

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.

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.

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.)

Counsellor: 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

Counsellor: 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; girls 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.

Tuesday, August 2 (12:00 noon) - Monday, August 8 (12:00), 1988
Volume 8, Number 60

GENERAL:

Graduate Students' Association invites applicants for the position of Activities Representative. Interested persons should submit applications to the GSA office in Room N911, Ross, by Tuesday, August 9. For further information call -3453.

York Campus Bookstore Hours (August 8-13):

Monday-Thursday	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: Tom Hodgson, Operations Supervisor, Athletic Facilities, Physical Education, Recreation & Athletics, effective July 1; Jane Margles, Psychodiagnostician, Learning Disabilities, Counselling & Development Centre, effective Aug. 1; John O'Neill, Financial Liaison Officer, Office of Student Affairs, effective July 11; Glenn Rampton, Assistant Vice-President (Human Resources), effective July 25; Chris Torres, Assistant Vice-President (Finance), effective Aug. 1; Loretta Yarlow, Director/Curator of Art, Art Gallery of York University, effective July 15. The following transfers or promotions have also recently taken place: Jacques Aubin-Roy, Business Manager, Glendon College; Lynn Cornett, Director of Communications, Communications; Beverly Fernandez, Job Evaluation Officer, Department of Human Resources; Janis Roy, Director of Alumni Affairs, Alumni Affairs.

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 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.

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.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Tuesday August 9, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Aloma Mendoza

Student Programmes Assistant II "A" - Office of Student Programmes, Arts TEMPORARY: to July 21, 1989 (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 (based on an annual salary of \$24,165) JOB NO: M014

*Administrative Assistant I - Finance and Administration, Office of the Vice President (High school graduation with secretarial training or equivalent; some post secondary education preferred; 4-5 years' secretarial/administrative experience, including experience in dealing with wide range of contracts in a university environment; demonstrated excellent oral and written communication skills; excellent interpersonal skills; demonstrated ability to work independently and to set priorities; tact and diplomacy; demonstrated commitment to and eagerness to exercise initiative in providing a consistently high level of service to the University community; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; excellent organizational skills; good analytical skills; wordprocessing and microcomputing skills required; typing 50 wpm; skill in minute-taking; bookkeeping skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE 6 PROVISIONAL (\$24,165) JOB NO: M015

STAFF POSITIONS: (cont'd.)

Counsellor: Patty Bunton

Administrative Secretary - Finance, Office of the Comptroller (High school graduation with secretarial training or equivalent; some accounting courses required; 2 years' administrative/secretarial experience; typing 50-55 wpm; demonstrated wordprocessing skills required; demonstrated excellent oral and written communication skills; pleasant telephone manner; tact and diplomacy essential; excellent organizational skills; bookkeeping skills required; demonstrated ability to deal courteously and effectively with staff, faculty and the public.) GRADE 5 (\$21,877) JOB NO: B078

*Records Clerk "A" - Records, E.R.I.C. TEMPORARY: September 1/88 to August 31/89 (High school graduation or equivalent; 1-2 years' experience in a computerized records area; typing 30 wpm, accuracy essential; demonstrated ability to attend accurately to detail; demonstrated skill in computerized coding and retrieval techniques; good oral communication skills; tact and diplomacy essential; accuracy in working with figures; good organizational skills.) GRADE 4 (based on an annual salary of \$20,337) JOB NO: B079

Faculty Secretary - Marketing, Administrative Studies TEMPORARY: to November 30/88 (High school graduation with secretarial training or equivalent; minimum 1 year secretarial experience required; typing 55-60 wpm; demonstrated wordprocessing skills required; technical and statistical typing skills required; skill in using dictation equipment; good oral and written communication skills; excellent organizational skills.) GRADE 3 (based on an annual salary of \$19,287) JOB NO: B080

SUMMER INTERCHANGE:

- Sale - 1984 Supra blue interior/exterior, 5 speed, loaded, mint condition -\$13,900. Call Rob at -7215.
 - white 10 cu. ft. Moffat fridge, perfect condition -\$385 or best offer; mid-size convection Moulinex oven (fan-assisted) off-white, accessories included -\$160 or best offer. Call 484-9673 (evenings).
 - 1 ping pong table -\$25. Call Claudia at -2187.
- Wanted - House to rent with four bedrooms, Annex, Annex South or West, non-smokers, September onwards. Contact Lois at 532-8584 (evenings).
- good homes for kittens and cats by animal welfare organization. Call Joan at -2595 or 881-0148 (evenings/weekends).

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YORK UNIVERSITY

BULLETIN

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

Monday, August 8 (12:00 noon) - Thursday, August 11 (12:00 noon), 1988
Volume 8, Number 61

GENERAL:

Members of the York community are asked to note the following scheduling changes to the first week of classes for the undergraduate Faculties of Arts, Education (Pre-Service), Fine Arts, Glendon College and Science - First day of classes: September 7. Classes normally scheduled for September 7 & 8 will not be held. Instead, September 7 will become a Monday teaching day, and classes normally scheduled for Monday will be held, and will take place in their regularly scheduled Monday locations. September 8 will become a Tuesday teaching day, and classes normally scheduled for Tuesday will be held, and will take place in their regularly scheduled Tuesday locations. Classes on September 9 proceed as usual. No other dates are affected.

The Business Office at Glendon is now located in Room 217, Glendon Hall. Their areas of responsibility are food and housing, beverage, conference, duplicating and leasing services for the Glendon campus. The manager is Jacques Aubin-Roy and the assistant to the manager is Azi Subrahmanyam (telephone 487-6714).

