

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

- continued

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/ Curtis Lecture Halls	East lobby, near lockers, ground floor, Curtis Lecture Halls Corner Seat Pits, second floor, Curtis Lecture Halls	Central Square Cafeteria, main floor (50%)	
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 East lobby, near locker, Curtis Lecture Halls	Faculty Club, main floor, south tower, (70%)	Graduate Student Lounge, 7th floor
Scott Library	South-east corner of lobby, 2nd. floor		
Steacie Science Bldg.	North entrance vestibule		
Stedman Lecture Halls	East entrance vestibule		

BUILDING COMPLEX	DESIGNATED SMOKING AREA	CAFETERIAS (% OF SEATING AREA WHERE SMOKING IS PERMITTED)	STUDENT PUBS
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

BUILDING COMPLEX	DESIGNATED SMOKING AREA	CAFETERIAS (% of seating area where smoking is permitted)	STUDENT PUBS
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 wings, second floor	Glendon Dining Hall, Main floor (50%)	
	Room 045 - main wing	Bistro Glendon basement (25%)	
	Room 202 - A wing		

YORK UNIVERSITY

BULLETIN

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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.)

Counsellor: 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: CS6 (\$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

Counsellor: 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

Counsellor: 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.

Monday, September 12 (12:00 noon) - Thursday, September 15 (12:00 noon), 1988
Volume 8, Number 70

GENERAL:

Art Galleries/Displays: The Norman Bethune Gallery will present a Collective Exhibition of Contemporary Art From Ecuador. The exhibition opens September 15 at 6:00 p.m. and continues until September 30. Gallery hours are Monday-Friday, 12:00 noon-4:00 p.m. For information call -4086.

La Maison de la Culture presents recent works by Mirca Delanoe. The exhibition opens September 14 at 6:00 p.m. and continues until September 30. Gallery hours are Monday, Tuesday, Thursday, 10:30 a.m.-5:00 p.m.; Wednesday, 10:30 a.m.-8:00 p.m.; and Friday, 10:30 a.m.-4:00 p.m.

The Canadian Journal of Physics, one of the numerous Canadian Journals of Research sponsored by the National Research Council of Canada and publishes 12 issues each year, has an immediate opening for an Editorial Assistant to maintain the operations of its editorial office, located in the Kinsmen Building. Other members of the York editorial team are the editor and two assistant editors. The job calls for normal office skills, an interest in publishing, ability to interact perspectivevly with authors, associate editors (in other Canadian universities), referees, and the National Research Council publications office. Some knowledge of French is an asset. It is nominally a half-time job, and very flexible office hours can be arranged. Interested applicants, who do not need a physics background, should submit an application with resume as soon as possible to Prof. R.W. Nicholls, Editor, Room 206, Petrie (-5247).

CHRY 105.5 FM, North York's community station, will host its first fund raising drive beginning September 21 at 12:00 noon and continuing until midnight, Sunday, October 2. During the fund raising period, CHRY programmers will appeal to listeners for pledges. The station's goal for its on-air fund raising drive is set at \$21,000. The monies collected will go towards paying for the escalating costs of operating the radio station.

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time Arts faculty for Faculty of Arts Fellowships. The fellowships are intended to provide an opportunity to complete a research project by releasing the faculty member from all teaching responsibilities for one academic year. Up to six awards may be made each year. Further information and application forms may be obtained from the Dean's Office, Faculty of Arts, Room S930, Ross (-5260). The deadline for applications is September 15.

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).

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.

Marky's Delicatessen will be closed for the following Jewish Holy Days during the month of September: Rosh Hashanah, September 12 & 13; Yom Kippur, September 20 - closed at 3:00 p.m. and September 21; and Succot, September 26 & 27.

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.

EVENTS:

MONDAY, SEPTEMBER 12

2:00 p.m. - PhD Defence - [Graduate Program in Biology] Donald E. Kuhn will defend his dissertation entitled "Partial Characterization of Cholesterol Metabolism in Fast-Glycolytic Muscle From Mice With Hereditary Muscular Dystrophy" - Room 320, Farquharson

TUESDAY, SEPTEMBER 13

9:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Louise E. Koepfler will present her colloquium entitled "Tokenism in the Boardroom: Does Gender Context Affect the Individual's Experience of Organizational Life" - Room 204, Behavioural Sciences

9:30 a.m. - MA Defence - [Graduate Program in Psychology] Claire I. Edmonds will defend her thesis entitled "An Exploration Into the Predictive Power of a Quality of Life Measure for Breast Cancer Patients" - Room N927, Ross

EVENTS (cont'd.)

