

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

# York UNIVERSITY

## BULLETIN

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

Thursday, September 1 (12:00 noon) - Thursday, September 8 (12:00 noon), 1988  
Volume 8, Number 68

### GENERAL:

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

Members of the York community are asked to note that a Senate Meeting will take place Thursday, September 29 at 4:00 p.m. in Room S915, Ross.

The Centre for Space Information (CSI) at York is conducting a physical survey of the Ross Humanities and Social Sciences Building. The survey is being carried out by Risto Puhakka and Doug Skinner of CSI. They can be recognized by identification badges. The survey includes the basement and first through third floors and will be completed by mid-September. For further information contact A.M. (Tony) Cichan, Manager, CSI, Department of Facilities Planning and Management, Room D115, WOB (-2160).

A series of five programs will be aired on CJRT-FM in early September focussing on composer Shostakovich. The series was prepared by Music Professor Sterling Beckwith and Paul Robinson, Music Director at CJRT. The programs are taken from a conference on modern opera and cultural politics in Soviet Russia in the 1930, jointly sponsored by York and the Centre for Russian and East European Studies. The following programs will begin at 7:00 p.m. on 91.1 (radio dial): Friday, September 2 - "Lady Macbeth of Mtsensk," in the original restored version; Sunday, September 4 - The fourth symphony and excerpts from papers and discussion at the Shostakovich Conference; Tuesday, September 6 - Shostakovich's chamber works, featuring the rare cantata, [i] The Execution of Stepan Razin [r].; Thursday, September 8 - An unusual recording of S's first opera, an adaptation of Gogol's tale [i] The Nose [r]; and Friday, September 9 - "Katerina Izmailova" or the more sanitized version of "Lady Macbeth." The complete recording ends the series.

CHRY 105.5 FM (Radio York) presents On-Air Advising, hosted by the Faculty of Arts Advising Centre, September 7, 8, 9, 12 & 13 from 12:15 p.m. to 12:45 p.m. Questions can be called into CHRY (736-5656) or to the Advising Hotline (736-5022) and they will be answered on the air. Information will be provided on matters concerning registration and student orientation to university life. The programs to be aired are: September 7 - "Faculty of Arts Advising: Help!" with Deborah Hobson, Associate Dean of Arts; September 8 - "Help for Faculty of Science Students" with Rod Webb, Associate Dean and Susan Herbertson, Director of Academic Services; September 9 - "Fine Tuning in Fine Arts" with Ray Pillar, Student Programs Officer and Jeanette Silverthorne, Chair of the Creative Arts Board; September 12 - "The Glendon College Difference" with Julie Parna-Stief, Glendon College Liaison; and September 13 - "Faculty of Arts: Any Questions?" featuring a panel on advising/orientation issues.

All students enrolled in a language course requiring laboratory sessions must register in the Language Laboratory (Room S117, Ross) Tuesday, September 6 - Thursday, September 15, 9:30 a.m. - 3:30 p.m. or Friday, September 16, 9:30 a.m. - 12:00 noon. The Language Laboratory is also hiring monitors for the 1988-89 academic year. Interested persons who are fluent in Chinese (Mandarin), French, Italian, Japanese, Portuguese, Russian, Spanish or Ukrainian are asked to apply before September 9 in Room S117, Ross.

Teaching Assistants in Arts, Fine Arts and Environmental Studies are invited to attend T.A. Day '88 on September 6. This one-day conference will include an orientation, informal lunch, special session on sexual harassment and workshops. For further information call the Educational Development Office, Central Square at -3220.

Effective immediately, the following Department of Physical Plant personnel will be located in the Construction Headquarters Building Trailer adjacent to the Physical Plant Workshops: Fred Ash, Architectural & Furnishings Coordinator (-2298); Adrijana Brett, Project Coordinator (-6198); and Keith Gouglas, Project Coordinator (-7607). Telephone numbers remain unchanged.

The York Yoga Club offers two instructional classes on Thursdays beginning September 8. Beginners are from 7:00 p.m. to 8:00 p.m. in the Judo Room (4th floor), Tait McKenzie and Intermediates are from 8:15 p.m. to 9:15 p.m. in Room 316, Fine Arts. Classes are also held Tuesdays beginning September 13 from 5:15 p.m. to 6:15 p.m. in the Atkinson Common Room. The registration fee is \$55 for 14 lessons. For further information call Axel Molema at 1-853-8776 or Nancy Burnham at 737-8900.

