.

EVENTS:

THURSDAY, DECEMBER 10

- 2:00 p.m. - Computer Science Seminar - "Modelling and Analysis of Integrated Services Systems With Application to Metropolitan Area Network (MAN)" with Oliver Yang, University of Waterloo - Room S169, Ross
- 8:00 p.m. - Performance - [Broadway York Productions] "Champagne Dreams" - tickets are \$8.00 or \$6.00 for students (group rates available); for information call 748-0060 - Burton Auditorium
- 8:30 p.m. - Performance - [Theatre Glendon] "Return of the Ill-Fitting Trousers," featuring a cast and crew of Glendon students - tickets are \$4.00 - Theatre Glendon

FRIDAY, DECEMBER 11

- 1:00 p.m. - Cognitive Science Colloquium Series - "Reading Graphical Data Displays" with Steve Lewandowski, University of Toronto - Room 207, Behavioural Sciences
- 3:00 p.m. - Graduate Seminar - [Department of Physical Education, Recreation & Athletics] "Modern Concepts in Cardiac Surgery - Or Why Do People Survive Open Heart Surgery Today?" with Dr. T. Salerno, Head of Thoracic and Cardiovascular Surgery, St. Michael's Hospital - Room 107, Stedman
- 3:00 p.m. - 5:00 p.m. - P&M Christmas Party - admission \$6.00 at the door - Faculty Club, Ross
- 8:00 p.m. - Performance - [Broadway York Productions] see Thursday's listing for information
- 8:30 p.m. - Performance - [Theatre Glendon] see Thursday's listing for information

EVENTS (cont'd.)

SATURDAY, DECEMBER 12

8:00 p.m. - Performance - [Broadway York Productions] see Thursday's listing for information

8:30 p.m. - Performance - [Theatre Glendon] see Thursday's listing for information

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Personnel Services no later than Thursday, December 17, 1987. Application forms are available from Personnel Services. *Indicates position is exempt from bargaining unit.

Counsellor: Earl Hough

*Construction Manager - Physical Resources. (A degree in architecture, engineering or business administration; 10 years' experience in a construction environment; knowledge of construction practices and contracts; demonstrated ability to supervise a number of inter-related, concurrent projects. Please submit a resume when making an application.) GRADE: P&M 10 (under review) (\$40,779-\$47,975) JOB NO: H009

*Construction Accountant - Physical Resources. (Accounting designation (RIA, CGA, CA); several years' experience in construction accounting; familiarization with computerized accounting systems; ability to co-ordinate a number of complex projects & tasks; ability to work with people; demonstrated communication skills. Please submit a resume when making an application.) GRADE: P&M 7 (under review) (\$32,824-\$38,617) JOB NO: H010

Counsellor: Irmgardt Duley

*Coordinator of Liaison - Office of the Principal, Glendon. (University degree or equivalent; liberal arts preferred; minimum 5 years' related administrative experience, preferably in a university environment; demonstrated excellent communication skills; high level of proficiency in both English and French (oral and written); excellent public relations skills; demonstrated administrative and supervisory skills; demonstrated excellent writing and editing skills; demonstrated ability to plan and implement projects; valid driver's licence. Please submit a resume and writing samples when making an application.) GRADE: P&M 6 (\$30,535-\$35,923) JOB NO: D125

*Staff Auditor - Internal Auditor. (University degree in Accounting/Business Administration or related discipline, or equivalent and/or professional auditing/accounting designation; minimum 2 years' related experience, preferably in a university environment; exposure to auditing required; knowledge of accounting and auditing principles and their practical application; confidentiality, tact and diplomacy essential; working knowledge of computerized systems and ability to interpret and analyze system data; aptitude for gathering pertinent information through interview and analytical inspection of documents; ability to communicate effectively with senior administrative personnel, verbally and in writing; knowledge of statistical sampling techniques; proficiency in the use of a personal computer. Please submit a resume when making an application.) GRADE: P&M 5 (under review) (\$28,538-\$33,574) JOB NO: D126

Counsellor: Ken Wood

Consultant 4 (Microcomputing) - Computing Services. (Graduation from a post secondary program in electronics technology/computing or equivalent; 3 years' experience in installing and instructing in the use of micro hardware and software and the interfacing of micro to mainframe software; SKILLS: Scientific Mastery knowledge of MS DOS/PC DOS; computerized spreadsheets; computerized databases; word processing; graphics; communication protocols (Yterm, Kermit, etc.); Specialized Techniques knowledge of CMS; VMS; PROFS; Micro to Mainframe Communications; Local Area Networks; consulting techniques; oral & written communication skills; problem-solving techniques. Please submit a resume when making an application.) GRADE: CS8 (\$38,081) JOB NO: W030