WEDNESDAY, SEPTEMBER 14

12:00 noon - MFA Defence - [Graduate Program in Dance] Anu Nainpally will defend her thesis entitled "The Teaching of Bharata Natyam in Canada: Modifications Within the Canadian Context" - Room 314, Fine Arts

THURSDAY, SEPTEMBER 15

9:15 a.m. - MSc Defence - [Graduate Program in Biology] Holly M. Williams will defend her thesis entitled "The Effects of Triiodothyronine on Cultured Neonatal Rat Cardiac Myocytes" - Room 312, Farquharson

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday, September 19, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Ken Wood

Programmer 5 - Computer Systems Development, Computer Services. (Minimum 12-18 months as Programmer 4 or university degree in Computer Science or related field, plus 3 years solid programming experience or general university degree (or diploma in EDP) plus minimum 4 years of solid programming experience; practical ability in several on-line EDP application areas, MVS/XA, CICS, JCL, Roscoe/Librarian, DBMS, Cobol, MarkIV; excellent written and verbal communication skills; experience in SAS, RDBMS OR 4GLs a definite asset. Please submit a resume when making an application.) GRADE: P&M 6 (\$32,060-\$38,795) JOB NO: W061

Counsellor: Patricia Bunton

Secretary - Security and Parking. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience in dealing with the public; typing 40-50 wpm, accuracy essential; word processing skills required; excellent oral communication skills; tact and diplomacy; pleasant telephone manner; good organizational skills; demonstrated ability to work independently and under pressure; demonstrated ability to maintain confidentiality.) GRADE: 4 Provisional (\$21,638) JOB NO: B143

Accounting Clerk I - Office of the Comptroller, Finance. (High school graduation or equivalent; 1 year general office experience in a high volume area; accuracy with figure work essential; demonstrated cash handling skills and related procedures; demonstrated tact and diplomacy; demonstrated ability to deal courteously and effectively with students and staff; good organizational skills; ability to attend to detail.) GRADE: 3 (\$20,522) JOB NO: B144

Counsellor: Karen Wright

Law Library Assistant II - Circulation, Law Library. Requirement to work 1 evening per week (3:00 to 11:00 p.m.) from September to May. (High school graduation or equivalent; 1-2 years' general circulation experience; typing 40 wpm; good oral communication skills; tact and diplomacy; good organizational skills; knowledge of an automated library system preferred or willingness to learn; demonstrated ability to oversee the work of others; demonstrated ability to work accurately with figures.) GRADE: 4 (\$21,638) JOB NO: Z003

Counsellor: Betty Vernassa

Administrative Secretary - Economics, Glendon. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in an educational environment; typing 50 wpm, accuracy essential, word processing skills required; bilingual modules I (Intermediate), II and III (Intermediate); good organizational skills; good oral and written communication skills; demonstrated ability to deal courteously and effectively with students; demonstrated ability to work independently and set priorities; budgetary skills an asset.) GRADE: 5L (\$23,278) JOB NO: V001

Counsellor: Kelly Glaze

Shipping and Receiving Clerk - Library Facilities, Scott Library. (Grade 10; high school graduation or equivalent preferred; previous shipping/receiving or materials handling experience preferred; demonstrated ability to lift heavy materials; manual dexterity; good oral communication skills; tact and diplomacy; valid driver's licence with good driving record.) GRADE: 2 (\$19,338) JOB NO: K009

REPOSTING OF JOB NUMBERS: K004, K005, K006 AND K007

Stacker - Library Facilities, Scott Library. (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 - Library Facilities, Scott Library. SESSIONAL: October 1 to May 31 (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 - Library Facilities, Scott Library. TEMPORARY: to May 31, 1989 (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

CANCELLATION TO YORK BULLETIN JOB NO. B141, Storekeeper II.