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

- Terry Arnott, Student Records, Office of the Registrar -2500
- Brian Laing, Student Records, Office of the Registrar -4656
- Sandra Millar, Student Records, Office of the Registrar -3751
- Sue Salusbury, Student Records, Office of the Registrar -7266

Science students, either graduates or fourth year are needed to assist the Department of Occupational Health and Safety with employee training about hazardous materials. Students will be paid \$25/session and are needed for the fall and winter terms. Training and necessary materials will be provided. Interested persons are asked to contact DOHS, Room D36, EOB (-5491) and provide name, telephone number, and times available during the week (day and night). The deadline for applications is August 19.

EVENTS:

MONDAY, AUGUST 8

1:00 p.m. - MA Defence - [Graduate Program in Sociology] Rosa Proietto will defend her thesis entitled "The Myth of Blood: A Reading of Italian Ethnicity and Social Science" - Room N927, Ross

WEDNESDAY, AUGUST 10

3:00 p.m. - Dance Concert - [Dance Department] featuring works by Danny Grossman and other summer faculty and students - admission is a \$2.00 donation to the scholarship fund - Burton Auditorium

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday, August 15, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

- *Civil Engineer - Construction Division, Physical Resources. (A degree (or equivalent) in Civil Engineering with membership (or eligibility for membership) in A.P.E.O.; minimum of 3 years' related work experience; demonstrated ability to produce engineering and technical reports; surveying skills; demonstrated ability to perform civil engineering design of site services; good communication skills; ability to oversee the work of contractors; demonstrated ability to deal effectively with all levels of the community, and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 7 under review (\$34,470- \$41,710) JOB NO: D034
- *Assistant Superintendent, Utilities - Physical Plant. (First Class Stationary Engineer; minimum 4-5 years' experience in large central high pressure steam and chilled water plant, including at least 2 years' supervisory experience; sound knowledge of engineering principles as they apply to power plant operations, and maintenance of ancillary equipment; knowledge of operation of high voltage power and steam distribution systems; managerial skills; demonstrated good supervisory and leadership skills; demonstrated ability to develop and maintain staff training and safety programmes; good communication skills; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 6 (\$32,060-\$38,795) JOB NO: D035
- *Manager, Student Accounts - Atkinson College. (University degree or equivalent; several years' managerial experience in a high volume administrative or operational setting, including experience in working with computers; excellent interpersonal skills; effective oral and written communication skills; demonstrated ability to develop and implement policy; good supervisory skills; proficiency in working with financial data; ability to analyze and improve computerized functions; demonstrated ability to deal effectively with all levels of the community, and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 5 under review (\$29,960-\$36,250) JOB NO: D036
- *Administrative & Production Supervisor - Communications. (University degree or equivalent education which provides formal training in production design and computing/word processing applications; 3-4 years in the graphics industry, design/production studio or computer related organization; thorough understanding of the printing industry; good knowledge of various printing processes; familiarity with colour separations; knowledge of artwork preparation for printing, including layout, illustration and photography; extensive knowledge of computerized typesetting and electronic publishing systems; service oriented management

STAFF POSITIONS (cont'd.)

skills; well organized administrative and budgetary skills; good supervisory skills; excellent interpersonal skills, and demonstrated ability to exercise tact and diplomacy in dealing with clients and staff; demonstrated ability to handle tender projects, and to negotiate contracts; ability to work under pressure to meet deadlines and budgets; experience in using microcomputers required. Please submit a resume when making an application.) GRADE: P&M 5 (\$29,960-\$36,250) JOB NO: D037

*Communications & Scheduling Officer - Construction Division, Physical Resources. (University degree or Community College diploma or equivalent combination of education and experience; 3 years' related experience; strong analytical skills; superior organizational skills; excellent communication skills; strong writing and editing skills; proficiency in using a computer; demonstrated ability to maintain and report detailed information about numerous concurrent projects; knowledge of construction an asset; driver's licence required; demonstrated ability to deal effectively with students, staff, faculty and business personnel in order to ensure effective, efficient, harmonious relationships at all times. Please submit a resume when making an application.) GRADE: P&M 4 under review (\$28,000-\$33,880) JOB NO: D038

Counsellor: Aloma Mendoza

Design and Interdisciplinary Technician - Visual Arts, Fine Arts. SESSIONAL: August 15 to May 15. (Minimum 2 years' community college education including courses in printing, computing and electronics; 2 years' experience in the proper handling and operation of audio, video, printing and computing equipment; demonstrated working knowledge of printing equipment, stat camera, darkroom, small offset press, metal type process, computing equipment used for graphics, and electronic sound and video equipment; demonstrated ability to make minor repairs to equipment; excellent oral communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated skill in exercising judgement. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary of \$28,019) JOB NO: B076

Counsellor: Patricia Buntun

Law Library Assistant II (Fines & Overdue) - Circulation, Law Library. (High school graduation or equivalent; 1-2 years' circulation experience required; typing 40 wpm; demonstrated excellent oral communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; good organizational skills; knowledge of library automated system preferred, or willingness to learn.) GRADE: 4 (\$20,337) JOB NO: B081

Exit Control Clerk - Law Library. (High school graduation or equivalent; 1 year related experience, e.g. in a library, dealing with the public, etc.; demonstrated excellent oral communication skills; tact and diplomacy essential; demonstrated ability to work calmly and effectively under pressure; accuracy with figures and handling cash; sense of responsibility; manual dexterity; ability to lift heavy materials.) GRADE: 4 (\$20,337) JOB NO: B082

