

YORK UNIVERSITY

BULLETIN

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

Thursday, June 30 (12:00 noon) - Monday, July 4 (12:00 noon), 1988
Volume 8, Number 51

GENERAL:

The York Telecommunications Communication System (CBX II 9000) will be upgraded to an IBM 9751 CBX System during the July 1 holiday weekend. All voice/data equipment will be out of service as of Thursday, June 30 at 5:00 p.m. and will be returned to service no later than 8:00 a.m. on Monday, July 4. The main University telephone number (736-2100) and emergency telephones throughout the campus will be in operation for emergency calling only. Please note that Telecommunications has placed an embargo on all service order activity as of May 30 in order that this upgrade can be accomplished efficiently. Orders will be accepted after May 30 but will not be scheduled until the week of July 4. For further information call Telecommunications at -2787.

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

Complex 1 (Founders/Vanier) food service outlet will be open for the Canada Day Holiday weekend (July 1-3) from 8:00 a.m. to 6:00 p.m. All other outlets will be closed.

The Visual Arts Department is holding a Closing Out Sale featuring art supplies at wholesale prices. The sale will be held July 4-8 and July 11-15 from 9:00 a.m. to 12:00 noon. The Visual Arts Supply Store is located in Room 002, Fine Arts.

Members of the York community are asked to note that the federal government has introduced a series of tax reforms for personal income tax. In order to calculate income tax deduction under the new system, a new TD1 form for personal exemptions must be completed and returned to Payroll, Room 65, EOB. Only individuals wishing to claim other than the basic exemption must complete the form. Forms are available at the Post Office. For further information call -5552. The implementation date will be posted in the York Bulletin.

Members of the York community are reminded that annual parking decals expire June 30, 1988. Decals for 1988/89 are on sale at the Parking Office, Room D37, EOB. In order to maintain a self-sustaining parking operation, the following fees have been approved: Annual Reserved \$225.00; Annual Unreserved \$72.00; Sessional Reserved \$38.00; Sessional Unreserved \$19.00; Motorcycle \$10.00; Pool (each additional car) \$1.00. Effective July 1, the following daily rates will apply: Daily Reserved \$4.00 Deposit; Daily Unreserved \$2.50 Flat Rate; Evening Reserved \$3.00 Flat Rate; Evening Unreserved \$2.50 Flat Rate; Meters \$.25 for 15 minutes, maximum 2 hours. The York Campus Parking Office is open from 9:00 a.m. to 4:00 p.m. daily. During the months of July and August the office will close at 3:30 p.m. on Fridays only.

The Department of Physical Education, Recreation and Athletics reminds holders of athletic memberships in Tait McKenzie that memberships expire June 30. Members not renewing must empty their lockers by July 14. After this date the lockers will be cleared out by the Tait McKenzie staff.

York and the Ontario Society for Studies in Indo-Caribbean Culture will present a conference and festival on the occasion of the 150th anniversary of the East Indian presence in the Caribbean. The conference features panel discussions, lectures, exhibits, films, music, dance and dramatic performances from July 6 to 9 at the York campus. The registration fee for the three-day conference is \$10; \$7 for students and seniors. For further information call -3274.

The Department of Physical Education, Recreation & Athletics needs a coach for the men's and women's interuniversity badminton teams. Qualified persons are asked to call Mary Lyons or Pat Murray, Athletic Coordinators at -5183.

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 may be obtained from the Dean's Office, Room S930, Ross (-5260). The deadline for applications is September 15.

The Counselling and Development Centre offers a Yoga for Anxiety Reduction program. The program consists of three 50-minute weekly sessions for 8 to 12 weeks. The first group will begin the first week of July and the second in the Fall. Interested persons are asked to call -5297 to register or drop by Room 145, Behavioural Sciences.

EVENTS:

MONDAY, JULY 4

2:00 p.m. - PhD Defence - [Graduate Program in Biology] Mark Brigham will defend his dissertation entitled "The Influence of Wing Morphology, Prey Detection System and Availability of Prey on the Foraging Strategies of Aerial Insectivores" - Room 203, Lumbers

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Friday July 8, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Patty Bunton

Receptionist - Physical Education, Recreation and Athletics (High school graduation with secretarial training or equivalent; 1 year related experience e.g. secretarial/receptionist experience; typing 50-55 wpm; excellent oral communication skills; pleasant telephone manner; ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; tact and diplomacy; good organizational skills.) GRADE 3 (\$19,287) JOB NO: B037

SUMMER INTERCHANGE:

- Sale - 1984 Renault Encore, Alliance Hatchback, 75,000 km, uncertified -\$2,500; Men's roller skates, size 9, Dominion tracks & leather boots -\$69; Maple captain's bed with 3 drawers & built-in bookshelves, includes mattress -\$300. Call Irv at -5297 or 962-6168
- Fun pedestal bed, solid pine frame without mattress -\$200. Call Risto at -2158
- Kenmore dishwasher, energy saver -\$200; Motobecane French racing 10-speed bicycle -\$250; Ikea white bookcase -\$100; Commodore file cabinet, black, 4-drawers -\$40; Toshiba Auxex stereo speakers, model CS-85 -\$100; Aiwa S30 portable cassette player -\$150; drafting table -\$50. Call George at -3244 or -5149
- Chrysler boat, 18 ft., new 318 V8, 300 Chrysler outdrive, complete with trailer -\$7,500. Call Tony at -5144 or 456-0081
- Bedspread & matching drapes, rose pink quilted, 54" long x 48" wide, includes matching lamp shade -\$125. Call 222-2920
- Ikea stereo stand -\$25; Double bed, Sealy posturpedic, with mattress warmer -\$90. Call 651-1707, ext. 2032
- Sofa bed & matching love seat, red, brand new -\$1,200. Call Linda at -5010 or 737-5010
- Cedar 16 ft. canoe, 2 paddles and 2 life jackets -\$300. Call Bob at 636-9587
- Drapes: sheers -\$75; heavy linen, lined, green -\$50; Double bed -\$50. Call Melanie at -5256 or 736-6625 evenings
- Rent - Four-bedroom furnished house, Yonge/Eglinton, 2 baths, central vac., available one year from September 1988, references -\$2,400 + utilities. Call 736-5529 or 485-6088
- Three-bedroom stone farmhouse, Georgian Bay, 10 acres on waterfront, available July 5-28 -\$450/week. Call -5121 or 923-2177
- Three-bedroom executive cottage on Lake Rosseau, 4 appliances, fireplace, dock, private -\$1,000/week, available August, non-smokers only. Call 762-3466 or 705-732-2315 weekends
- Wanted - Two walk through baby gates for stairs. Call Sylvia at -7372
- Three or four-bedroom house or apartment to rent, preferably near Glendon. Call -6790 or 969-9856 after 6:00 p.m.

Tuesday, July 5 (12:00 noon) - Thursday, July 7 (12:00 noon), 1988
Volume 8, Number 52

GENERAL:

Members of the York community are asked to note that until July 9, major pavement repairs are taking place in Parking Lots 3B (north side), 3A (west side), 1A (east side) and 8A (south side).



A Red Cross Blood Donor Clinic will take place July 11 & 12 from 10:00 a.m. to 4:00 p.m. in the East Bear Pit, Central Square.

York University Sports Seminars presents the Track and Field Level I Certification Seminar, July 5-8. The course includes instruction in sprints, relays, hurdles, distance running, vertical and horizontal jumping, throwing, and race walking. For further information call -5649 or -3529.