YUSA is seeking an Executive Assistant who can work independently and under pressure in a small, high volume office. Duties will include providing advice and assistance to officers and members in a variety of matters as well as handling the day-to-day operation of the office. Qualifications: 2-3 years related union experience, research and communication skills; computer skills (or willingness to learn); basic typing/word processing and office skills; French an asset. Salary: \$28,617-\$29,809 plus benefits. Please submit applications with a resume to YUSA, Room 008, Administrative Studies by September 8.

### EVENTS:

#### THURSDAY, SEPTEMBER 1

1:00 p.m. - MA Defence - [Graduate Program in Sociology] Owen Parker will defend his thesis entitled "Lateral Occupational Mobility and Voluntary Employee Turnover" - Room S430, Ross

#### SATURDAY, SEPTEMBER 3

2:00 p.m. - Yeomen Football - York Yeomen vs. Bishop's - Esther Shiner Stadium (formerly North York Civic Stadium), Bathurst & Finch

**EVENTS (cont'd.)**

**TUESDAY, SEPTEMBER 6**

9:30 a.m. - MA Defence - [Graduate Program in Physical Education] Jorhdin Banner will defend her thesis entitled "The Effects of Inert Gas Narcosis and Exercise on Discrimination Reaction Time" - Room 258, Petrie

**WEDNESDAY, SEPTEMBER 7**

10:00 a.m. - MEd Defence - [Graduate Program in Education] Anne Judith Adelson will defend her dissertation entitled "Education for a Viable Society" - Room N927, Ross

12:00 noon - 1:00 p.m. - Open House - for Weight Watchers' "New Quick Success Program" - next session begins September 14 and continues until November; for information call -2525 - Crowe's Nest Lounge, Atkinson

**THURSDAY, SEPTEMBER 8**

10:00 a.m. - MEd Defence - [Graduate Program in Education] Jacquelyn Jardine Oxley will defend her dissertation entitled "Staff Development Model for Secondary School Regular Class Teacher In-Service in Special Education" - Room N927, Ross

**STAFF POSITIONS:**

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

Counsellor: Irmgardt Duley

\*Assistant Director Administration and Parking Services - Security and Parking. (University degree or equivalent combination of training and experience; minimum 5 years' related experience in a police, security, or military environment, including several years in a supervisory capacity; strong administrative and budgetary skills; comprehensive knowledge of parking programmes; excellent supervisory and leadership skills; demonstrated ability to exercise initiative and to make sound decisions; strong communication skills; tact and diplomacy; 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: D040

\*Renovations Manager - Construction Division, Physical Resources. (Graduation from a university or college in a construction related discipline, or acceptable combination of education and experience; several years supervisory experience in the construction industry; sound knowledge of construction trades; demonstrated excellent management and supervisory skills; demonstrated ability to prepare specifications and develop design sketches; good oral communication skills; strong organizational skills; demonstrated ability to coordinate and prioritize numerous projects, and to meet deadlines; knowledge of computers and their applications an asset; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 8 under review (\$37,050-\$44,830) JOB NO: D041

Counsellor: Ken Wood

\*Programmer/Analyst II - Computer Systems Development, Computing Services. (University degree preferably computer related, or equivalent; minimum 6 years' programming experience, including 3 years' analysis; expert level skills in on-line systems, large IBM mainframes (4341/3090), MVS/XA, CICS (Command Level), COBOL, LIBRARIAN/ROSCOE; strong skills in DMBS, systems analysis, VSAM; SAS an asset; exposure to Integral Systems or any other on-line Human Resources Information System (HRIS) very desirable; excellent interpersonal skills; excellent oral and written communication skills. Please submit a resume when making an application.) GRADE: P&M 8 (\$37,050-\$44,830) JOB NO: W057

Counsellor: Aloma Mendoza

Student Programs Assistant II "A" - Office of Student Programs, 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 communications 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 (\$25,712) JOB NO: M020

Publications Assistant - Dean's Office, Atkinson. (High school graduation or equivalent; 2 years university, preferably with a concentration in English courses; minimum 2 years' experience in editing and working with editorial applications of computerized word processing; demonstrated excellent oral and written communications skills; demonstrated excellent editing skills; in-depth knowledge of advanced word processing and desk-top publishing programs; ability to design computer programmes to facilitate editorial applications of computerized editing and manuscript preparation; in-depth knowledge and capability with MS-DOS programme; ability to trouble-shoot for computer and programme problems; excellent organizational skills; demonstrated ability to work independently; demonstrated ability to work under pressure to meet deadlines; demonstrated ability to design layout for publications; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: M021