Payroll Clerk I (Miscellaneous) - Payroll, E.R.I.C. TEMPORARY: September 8, 1988 to May 8, 1989 (High school graduation or equivalent; 1 year recent related experience with a computerized payroll system; typing 35-40 wpm; accuracy essential; demonstrated ability to attend accurately to detail; demonstrated accuracy with figures; good oral and written communication skills; good organizational skills; data entry skills preferred, or willingness to learn.) GRADE: 4 (Based on an annual salary \$20,337) JOB NO: B083

Faculty Secretary - Languages, Literature and Linguistics, Arts. (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 45-50 wpm, accuracy essential; word processing skills required; demonstrated oral and written facility in Italian; ability to type in several foreign languages preferred, or willingness to learn; good organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 3 (\$19,287) JOB NO: B084

*Secretary - Personnel Office, Glendon. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience; typing 45-50 wpm, accuracy essential; demonstrated word processing skills required; demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work independently and set priorities; Bilingual Modules I (advanced), II, III (intermediate) and IV (advanced). GRADE: 4L Provisional (\$21,877) JOB NO: B085

Departmental Secretary - Computer Science, Glendon. SESSIONAL: August 1 to May 31 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-45 w.p.m.; word processing skills required, or willingness to learn; excellent oral and written communication skills; pleasant telephone manner; good organizational skills; Bilingual Modules I (advanced) & II). GRADE: 3L Provisional (\$20,337) JOB NO: B086

Clerical Assistant - Liaison, Admissions. TEMPORARY: September 6, 1988 to September 5, 1989. (High school graduation or equivalent; 1 year clerical experience required; typing 40 w.p.m., accuracy essential; word processing skills required; excellent oral and written communication skills; demonstrated ability to work under pressure of high volume; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; ability to lift heavy boxes (maximum 50 lbs.); must have Ontario driver's licence; own car preferable.) GRADE: 4 (Based on an annual salary of \$20,337) JOB NO: B087

Counsellor: Kelly Glaze

Courier - Finance, Office of the Comptroller. (Grade 10 education or equivalent; no previous work 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: 2 (\$18,175) JOB NO: K001

SUMMER INTERCHANGE:

- Sale - Tenor saxophone, cleaning accessories and lessons book. Call Pat at -7597
- Evinrude motor, 4 hp., good condition -\$350. Call -4694 or 663-0695 after 5:00 p.m.
 - Modern child furniture, teak finish, bed with 2 drawers, new mattress, 4-drawer chest, wall unit and desk -\$500. Call Stasha at 738-0536 between 5:00 and 6:00 p.m.
 - Scott stereo tuner/amplifier plus speakers, 46 watts per channel -\$85; aluminum frame back-pack -\$15; wire dog cage, medium size -\$25. Call Diane at -6981
 - Nelma "Personna" computer, 64k -\$350. Call Neye at 663-3731 after 6:00 p.m.

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UNIVERSITY

BULLETIN

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

Thursday, August 11 (12:00 noon) - Monday, August 15 (12:00 noon), 1988 Volume 8, Number 62

GENERAL:

Telecommunications advises the York community that on Saturday, August 13 between 8:30 a.m. and 5:00 p.m., the T1 facility which links the York and Glendon Campus telephone systems will be out of service for maintenance. There will be no 4 digit dialing between the campuses, and Glendon users will not be able to place directly dialed (DDD) long distance calls or use PhoneMail. It will not be possible to place data calls between the campuses via the T1. This will not affect incoming or outgoing local Toronto area calling. For further information call Telecommunications at -2787.

Members of the York community are advised that spaces are still available for children ages 9-14 at the York Youth Connection (Y.Y.C.) Summer Day Camp for the month of August. For more information, call Community Relations at -5010.

Members of the York community are asked to note the following scheduling changes to the first week of classes for the undergraduate Faculties of Arts, Education (Pre-Service), Fine Arts, Glendon College and Science - First day of classes: September 7. Classes normally scheduled for September 7 & 8 will not be held. Instead, September 7 will become a Monday teaching day, and classes normally scheduled for Monday will be held, and will take place in their regularly scheduled Monday locations. September 8 will become a Tuesday teaching day, and classes normally scheduled for Tuesday will be held, and will take place in their regularly scheduled Tuesday locations. Classes on September 9 proceed as usual. No other dates are affected.

Science students, either graduates or fourth year are needed to assist the Department of Occupational Health and Safety with employee training about hazardous materials. Students will be paid \$25/session and are needed for the fall and winter terms. Training and necessary materials will be provided. Interested persons are asked to contact DOHS, Room D36, EOB (-5491) and provide name, telephone number, and times available during the week (day and night). The deadline for applications is August 19.