Counsellor: Betty Gunning

Faculty Secretary - Management Science/OBIR, Administrative Studies. (High school graduation with secretarial training or equivalent; minimum one year secretarial experience, preferably in a university environment; typing 55-60 wpm; word processing skills (including technical and statistical word processing skills) required; ability to use dictaphone; good oral & written communication skills; good organizational skills.) GRADE: 3 (\$19,287) JOB NO: G203

Secretary - Office of the Dean, Arts. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a University environment; typing 55-65 wpm; demonstrated word processing/microcomputing skills; spreadsheet knowledge required; excellent telephone manner; excellent oral communication skills; tact and diplomacy essential; ability to set priorities; excellent organizational skills; ability to maintain confidentiality; ability to adapt to changes in work environment.) GRADE: 4 Provisional (\$20,337) JOB NO: G204

Placement Officer - Student Affairs, Administrative Studies. (High school graduation with secretarial training or equivalent; some post-secondary courses would be an asset; 1-2 years' related experience, including experience in dealing with the public, e.g. student advising in a counselling or placement environment; typing 55-60 wpm; on-line computer data entry and word processing skills required; ability to deal courteously and effectively with faculty, staff, students and the employer community; excellent interpersonal skills; excellent oral and written communication skills; good organizational skills; demonstrated ability to set priorities.) GRADE: 5 Provisional (\$21,877) JOB NO: G205

Administrative Secretary, Conferences - Osgoode. (High school graduation with secretarial training or equivalent; 3 years' related experience e.g. experience in organizing/managing conferences; typing 50 wpm; demonstrated word processing/micro-computing skills required; basic bookkeeping skills required; excellent oral and written communication skills; ability to prepare advertisements, posters & brochures; tact and diplomacy; excellent organizational skills; ability to work independently.) GRADE: 5 Provisional (\$21,877) JOB NO: G206

Word Processing Coordinator - Osgoode. (High school graduation with secretarial training or equivalent; 2 years' related experience e.g. word processing/micro-computing experience, preferably in a university environment; typing 50 wpm; demonstrated proficiency in word processing/microcomputing required; spreadsheet knowledge required; excellent oral and written communication skills; tact and diplomacy; excellent organizational skills; ability to work independently.) GRADE: 5 Provisional (\$21,877) JOB NO: G207

STAFF POSITIONS (cont'd.)

- Secretary to the Assistant Director - I.S.R. (High school graduation with secretarial training or equivalent; 1-2 years' related secretarial experience (e.g. experience in a research area); typing 50 wpm; word processing skills required; tact and diplomacy; good oral communication skills required; good organizational skills; ability to take minutes; initiative.) GRADE: 3 Provisional (\$19,287) JOB NO: G208
- Faculty Secretary - Education. (High school graduation with secretarial training or equivalent; minimum 1 year related secretarial experience; typing 50-55 wpm, accuracy essential; word processing skills preferred or willingness to learn; good oral communication skills; good telephone manner; ability to work well under pressure; tact and diplomacy; good organizational skills.) GRADE: 3 (\$19,287) JOB NO: G209
- Administrative Secretary - Robarts Centre for Canadian Studies. TEMPORARY: February 15, 1988 to August 2, 1988. (High school graduation with secretarial training or equivalent; minimum 2 years' related secretarial experience (e.g. experience working with a budget), preferably in a university environment; typing 50 wpm, accuracy essential; word processing skills required; good oral and written communication skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with staff, faculty and the public; demonstrated ability to work independently; aptitude for figure work; good organizational skills; ability to take minutes would be an asset.) GRADE: 5 (based on an annual salary of \$21,877) JOB NO: G210
- Program Secretary - Administrative Studies, Atkinson College. TEMPORARY: to September 30, 1988. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a student related area; typing 55-60 wpm; word processing skills required; good oral and written communication skills; tact and diplomacy; ability to deal courteously and effectively with students, staff and the faculty; good organizational skills; proven ability to work accurately and effectively under pressure; ability to use a dictaphone would be an asset.) GRADE: 4 (based on an annual salary of \$20,337) JOB NO: G211
- *Receptionist/Typist - Office of the Vice-President (Finance & Administration). (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a university environment; demonstrated commitment to providing quality service to all members of the University community; excellent interpersonal skills; excellent oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with students, faculty, staff and the general public at all levels; tact and diplomacy, good organizational skills; ability to work under pressure; typing 50-55 wpm, accuracy essential; demonstrated excellent word processing skills.) GRADE: 3 Provisional (\$19,287) JOB NO: G212
- Administrative Secretary - Centre for Continuing Education. SESSIONAL: February 1 to September 30. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in an educational environment; typing 55-60 wpm; word processing skills required, accuracy essential; excellent oral and written communication skills; fluency in English and French (oral, written, translation); initiative; ability to work independently; ability to take minutes; ability to work well under pressure; ability to deal courteously and effectively with students, faculty and the public; ability to use a ditto machine.) GRADE: 5 Provisional (based on an annual salary of \$21,877) JOB NO: G213
- Stacker - Bookstores, Business Operations. TEMPORARY: to November 30, 1988. (Minimum grade 11 or equivalent; high school graduation or equivalent preferred; one year related experience preferred; excellent organizational skills; good oral communication skills; manual dexterity; ability to lift heavy material; ability to deal courteously with customers; ability to attend accurately to detail.) GRADE: 2 (based on an annual salary of \$18,175) JOB NO: G214
- *Secretary/Receptionist - Office of the President, Executive Group. (High school graduation, or equivalent, with secretarial training; minimum 2 years' secretarial experience, preferably in a university administrative environment; typing 55 wpm, accuracy essential; demonstrated microcomputing skills (computer data entry and file management skills); good organizational skills; excellent written and verbal communication skills; high level of spelling accuracy essential; ability to deal effectively with individuals at all levels within an organization; dictaphone skills essential; ability to work with minimal supervision.) GRADE: 4 (\$20,337) JOB NO: G215