York UNIVERSITY

BULLETIN

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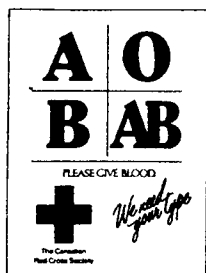
Thursday, September 15 (12:00 noon) - Monday, September 19 (12:00 noon), 1988
Volume 8, Number 71

GENERAL:

The York community is cordially invited to attend the ground-breaking ceremony for the Student Centre, Thursday, September 22 at 2:00 p.m., on site, in front of the Ross Building.

To commemorate the seventh International Day of Peace, proclaimed by the United Nations, the York community is invited to join thousands of people worldwide in one minute of silence and one moment of sound starting at 12:00 noon on Tuesday, September 20. "A Peal for Peace" has been endorsed by York President Harry Arthurs. CJRT-FM (91.1) will have Javiez Perez de Cuellar, Secretary-General of the United Nations, broadcast an invitation to the one minute of silence at approximately 11:58 a.m. followed at 12:00 noon by a minute of quiet music and a few seconds of bells ringing. For further information call the Communications Department at -5010.

Volunteers are needed to assist with the Alumni Association's Telephone Appeal on September 12, 21, 26 & 27 starting at 6:30 p.m. in Suite A, WOB. Full training, parking and a light meal will be provided. Interested persons are asked to call Kasandra Sharpe in Alumni Affairs at 736-5010.



Red Cross Blood Donor Clinics will be held September 26-30 in the East Bear Pit, Central Square as follows: September 26 - Council of the York Student Federation Day; September 27 - Norman Bethune College Day; September 28 - Graduate Students Association Day; September 29 - Student Affairs Office Day; and September 30 - York University Faculty Association Day. The clinic will operate daily from 9:30 a.m. to 4:00 p.m., except for September 30, when the hours will be 9:30 a.m. to 2:00 p.m. Free pizza, compliments of Pizza Nova, will be available to the first 200 donors each day.

The Italian Cultural Institute, in collaboration with the Art Gallery of Ontario and York University, presents a lecture by world-renowned Italian sculptor Arnaldo Pomodoro on September 27, 6:00 p.m., at the Art Gallery of Ontario (Jackman Hall), 317 Dundas Street West. Arnaldo Pomodoro will discuss his most recent work and illustrate his talk with films. For further information call -5010.

York seeks an Employment Equity Coordinator. Employment Equity can be defined as employment practices designed to eliminate discriminatory barriers that interfere unreasonably with employment options for members of disadvantaged groups and to provide access to the fullest opportunity for such individuals to exercise their individual potential. York University requires an Employment Equity Coordinator to provide advice and counsel on the development, implementation and monitoring of an Employment Equity Program for the University, with particular emphasis on women, visible minorities, the handicapped and members of Canada's aboriginal peoples.

Reporting to the Assistant Vice-President, Human Resources, the Coordinator will be responsible for educating the university community about employment equity, including advocacy of University policy; collecting, analyzing and reporting on data in order to identify problem areas and establish goals and timetables; reviewing University policies and procedures for possible systemic discrimination; recommending corrective strategies to eliminate the discriminatory impact of past and existing policies; monitoring policies and procedures adopted as part of the University's Employment Equity Program; and coordinating the University's employment equity reporting responsibilities to internal constituencies and to governmental and external organizations.

Qualified applicants will have an informed perspective on, and active commitment to, contemporary employment equity issues within the University and its external environment; a sound understanding of the principles and practice of employment equity and human rights; excellent oral and written communication skills; and a demonstrated ability to work consultatively and effectively in a politically complex, multicultural and multiracial environment. A knowledge of data collection and analysis methodologies, such as that normally acquired in the course of acquiring a university degree, is also required. Successful experience in designing, implementing and evaluating training/development programs would be a definite asset.

The position of Employment Equity Coordinator was first posted within the University over a year ago. When the internal search failed to produce a qualified candidate, our efforts were directed to the external community. Despite months of perseverance, and some near successes, we have been unable to attract a suitable external candidate in what has become an extremely tight job market due to the pressure on employers to respond to current and anticipated employment and pay equity legislation.

We have an urgent need to appoint a Coordinator without further delay. To encourage and facilitate applications from internal candidates, such as members of faculty, staff or graduate students, we are prepared to be flexible concerning the terms and conditions of employment, e.g., to consider leaves of absence, contracts, etc.

Interested candidates are invited to contact either Earl Hough (-5005), Joan Stewart (-3796) or Pam MacDonald (-5282) and provide a resume by September 29, 1988.