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Contracts Manager - Construction Division, Physical Resources. (Community College diploma or University degree, (or equivalent) combination of education and experience; minimum 5 years' directly related experience, including experience in construction specification writing, and contract administration; proven working knowledge of construction legislation and contract administration; good analytical skills; demonstrated ability to develop and analyze detailed specifications; good oral and written communication skills; strong organizational skills; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 7 under review (\$34,470 - \$41,710) JOB NO: D039

Counsellor: Aloma Mendoza

Assistant Coordinator - Advising Centre, Arts. (University degree or equivalent; York degree preferred; 3 years' recent related experience in a student programmes, admissions, environment etc. (e.g. indepth student advising experience, experience in maintaining records; experience in coordinating activities, etc.); excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work well under pressure; demonstrated ability to work independently; skill in exercising judgement; demonstrated initiative; sense of responsibility; excellent organizational skills; demonstrated supervisory skills; typing 35 w.p.m.; word processing skills required; on-line data entry skills required; knowledge of York University degree regulations would be an asset. Please submit a resume when making an application.) GRADE: 8 (\$30,601) JOB NO: M017

Counsellor: Patricia Bunton

Undergraduate Laboratory Technician - Science, Physical Education. (University degree with emphasis on Science courses; 2 years' related experience, e.g. preparing and performing physiology labs, providing instructions to others, etc.; demonstrated ability to prepare chemical solutions and tissues for physiology laboratories; basic operational knowledge of function and care of laboratory instruments such as recorders, PH meters, electrocardiographs, spectrophotometers, cycle ergometers, treadmills, etc.; excellent oral communication skills; demonstrated ability to provide instruction in the principles and techniques of lab experiments; good organizational skills; demonstrated manual dexterity.) GRADE: Lab Tech II (\$23,822) JOB NO: B088

Facilities/Equipment Attendant - Recreation and Athletics, Physical Education. SESSIONAL: August 15 to March 31 (Grade 11 education or equivalent; 6 months' to 1 year related experience, e.g. setting up and maintaining equipment, etc.; good oral communication skills; demonstrated ability to follow written and verbal instructions; ability to lift heavy equipment and materials.) GRADE: 3 (Based on an annual salary of \$19,287) JOB NO: B089

STAFF POSITIONS (cont'd.)

- Graduate Programme Assistant - Mathematics, Arts. (High school graduation with secretarial training or equivalent; some university courses would be an asset; minimum 2 years' related experience, e.g. receiving and checking applications, handling student enquiries, arranging meetings and schedules, etc., preferably in a student service area; typing 50 w.p.m.; demonstrated word processing skills required; demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; tact and diplomacy; demonstrated ability to set priorities; aptitude for figure work; demonstrated ability to attend accurately to detail.) GRADE: 5 Provisional (\$21,877) JOB NO: B090
- Convocation Assistant - Student Affairs. (High school graduation with secretarial training or equivalent; 1-2 years' general office experience, preferably in a university environment; typing 40-50 w.p.m.; word processing skills preferred or willingness to learn; demonstrated ability to attend accurately to detail; excellent oral and written communication skills; demonstrated ability to accurately proofread material; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume; driver's licence and use of a car would be an asset.) GRADE 4 (\$20,337) JOB NO: B091
- Audio Visual Clerk, D.I.A.R. (High school graduation or equivalent; 1-2 years' general office experience required; typing 40 w.p.m., accuracy essential; data entry skills and microcomputing skills required; excellent oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously with staff, students, faculty and the public; ability to attend accurately to detail; some knowledge of photographic film types and audio visual terms required.) GRADE 3 (\$19,287) JOB NO: B092
- Law Library Assistant III - Law Library, Circulation. (High school graduation or equivalent; minimum 1-2 years' circulation experience; typing 40 w.p.m.; demonstrated excellent oral and written communication skills; demonstrated tact and diplomacy; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to exercise judgement; knowledge of automated library system preferred or willingness to learn.) GRADE 5 Provisional (\$21,877) JOB NO: B093
- *Clerical Assistant - Staff and Organizational Development, Human Resources. PART-TIME : 21 HOURS PER WEEK (High school graduation or equivalent; minimum 1-2 years' clerical experience required; typing 45 w.p.m.; demonstrated proficiency in word processing and microcomputing skills required; excellent oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with staff, faculty and the public; good organizational skills; demonstrated ability to work independently; accuracy in detailed work.) GRADE 3 Provisional (Based on an annual salary of \$19,287) JOB NO: B094
- Secretary - Department of Languages, Literature and Linguistics, Arts. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a related area; typing 45-55 w.p.m., accuracy essential; word processing skills required; good oral and written communication skills; ability to type in several foreign languages, or willingness to learn; knowledge of a foreign language (Italian, French, Spanish or German) would be an asset; tact and diplomacy; good organizational skills.) GRADE 4 (20,337) JOB NO: B095

CANCELLATION YORK BULLETIN AUGUST 8, 1988 Faculty Secretary - Languages, Literature and Linguistics, Arts, JOB NO: B084

SUMMER INTERCHANGE:

- Sale - 1974 900Z1 Kawasaki, disassembled. Call David at 661-0831
- 1982 Pontiac J200, 3-door, 4-speed manual, 87000 kms -\$1500. Contact Katherine at -3871
- Computer system, Commodore Amiga 1000, 512K (expandable), keyboard, mouse, (2) 3.5 disk drives, AmigaDOS 1.2, various software, all you need except monitor -\$1150. Call Bob at -7687 or evenings at 453-0298
- Rent - House for rent, Yonge/Finch, good for 2 families, TTC, school, grocery, central air, appliances, upper 2 levels include 4 bedrooms, lower 2 levels include 1 bedroom, 1 den, high finished basement, has separate entrance. Contact Nan at 226-4665
- Wanted - Good home for adorable 10 week old kittens. Call Diane at 869-5637 during day

8/10/4

York UNIVERSITY BULLETIN

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

Monday, August 15 (12:00 noon) - Thursday, August 18 (12:00 noon), 1988
Volume 8, Number 63

GENERAL:

Members of the York community are asked to note the following scheduling changes to the first week of classes for the undergraduate Faculties of Arts, Education (Pre-Service), Fine Arts, Glendon College and Science - First day of classes: September 7. Classes normally scheduled for September 7 & 8 will not be held. Instead, September 7 will become a Monday teaching day, and classes normally scheduled for Monday will be held, and will take place in their regularly scheduled Monday locations. September 8 will become a Tuesday teaching day, and classes normally scheduled for Tuesday will be held, and will take place in their regularly scheduled Tuesday locations. Classes on September 9 proceed as usual. No other dates are affected.