The Department of Physical Education, Recreation and Athletics reminds holders of athletic memberships in Tait McKenzie that memberships expire June 30. Members not renewing must empty their lockers by July 14. After this date the lockers will be cleared out by the Tait McKenzie staff.

The Counselling and Development Centre offers groups in Relaxation Training for Stress Management. The group consists of three one-hour weekly sessions from 12:00 noon to 1:00 p.m. beginning July 5. To register, call -5297 or drop by Room 145, Behavioural Sciences.

The Department of Physical Education, Recreation & Athletics needs a coach for the men's and women's interuniversity badminton teams. Qualified persons are asked to call Mary Lyons or Pat Murray, Athletic Coordinators at -5183.

NOTE: There are no Staff Positions to be posted. As yet there are no events scheduled from July 5 to 7.

SUMMER INTERCHANGE:

- Sale - Olympus 35mm camera with Zuiko 42mm lens, includes leather cover and carrying case -\$175. Call Colleen at -5206
- Sofa and chair, burgundy velvet -\$425; square coffee table, maple and cherrywood -\$175; brass floor lamp, Oriental design, hand painted -\$50. Call 731-0941
- Rent - Three-bedroom cedar cottage on peninsula, private lakefront on Healey Lake, 200 km north of Toronto, canoe and fishing boat -\$400/week or \$175/weekend. Call Helga at -3628 or 736-8069
- Two-bedroom furnished bungalow, centrally heated, on edge of Welles, 20 miles from Bath or Bristol -400 pounds PCM. Call 964-7270

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Thursday, July 7 (12:00 noon) - Monday, July 11 (12:00 noon), 1988
Volume 8, Number 53

GENERAL:



As an integral part of York's smoking policy, volunteers are needed to conduct Smoking-Cessation Programs. Acting as a trainer involves a time commitment of several hours for which release time is provided. Interested persons should contact Joan Chaplain at -5491.

York Campus Bookstore Hours --July 4-16:

Monday & Thursday	9:00 a.m.-7:30 p.m.
Tuesday & Wednesday	9:00 a.m.-4:30 p.m.
Friday	9:00 a.m.-3:30 p.m.
Saturday	Closed

The Department of Human Resources announces the following appointments: Kevin Harrigan, Manager, Computer Services, Administrative Studies; Tom Hodgson, Operations Supervisory, Athletic Facilities, Physical Education, Recreation & Athletics; Sylviane LaRoque de Roquebrune, Curator/Artistic Director, Art Centre, Glendon; Christopher Mark, Assistant Superintendent for Grounds & Vehicles, Physical Plant; Mike Morris, Manager, Financial and Budget Reporting, Office of the Comptroller; Patricia Myrans, Administrative Officer, Occupational Health & Safety, Physical Resources; Betty Vernassal, Personnel Officer, Office of the Principal, Glendon. The following transfers or promotions have also recently taken place: Bob Binnie, Construction Manager, Physical Resources; Susan Lanoue, Training Officer, Human Resources; Mike London, Director of Construction, Physical Resources; Ed Parker, Director of Physical Plant, Glendon Campus.

A farewell reception will be held to honor Aviva Cipin, Liaison Officer of the Faculty of Fine Arts, after 9 1/2 years at York. The reception will take place July 26 from 2:30 p.m. to 4:00 p.m. in Room 306, Fine Arts.

York University Sports Seminars presents the Volleyball Certification Seminar: Level I and II, July 11-15. 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 more advanced and experienced teams. Subject content includes physical preparation, team development, advanced technical skills, offensive tactics, and defensive strategies.

EVENTS:

FRIDAY, JULY 8

10:00 a.m. - York Technology Working Group Meeting - Prof. Ric Irving will present a talk entitled "A Pragmatic Approach to Socio-Technical Needs Analysis" - Room 302, Administrative Studies

SUNDAY, JULY 10

11:00 a.m. - 11:00 p.m. - Film - [Fine Arts, Atkinson] "The Ring of the Niebelungs Marathon," a twelve-hour film to be shown as follows: "Das Rheingold," 11:00 a.m.-12:30 p.m.; "Die Walkure," 1:00 p.m.-4:30 p.m.; "Siegfried," 5:30 p.m.-7:30 p.m.; and "Die Gotterdammerung," 8:00 p.m.-11:00 p.m. - for further information call -5227 - Nat Taylor Cinema, Ross

MONDAY, JULY 11

10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Thursday July 14, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Ken Wood

Operations Project Supervisor - Computer Operations, Computing Services (High school graduation or equivalent; some university courses, preferably in computer science required; 4 years' experience in IBM and VAX mainframe operations plus minimum 2 years' supervisory experience; basic microcomputer skills; intermediate level skills in VM/CMS, JCL and utilities and UNIX; expert level skills in MVS including MVS/XA, JESII, VAX/VMS command level, VTAM, CMF/RESOLVE and peripheral equipment operations and VM/CMS commands and procedures. Please submit a resume when making an application.) GRADE CS7 (\$34,537)
JOB NO: W054

Counsellor: Aloma Mendoza

Media Relations Officer III - Communications (University degree in Journalism, Mass Communications, or English; minimum 3 years' recent public relations experience; demonstrated excellent oral and written communication skills; tact and diplomacy; demonstrated ability to work under pressure and meet deadlines; demonstrated ability to handle and coordinate diverse public relations assignments and work independently; current working contacts with the media in Toronto; demonstrated ability to write news releases and articles for publication; excellent interviewing, writing, and editing skills; wordprocessing and micro-computing skills required; bilingualism in a second language preferred. Please submit a resume when making an application.) GRADE 8 (\$30,601) JOB NO: M007

STAFF POSITIONS (cont'd.)

Counsellor: Patty Bunton

Osgoode Alumni Research Assistant - External Relations, Osgoode Hall CONTRACT POSITION: 6 Months (High school graduation or equivalent; some university courses required; minimum 2 years' related experience, e.g. in an Alumni office, doing research, etc., preferably in a university or legal environment; some exposure to data base systems; demonstrated excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated wordprocessing skills; demonstrated data entry and retrieval skills; demonstrated research skills; excellent organizational skills; demonstrated ability to work independently; sense of responsibility essential.)

GRADE 5 (based on an annual salary of \$21,877) JOB NO: B038

*Graphic Artist - Communications PART-TIME: 21 hours per week (Community College Diploma in Graphic Arts or equivalent formal training and experience; minimum 1 year experience in a professional design studio performing layout/assembly and other related functions, including some experience dealing with clients; fast and accurate mechanical art skills; manuscript mark-up for typesetting; demonstrated skill in operating a photostat camera; demonstrated knowledge of good design and layout techniques essential; demonstrated excellent oral and written communication skills.) GRADE 5 (based on an annual salary of

21,877) JOB NO: B039

Secretary/Receptionist - Outreach Services, Atkinson TEMPORARY: to April 30, 1989 Some evening and weekend work will be required periodically. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience preferably in student related area; typing 55-60wpm; wordprocessing skills required; demonstrated excellent oral and written communication skills; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE 4

PROVISIONAL (based on an annual salary of \$20,337) JOB NO: B040

SUMMER INTERCHANGE:

- Street sale, Saturday, July 9, 10:00 a.m.-4:00 p.m., 130-134 Lindy Lou Road (Finch/Weston), vendors all moving, items include furniture, childrens' clothing, toys, oil paintings, mirrors, etc. For information call Debbie at -5010 or 749-4159
- King-size waterbed, harvest finish, pedestal with six drawers -best offer; Antique desk, solid oak, must sell -\$100. Call Gina at -5153 or 739-1783
- Ladies/Girls' bicycle, suitable for person 5'2" or under, brand new -\$175. Call Aviva at 651-8072 and leave message
- Pioneer receiver, two-way Sony speakers, dual semi-automatic turntable, as a set -\$165. Call -5212 or 665-8879
- Dehumidifier and humidifier in one unit -\$85; slide projector with screen & trays -\$90; adjustable drafting table -\$50. Call Susan at 766-1000 or -5273

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Monday, July 11 (12:00 noon) - Thursday, July 14, 1988
Volume 8, Number 54

GENERAL:

Members of the York community are asked to note that details of the tax reform changes have not yet been received. Therefore, the July payroll will continue to be taxed at the pre-tax reform rate. Any adjustments for the year may be made when the employee files their annual income tax in April 1989.