Counsellor: Patricia Buntun

Circulation Assistant A - Circulation, Scott Library. Sessional September 1 to April 30. Hours of work: 3 rotating shifts, Monday to Friday: shifts rotate 8-4, 9-5, 10-6, on a weekly basis. (High school graduation or equivalent; 2 years' experience in providing front-line public service in a high volume area with some library public service experience preferred; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons in person and by telephone regarding sensitive matters; demonstrated ability to work cooperatively and effectively with fellow workers; excellent oral communication and public relations skills required; basic keyboard skills to operate a computer terminal required; demonstrated ability to attend accurately to detail.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B127

## STAFF POSITIONS (cont'd.)

- Senior Shipper and Receiver - Scott Library, Libraries. (High school education or equivalent; 1 to 2 years' shipping/receiving or materials handling experience in a lead hand or supervisory capacity; ability to lift heavy materials; manual dexterity; good oral communication skills; valid driver's licence with good driving record; demonstrated good organizational skills; ability to maintain accurate records; supervisory skills.) GRADE: 4 Provisional (\$21,638) JOB NO: B128
- Circulation Assistant B - Circulation, Scott Library. Sessional September 1 to April 30. Hours of work: 3 rotating shifts, Monday to Friday: shifts rotate 8-4, 9-5, 10-6, on a weekly basis. (High school graduation or equivalent; 2 years' experience in providing front-line public service in a high volume area with some library public service experience preferred; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons in person and by telephone regarding sensitive matters; demonstrated ability to work cooperatively and effectively with fellow workers; excellent oral communication and public relations skills required; basic keyboard skills to operate a computer terminal required; demonstrated ability to attend accurately to detail.) GRADE: 3 under review (based on an annual salary of \$20,522) JOB NO: B129
- Circulation Assistant C - Circulation, Scott Library. Hours of work: Sunday: noon to 8:00 p.m. Monday to Thursday: 1:00 p.m. to 9:00 p.m. (High school graduation or equivalent; 2 years' experience in providing front-line public service in a high volume area with some library public service experience preferred; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons in person and by telephone regarding sensitive matters; demonstrated ability to work cooperatively and effectively with fellow workers; excellent oral communication and public relations skills required; basic keyboard skills to operate a computer terminal required; demonstrated ability to attend accurately to detail.) GRADE: 3 under review (\$20,522) JOB NO: B130
- Counsellor: Kelly Glaze
- Stacker - Circulation, Scott Library. Hours of work: occasional evening shift; Sunday 11:30 a.m.-8:30 p.m.; Monday to Thursday 4:30 p.m.-12:30 a.m. as replacement for staff absences. (High school graduation or equivalent; 1 year experience in a library, or in the use of complex filing systems preferred; ability to lift and bend while shelving books; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to handle cash transactions.) GRADE: 2 (\$19,338) JOB NO: K004
- Stacker - Circulation, Scott Library. Two positions. Sessional October 1 - May 31. Hours of work: occasional evening shift: Sunday: 11:30 a.m.-8:30 p.m., Monday to Thursday: 4:30 p.m.-12:30 a.m. as replacement for staff absences. (High school graduation or equivalent; 1 year experience in a library, or in the use of complex filing systems preferred; ability to lift and bend while shelving books; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to handle cash transactions.) GRADE: 2 (based on an annual salary of \$19,338) JOB NO: K005 and K006
- Stacker - Circulation, Scott Library. Temporary to May 31, 1989. Hours of work: occasional evening shift, Sunday: 11:30 a.m.-8:30 p.m., Monday to Thursday: 4:30 p.m.-12:30 a.m. as replacement for staff absences. (High school graduation or equivalent; 1 year experience in a library, or in the use of complex filing systems preferred; ability to lift and bend while shelving books; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to handle cash transactions.) GRADE: 2 (based on an annual salary of \$19,338) JOB NO: K007