The Centre for Continuing Education offers the following University Preparation Courses:

- Bridging Courses which are designed to assist hesitant potential university students with their coping skills. Two courses are offered: Humanities A: Tragedy - A Vision of Life, beginning September 14 at the York Campus; and Social Science A: Canadians and Their Society, beginning September 13 at the Glendon Campus. Both courses runs for 13 weeks.
- GMAT Mathematics Preparation Courses. This 13 session course is designed to assist students who hope to enter an MBA program but are not adequately prepared to handle the mathematics section of the GMAT. The course begins September 15 at the York Campus.

For further information call the Centre at -2505 or drop by the 2nd floor of the Administrative Studies Building.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday August 22, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Patricia Bunton

- *Departmental Secretary - Facilities, Planning and Management. PART-TIME: 23 HOURS PER WEEK (High school graduation with secretarial training or equivalent; minimum 1 year secretarial experience in an office with public contact; typing 45-50 wpm, accuracy essential; word processing and data entry skills required; demonstrated skill in transcribing from 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 Provisional (based on an annual salary of \$19,287)
JOB NO: B096
- Receptionist/Secretary - Advising Centre, Arts. (High school graduation with secretarial training or equivalent; 2 years' secretarial/receptionist experience in a public service area; typing 45 wpm; demonstrated excellent oral and written communication skills; demonstrated ability to work under pressure of high volume; demonstrated excellent interpersonal skills; good organizational skills.) GRADE: 4 (\$20,337) JOB NO: B097
- Secretary/Typist - Osgoode Hall Law School. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a related environment (e.g. legal profession, etc.); typing 50-55 wpm, accuracy essential; demonstrated word processing skills; skill in transcribing from dictation equipment; good organizational skills; excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; tact and diplomacy.) GRADE: 3 Provisional (\$19,287) JOB NO: B098
- Receptionist - Student Affairs, Administrative Studies. (High school graduation or equivalent; 1-2 years' receptionist experience; typing 35 wpm; good oral and written communication skills; pleasant telephone manner; demonstrated tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 3 (\$19,287) JOB NO: B099
- Faculty Secretary - English Department, Glendon College. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 50-55 wpm., accuracy essential; word processing skills preferred or willingness to learn; excellent oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; Bilingual Modules I (intermediate) and II.) GRADE: 3L (\$20,337) JOB NO: B100
- Administrative Secretary - Sociology Department, Glendon College. (High school graduation with secretarial training or equivalent; 3 years' secretarial and administrative experience, in a student service area; typing 50 wpm; word processing skills preferred or willingness to learn; demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; basic bookkeeping skills; demonstrated ability to work independently; Bilingual Modules I (superior), II, III (superior).) GRADE: 5L (\$24,165) JOB NO: B101
- Technical Assistant - Fine Arts, Theatre Department. SESSIONAL: September 15, to April 15 (High school graduation or equivalent; some post - secondary courses in theatre preferred; 1-2 years' experience in a technical theatre at the professional or university level, with a concentration on lighting and sound; knowledge and skill in the use and mechanics of theatrical lighting and sound equipment; general knowledge in the techniques of stage management, carpentry, rigging and props; excellent oral communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; valid driver's licence required.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B102

STAFF POSITIONS (cont'd.)

- Day Superintendent - Business Operations, Housing and Food Services. TEMPORARY: September 1, 1988 to August 31, 1989 (High school graduation or equivalent; minimum of 1 year experience in cleaning of institutional or residential buildings; excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy; demonstrated ability to perform basic maintenance functions; demonstrated ability to use cleaning equipment; knowledge of Landlord and Tenant Act of Ontario an asset; must have valid driver's licence.) GRADE: 5 (based on an annual salary of \$23,278) JOB NO: B103
- Building Superintendent I - Business Operations, Housing and Food Services. (High school graduation or equivalent; minimum 2 years' related experience (e.g. maintaining a building, attending to tenants' needs, etc.); couple required; excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to perform basic maintenance functions; working knowledge of the Landlord and Tenant Act of Ontario.) GRADE: 5 (\$21,877) JOB NO: B104
- Computer Clerk - Business Operations, Housing and Food Services. TEMPORARY: September 1, 1988 to February 28, 1989 (High school graduation or equivalent; two years' related experience (e.g. maintaining accurate records, entering information on computer, etc.) including experience with a computerized inventory system; typing 50 wpm, accuracy essential; demonstrated proficiency in word processing and microcomputing skills required; computerized spreadsheet skills required; accuracy with figure work; excellent oral and written communication skills; good organizational skills.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B105
- Circulation/Technical Assistant - Government Documents Library. TEMPORARY: to April 30, 1989 (High school graduation or equivalent; 1 year library or public service experience required; demonstrated excellent oral communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; good organizational skills; knowledge of library automated system preferred or willingness to learn.) GRADE: 4 Provisional (based on an annual salary of \$20,337) JOB NO: B106
- Assistant to Curator - Art Gallery, Fine Arts. (Bachelor of Arts in Art History; 2 years' related experience (i.e. curatorial experience) in a museum or gallery; demonstrated excellent oral and written communication skills; excellent interpersonal skills; demonstrated research techniques; demonstrated ability to exercise judgement; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; word processing skills preferred or willingness to learn.) GRADE: 5 (\$21,877) JOB NO: B107
- Secretary - Art Gallery, Fine Arts. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a related environment (e.g. Art Gallery, Museum, etc.); typing 50 wpm; word processing skills required; excellent oral and written communication skills; basic bookkeeping skills; accuracy with figure work; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 Provisional (\$20,337) JOB NO: B108
- Assistant to Liaison Officer, Summer Studies - O.S.P., Fine Arts. (High school graduation with secretarial training or equivalent; 1 year University education required, preferably with Fine Arts courses; minimum 2 years' related experience (e.g. advising students, coordinating special events, handling student enquiries, etc.), including experience in dealing with the public, preferably in a University environment; demonstrated excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; excellent organizational skills; demonstrated ability to set priorities; typing 45- 50 w.p.m.; word processing skills required; editing skills would be an asset; working knowledge of French would be an asset.) GRADE: 5 (\$21,877) JOB NO: B109
- Program Secretary - Theatre, Fine Arts. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a student service area; typing 50 w.p.m.; word processing skills required; demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 (\$20,337) JOB NO: B110