York University Sports Seminar presents the Track and Field Level II Distances Certification Seminar, July 12 & 13. This seminar will cover in-depth instruction in middle distance, long distance, steeplechase, cross country and walking events. For further information call -5649 or -3529.

EVENTS:

TUESDAY, JULY 12

10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

2:00 p.m. - MA Defence - [Graduate Program in Psychology] Janice Pogue will defend her thesis entitled "The Effects of Nitrogen Narcosis on P300 and Reaction Time" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday July 18, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Assistant Student Programs Officer - O.S.P., Science TEMPORARY: August 22, 1988 to August 14, 1989.

(Undergraduate degree; minimum 3 years' experience in administration of academic programmes or student services in a University setting; personnel management; excellent interpersonal skills; analytical and planning ability, including setting priorities; strong communication skills; demonstrated experience in academic counselling; discretion; judgement; demonstrated public relations skills including experience coordinating seminars; excellent writing, editing, and organizational skills; microcomputing skills, including the use of spreadsheets; knowledge of a student records system. Please submit a resume when making an application.) GRADE P&M 4 (based on an annual salary of \$28,000) JOB NO: D029

Counsellor: Patty Bunton

Student Programs Information Clerk - O.S.P., Arts TEMPORARY: August 16, 1988 to April 7, 1989. (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience, working directly with the public, e.g. in a student service area, preferably in a post-secondary environment; demonstrated excellent oral and written communication skills; demonstrated ability to deal effectively with staff, students, faculty and the public; pleasant telephone manner; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to exercise tact, diplomacy and good judgement.) GRADE 5 (based on an annual salary of \$21,877) JOB NO: B041

Transcript Assistant - Graduate Studies (High school graduation or equivalent; minimum 2 years' related experience, e.g. maintaining records, preparing transcripts, preferably in a university environment; typing 45-50 wpm, accuracy essential; excellent organizational skills; demonstrated ability to set priorities; excellent oral and written communication skills; demonstrated ability to deal accurately with detail work; demonstrated ability to work independently; demonstrated ability to work with figures; knowledge of computerized student records system preferred.) GRADE 5 (\$21,877) JOB NO: B042

Student Programs Clerk "D" - O.S.P., Education (High school graduation with secretarial training or equivalent, some university courses would be an asset; 1-2 years' related experience, preferably in a student service area, e.g. handling student inquiries enrolling students, performing secretarial duties, etc.; typing 50 wpm, accuracy essential; wordprocessing skills required; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; excellent oral communication skills; tact and diplomacy; demonstrated ability to work quickly and accurately under pressure and handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE 4 PROVISIONAL (\$20,337) JOB NO: B043

Scrip Clerk - Housing & Food Services, Business Operations PART-TIME: 25 Hours per week SESSIONAL: August 8 to April 30 (High school graduation with secretarial training and bookkeeping courses or equivalent; minimum 2 years' related experience, e.g. handling cash, preparing and issuing receipts, etc., including bookkeeping experience, preferably in a public service environment; typing 40-45 wpm; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; excellent oral communication skills; accuracy with figures essential.) GRADE 4 (based on an annual salary of \$20,337) JOB NO: B044

Duplicating Operator - Physical Education, Recreation and Athletics TEMPORARY: August 2, 1988 to December 20, 1988 (High school graduation or equivalent; previous experience in related machine operation preferred, e.g. Mimeo or Ditto type equipment, binding equipment; manual dexterity, mechanical aptitude; demonstrated ability to deal with large amounts of cash; ability to lift heavy objects.) GRADE OP1 (based on an annual salary of \$18,890) JOB NO: B045

SUMMER INTERCHANGE:

Sale - Drawing/sketching board, 4'x7'6", complete with counterweight & Kuhlmann drafting engine. Call Stan at -5385, -3862 or 889-9490

Wanted - To rent unfurnished room or apartment & outdoor fenced space for two purebred dogs. Call Mary at -7196

Exchange - Cabin in Lake Temasaui on island in return for carpentry and other maintenance. Call Mary at -7196

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Published by
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Thursday, July 14 (12:00 noon) - Monday, July 18 (12:00 noon), 1988
Volume 8, Number 55

GENERAL:



Members of the York community are asked to note that the main ramp and south-east stair structure on the east side of the Ross Building will be demolished beginning July 27, to make way for the new Academic Building and entry structure. Demolition will be completed by Labour Day. The Ross loading dock and access road will be closed on Friday, August 5 at 3:00 p.m., all day Saturday, August 6 then again on Friday, August 12 at 3:00 p.m. and all day Saturday, August 13. Departments are asked to arrange any deliveries accordingly.

York Campus Bookstore Hours (July 18-30):

Monday-Thursday	9:00 a.m.-4:30 p.m.
Friday	9:00 a.m.-3:30 p.m.
Saturday	Closed

The Canada/China University Linkage Program (CCULP) is an umbrella program to contribute to the development of Chinese universities and affiliated teaching hospitals through Canadian university linkages. The goal is to assist China with the development of its human resources in key development areas as well as to build human and institutional contact between Canada and China. Individual linkage projects are supported by CIDA with contributions of up to \$500,000 plus in-kind contributions from participating universities. A workshop will take place July 20-22 in Montreal to explain guidelines and project application procedures. For further information call York International at -5177. Completed application forms should reach the Office of Research Administration by September 15.

York University Sports Seminars present the Basketball Coaches Certification Seminar, Level I, II, and III, July 18-22. The Level I seminar emphasizes the mechanics of individual skills, basic elements of team play, and will include practice planning, drills and care of injuries. The Level II seminar will deal with offensive and defensive aspects of the game. The Level III seminar expands on individual and team skills developed in Level I and II. Transition offences, zone offences and man-to-man offences are examined in detail. For further information call -5649 or -3529.

A farewell reception will be held to honor Aviva Cipin, Liaison Officer of the Faculty of Fine Arts, after 9 1/2 years at York. The reception will take place July 26 from 2:30 p.m. to 4:00 p.m. in Room 306, Fine Arts.