Monday, December 14 - Wednesday, December 16, 1987
Volume 7, Number 103

GENERAL:

Christmas Holidays: University offices will be closed from Thursday, December 24, 1987 to Friday, January 1, 1988, both dates inclusive.

1988 Calendar Pad Refills: Due to vendor error, the wrong items were supplied to the University and subsequently distributed by Stationery Stores to individual departments. The correct goods are now in stock. Departments are asked to return to Stationery Stores, regardless of condition, for immediate exchange and at no cost, the following calendar pad refills only: EverReady No. E919-50; EverReady No. E717-50; and EverReady No. E458-50.

The Mary Stevens Memorial Fund has been established to support an annual scholarship or bursary at York in memory of Mary Stevens, who was Assistant Director for Library Systems. Contributions are invited. Cheques should be made payable to York University for the Mary Stevens Memorial Fund and sent to the Development Office, Suite A, WOB. Contributions will be acknowledged and income tax receipts issued.

Nominations are being sought for the position of Director of the Robarts Centre for Canadian Studies. The appointment will become effective July 1, 1988, for a term of three years. The Robarts Centre for Canadian Studies was established in 1982 to promote and support interdisciplinary and disciplinary research pertinent to the study of Canada. Named in memory of The Honourable John P. Robarts (1917-82), a former Premier of Ontario and Chancellor of York, the Centre is run by the Director and an Advisory Council. It has two constituent parts: the Robarts Chair in Canadian Studies and the Robarts Research Centre. Nominations for the position of Director of the Centre should be forwarded by January 15, 1988, to the Robarts Centre for Canadian Studies, Room 503, Scott. For further information contact Sharon Harrison at -5499.

Members of the community are reminded that the University may only issue 1987 charitable tax receipts for donations or gifts received during the 1987 calendar year. To provide for the closing of the University in December and to allow for a reasonable delay in internal and external mail systems, the Development Office (Suite A, WOB) will accept any monetary donations up to the end of the first week of business in January (Friday, January 8, 1988) as being contributions in the 1987 tax year. Donations received after that date will be assumed to relate to the 1988 tax year.

The Management Board of the Absinthe Pub and Coffee Shop in Winters, invites applications for the position of Pub Manager. Applicants should be familiar with LCBO Regulations, Presidential Regulations on Discipline in the University, and have some familiarity with the College structure. Experience in beverage management is essential. Applications, together with a resume and references, should be sent to the Chairman of the Absinthe Search Committee, Master's Office, Winters. The closing date for applications is January 5, 1988.

Organized campus groups and associations or individual members of the York community who wish to make donations to families in the Jane-Finch area during the Christmas season may contact the Jane-Finch Red Cross at 630-4560.

EVENTS:

MONDAY, DECEMBER 14

- 9:00 a.m. - MSc Defence - [Graduate Program in Physical Education] Terri Swabey will defend his thesis entitled "The Physiological and Performance Effects of Maintaining and Recovering From a Sub-Optimal Hemoglobin Concentration" - Room 258, Petrie
- 10:00 a.m. - PhD Defence - [Graduate Program in Sociology] Fernando G. Mata will defend his dissertation entitled "Satisfaction With Social Conditions in Canada: A Longitudinal Study of Latin Americans and Three Immigrant Groups 1969-74" - Room N927, Ross