Counsellor: Kelly Glaze

Stacker - Government Documents Library. SESSIONAL: September 1 to April 30. (High school graduation or equivalent; 1 year library experience preferred; ability to lift and bend while shelving books; good oral communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to attend accurately to detail.) GRADE 2 Provisional (based on an annual salary of \$19,338) JOB NO: K002

SUMMER INTERCHANGE:

- Sale - 5-piece Swing set, galvanized steel guaranteed not to rust, like new -\$75. Call Debbie at -5010
- 36" Stove, avocado green. Call 247-0922
 - Coffee table & two end tables -\$150; Two sets of gold-lined drapes over complimentary sheers, 12'x8' and 9'x8', excellent condition -\$350. Call 749-6787 after 5:30 p.m.

Thursday, August 18 (12:00 noon) - Monday, August 22 (12:00 noon), 1988
Volume 8, Number 64

GENERAL:

A momentary power interruption will take place Monday, August 22 between 6:30 a.m. and 8:00 a.m. and again Monday, August 29 between 6:30 a.m. and 8:00 a.m., in order to permit preventative maintenance work to be carried out on Steeles Avenue High Voltage Transformer Station and distribution system. The following buildings will be affected: McLaughlin College & Residence, Farquharson, Petrie, West Office Building, Tait McKenzie, Ice Arena, Stong College, Bethune College & Residence, Behavioral Science, Stedman Lecture Halls, Ross, Student Apts. #4 & #6 Assiniboine Rd., Scott Library, Atkinson College, and Administrative Studies Building. The only exception is Track and Field stadium, which will have its power shut off on Thursday, August 25 from 8:00 a.m. to 5:00 p.m.

EVENTS:

SUNDAY, AUGUST 21

11:00 a.m. - 4:00 p.m. - Pot Luck Forum - [Atkinson Students Association] "Single and Single Parenting" - for further information call -2480 - Crowe's Nest, Atkinson

STAFF POSITIONS:

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

Counsellor: Earl Hough

*Director, Human Resources Management Information and Payroll - Department of Human Resources. (University degree in Computer Science, Business Administration, Accounting or the equivalent in practical course work and experience; 5 years' related experience in charge of the development, implementation and operation of state-of-the-art human resource information systems in large complex/service-oriented organization; proven excellent track record of effective employee management; and sound, mutually beneficial relations with client groups and others having vested interests in the services provided by the incumbent and his/her staff; excellent communication and supervisory skills; ability to interpret Income Tax Act and UIC regulations; tact and diplomacy essential; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 11 (\$46,030-\$55,696) JOB NO: H003

Counsellor: Patricia Bunton

*Benefits Counsellor - Department of Human Resources. (High school graduation with secretarial training or equivalent; some courses in benefits administration required; minimum 2 years' related experience, e.g. interpreting benefits policies, handling detailed enquiries, etc.; typing 45-50 wpm, accuracy essential; demonstrated word processing and microcomputing skills required; computerized spreadsheet skills and data entry skills required; demonstrated excellent oral and written communication skills; demonstrated excellent interpersonal skills; excellent organizational skills; demonstrated ability to provide excellent customer service; demonstrated ability to deal courteously and effectively with staff, faculty and the public.) GRADE: 5 (\$21,877) JOB NO: B111

Undergraduate Programme Assistant - French Studies, Arts. TEMPORARY: to December 16, 1988. (High school graduation with secretarial training or equivalent; 2 years' secretarial and administrative experience, preferably in a student service area; typing 50-55 wpm, accuracy essential; word processing and microcomputing skills required; demonstrated excellent oral and written communication skills in French and English; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; tact and diplomacy; excellent organizational skills; demonstrated ability to work independently; sense of responsibility; demonstrated ability to exercise good judgement.) GRADE: 5 (Based on an annual salary of \$21,877) JOB NO: B112

Word Processing Operator - Secretarial Services, Arts. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience; typing 45-55 wpm, accuracy essential; demonstrated proficiency in wordprocessing; excellent oral and written communication skills; good spelling and grammatical skills; demonstrated ability to deal courteously and effectively with staff, faculty and the public.) GRADE: 4 (\$20,337) JOB NO: B113