A farewell reception will be held to honor Brenda Hanning, Assistant to the Provost, after almost 15 years at York. The reception will take place July 28 from 3:00 p.m. to 5:00 p.m. in the Senior Common Room (023), Winters. Contributions towards a gift may be sent to Clark Hortsing, Room 124, Central Square.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Thursday July 21, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Aloma Mendoza

Editor III "A" - Communications (University degree in journalism or equivalent degree; 3-4 years' recent editorial work experience, preferably in progressively responsible position, including writing for print media and editing a periodical publication; demonstrated excellent oral and written communication skills; tact and diplomacy; knowledge of computerized typesetting systems; demonstrated ability to maintain the highest standards of accuracy, meet deadlines and work well under pressure; full range of journalistic skills applicable to writing and editing publications including task coordination, copyediting, proofreading and layout; photojournalism skills; demonstrated ability to assume responsibility for publication from development of concept to completion, with effective task coordination of all stages; knowledge of printing processes; demonstrated high level of professional, editorial judgement; microcomputing skills required; knowledge of French would be an asset. Please submit a resume when making an application.) GRADE 8 (\$30,601)
JOB NO: M008

Administrative Assistant II - Political Science, Arts (High school graduation with secretarial training or equivalent; some university courses preferred; 3-4 years' administrative experience required, preferably in a university environment; budget experience required; demonstrated excellent oral and written communication skills; excellent interpersonal skills; excellent organizational skills; demonstrated ability to exercise discretion and judgement; demonstrated minute-taking skills; supervisory skills; typing 50 wpm; demonstrated wordprocessing skills required. Please submit a resume when making an application.) GRADE 7 (\$26,895)
JOB NO: M009

Counsellor: Patty Bunton

*Pension Counsellor "B" - Pensions, Human Resources (High school graduation with secretarial training or equivalent; some community college courses in benefits preferred; minimum 2 years' related experience, including experience in a computerized area and familiarity with main frame environment; typing 45-50 wpm, accuracy essential; wordprocessing and microcomputing skills required; data entry and retrieval skills required; good oral and written communication skills; excellent interpersonal skills; excellent organizational skills; demonstrated ability to manage a large data set.) GRADE 5 PROVISIONAL (\$21,877)
JOB NO: B046

STAFF POSITIONS (cont'd.)

Administrative Secretary - English, Atkinson (High school graduation with secretarial training or equivalent; some university courses preferred; 2 years secretarial and administrative experience, preferably in a university environment; typing 55-60 wpm; wordprocessing and microcomputing skills required; demonstrated excellent oral and written communication skills; excellent organization skills; supervisory skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE 5 (\$21,877) JOB NO: B047

Enrolment Records Clerk "B" - O.S.P., Arts (High school graduation or equivalent; 1-2 years' related experience in a student service area, e.g. in a record-keeping environment; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work quickly and accurately under pressure of high volume; demonstrated ability to attend accurately to detail; excellent oral communication skills; tact and diplomacy; demonstrated ability to oversee the work of others; demonstrated data entry skills.) GRADE 4 PROVISIONAL (\$20,337) JOB NO: B048

Courier - Secretarial Services, Arts (Grade 10 or equivalent; no previous experience required; ability to lift heavy materials; ability to walk for lengthy periods; ability to push cart outside in inclement weather; good organizational skills.) GRADE 3 (\$19,287) JOB NO: B049

SUMMER INTERCHANGE:

- Sale
- Viking refrigerator, reconditioned in February -best offer; Moffat stove, overhead oven with large storage space underneath -best offer. Call Julie at -6710 or 425-3458
 - Air conditioner, 8,000 BTU -\$150; box fan, 1-speed -\$10; telescope 6" reflector, clock drive, finder, mount & bare -\$450. Call -7725 or 663-5738
 - 1986 Chev Nova, automatic, 4-door, 15,000 km, excellent condition -\$8,500. Call -7071
 - Patio umbrella with stand -\$25; girls' bicycle -\$25; blue carpet, 11x14 -\$25; wicker tiffany swag lamp -\$15; blue drapes -\$30. Call Carla at 669-5853
 - Olympia portable electric typewriter with correcting ribbon -\$100. Call Ruth at -5685, -2274 or 889-7128 after 6:00 p.m.
 - Futon, king-size, 3-years old -under \$100. Call -6228
 - Hannimex zoom lens, 75-200mm -\$50. Call Dawn at -5148
 - Admiral appliances: Frost-free refrigerator, 18 cu. ft.; and continuous-clean oven, gold color -\$700; six-drawer dresser -\$40. Call Lynda at -2246
 - Ladies' golf clubs, 7 pieces, bag and cart -\$125; dozen new golf balls -\$10; Viking floor polisher, -\$30; Jetliner suitcase -\$8. Call Jean at -2490 or 923-6152 evenings
 - Barbell set -\$50. Call Zimula at -5181
- Rent
- Two-bedroom furnished apartment, includes fridge, stove and dishwasher, available immediately for approx. 1 year to 14 months -\$1,200/month. Call Liliana at -5100 or 635-6705 after 5:00 p.m.



Monday, July 18 (12:00 noon) - Thursday, July 21 (12:00 noon), 1988 Volume 8, Number 56

GENERAL:

AFFIRMATIVE ACTION DIRECTOR

In order to ensure that academic units conform to the requirements for selecting women candidates as set out in the YUFA Collective Agreement and to ensure that units actively seek out and give fair consideration in their selection processes to female candidates, a Joint Implementation Committee on Affirmative Action for Women Faculty has been established. The Joint Committee will appoint an Affirmative Action Director from among the full-time faculty and librarians at York University.

The Affirmative Action Director will be responsible for setting up and administering educational programs on affirmative action and shall act as an informed resource to academic units. It is a half-time position entitled to half-time release from teaching; appointment will be for two years or as agreed.

Faculty members and librarians who are interested in appointment to this position are invited to contact any member of the committee: Ellen Baar (-7823); Bob Drummond (-3375); Esther Greenglass (-6109); Ellen Hoffmann (-5601); Joan Stewart (-2305); Neil Wiener (-6135); Suzanne Hethrington (-3700); or Paula O'Reilly (-5282) prior to August 1, 1988.

Members of the York community are asked to note that full details of the tax reform changes have not yet been received from the federal government. Therefore, the July payroll will continue to be taxed at the pre-tax reform rate. Any adjustments for the year may be made when the employee files their annual income tax in April 1989.

Applicants to the forthcoming CIDA Institutional Cooperation and Development Services (ICDS) Program are asked to note that completed application forms should reach the Office of Research Administration by September 23. Applicants should also note that proposals for linkages concerning integration of women in development and environmentally sound development are important to CIDA. Participation with the private sector in human resources development is an important focus in the criteria of CIDA based project objectives. Anyone wishing to participate in this program or to request copies of the guidelines and submission forms should contact York International or ORA for further information.

York Campus Bookstore Hours (July 18-30):

Table with 2 columns: Day, Hours. Monday-Thursday: 9:00 a.m.-4:30 p.m.; Friday: 9:00 a.m.-3:30 p.m.; Saturday: Closed.

A farewell reception will be held to honor Aviva Cipin, Liaison Officer of the Faculty of Fine Arts, after 9 1/2 years at York. The reception will take place July 26 from 2:30 p.m. to 4:00 p.m. in Room 306, Fine Arts.