## SUMMER INTERCHANGE:

- Sale - Stackable teak 24" wall units with shelves, some with doors -\$20/each; Woven all-wool wall hanging, burnt orange, 48" long, signed by artist -\$75. Call 221-5006 September 2 or later
- Dining table set, wicker chair & table, stereo bench, bookcase, side table, books, plants, paintings. Call 665-8879 after 5:00 p.m.
  - Garden shredder for recycling leaves and garden debris, 3.5 hp Briggs and Stratton motor -\$150; China cabinet, dark oak, approx. 4' wide x 5 1/2' tall, one glass door and full length drawer, approx. 80 years old -\$200; Antique gingerbread mantel clock, New Haven Clock Co., light oak, approx. 2' high -\$150; 1982 Olds Regency Brougham, air and many power gadgets -\$7000. Estate sale. Call Charles at -3233 or 223-0658
  - 1978 Monarch, many new parts, certified -\$1,500. Call Tim at 737-1455 evenings
  - Drafting table with para-draft, palette, lamp and drafting chair -\$90. Call Jill at -5144
  - Two radio controlled off-road cars with one pistol grip type controller -\$300; Pair of mens' cross-country skis, size 10 boots, never used -\$50. Call Wendy at -3163 or 743-6436 after 6:00 p.m.
  - Girls' roller skates, size 8 -\$25; Bird cage with lots of accessories -\$15; Gendron baby carriage -\$25; Complete crib, General Motors infant car seat, folding baby gate -\$5; Two Realistic 100 watt line transformers, new in boxes -\$25 for pair. Call 748-0206
  - 1967 Pontiac Beaumont, certified, 6 cyl., 4 door, Arizona car, near perfect condition, Blaupunk stereo & booster -\$2,500. Call John Tibert at -5061
- Rent - Basement apartment available. Reduced rent in exchange for babysitting. Call Nora at 661-9944

### YORK UNIVERSITY DESIGNATED SMOKING AREAS

On September 6, 1988, Phase II of the York University Smoking Policy comes into effect.

From September 6, 1988, onwards, smoking will be prohibited inside all of York University buildings with the exception of the designated smoking areas listed below.

These designated smoking areas will display "Smoking Permitted" signs to indicate their special status. Smoking is prohibited in all areas not displaying these special signs.

Please take special note of these designated smoking areas and feel free to use any of these areas. Smoking is also permitted in portions of some cafeterias and Student Pubs. Smoking will, of course, be permitted out of doors.

Those wishing to participate in a Smoking Cessation Program should contact Joan Chaplain, Department of Occupational Health & Safety at -5491. If you have any comments about the Smoking Policy in general, please contact Stephen Strople, the Chair of Implementation Committee for the York University Smoking Policy (ext. 6220). If you have comments about the designated smoking areas themselves, please contact Leon Wasser, the Executive Assistant for Physical Resources (ext. 4539).

Please observe the smoking and no-smoking signs and help to make York a smoke-free workplace.



### YORK CAMPUS DESIGNATED SMOKING AREAS

BUILDING COMPLEX	DESIGNATED SMOKING AREA	CAFETERIAS (% of seating area where smoking is permitted)	STUDENT PUBS
Administrative Studies Building	North-west entrance vestibule, ground floor		Financial Poste Coffee Shop, ground floor
	South-east corner of Room 401		
Arena	East entrance vestibule		
Atkinson College	North-west entrance vestibule, main floor	Atkinson College Restaurant, basement (50%)	Crowe's Nest, Room 140 After 7:00 p.m
	Crowe's Nest South east corner		
Behavioral Sciences Bldg.	North entrance vestibule		
	Room 421		
Burton Auditorium/ Centre for Fine Arts II	Main entrance lobby		
	Link between CFA II and Burton Auditorium		