Secretary - French Studies, Arts. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience in dealing with the public; typing 50-55 wpm, accuracy essential; wordprocessing skills required; demonstrated excellent oral and written communication skills in French and English; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; tact and diplomacy; good organizational skills; demonstrated ability to set priorities; accuracy in dealing with cash.) GRADE: 4 (\$20,337) JOB NO: B114

Receptionist - Business Office, Student Affairs, Glendon College. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience in a related environment; typing 40-45 wpm, accuracy essential; Bilingual Modules I (intermediate) and II; demonstrated excellent oral and written communication skills; good organizational skills; ability to work with frequent interruptions; pleasant telephone manner; good interpersonal skills; demonstrated ability to set priorities; tact and diplomacy; wordprocessing skills preferred or willingness to learn.) GRADE: 3L Provisional (\$20,377) JOB NO: B115

Student Programmes Clerk/Typist - Office of Student Programmes, Arts. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 50 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; skill in transcribing from dictation equipment; excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume; good organizational skills.) GRADE: 3 (\$19,287) JOB NO: B116

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York

UNIVERSITY

BULLETIN

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

Monday, August 22 (12:00 noon) - Thursday, August 25 (12:00 noon), 1988
Volume 8, Number 65

GENERAL:

University offices will return to regular hours (9:00 a.m. to 5:00 p.m.) on Tuesday, September 6. Please note: University offices will close at 3:30 p.m. on Friday, September 2.

The York Youth Connection wishes to thank the Department of Human Resources, E.R.I.C. and in particular Mrs. Rosetta D'Ardis for their generous support and hard work in sponsoring a raffle in support of the Y.Y.C. summer day camp. The lucky winners were: Ken Wood, Dave Smith, Joanna Sibley, Sharon Logiacco, Irmgardt Duley, and Natalie Berdan. Many thanks to everyone who participated in this worthwhile effort.

Students, staff and faculty are invited to the Centre for Handicapped Students Open House to be held September 6 in Room 101, BSB. Refreshments supplied. Those interested in notetaking, exam proctoring, reading, or acting as a mobility assistant for those students with physical, hearing, and/or visual impairments are invited to attend. If interested call Ilanna or Karen at 736-5140, ext. 5140.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than August 29, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Patricia Bunton

Administrative Secretary to the Dean - Office of the Dean, Graduate Studies. (High school graduation with formal secretarial training or equivalent; 3-4 years' senior secretarial experience, preferably in areas with university-wide contacts; typing 60 w.p.m.; demonstrated word processing skills required; skill in transcribing from dictation equipment; demonstrated excellent oral and written communication skills; demonstrated ability to compose correspondence and documentation; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; tact and diplomacy essential; excellent organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 5 (\$21,877) JOB NO: B117

Counsellor: Cathy Kerr

*Administrative Assistant I-Office of the Assistant Vice-President (Finance). (High school graduation with secretarial training or equivalent; some post-secondary education preferred; minimum 3 years' senior secretarial experience, preferably in areas with internal and external contacts; typing 40 w.p.m., accuracy essential; demonstrated word processing skills required; computerized spread sheet skills preferred or willingness to learn; demonstrated excellent oral and written communication skills; demonstrated ability to work independently; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated excellent organizational skills; excellent analytical skills; demonstrated ability to deal courteously and effectively with staff, faculty and the public; tact and diplomacy essential. Please submit a resume when making an application.) GRADE: 6 Provisional (\$24,165) JOB NO: L001

*Clerk/Typist- Economics, Arts. SESSIONAL: August 15 to May 15 Part-Time (17 1/2 hours per week). (High school graduation with secretarial training or equivalent; 1-2 years' secretarial/receptionist experience; typing 50-55 w.p.m., accuracy essential; word processing skills preferred or willingness to learn; demonstrated excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; ability to adapt to a variety of jobs and situations; pleasant telephone manner.) GRADE: 3 Provisional (based on an annual salary of \$19,287) JOB NO: L002

SUMMER INTERCHANGE:

- Sale - 1985 Plymouth Reliant, 4 door, automatic, 4 cylinder, 2.2 litre, 2 bbl. carb., cloth interior, 97,000 km -\$3500. Call Louise at -5072 or Mike at 636-8956 after 5:00 p.m.
- 1979 Pontiac Sunbird, 2 door, standard transmission -best offer. Call after 7:30 p.m. at 636-1758
- SHARP EL-506H Scientific calculator -\$25; CANON F-73P Scientific Statistical calculator -\$45; CASIO FX-3600P Scientific calculator -\$55; TEXAS TI-55 electronic calculator -\$40; calculators in excellent condition, extra cost for user's manuals. Call George at -2694
- Seasoned firewood, top quality. Call Stephen Gentles at 485-2997 evenings & weekends
- Rent - House for rent, off of Keele between Major MacKenzie and Rutherford, features 3 bedrooms, grocery store, school, 1772 sq. ft., double garage, large kitchen, patio, available September 1. Call Filomena at 832-2771.
- Apartment for rent, available September 3, one bedroom basement apartment, Bayview/Davisville area, close to TTC, quiet residential street, private entrance, shared laundry facilities, suitable for single tenant, first and last, references required -\$485/month. Call 485-8682.
- Wanted - Good homes for two beautiful German Shepherd dogs, a 6 year-old male with no papers and great personality and a 4 year-old female with registration papers. Call Carol at -5011 or 731-3368 evenings & weekends
- Morris dancers, Women's North-West (clog) team looking for members, practice Tuesday nights, also musicians, men or women needed for same dance team. Call Paula at 534-4736
- Regular ride needed to and from Nobleton to York. Call Paul at -7763.
- Small apartment for three people for September only, urgent, near York. Call Vladka at -3865 or 667-0475 after 6:00 p.m.
- Good home for one year-old cat, white and gray, persian mix, shots given, neutered and clawed. Call 235-0855