A farewell reception will be held to honor Brenda Hanning, Assistant to the Provost, after almost 15 years at York. The reception will take place July 28 from 3:00 p.m. to 5:00 p.m. in the Senior Common Room (023), Winters. Contributions towards a gift may be sent to Clark Hortsing, Room 124, Central Square.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday July 25, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Aloma Mendoza

Student Programs Assistant II - O.S.P., Arts (University degree or equivalent; minimum 2 years' related experience in a computerized student records area, e.g. experience in assessing transcripts; demonstrated excellent oral and written communication skills; excellent interpersonal skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public under hectic conditions; demonstrated ability to work independently; demonstrated ability to exercise judgement; initiative; demonstrated ability to maintain confidentiality; demonstrated ability to work quickly and accurately under pressure of high volume; on-line data entry skills preferred or willingness to learn; basic knowledge of French would be an asset. Please submit a resume when making an application.) GRADE 6 UNDER REVIEW (\$24,165) JOB NO: M010

Counsellor: Patty Bunton

Media Operations Technician II - D.I.A.R. (High school graduation or equivalent; some media arts courses preferred; minimum 1 year related experience, e.g. in a media centre; manual dexterity; demonstrated ability to communicate effectively; good organizational skills; sense of responsibility.) GRADE MOT II (\$23,822) JOB NO: B050

Media Operations Technician II - D.I.A.R. TEMPORARY: September 1, 1988 to April 30, 1989 (High school graduation or equivalent; some media arts courses preferred; minimum 1 year related experience, e.g. in a media centre; manual dexterity; demonstrated ability to communicate effectively; good organizational skills; sense of responsibility.) GRADE MOT II (based on an annual salary of \$23,822) JOB NO: B051

STAFF POSITIONS (cont'd.)

*Room Allocation Clerk - Office of the Registrar PART-TIME: 23 hrs/week SESSIONAL: September 1 to June 30 (High school graduation or equivalent; minimum 1 year related experience in a university environment, e.g. scheduling rooms, preparing room schedules, entering data on computer, etc.; typing 40-45 wpm, accuracy essential; wordprocessing and data entry skills required; excellent organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with staff and faculty in a high volume area.) GRADE 4 (based on an annual salary of \$20,337) JOB NO: B052

Listening Room Assistant - Listening Room, Scott Library (High school graduation; minimum 1 year university education in music or equivalent; intermediate level (gr. 6 Conservatory) of music training or equivalent demonstrated knowledge; 1 year library experience; typing 40 wpm; demonstrated working knowledge of audio equipment maintenance procedures; reading comprehension of a second language, preferably German; excellent interpersonal skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; good organizational skills; knowledge of record label siglia.) GRADE 4 (\$20,337) JOB NO: B053

Serials Assistant II - KARDEX - Acquisitions and Processing, Scott Library TWO POSITIONS (High school graduation or equivalent; 1-2 years' library experience, preferably in a serials related area; typing 40 wpm, accuracy essential; demonstrated ability to attend accurately to detail; demonstrated accuracy with figures; good oral communication skills.) GRADE 4 (\$20,337) JOB NO: B054 & B055

Parking Appeals Clerk - Security and Parking (High school graduation or equivalent; 1-2 years' related experience, e.g. processing applications, entering data on computer in order to maintain accurate records; typing 40-50 wpm, accuracy essential; wordprocessing skills required; data entry skills; minute taking skills; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to set priorities; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to work independently.) GRADE 3 (\$19,287) JOB NO: B056

Binding and Labelling Assistant - Acquisitions and Processing, Scott Library (High school graduation or equivalent; 1-2 years' related experience, e.g. experience in a library or binding operation; typing 30 wpm, accuracy essential; computerized data entry skills required; demonstrated ability to attend accurately to detail; demonstrated ability to lift and move books on a regular basis; good oral communication skills.) GRADE 3 (\$19,287) JOB NO: B057

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Thursday, July 21 (12:00 noon) - Monday, July 25 (12:00 noon), 1988
Volume 8, Number 57

GENERAL:

The Department of Security and Parking Services advises the York community that Parking Lots 3A, 3B and a reserved portion of 1A will be restricted to those persons who have been issued a special permit from Tennis Canada, the organizers of the Player's International Tennis Championships taking place August 6-14. Holders of the York University parking decals may park in any other parking lot to which their parking decal gives them entitlement. Section 1.9 of the 1988/89 Motor Vehicle Registration Parking and Traffic Regulations refers.

Members of the York community are asked to note that Norman D. Crandles, Sandra A. Aiken and Maria Maciag of the Director's Office, Housing and Food Services have relocated from Suite 104, EOB to Room 12, EOB effective July 18. Telephone numbers remain unchanged.

The Canada/China University Linkage Program (CCULP) is an umbrella program to contribute to the development of Chinese universities and affiliated teaching hospitals through Canadian university linkages. The goal is to assist China with the development of its human resources in key development areas as well as to build human and institutional contact between Canada and China. Individual linkage projects are supported by CIDA with contributions of up to \$500,000 plus in-kind contributions from participating universities. A workshop will take place July 20-22 in Montreal to explain guidelines and project application procedures. For further information call York International at -5177. Completed application forms should reach the Office of Research Administration by September 15.

A farewell reception will be held to honor Aviva Cipin, Liaison Officer of the Faculty of Fine Arts, after 9 1/2 years at York. The reception will take place July 26 from 2:30 p.m. to 4:00 p.m. in Room 306, Fine Arts.

A farewell reception will be held to honor Brenda Hanning, Assistant to the Provost, after almost 15 years at York. The reception will take place July 28 from 3:00 p.m. to 5:00 p.m. in the Senior Common Room (023), Winters. Contributions towards a gift may be sent to Clark Hortsing, Room 124, Central Square.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Thursday, July 28, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Associate Director - York University English Language Institute (Graduate degree in English as a Second Language/language or linguistics, or related field; extensive related experience required, including experience in teaching, administration and business fields; experience in financial management and marketing, professional development and teacher education preferred; demonstrated ability to develop materials, curriculum, methodology and tests; excellent administrative and managerial skills; strong interpersonal skills; ability to coordinate complex functions, work independently and cooperatively and to motivate well-qualified professionals. Please submit a resume when making an application.) GRADE P&M 9 (\$39,830-\$48,195)
JOB NO: D030

Counsellor: Aloma Mendoza

Administrative Assistant II - Psychology, Arts (University degree or equivalent, preferably in Psychology; minimum 3 years' related experience, e.g. in a student service area, advising students, coordinating enrolment procedures, etc.; demonstrated excellent oral and written communication skills; wordprocessing skills required; demonstrated ability to take minutes; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated excellent organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff and faculty; demonstrated ability to maintain confidentiality; demonstrated supervisory skills; demonstrated ability to exercise judgement and initiative. Please submit a resume when making an application.) GRADE 7 PROVISIONAL (\$26,895)
JOB NO: M011

Programmes Assistant I - O.S.P., Education (High school graduation or equivalent; some university courses required; minimum 3 years' related experience, e.g. in a student service area, handling enquiries, supervising staff, etc.; typing 50 wpm; wordprocessing skills required; demonstrated excellent oral and written communication skills; demonstrated excellent organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; tact and diplomacy; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE 6 (\$24,165) JOB NO: M012

Counsellor: Patty Bunton

Student Programmes Assistant I - Office of Student Programmes, Education. (High school graduation or equivalent; one year post-secondary education preferred; 2 years' related experience, e.g. in a student service area, assessing applications, etc., preferably in a university environment; typing 40 wpm, accuracy essential; demonstrated excellent oral and written communication skills; demonstrated ability to act responsibly and independently; demonstrated strong organizational skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume of work on a continuing basis; tact and diplomacy essential; demonstrated interpersonal skills.) GRADE 5 (\$21,877) JOB NO: B058

STAFF POSITIONS (cont'd.)