BUILDING COMPLEX	DESIGNATED SMOKING AREA	CAFETERIAS (% of seating area where smoking is permitted)	STUDENT PUBS
Central Square/	East lobby, near	Central Square Cafeteria,	
Curtis Lecture Halls	lockers, ground floor, Curtis Lecture Halls	main floor (50%)	
	Corner Seat Pits, second floor, Curtis Lecture Halls		
Central Utilities Bldg.	Second floor landing		
Centre for Fine Arts II/Burton Auditorium	Link between CFA II and Burton Auditorium		
	East end alcove, second floor, CFA II		
East Office Bldg.	Room 54, north end of building		
Farquharson Bldg./Lumbers Bldg.	Rm. 243, Farquharson		
Founders College	Pedestrian bridge, first floor	Founders Dining Hall basement (70%)	Cock & Bull, basement
Lumbers Building	West entrance vestibule		
McLaughlin College	Central alcove area, main floor		Argh Pub, Coffee shop, basement
Norman Bethune College	Entrance vestibule	Norman Bethune Dining Hall, basement (70%)	JACS, main floor
			Norman's, 2nd floor
Osgoode Hall Law School	Games room, basement		Osgoode Pub, basement
Petrie Science Bldg.	Rm. 232A		
Physical Plant Workshops	Rm. 116 (interim)		
Ross Bldg.	3rd., 5th., and 6th. floor bridges between north and south towers	Faculty Club, main floor, south tower, (70%)	Graduate Student Lounge, 7th floor
	East lobby, near locker, Curtis Lecture Halls		
Scott Library	South-east corner of lobby, 2nd. floor		
Steacie Science Bldg.	North entrance vestibule		
Stedman Lecture Halls	East entrance vestibule		

<b>BUILDING COMPLEX</b>	<b>DESIGNATED SMOKING AREA</b>	<b>CAFETERIAS (% OF SEATING AREA WHERE SMOKING IS PERMITTED)</b>	<b>STUDENT PUBS</b>
Stong College	TBA	Stong Dining Hall, basement	Orange Snail Coffee Shop, first floor
Tait McKenzie Bldg.	West entrance vestibule		
Vanier College Coffee	West entrance vestibule	Vanier Dining Hall basement (70%)	Open End Shop & Pub, basement
West Office Bldg.	Next to cafeteria		
Winters College	East entrance foyer	Winters Dining Hall basement (70%)	Absinthe Coffee Shop & Pub, basement
	Link between residence and college bldg.		

**GLENDON COLLEGE DESIGNATED SMOKING AREAS**

<b>BUILDING COMPLEX</b>	<b>DESIGNATED SMOKING AREA</b>	<b>CAFETERIAS (% of seating area where smoking is permitted)</b>	<b>STUDENT PUBS</b>
Central Service Bldg.	Loading dock seating area		
Frost Library	Room next to main entrance foyer		
Glendon Hall	TBA		Café de la Terrasse, basement
Proctor Field House	Main entrance foyer, first floor		
York Hall	Link between A & B Glendon Dining Hall, wings, second floor Main floor (50%)		
	Room 045 - main wing	Bistro Glendon basement (25%)	
	Room 202 - A wing		

# YORK UNIVERSITY

## BULLETIN

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

Thursday, September 8 (12:00 noon) - Monday, September 12 (12:00 noon), 1988  
Volume 8, Number 69

### GENERAL:

#### Bookstore Hours (September 12-17):

##### York Campus

Monday-Thursday 9:30 a.m.-9:00 p.m.  
Friday 9:30 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

##### Glendon Campus

Monday-Thursday 9:30 a.m.-7:00 p.m.  
Friday 9:30 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-2:00 p.m.



Phase II of the Smoking Policy is now in place. A reminder to the York community that smoking is no longer permitted in private offices. Smoking is only permitted in designated smoking areas or outdoors. Please refer to the list of designated smoking areas for smoking rooms within the buildings on campus. Please observe the smoking and no-smoking signs and help make York a smoke-free workplace.

Stationery Stores is compiling a list of York community requirements for 1989 calendar items. Referring to the stationery catalogue for selection, members of the community are asked to complete a stationery requisition and forward to Stores, no later than September 30. Note: Separate requisitions are required for subject items, do not integrate with other supply needs; and subsequent exchanges, alterations or cancellations cannot be accommodated.

Application can be made to the Fund for Modest Size Projects, for planning missions for the development of international projects. Funds are limited to travel and living expenses. Applications are available from York International, Room 110, Administrative Studies. The deadline for submissions to the next competition is September 22.

The University has accepted the 1988 Kosher Tendering Committee's recommendation that the contract for the Kosher operation be awarded to Marky's Delicatessen, under the new management of Mr. & Mrs. Erez and Esther Karp. The facility opened September 6. Hours are Monday-Thursday, 10:00 a.m.-9:00 p.m.; Friday, 10:00 a.m.-3:00 p.m.; and Saturday/Sunday, closed.