Members of the York community are invited to the unveiling of a commemorative plaque naming the McLaughlin Residence Tatham Hall. The unveiling will take place September 30 at 6:30 p.m. followed by a reception and 20th Anniversary Birthday Banquet. Admission is \$30 per person and advance reservations sent to the Master's Office would be appreciated. For further information call -7082.

GENERAL (cont'd.)

Bookstore Hours (September 19-24)

<u>York Campus</u>		<u>Glendon Campus</u>	
Monday-Thursday	9:30 a.m.-8:00 p.m.	Monday-Thursday	9:30 a.m.-7:00 p.m.
Friday	9:30 a.m.-5:00 p.m.	Friday	9:30 a.m.-5:00 p.m.
Saturday	10:00 a.m.-3:00 p.m.	Saturday	Closed

Graduate students in the Faculty of Science are invited to attend an Orientation for Teaching Assistants on September 16. Workshops will include: Safety in the Lab; Legal Aspects of Being a T.A.; Triumphs and Trials of Being a Science T.A.; Marking and Grading; and Time Management for T.A.'s. For further information call the Educational Development Office at -3220 (Room 140, Central Square).

EVENTS:

THURSDAY, SEPTEMBER 15

2:00 p.m. - MEd Defence - [Graduate Program in Education] Anne Hill Tompkins will defend her dissertation entitled "An Examination of the Writing Processes of 'Ineffective Writers' in a Grade Seven Class"
- Room N927, Ross

FRIDAY, SEPTEMBER 16

2:00 p.m. - Psychology Colloquium - "The Alphabet Effect -- From Clay Tablets to Digital Typefaces" by Robert Logan, University of Toronto - Room 291, Behavioural Sciences

SATURDAY, SEPTEMBER 17

12:00 noon - York Cross Country Invitational - York Campus

1:00 p.m. - Yeomen Soccer - York vs. RMC - York Campus

2:00 p.m. - Yeomen Football - York vs. Laurier - Esther Shiner Stadium

MONDAY, SEPTEMBER 19

10:00 a.m. - MA Defence - [Graduate Program in Psychology] Bonnie I. Glanz will defend her thesis entitled "The Ages of Onset of Academic Underachievement in Differentially Diagnosed High School Students" - Room N927, Ross

STAFF POSITIONS:

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

Counsellor: Aloma Mendoza

Admissions Assessor - Admissions, Atkinson. (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience in a student service area, e.g. experience in assessing applications/transcripts, counselling and advising students, etc.; demonstrated excellent oral and written communication skills; demonstrated excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to exercise judgement; demonstrated ability to deal courteously and effectively with staff, students and the public; excellent organizational skills; demonstrated ability to work independently; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to attend accurately to detail. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: M023

Counsellor: Patricia Bunton

Audio Visual Records Clerk - D.I.A.R. Temporary to February 28, 1989. (High school graduation or equivalent; 1-2 years' clerical experience; typing 30-35 wpm; micro-computing skills required; ability to handle cash; good oral communication skills; good organizational skills; familiarity with photographic film types and audio visual terms preferred; demonstrated accuracy with figure work; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; pleasant telephone manner.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B146

Receptionist - Health Services, Student Affairs. SESSIONAL: September 1 - April 30. (High school graduation or equivalent; 2 years' clerical/receptionist experience in a public service area; demonstrated excellent oral communication skills; pleasant telephone manner; tact and diplomacy essential; excellent organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume; ability to maintain confidentiality; ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 3 Provisional (based on an annual salary of \$20,522) JOB NO: B147

Secretary to the Master - Bethune College. PART-TIME 27 1/2 hours per week Monday - Friday 8:30 a.m. - 3:00 p.m. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; word processing skills preferred or willingness to learn; typing 50-55 wpm; basic shorthand skills an asset; tact and diplomacy; good oral and written communication skills; ability to maintain confidentiality; record-keeping skills; initiative.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B148

Budget Assistant - Office of the Dean, Atkinson. (High school graduation or equivalent; some accounting courses required; minimum 2 years' related experience (e.g. secretarial experience, budget experience, etc.), preferably in a university environment; typing 50-55 wpm; demonstrated proficiency in word processing required; computerized spreadsheet skills; demonstrated ability to attend accurately to detail; demonstrated accuracy with figures; good oral and written communication skills; good organizational skills; demonstrated ability to work well under pressure; demonstrated budget skills required.) GRADE: 5 Provisional (\$23,278) JOB NO: B149