WEDNESDAY, DECEMBER 16

- 2:00 p.m. - Inaugural Lecture - [Office of Research Administration] for The York University Research Fellowship which is being named The Walter L. Gordon Research Fellowship, in honor of the late Hon. Walter L. Gordon, former Chancellor of York - Professor of Biology and Walter L. Gordon Fellow Robert H. Haynes will deliver the lecture entitled "The Molecular Basis of Mutation" - for information call -5055 - Senate Chamber (Room S915), Ross
- 3:00 p.m. - 5:00 p.m. - Reception - to honor the retirement of Don Dawson, Director of Physical Plant Operations - contributions towards a gift may be forwarded to Heather McIndless, Room C27, EOB (-3429) - Faculty Club, Ross

Thursday, December 17 - Sunday, December 20, 1987
Volume 7, Number 104

GENERAL:

Christmas Holidays: University offices will be closed from Thursday, December 24, 1987 to Friday, January 1, 1988, both dates inclusive.

Food Services Christmas Hours:

Central Square

December 21 & 22	7:30 a.m.-5:30 p.m.
December 23	7:30 a.m.-5:00 p.m.
December 24	10:00 a.m.-4:00 p.m.
December 25 & January 1	closed
December 26-30, January 2 & 3	10:00 a.m.-5:00 p.m.
December 31	10:00 a.m.-4:00 p.m.
January 4	normal hours

Complex 1

	Closes	Re-Opens
Winters	December 12, 6:45 p.m.	January 4, 10:30 a.m.
Founders/Vanier	December 23, 2:00 p.m.	January 3, 4:30 p.m.

Complex 2

Stong/Bethune	December 23, 2:00 p.m.	January 3, 4:30 p.m.
Marky's	December 18, 3:00 p.m.	January 4, 10:00 a.m.
Atkinson	December 23, 2:00 p.m.	January 4, 7:00 a.m.
East Office Building	December 23, 12:00 noon	January 4, 8:15 a.m.
West Office Building	December 23, 12:00 noon	January 4, 8:15 a.m.
Fine Arts	December 11, 2:00 p.m.	January 4, 8:15 a.m.
Osgoode Cafeteria	December 18, 2:00 p.m.	January 4, 8:00 a.m.

1988 Calendar Pad Refills: Due to vendor error, the wrong items were supplied to the University and subsequently distributed by Stationery Stores to individual departments. The correct goods are now in stock. Departments are asked to return to Stationery Stores, regardless of condition, for immediate exchange and at no cost, the following calendar pad refills only: EverReady No. E919-50; EverReady No. E717-50; and EverReady No. E458-50.

The December payroll reflects a reduction in pay of 2.5 hours for YUSA employees as a result of the September 30 YUSA membership meeting. Employees not absent during the strike period will not be deducted.

The ventilation system in Steacie will be shutdown December 28-30 in order to install a new air fan. Main computers and the Telephone Control Room should not be affected. Heating will be available at the Building Perimeter.

York International requires accommodation for visiting scholars for a period of three months to one year. Interested persons are asked to call Rosemarie Nielsen at -5177 or -3032.

Food Services Operations has relocated from Room 62, E.O.B. to Room 124, Founders Residence. The telephone number (-5517) will remain unchanged.

Housing Operations are now located at 4 Assiniboine Rd., Room 105. The telephone numbers remain unchanged. All correspondence should be directed to Room 104, E.O.B.

The Student Escort Service will provide a reduced service of one vehicle on Christmas Eve, Christmas Day and New Year's Eve.

The Search Committee for a Master of Stong College is accepting nominations and applications for the position of Master. Candidates should be full-time tenured faculty members of York, with considerable leadership and administrative skills, resourcefulness and concern for students. Candidates are asked to provide a letter of application and a curriculum vitae to the Search Committee. The term of appointment begins July 1, 1988. For further information contact Kathy Wilson at -2379. Please address correspondence to the Chair of the Search Committee, Prof. Elaine Newton, Room 323, Founders. The deadline for applications is January 29, 1988.

A farewell reception will be held to honor Ann Montgomery who is leaving York to go to Sudbury. The reception will take place January 7, 1988 at 4:00 p.m. in the Senior Common Room of Glendon. Contributions towards a gift may be forwarded to Julie Parna Stief, Room C137, York Hall, Glendon. Please R.S.V.P. to 487-6710.

A University Department has for sale: Model 8500 Standard Spirit Duplicator in good condition. If interested contact Mr. D. Watts, Purchasing at -2403 referring to file #PSD-374.

EVENTS:

WEDNESDAY, DECEMBER 17

12:00 noon - Probtect Corporation Seminar - "Expression of Measles Virus Hemagglutinin, P and C genes using a Helper Free Adenovirus Expression System" with Ghalib Alkhatib, McGill University - Room 312, Farquharson