The Department of Human Resources announces the following appointments: Sandra Atlin, Associate Director, Voluntary Sector Program, Administrative Studies, effective August 22, 1988; Jocelyne Benedek, Directeur Artistique, Maison de la Culture, Glendon College, effective August 1; Robert Landry, Assistant Student Programs Officer, Science, effective September 1; Bruce Shuman, Programmer Analyst, Computer Systems Development, Computing Services, effective August 8.

The following transfers/promotions have also recently taken place: Pam Broley, Director, Counselling Centre, Glendon, effective September 1; Nina Josefourtz, Counsellor, Counselling Centre, Glendon, effective September 1; Maxine London, Assistant to the Provost, Office of the Provost, effective September 6; Jean McNamee, Programmer 5, Computing Systems Development, York Computing Services, effective September 1; Don Murdoch, Liaison Officer and Summer Studies Coordinator, Fine Arts.

York Computing Services offers the following non-credit courses: Introduction to the VAX/VMS Operating System, September 17 & 24; Introduction to WordPerfect, September 19 & 22; Introduction to the VM/CMS Operating System, September 20 & 27; and Advanced Features of WordPerfect, September 26 & 29. For further information call Rose Orlando at -5257.

Nominations for the position of Secretary for the Graduate Students' Association are now being accepted. Interested persons should submit applications to the GSA Office, Room N911, Ross (local -3453) by September 15. The GSA also requires the services of a Chief Returning Officer for a by-election to be held September 26 & 27. Interested persons should contact the GSA Office no later than September 9.

### EVENTS:

#### FRIDAY, SEPTEMBER 9

10:00 a.m. - MEd Defence - [Graduate Program in Education] Millie D'Urzo will defend her dissertation entitled "Labelling, Physical Disability, and Goffman's Stigma: Three Case Studies of Couples in Which One Partner is Handicapped" - Room N927, Ross

2:00 p.m. - MA Defence - [Graduate Program in Psychology] James A. Andersen will defend his thesis entitled "Gastrointestinal Pathology Induced by Hypothalamic Kainic Acid Injections and Neurotransmitter Manipulation" - Room S915, Ross

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Thursday, September 15, 1988. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.  
Counsellor: Irmgardt Duley

\*Administrative Officer - Ontario Centre for International Business, Administrative Studies. (University graduation or equivalent, preferably in Business Administration or related field; minimum 3 years' related administrative and budgetary experience, preferably in an educational/business environment; demonstrated ability to supervise, direct and coordinate the activities of an administrative unit; ability to communicate effectively verbally and in writing with senior academic, business, legal, technical and administrative personnel; budgeting and accounting skills; knowledge of spread sheet applications and word processing skills required; ability to prepare statistics and reports; excellent organizational skills. Please submit a resume when making an application.) GRADE: P&M 4 under review (\$28,000-\$33,880) JOB NO: D042



**STAFF POSITIONS (cont'd.)**

Counselor: Ken Wood

Shift Supervisor "A" - Computing Services. Rotating shifts. (High school graduation or equivalent; some courses in VM/CMS and MVS/JES 2 preferred; minimum 3 years as a Senior MVS console operator including minimum 1 year in an MVS/XA environment and 1 year in a VAX/VMS and VM/CMS environment, or minimum 2 years as an Operator 3 with 1 year experience in an MVS/XA environment; basic knowledge of supervisory skills; intermediate knowledge of MVS/XA Commands & Procedures; UNIX Commands & Procedures; JCL & Utilities; VM/CMS, XEDIT, EXEC & REXX; advanced knowledge of MVS/JES2 Commands & Procedures; VM/CMS Commands & Procedures; VAX/VMS Commands & Procedures; VTAM Commands & Procedures; CMF/RESOLVE Commands; Peripheral Equipment. Please submit a resume when making an application.) GRADE: GS6 (\$32,979) JOB NO: W058

\*Senior Technical Communications Officer - Academic Computing Services, Computing Services. (University degree in Computer Science or a discipline which stresses writing skills, or 3 years of computing experience with University or College level courses covering a variety of computer languages; 3 years' experience in technical writing or minimum 1 year as a Technical Writer 3; several years' experience in the use of software applications; experience in working with layouts and publications; excellent oral and written communication skills; editing skills; strong leadership skills; intermediate knowledge of operating systems (VM/CMS, VAX/VMS, UNIX); System Utilities; Micro-Computing Concepts (MS-DOS, Macintosh, Apple); management and supervisory skills; advanced knowledge of document composition; technical writing; interpersonal communications. Please submit a resume when making an application.) GRADE: P&M 7 under review (\$34,470-\$41,710) JOB NO: W059