- Storekeeper II - Technical Services, Science TEMPORARY: August 29, 1988 to May 31, 1989 (High school graduation or equivalent; 1-2 years' inventory control experience in a related area; experience in handling chemicals and compressed gases would be an asset; knowledge of procurement and accounting procedures; excellent organizational skills; demonstrated ability to communicate effectively with faculty, staff and the general public; good clerical skills; demonstrated accuracy and interest in detail work; excellent oral communication skills; demonstrated sense of responsibility; manual dexterity; ability to lift and transport heavy objects.) GRADE 5 (based on an annual salary of \$21,877) JOB NO: B059
- *Administrative Secretary - University Secretariat (High school graduation with formal secretarial training or equivalent; 3-4 years' secretarial experience, including wordprocessing and microcomputing experience; typing 55 wpm, accuracy essential; wordprocessing and microcomputing skills required; demonstrated excellent oral and written communication skills; excellent organizational skills; sense of responsibility; tact and diplomacy; demonstrated ability to work independently; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; ability to maintain confidentiality essential; thorough knowledge of office procedures.) GRADE 5 (\$21,877) JOB NO: B060
- *Receptionist/WordProcessor - Department of Human Resources (High school graduation with secretarial training, including additional courses in wordprocessing or equivalent; minimum 2 years' related public service experience including experience using microcomputer equipment, spreadsheet and data base applications; typing 50 wpm, accuracy essential; proficiency in wordprocessing/microcomputing required; demonstrated ability to deal courteously and effectively with staff, students and the public; ability to work in a high volume environment with a strong service orientation; excellent oral communication skills; tact and diplomacy; excellent organizational skills; ability to set priorities; accuracy in detail work required.) GRADE 4 (20,337) JOB NO: B061
- Technical Secretary - Mathematics, Arts (High school graduation or equivalent; 2 years' related experience, e.g., as a technical typist, typing mathematical exams, papers, etc.; demonstrated technical typing skills required, accuracy essential; wordprocessing and microcomputing skills required; demonstrated proficiency with mathematical software; good oral and written communication skills; demonstrated ability to deal courteously and effectively with staff and faculty.) GRADE 4 (20,337) JOB NO: B062
- Faculty Secretary - Office of Student Programmes, Education (High school education with secretarial training or equivalent; 1 year secretarial experience, preferably in a university environment; typing 45-50 wpm, accuracy essential; wordprocessing skills required; excellent oral and written communication skills; strong organizational skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to handle a high volume of work on a continuing basis; tact and diplomacy.) GRADE 3 PROVISIONAL (\$19,287) JOB NO: B063

CORRECTION TO POSTING FROM BULLETIN OF JUNE 16, 1988

Counsellor: Aloma Mendoza

- Administrative Assistant II - Humanities, Arts (High school graduation with secretarial training or equivalent; some university courses would be an asset; 3-4 years' administrative experience, preferably in a university environment; budget experience required; wordprocessing skills required; typing 60 wpm, accuracy essential; demonstrated tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated excellent organizational and interpersonal skills; bookkeeping skills required; demonstrated ability to work under pressure of high volume; demonstrated ability to maintain confidentiality; demonstrated excellent oral and written communication skills; demonstrated ability to exercise judgement and initiative; demonstrated shorthand skills preferred; demonstrated supervisory skills required; computerized budget skills preferred. Please submit a resume when making an application.) GRADE 7 (\$26,895) JOB NO: M004

SUMMER INTERCHANGE:

- Sale - Smith Corona portable electronic typewriter with correcting ribbon & case -\$250; Smith Corona portable electric typewriter -\$100. Call Chris at -8147, -6712 or 438-9409 after 8:00 pm.
- 1970 Mustang mechanically sound and, 60,000 miles, needs body work. Call 960-8345.
 - NordiTrack exerciser -\$85; Aprica high chair -\$45; play pen -\$25; twin blade electric lawn mower -\$25. Call 449-4221 evenings.
 - 1 ticket for Players International Tennis for semi-finals and finals August 13-14. Call Elizabeth at -5147.
- Wanted - Furnished basement room or apartment with private bathroom, smoking. Needed before July 29. Call Gary MacDonald at -2263.

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YORK UNIVERSITY BULLETIN

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

Monday, July 25 (12:00 noon) - Thursday, July 21 (12:00 noon), 1988
Volume 8, Number 58

GENERAL:

AFFIRMATIVE ACTION DIRECTOR

In order to ensure that academic units conform to the requirements for selecting women candidates as set out in the YUFA Collective Agreement and to ensure that units actively seek out and give fair consideration in their selection processes to female candidates, a Joint Implementation Committee on Affirmative Action for Women Faculty has been established. The Joint Committee will appoint an Affirmative Action Director from among the full-time faculty and librarians at York University.

The Affirmative Action Director will be responsible for setting up and administering educational programs on affirmative action and shall act as an informed resource to academic units. It is a half-time position entitled to half-time release from teaching; appointment will be for two years or as agreed.

Faculty members and librarians who are interested in appointment to this position are invited to contact any member of the committee: Ellen Baar (-7823); Bob Drummond (-3375); Esther Greenglass (-6109); Ellen Hoffmann (-5601); Joan Stewart (-2305); Neil Wiener (-6135); Suzanne Hethrington (-3700); or Paula O'Reilly (-5282) prior to August 1, 1988.



Members of the York community are asked to note that the main ramp and south-east stair structure on the east side of the Ross Building will be demolished beginning July 27, to make way for the new Academic Building and entry structure. Demolition will be completed by Labour Day. The Ross loading dock and access road will be closed on Friday, August 5 at 3:00 p.m., all day Saturday, August 6 then again on Friday, August 12 at 3:00 p.m. and all day Saturday, August 13. Departments are asked to arrange any deliveries accordingly.

The Department of Security and Parking Services advises the York community that Parking Lots 3A, 3B and a reserved portion of 1A will be restricted to those persons who have been issued a special permit from Tennis Canada, the organizers of the Player's International Tennis Championships taking place August 6-14. Holders of the York University parking decals may park in any other parking lot to which their parking decal gives them entitlement. Section 1.9 of the 1988/89 Motor Vehicle Registration Parking and Traffic Regulations refers.

Applicants to the forthcoming CIDA Institutional Cooperation and Development Services (ICDS) Program are asked to note that completed application forms should reach the Office of Research Administration by September 23. Applicants should also note that proposals for linkages concerning integration of women in development and to environmentally sound development are important to CIDA. Participation with the private sector in human resources development is an important focus in the criteria of CIDA based project objectives. Anyone wishing to participate in this program or to request copies of the guidelines and submission forms should contact York International at -5177 or ORA for further information.

A Donship position in the Winters Residence is available in September. Application forms are available in Room 276, Winters. Preference will be given to graduates or mature students. Related experience would be an asset. The deadline for applications is July 30.