YORK UNIVERSITY

BULLETIN

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

Monday, August 29 (12:00 noon) - Thursday, September 1 (12:00 noon), 1988
Volume 8, Number 67

GENERAL:

Due to the scheduling changes to the first week of classes for the undergraduate Faculties of Arts, Education (Pre-Service), Fine Arts, Glendon and Science, members of the York community are asked to ensure that all AV/TV Requisition Forms submitted to the Department of Instructional Aid Resources reflect the revised schedule.

Members of the York community are asked to note that York's contract with American Express to provide travel management service is now being serviced off-campus. The American Express Business Travel Office telephone number is 443-8407. Regular business hours are 8:00 a.m. to 5:00 p.m. Outside regular business hours, the number is 445-5331 in Toronto or 1-800-668-9109 outside the Toronto area. Outside Canada, call collect 416-445-5331.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Tuesday, September 6, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.
Counsellor: Aloma Mendoza

Placement Services Advisor - Career & Placement Centre. (High school graduation or equivalent; university degree required, preferably in human services, behavioural sciences, or business; minimum 2 years' experience in offering integrated career and placement services, preferably in a post-secondary institution; demonstrated excellent interpersonal skills; demonstrated one-to-one advising and co-operative consulting skills; demonstrated group or seminar leadership skills; demonstrated ability to plan, develop and manage programmes; demonstrated knowledge of job search methods and strategies; good knowledge of labour market conditions; good knowledge of recruitment practices and government employment programmes; good knowledge of career development and placement services; demonstrated promotion and marketing skills; demonstrated public speaking skills; demonstrated excellent oral and written communication skills; demonstrated ability to exercise tact, diplomacy, and initiative; demonstrated ability to work independently; word processing skills required; demonstrated ability to customize and adapt computer programmes; demonstrated supervisory skills; demonstrated ability to provide excellent customer service. Please submit a resume when making an application.) GRADE: 7 Provisional (\$26,895) JOB NO: M018

Administrative Program Assistant - Career & Placement Centre. (High school graduation or equivalent; some university courses required; minimum 3 years' administrative experience preferably in a related area (e.g. a high volume human service environment, great deal of public contact, etc.), including some supervisory experience; demonstrated excellent interpersonal skills; demonstrated excellent oral and written communications skills; demonstrated excellent administrative, staff, supervision, and problem-solving skills; excellent organizational skills; demonstrated ability to exercise good judgement; tact, flexibility, diplomacy and initiative required; demonstrated ability to establish work priorities and to organize tasks independently; demonstrated ability to work in a cooperative, supportive team environment; demonstrated ability to provide excellent customer service; word processing and data processing skills required; computerized spreadsheet skills an asset. Please submit a resume when making an application.) GRADE: 6 Provisional (\$24,165) JOB NO: M019

Counsellor: Patricia Bunton

Client Intake Assistant - Career & Placement Centre. (High school graduation with secretarial training or equivalent; minimum 2 years' experience in a related environment (e.g. a recruitment or placement centre, an area with a high volume of public contact, etc.); typing 45-50 wpm, accuracy essential; word processing skills required; demonstrated excellent oral and written communication skills; demonstrated good interpersonal skills; tact, diplomacy, initiative and flexibility; excellent organizational skills; demonstrated ability to set priorities; demonstrated ability to work co-operatively and independently; demonstrated ability to provide excellent customer service.) GRADE: 4 Provisional (\$20,337) JOB NO: B122

Assistant Buyer/Expediter - Purchasing, Business Operations. (High school graduation or equivalent; 2 years' related experience (e.g. in a purchasing or customs environment, etc.); typing 40-50 wpm; microcomputing skills required; demonstrated excellent oral communication skills; demonstrated ability to exercise tact and diplomacy; demonstrated good written communication skills; demonstrated ability to deal with staff, faculty and suppliers at all levels; excellent organizational skills; demonstrated ability to work under pressure of high volume.) GRADE: 4 Provisional (\$20,337) JOB NO: B123

Secretary - Office of the Dean, Administrative Studies. TEMPORARY: September 12, 1988 to January 27, 1989 (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, including experience in dealing with the public; typing 55-60 wpm; word processing skills preferred; skill in transcribing from dictation equipment preferred; good oral and written communication skills; good organizational skills; pleasant telephone manner.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: B124

Program Secretary - Theatre, Fine Arts. (High school graduation with secretarial training or equivalent; 2 years' related experience in a student service area (e.g. registration, student advising, student records); demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; typing 45-50 wpm; word processing skills required.) GRADE: 4 (\$20,337) JOB NO: B125

Secretary - Art Gallery, Fine Arts. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience preferably in a related environment (e.g. Art Gallery, Museum, etc.); typing 50 wpm; word processing skills required; computerized spreadsheet skills required; excellent oral and written communication skills; basic bookkeeping skills; accuracy with figure work; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 (\$20,337) JOB NO: B126