\*Technology Contracts Manager - Academic Computing, Computing Services. (University degree or equivalent combination of education and experience; several years' directly related experience, including experience in liaison activities, preferably including liaison with technology vendors, lawyers and standards bodies; extensive experience in the use of software applications required; strong organizational skills; excellent interpersonal skills; demonstrated ability to communicate effectively with members of the University community and with representatives of business and government; good oral and written communication skills; demonstrated ability to take minutes in meetings concerned with technical, contract and administrative issues; demonstrated ability to efficiently organize documentation and information flow with a variety of University and external organizations; strong microcomputing skills; good familiarity with electronic mail systems; good working knowledge of computerized spreadsheet and database systems; demonstrated ability to quickly learn and use new software systems; good analytical skills. Please submit a resume when making an application.) GRADE: P&M 5 under review (\$29,960-\$36,250) JOB NO: W060

Counselor: Aloma Mendoza

Assistant to the Master - McLaughlin College. TEMPORARY: to June 30, 1989. (High school graduation or equivalent; some university courses required; minimum 3 years' administrative experience, preferably in a university or other academic environment; excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy; flexibility; initiative; demonstrated excellent organizational skills; good budgetary skills; demonstrated ability to work under pressure; typing 45-50 wpm; word processing skills required; computerized spreadsheet skills preferred, or willingness to learn.) GRADE: 7 (based on an annual salary of \$28,617) JOB NO: M022

Counselor: Patricia Bunton

On-Line Computer Clerk - Registration, Atkinson. (High school graduation or equivalent; 1-2 years' related experience in a student service area (e.g. experience with student records, on-line computer entry experience, etc.); accurate data entry skills; demonstrated ability to exercise judgement; initiative; good oral communication skills; demonstrated ability to work accurately and effectively under pressure of high volume; ability to attend accurately to detail; typing 35-40 wpm) GRADE: 4 (\$21,638) JOB NO: B131

Administrative Secretary to CMA Program Director - CMA Program, Administrative Studies. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience, preferably in a university environment, including the responsibility for organizing and completing assignments in a multi-task setting; typing 55-60 wpm, accuracy essential; demonstrated ability to type tables and financial statements preferred; word processing skills required; excellent oral and written communication skills; demonstrated 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 and work independently.) GRADE: 5 Provisional (\$23,278) JOB NO: B132

Placement Secretary - Career and Placement Centre. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience in a related environment, e.g. a recruitment area, an area with a high volume of public contact, etc., typing 45-50 wpm, accuracy essential; word processing skills required; data entry skills required; demonstrated excellent oral and written communication skills; demonstrated good interpersonal skills; demonstrated excellent telephone manner; demonstrated ability to provide excellent customer service; good organizational skills; demonstrated ability to set priorities; ability to work independently and cooperatively; tact and diplomacy.) GRADE: 4 Provisional (\$21,638) JOB NO: B133

Courier - Office of the Registrar. (Grade 10 or equivalent; some experience as a courier, mail sorter or handler, photocopy equipment operator preferred; familiarity with the York University campus would be an asset; good organizational skills; ability to lift and transport heavy, bulky items indoors and outdoors quickly; demonstrated ability to operate and maintain photocopy equipment.) GRADE: 3 (\$20,522) JOB NO: B134

File Clerk II - Registration, Atkinson. TEMPORARY: to June 30, 1989 (High school graduation or equivalent; 1 year office experience; typing 40-45 wpm, accuracy essential; data entry skills required; good organizational skills; demonstrated ability to attend accurately to detail.) GRADE: 3 (based on an annual salary of \$20,522) JOB NO: B135

Secretary - Research Administration. TEMPORARY: to January 31, 1989 (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a university environment; typing 50 wpm, accuracy essential; demonstrated ability to transcribe from dictation equipment; word processing and micro computing skills required; demonstrated excellent organizational skills; tact and diplomacy; demonstrated ability to work under pressure of high volume; excellent oral and written communication skills.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B136