EVENTS:

MONDAY, JULY 25

2:00 p.m. - MA Defence - [Graduate Program in Geography] Sigridur Haraldsdottir will defend her thesis entitled "AIDS in Iceland: A Social Geographic Analysis" - Room N401, Ross

TUESDAY, JULY 26

2:30 p.m. - 4:00 p.m. - Farewell Reception - to honor Aviva Cipin, Liaison Officer of the Faculty of Fine Arts, after 9 1/2 years at York; for information call -5136 Room 306, Fine Arts

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Tuesday August 2, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Project Coordinator (Renovations) - Physical Resources (High school graduation with post secondary training at an Institute of Technology in architectural technology or equivalent combination of education and work experience; minimum 4-5 years' experience in the building construction industry; some drafting experience desirable; general knowledge of electrical and mechanical trades; general up-to-date knowledge of construction practices, new materials and regulatory codes; good drafting and estimating skills; effective oral and written communication skills; excellent organizational skills; supervisory skills; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE P&M 5 (\$29,960-\$36,250) JOB NO: D031

STAFF POSITIONS (cont'd.)

Counsellor: Ken Wood

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 would be an asset; VM/CMS, VAX/VMS, UNIX and microcomputing experience are preferred; basic specialized Technical Skills and Knowledge in 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; micro computing programming; advising techniques; excellent verbal and written communication skills; syntax error analysis. Please submit a resume when making an application.) GRADE CS4 (\$24,830) JOB NO: W055

Counsellor: Alma Mendoza

Assistant Field Supervisor - I.S.R. (High school graduation or equivalent; Community College Diploma in Survey Methods, or minimum 2 years' university education including courses in techniques of social research, social sciences related to survey methodology and design, etc.; minimum 3 years' related experience, e.g., designing surveys, researching, etc., in a university or market research setting, including interviewing and supervisory experience; demonstrated excellent oral and written communication skills; good organizational skills; demonstrated interviewing skills; demonstrated oral and written facility in French; demonstrated ability to translate documents from English to French; demonstrated supervisory skills; wordprocessing skills required; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE 6 PROVISIONAL (\$24,165) JOB NO: M013

Counsellor: Patty Bunton

Administrative Secretary - East Asian Studies/History, Arts TEMPORARY: Aug. 22/88 to Aug. 18 /89 (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial/administrative experience; some experience in a library setting would be an asset; typing 50-55 wpm; wordprocessing skills required; oral and written facility in Chinese or Japanese required; excellent interpersonal skills; demonstrated excellent oral and written communication skills; demonstrated excellent organizational skills; demonstrated ability to work independently; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public) GRADE 5 (based on an annual salary of \$21,877) JOB NO: B064

Clerk - Administrative Office, Graduate Studies (High school graduation with secretarial training or equivalent; 1-2 years' office experience, preferably in a student-service area; typing 45 wpm; wordprocessing skills and computerized spreadsheet skills preferred or willingness to learn; demonstrated accuracy with figure work; good oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; good organizational skills.) GRADE 4 (\$20,337) JOB NO: B065

Technical Secretary - Computer Science, Science (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a public service area; typing 45-55 wpm, accuracy essential; wordprocessing skills including technical wordprocessing skills required; skills in advanced text formatting systems such as Latex preferred; familiarity with text editing on mainframe would be an asset; familiarity with math and computer symbols; familiarity with computer communications network would be an asset; good oral and written communication skills; good organizational skills; demonstrated ability to set priorities; tact and diplomacy.) GRADE 4 (\$20,337) JOB NO: B066

Student Programmes Clerk - O.S.P., Arts (High school graduation or equivalent; 1 year clerical experience; some experience in a public service area preferred; demonstrated ability to attend accurately to detail; aptitude for detail work and accuracy in filing essential; good oral communication skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; pleasant telephone manner.) GRADE 3 (\$19,287) JOB NO: B067

Secretary - Facilities, Planning & Management (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience in a related environment; typing 45-50 wpm, accuracy essential; wordprocessing skills required; statistical typing skills required; demonstrated ability to use dictation equipment; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE 3 (\$19,287) JOB NO: B068

Secretary - Retirement Consultation Centre PART-TIME: 28 HOURS PER WEEK (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including experience in dealing with the public; typing 55-60 wpm; demonstrated ability to accurately proofread materials; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with staff, faculty and the public; tact and diplomacy; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to set priorities and word independently; knowledge of the various social agencies dealing with senior citizens preferred.) GRADE 3 (\$19,287) JOB NO: B069

Laboratory Technician III - Biology, Science TEMPORARY: Sept. 6/88 - Jan 31/89 (B.Sc. in Biology or Biochemistry or equivalent; several years' experience in a biological laboratory setting; basic operational knowledge of and practical laboratory skills related to: biochemistry and chemistry; media preparation techniques; sterile techniques; animal handling techniques; laboratory safety; most of instrumentation listed; animal maintenance techniques; demonstrated ability to plan complex tasks and meet deadlines; demonstrated ability to communicate effectively both orally and in writing; demonstrated ability to deal courteously and effectively with staff, faculty and the public; demonstrated ability to work accurately and in an orderly manner.) GRADE LAB TECH III (based on an annual salary of \$27,555) JOB NO: B070

Laboratory Technician III - Biology, Science SESSIONAL: Sept 1 - June 30 (B.Sc. in Biology or Biochemistry or equivalent; several years' experience in a biological laboratory setting; basic operational knowledge of and practical laboratory skills related to: biochemistry and chemistry; media preparation techniques; sterile techniques; animal handling techniques; laboratory safety; most of instrumentation listed; animal maintenance techniques; demonstrated ability to plan complex tasks and meet deadlines; demonstrated ability to communicate effectively both orally and in writing; demonstrated ability to deal courteously and effectively with staff, faculty and the public; demonstrated ability to work accurately and in an orderly manner.) GRADE LAB TECH III (based on an annual salary of \$27,555) JOB NO: B071

York UNIVERSITY

BULLETIN

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

Thursday, July 28 (12:00 noon) - Tuesday, August 2 (12:00 noon), 1988
Volume 8, Number 59

GENERAL:

Civic Holiday: The University offices will be closed Monday, August 1, 1988.

Food Services - Civic Holiday: The Complex I (Founders/Vanier) food service outlet will be open Saturday, July 30 to Monday, August 1 from 8:00 a.m. to 6:00 p.m. All other outlets will be closed.

The York University Faculty Association urges the York community to oppose apartheid sport. Demonstrate against South Africans participating in the Players' International Tennis Tournament Wednesday, August 3, 3:30-6:00 p.m., corner of Keele St. and Steeles Ave., outside Tennis Canada. President Harry Arthurs has urged Tennis Canada to "provide us with early and definitive assurances that South African players will not be allowed to participate in Players' International". The Commonwealth Gleneagles Agreement "recognized racial prejudice and discrimination as a dangerous sickness and unmitigated evil" and accepted the urgent duty of Commonwealth countries "to combat the evil of apartheid by withholding any form of support for, and by taking every practical step to discourage contact or competition by their nationals and supporting organizations, teams or sportsmen from South Africa". For further information contact -5252.

A University Department has for sale: 1-1984 Dodge 150 Van, 6 cylinder engine, automatic transmission, power steering and brakes (body in very good condition). Price \$5,900. For further information, call Dale Watts, Purchasing, at -2403.