Lab Animal Technician II - Science, Biology. (Grade 9 education or equivalent; 1-2 years' related experience, e.g. cleaning and caring for animals, etc.; ability to clean, feed and water many species of animals; ability to handle a variety of animals; ability to deal courteously and effectively with students, staff and faculty.) GRADE: LAT II (\$22,641) JOB NO: B150

Monday, September 19 (12:00 noon) - Thursday, September 22 (12:00 noon), 1988
Volume 8, Number 72

GENERAL:

To commemorate the seventh International Day of Peace, proclaimed by the United Nations, the York community is invited to join thousands of people worldwide in one minute of silence and one moment of sound starting at 12:00 noon on Tuesday, September 20. "A Peal for Peace" has been endorsed by York President Harry Arthurs. CJRT-FM (91.1) will have Javier Perez de Cuellar, Secretary-General of the United Nations, broadcast an invitation to the one minute of silence at approximately 11:58 a.m. followed at 12:00 noon by a minute of quiet music and a few seconds of bells ringing. For more information call the Communications Department at -5010.

Members of the York community are asked to note that Tax Reform for Personal Income Tax was legislated on September 16 and will be implemented at York for the October payroll.

EVENTS:

TUESDAY, SEPTEMBER 20

4:00 p.m. - Physics Seminar Series - "Fractals in Your Future" with Dr. Brian H. Kaye, Laurentian Univ. - 317, Petrie

THURSDAY, SEPTEMBER 22

10:00 a.m. - PhD Defence - [Graduate Program in Psychology] Louise E. Koepfler will defend his dissertation entitled "Tokenism in the Boardroom: Does Gender Context Affect the Individual's Experience of Organizational Life?" - Room S915, Ross

12:00 noon - 2:00 p.m. - Performance - [Centre for Handicapped Students] featuring the Rolling Thunder Theatre Company - for information call -5140 (voice) or -5263 (TDD) - Samuel Beckett Theatre, Stong

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday, September 26, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Aloma Mendoza

Administrative Assistant II - Dean's Office, Atkinson. (High school graduation or equivalent; 2 years' university education required; minimum 3 years' senior administrative experience, including research and report writing experience; demonstrated excellent research skills; demonstrated excellent compositional, editorial, and grammatical skills; demonstrated excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to exercise judgement and discretion; excellent analytical skills; excellent organizational skills; demonstrated ability to work independently; demonstrated proficiency in word processing; computerized spread sheet skills; familiarity with statistical software would be preferred; demonstrated ability to adhere to tight deadlines and work accurately and effectively under pressure of high volume. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: M024

Postal Supervisor - Postal Services, Physical Plant. (High school graduation or equivalent; some post-secondary courses in accounting/bookkeeping preferred; minimum 3 years' postal service experience, including supervisory experience, preferably in a large institutional setting; demonstrated excellent oral and written communication skills; bookkeeping skills required; accuracy with figure work essential; demonstrated ability to set priorities; demonstrated ability to exercise good judgement; demonstrated ability to adapt to changing environments; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated excellent supervisory skills. Please submit a resume when making an application.) GRADE: 6 under review (\$25,712) JOB NO: M025

Counsellor: Patricia Bunton

Student Programs Clerk/Word Processor - Office of Student Programs, Education. (High school graduation or equivalent; 1 year related experience (e.g. reception, data entry experience, etc.), preferably in a public service area; typing 50 wpm, accuracy essential; word processing skills preferred or willingness to learn; excellent oral communication skills; tact and diplomacy; sense of responsibility; demonstrated ability to work courteously and effectively with students, staff and the public; demonstrated ability to work well under pressure and to handle a high volume of work on a continuing basis; good organizational skills.) GRADE: 3 (\$20,522) JOB NO: B151

Student Programs Clerk "E" - Office of Student Programs, Education. (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience, preferably in a student service area, (e.g., handling student enquiries, enrolling students, performing secretarial duties, etc.); typing 50 wpm; accuracy essential, word processing skills required; excellent oral communication skills required; demonstrated ability to act responsibly and work independently; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with staff, students, faculty and the public; ability to work well under pressure of high volume of work on an on-going basis.) GRADE: 4 (\$21,638) JOB NO: B152

Student Programs Clerk "C" - Office of Student Programs, Education. (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience, preferably in a student service area, (e.g., handling student enquiries, enrolling students, performing secretarial duties, etc.); typing 50 wpm; accuracy essential; word processing skills required; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; excellent oral communication skills; tact and diplomacy; demonstrated ability to work quickly and accurately under pressure and handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with students, staff and the public.) GRADE: 4 Provisional (\$21,638) JOB NO: B153

STAFF POSITIONS (cont'd.)