## STAFF POSITIONS (cont'd.)

- Student Programs Assistant I - 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 (\$23,278) JOB NO: B137
- Graduate Program Assistant - Education. ( High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. secretarial experience, student service experience, etc.), preferably in a university environment; typing 50-55 wpm, accuracy essential; word processing skills required; excellent oral and written communication skills; excellent organizational skills; demonstrated supervisory skills; sense of responsibility; initiative; demonstrated ability to work independently; demonstrated ability to work well under pressure of high volume; demonstrated ability to maintain confidentiality.) GRADE: 5 (\$23,278) JOB NO: B138
- Faculty Secretary - Geography/Arts. (High school graduation with secretarial training or equivalent; 1 year secretarial experience, preferably in a university environment; typing 55-60 wpm, accuracy essential; word processing skills required; pleasant telephone manner; demonstrated ability to deal courteously and effectively with faculty, staff, and students; good organizational skills.) GRADE: 3 (\$20,522) JOB NO: B139
- Residence Superintendent - Housing and Food Services, Business Operations. ( 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 & Tenant Act of Ontario.) GRADE: 5 (\$23,278) JOB NO: B140
- Storekeeper II - Technical Services, Science TEMPORARY: 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 \$23,278) JOB NO: B141
- Administrative Secretary - Administrative Studies, Atkinson. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience; typing 60-65 wpm; demonstrated proficiency in word processing; computerized spreadsheet skills required; excellent oral and written communication skills; excellent organizational skills; tact and diplomacy; demonstrated supervisory skills; demonstrated ability to oversee the work of others; demonstrated ability to set priorities; demonstrated ability to work accurately under pressure; demonstrated ability to work independently.) GRADE: 5 (\$23,278) JOB NO: B142

### Counsellor: Karen Wright

- Circulation/Technical Assistant - Government Documents Library. (Secondary school graduation or equivalent; minimum 1-2 years' related library experience, preferably in a circulation area (e.g. public contact, cardexing, circulation, etc.; typing 30-40 wpm; word processing skills preferred or willingness to learn; demonstrated good oral and written communication skills; demonstrated tact and diplomacy; ability to deal courteously and effectively with students, staff, faculty and the public; excellent organizational skills; ability to exercise judgement; demonstrated ability to work accurately and efficiently; demonstrated ability to attend to detail; knowledge of automated library systems preferred; bookkeeping skills preferred.) GRADE: 4 (\$21,638) JOB NO: Z001
- Circulation/Technical Assistant - Government Documents Library. TEMPORARY: to April 30, 1989. Hours of work: Monday to Thursday 2:30 p.m.-10:30 p.m., Friday 9:00 a.m.-5:00 p.m. ( 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 \$21,638) JOB NO: Z002

### Counsellor: Cathy Kerr

- \*Administrative Assistant - Office of the Vice President, Academic Affairs. (High school graduation with secretarial training or equivalent; 5 years' secretarial experience, including at least 3 years at a senior secretarial level, preferably in an education environment; typing 45-50 wpm, accuracy essential; demonstrated word processing and data entry skills; skill in transcribing from dictation equipment; 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 set priorities; demonstrated ability to work independently and maintain confidentiality.) GRADE: 6 (\$25,712) JOB NO: L004
- \*Retirement Counsellor - Department of Human Resources. (High school graduation or equivalent with some courses in a related discipline required; some accounting courses preferred; minimum 2 years' pension experience in a computerized environment, including 1 year clerical or accounting experience; typing 30 wpm; excellent oral and written communication skills; knowledge of computer systems required; excellent interpersonal skills; demonstrated organizational skills; demonstrated ability to counsel faculty and staff at all levels; bookkeeping skills required; demonstrated ability to work accurately with figures under pressure of high volume; word processing skills preferred or willingness to learn; own car required.) GRADE: 5 Provisional (\$23,278) JOB NO: L005

### Counsellor: Kelly Glaze

- Exit Control Clerk - Scott Library. Hours of work: Sunday 1:30 p.m. to 9:30 p.m. Monday to Thursday 4:00 p.m. to 12:00 a.m. (High school graduation or equivalent; 1 year related experience including front-line public service experience (e.g. security experience, general library experience, experience in dealing with the public, etc.); demonstrated ability to deal calmly, effectively and courteously with library patrons; tact and diplomacy; good oral and written communication skills; demonstrated ability to accurately handle cash transactions; good record keeping skills required.) GRADE: 2 (\$19,338) JOB NO: K008

Cancellation from York Bulletin of September 1, 1988: JOB NOS: B129 and B130.