York Campus Bookstore Hours (August 1-6):

Monday	Closed (Civic Holiday)
Tuesday-Thursday	9:00 a.m.-4:30 p.m.
Friday	9:00 a.m.-3:30 p.m.
Saturday	Closed

The Canada/China University Linkage Program (CCULP) is an umbrella program to contribute to the development of Chinese universities and affiliated teaching hospitals through Canadian university linkages. The goal is to assist China with the development of its human resources in key development areas as well as to build human and institutional contact between Canada and China. Individual linkage projects are supported by CIDA with contributions of up to \$500,000 plus in-kind contributions from participating universities. A workshop will take place July 20-22 in Montreal to explain guidelines and project application procedures. For further information call York International at -5177. Completed application forms should reach the Office of Research Administration by September 15.

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EVENTS:

THURSDAY, JULY 28

3:00 p.m. - 5:00 p.m. - Farewell Reception - to honor Brenda Hanning, Assistant to the Provost, after 15 years at York - contributions towards a gift may be sent to Clark Hortsing, Room 124, Central Square
- Senior Common Room, Winters

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Friday August 5, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Superintendent of Caretaking - Caretaking, Physical Plant (High school graduation or equivalent and willingness to undertake specialized training as required; demonstrated supervisory experience of 5 or more years in a large institutional complex, including experience in budget administration; excellent interpersonal skills; demonstrated ability to manage and direct personnel in their areas of responsibility; demonstrated ability to exercise sound judgement; excellent oral communication skills with exposure to cross-cultural communications; effective written communication skills; knowledge of basic chemistry; demonstrated ability to provide a high level of service to the York community. Please submit a resume when making an application.) GRADE P&M 7 (\$34,470-\$41,710) JOB NO: D032

*Security Supervisor - Security & Parking (Graduation from high school or equivalent and willingness to undertake specialized training as required; 5 or more years related experience in police, security or military environment, or graduation from a community college security and law enforcement programme with a minimum of 3 years' practical experience; excellent interpersonal skills; tact and discretion; demonstrated ability to manage and lead personnel in their areas of responsibility; demonstrated ability to exercise sound judgement; good knowledge of crime prevention and physical security; sound knowledge of investigative techniques; excellent oral and written communication skills; good organizational skills. Please submit a resume when making an application.) GRADE P&M UNGRADED JOB NO: D033

STAFF POSITIONS: (cont'd.)

Counselor: Ken Wood

Communications Technician I - Computer Operations, Computing Services (Community College graduation in Computer Science or equivalent; minimum of three months practical experience; basic knowledge of MVS, VM/CMS and VMS; basic knowledge of VTAM; operational skills with IBM front-end processors and terminal controllers (3705, 3274, 7171); basic knowledge of ROLM CBX hardware, data capabilities, and operating procedures; basic knowledge of computer communications protocols (ASYNCR, BSC, SDLC) and interfaces. Please submit a resume when making an application.) GRADE CS5 (\$27,454) JOB NO: W056

Counselor: Patty Bunton

Administrative Secretary (Registration) - Office of the Registrar (High school graduation with formal secretarial training or equivalent; minimum 2 years' administrative/secretarial experience, preferably in a post-secondary educational environment; typing 60 wpm, accuracy essential; shorthand skills required; demonstrated proficiency in wordprocessing skills and microcomputing skills required; demonstrated sound organizational skills and record-keeping skills; bookkeeping skills required; sound oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public, in person or by telephone; demonstrated ability to work under pressure of high volume and adhere to deadlines; demonstrated ability to adapt to changes in policy, procedures and methodologies; demonstrated ability to maintain confidentiality essential.) GRADE 5 PROVISIONAL (\$21,877) JOB NO: B072

Student Programmes Assistant I - O.S.P., Education (High school graduation or equivalent; one year post-secondary education preferred; 2 years' related experience, e.g. in a student service area, assessing applications, etc., preferably in a university environment; typing 40 wpm, accuracy essential; demonstrated excellent oral and written communication skills; demonstrated ability to act responsibly and independently; demonstrated strong organizational skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume of work on a continuing basis; tact and diplomacy essential; demonstrated interpersonal skills.) GRADE 5 (\$21,877) JOB NO: B073

Undergraduate Programme Secretary - French, Atkinson (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience preferably in a university environment; typing 50-55 wpm, accuracy essential; wordprocessing skills required; demonstrated excellent oral and written communication skills in English and French; ability to type in several foreign languages; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to set priorities; excellent organizational skills; demonstrated ability to work independently; demonstrated ability to handle cash.) GRADE 4 PROVISIONAL (\$20,337) JOB NO: B074

Secretary - Caretaking, Physical Plant (High school graduation with secretarial training or equivalent; 2 years' secretarial experience required; typing 55 wpm, accuracy essential; demonstrated proficiency in wordprocessing; accuracy with figure work; basic bookkeeping skills required; excellent oral and written communication skills; excellent interpersonal skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; excellent organizational skills; demonstrated ability to set priorities.) GRADE 4 (\$20,337) JOB NO: B075

Clerk/Typist - O.S.P., Atkinson SESSIONAL: March 1 to October 31 (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 50-55 wpm, accuracy essential; good oral and written communication skills; demonstrated ability to work accurately and effectively under pressure of high volume; willingness to learn wordprocessing.) GRADE 3 (based on an annual salary of \$19,287) JOB NO: B076
Secretary - Psychology, Arts SESSIONAL: January 1 to October 31 PART-TIME: 25 hours per week (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience preferably in a university environment; typing 45-50 wpm; wordprocessing skills preferred or willingness to learn; good organizational skills; ability to deal courteously and effectively with students and faculty; pleasant telephone manner.) GRADE 3 PROVISIONAL (based on an annual salary of \$19,287) JOB NO: B077

SUMMER INTERCHANGE:

- Sale - 15 ft. fiberglass boat with Chrysler 55 H.P. motor and trailer -\$2,450 or best offer; girl's bicycle, tire size 20x1-3/8 -\$35; Viking freezer -\$80. Call Willy at -7597 or 491-9809.
- New apartment size Inglis washer and dryer -\$850; 5 cu. ft. freezer -\$200. Call Lidia at -6429 or 663-2415.
- 1 ticket for Players International Tennis for semi-finals August 13-14. Call Elizabeth at -5147.
- 1977 Cadillac Sedan de Ville, power steering, power brakes, air conditioning, power door, windows & trunk, am/fm cassette, good running condition, new transmission, new front brakes, new exhaust -\$1,600 or best offer. Call Agnes at -2332 or 246-0679 after 6:00 p.m.
- 1977 Ford T-Bird, 91,000 miles, power steering, power brakes, power windows, power locks, air conditioning -\$1,800. Call Mike at -5254 or 737-0535 (evenings).
- 1983 BMW 320i Sport, Racarro seats, leather steering wheel, alloy wheels, pirelli tires, superbly maintained -\$9,200 or best offer. Call Shannon at -5270.
- 1 stereo stand and 1 TV/VCR stand. Call Rossana at -5183 or 669-4492 after 6:00 p.m.
- Low, Single, Captain's bed, 2 drawers, new mattress, blonde finish, excellent condition -\$125. Call -5107 ext. 2499 or 663-8082.
- Rent - Luxury studio apartment overlooking Lake Ontario (available for August only), includes air conditioning, spa & sauna, indoor & outdoor pools, 24-hour security, furnished and dishwasher -\$575. Call Sylvia at -5385.
- Townhouse to share, female preferred, 5 appliances, private backyard. Call Graz at -8389.
- single car garage space, St. Clair & Bathurst (Vaughan Rd.) -\$30/month. Call Joe at 636-3488 or Agnes at -2332.