- Secretary, In-Service - Office of Student Programs, Education. (High school graduation with secretarial training or equivalent; 2 years' related secretarial experience; typing 45-50 wpm, accuracy essential; word processing skills preferred or willingness to learn; good oral and written communication skills; pleasant telephone manner; demonstrated ability to work well under pressure and to handle a high volume of work on a continuing basis; demonstrated ability to work cooperatively and effectively with students, staff, and the public; demonstrated strong organizational skills; sense of responsibility.) GRADE: 4 (\$21,638) JOB NO: B154
- File Clerk II - Admissions, Graduate Studies. (High school graduation or equivalent; some office experience would be an asset; typing 50 wpm; word processing skills preferred or willingness to learn; excellent oral communication skills; good written communication skills; good spelling skills; demonstrated good organizational skills; demonstrated ability to deal courteously and tactfully with applicants and the general public; interest and accuracy in detail work; skill in transcribing from dictation equipment.) GRADE: 3 (\$20,522) JOB NO: B155
- Clerk - Administrative Office, Graduate Studies. (High school graduation with secretarial training or equivalent; 1-2 years' office experience, preferably in a student service area; typing 45 wpm; word processing skills and computerized spread sheet skills preferred or willingness to learn; demonstrated accuracy with figure work; good oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: B156
- Administrative Secretary - Bethune College. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience in a student-related environment including experience working with committees (e.g. minute-taking); typing 55-60 wpm; word processing and micro-computing skills required; demonstrated minute-taking skills; skill in transcribing from dictation equipment; excellent oral and written communication skills; basic bookkeeping skills; tact and diplomacy; demonstrated organizational skills; demonstrated ability to work independently; demonstrated ability to set priorities; sense of responsibility; ability to deal courteously and effectively with faculty, staff, students and the public.) GRADE: 5 (\$23,278) JOB NO: B157
- Secretary - Arts, French Studies. Temporary from October 1 to January 15, 1989. (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; word processing 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 (\$21,638) JOB NO: B158
- Departmental Secretary - Sociology, Atkinson. Temporary to April 30, 1989. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a university environment; typing 50-60 wpm, accuracy essential; word processing skills required; micro computing skills would be an asset; demonstrated excellent organizational skills; excellent oral and written communication skills; demonstrated ability to maintain confidentiality; excellent interpersonal skills; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 4 (\$21,638) JOB NO: B159
- 2 Positions Secretary B - Administrative Studies, Policy. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 55-60 wpm; technical and statistical typing skills required; demonstrated word processing skills required; skill in transcribing from dictation equipment; excellent oral and written communication skills; excellent organizational skills; tact and diplomacy; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to set priorities; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public.) GRADE: 4 Provisional (\$21,638) JOB NO: B160 and B161
- Status Enquiries Clerk - Office of the Registrar. Sessional Sept. 1 to April 30. (High school graduation with secretarial training or equivalent; minimum 2 years' related experience in a computerized environment, e.g. handling detailed enquiries, accessing computer for updating or inquiry purposes, etc., preferably in a student service area in a post-secondary environment; typing 45-50 wpm; data entry skills required; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; excellent oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to maintain confidentiality; demonstrated ability to attend accurately to detail.) GRADE: 4 (\$21,638) JOB NO: B162
- Secretary/Research Assistant - Canadian Studies, Atkinson. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a student service area; typing 50-60 wpm; demonstrated word processing skills required; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; good organizational skills; demonstrated ability to work independently, accurately and effectively under pressure of high volume; skill in transcribing from dictation equipment would be an asset; oral and written facility in French would be an asset.) GRADE: 4 (\$21,638) JOB NO: B163
- Counsellor: Karen Wright
- Reserve Assistant - Evenings - Circulation, Scott Library. Hours of work: Sunday 11:45 a.m.-7:45 p.m. Monday to Thursday 4:00 p.m.-12:00 a.m. (High school graduation or equivalent; minimum 2 years' experience in providing front-line public service in a high volume area with some library public service experience preferred; experience in operation of computer terminal required; 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 skills; typing 30 wpm; knowledge of automated computer systems; demonstrated ability to attend accurately to detail.) GRADE: 4 Provisional (\$21,638) JOB NO: Z004
- Bibliographic Searcher B - Libraries, Acquisition and Processing. (High school graduation or equivalent; formal language training in reading and writing comprehension of one or more of the following languages French, German, Italian, or Russian at a minimum high school graduation level, university language courses preferred; 2 years' related library experience; bibliographic searching experience preferred; (demonstrated reading and writing comprehension of one or more of the following languages - French, German, Italian or Russian); typing 40 wpm; familiarity with bibliographic searching tools preferred; demonstrated good oral and written communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to solve problems and to follow tasks through to completion; demonstrated ability to work accurately and efficiently; working knowledge of computerized library systems.) GRADE: 5 (\$23,278) JOB NO: Z005

Thursday, September 22 (12:00 noon) - Monday, September 26 (12:00 noon), 1988
Volume 8, Number 73

GENERAL:

The York community is cordially invited to attend the ground-breaking ceremony for the Student Centre, Thursday, September 22 at 2:00 p.m., on site, in front of the Ross Building.

The Italian Cultural Institute, in collaboration with the Art Gallery of Ontario and York University, presents a lecture by world-renowned Italian sculptor Arnaldo Pomodoro on September 27, 6:00 p.m., at the Art Gallery of Ontario (Jackman Hall), 317 Dundas Street West. Arnaldo Pomodoro will discuss his most recent work and illustrate his talk with films. For further information call -5010.

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.

Members of the York community are asked to note that the York sponsored American Express Card has added the feature of free Car Rental Theft and Damage Insurance. The corporation card must be used to pay for the car rental, and the collision damage waiver insurance must be declined. For further information call toll free to 1-800-243-0198. For a card application form, please call Paula Grossi at -5340.

The Canadian Journal of Physics, one of the numerous Canadian Journals of Research sponsored by the National Research Council of Canada and publishes 12 issues each year, has an immediate opening for an Editorial Assistant to maintain the operations of its editorial office, located in the Kinsmen Building. Other members of the York editorial team are the editor and two assistant editors. The job calls for normal office skills, an interest in publishing, ability to interact perspective with authors, associate editors (in other Canadian universities), referees, and the National Research Council publications office. Some knowledge of French is an asset. It is nominally a half-time job, and very flexible office hours can be arranged. Interested applicants, who do not need a physics background, should submit an application with resume as soon as possible to Prof. R.W. Nicholls, Editor, Room 206, Petrie (-5247).

York Prof. Daphne Schiff will land her Cessna 172 aircraft on the York campus as part of the Natural Science course "The Science of Flight." The tentative date for the landing is September 27. In case of inclement weather an alternate will be announced.

The Winters/Mac fitness schedule at Tait McKenzie commenced September 14. For information or to register, drop by Room 211A, Tait McKenzie or call -5184.

The next deadline for applications to the Teaching Learning Development Grants and Release-Time Teaching Fellowships is October 14. These awards are administered by the Senate Committee on Teaching and Learning. For information or to obtain a copy of the guidelines, call Susan Terry of the Educational Development Office at -3220 (Room 140, Central Square).

Volunteers are needed to assist with the Alumni Association's Telephone Appeal on September 26 & 27 starting at 6:30 p.m. in Suite A, WOB. Full training, parking and a light meal will be provided. Interested persons are asked to call Kasandra Sharpe in Alumni Affairs at 736-5010.

Members of the York community are invited to the unveiling of a commemorative plaque naming the McLaughlin Residence Tatham Hall. The unveiling will take place September 30 at 6:30 p.m. followed by a reception and 20th Anniversary Birthday Banquet. Admission is \$30 per person and advance reservations sent to the Master's Office would be appreciated. For further information call -7082.

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

Bernice Gale, Centre for Continuing Education	-2507
Adele Minoli, Centre for Continuing Education	-2118

EVENTS:

THURSDAY, SEPTEMBER 22

3:00 p.m. - 4:30 p.m. - Economics Seminar - "Strategic Reaction to a Linear Income Tax" with York Prof. Hans Wiesmeth - Room S102, Ross

4:00 p.m. - Council of the Faculty of Arts Meeting - Senate Chamber (Room S915), Ross

FRIDAY, SEPTEMBER 23

9:30 a.m. - PhD Defence - [Graduate Program in Sociology] Marion Pirie will defend his dissertation entitled "The Promotion of PMS: A Sociological Investigation of Women and the Illness Role" - Room N927, Ross

12:30 p.m. - 2:00 p.m. - Dancers' Forum - [Dance Department] featuring a lecture by Donna Krasnow on dance injuries (Part 1); for information call -5137 - Studio I, Fine Arts

EVENTS (Friday, September 23, cont'd.)

- 2:00 p.m. - Psychology Colloquium - "The Debate Between Parapsychology and Science: A Sociological Interpretation" with Cathy Boyd Withers, York - Room 291, Behavioural Sciences
- 2:00 p.m. - Convocation for the Admission of New Students - [Glendon] for information call 487-6707/08 - Dining Hall, Glendon
- 2:30 p.m. - PhD Defence - [Graduate Program in Sociology] Andrew Somogyi will defend his dissertation entitled "The Reversed 'Salami Tactics': East European Economic Reforms" - Room 264, Winters

MONDAY, SEPTEMBER 26

- 9:30 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - Council of the York Student Federation Day - Free pizza, compliments of Pizza Nova, will be available to the first 200 donors - East Bear Pit, Central Square

STAFF POSITIONS:

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

Counsellor: Aloma Mendoza

Student Programmes Assistant II "B" - Office of Student Programmes, Education. (High school graduation or equivalent; one year university education required; minimum 2 years' related experience in a student service area, e.g. advising/counselling students, assessing applicants, etc.; typing 50 w.p.m.; word processing skills required; data entry skills required; demonstrated excellent oral and written communication skills; tact and diplomacy essential; demonstrated excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work well under pressure and handle a high volume of work on a continuing basis; demonstrated excellent interpersonal skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: M026

Counsellor: Patricia Buntun

Programme Secretary I - Psychology, Arts. (High school graduation with secretarial training or equivalent; 1-2 years' related experience, e.g. in a student service area, handling enquiries, etc.; typing 50-55 w.p.m.; demonstrated word processing skills required; good oral and written communication skills; demonstrated good organizational skills; tact and diplomacy; ability to maintain confidentiality; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 (\$21,638) JOB NO: B164

Administrative Secretary - Office of Research Administration. TEMPORARY - To March 31/89. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a university environment; typing 60 w.p.m.; word processing skills required; skill in transcribing from dictation equipment; demonstrated ability to take dictation; demonstrated excellent oral and written communication skills; tact and diplomacy essential; excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 5 (based on an annual salary of \$23,278) JOB NO: B165

Graduate Programme Assistant - Economics, Arts. (High school graduation with secretarial training or equivalent; some university courses preferred; minimum 2 years' related experience, preferably in a graduate student service area, e.g. handling student enquiries, arranging meetings, etc.; typing 50 w.p.m.; word processing skills required; good oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with students and faculty; tact and diplomacy; demonstrated ability to set priorities; aptitude for figure work; demonstrated ability to attend accurately to detail; computerized spreadsheet skills preferred.) GRADE: 5 (\$23,278) JOB NO: B166

YORK UNIVERSITY

BULLETIN

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

Monday, September 26 (12:00 noon) - Thursday, September 29 (12:00 noon), 1988
Volume 8, Number 74

GENERAL:

To permit preventative maintenance work to be carried out, electrical power interruptions will take place at the following times: a one minute power interruption on Friday, September 30 between 6:30 a.m. and 7:30 a.m. in Ross, Central Square, Osgoode, Curtis Lecture Hall, Fine Arts, Atkinson Residence, Student Apartments #8 & #2 Assiniboine Rd., Hart House & Hoover Homestead; a power shut off on Sunday, October 2 at 11:30 p.m. until 6:00 a.m. on Monday October 3 in Behavioural Science Building, Stedman Lecture Hall, Scott Library, Atkinson, Curtis Lecture Hall; a power shut off on Monday, October 3 at 11:30 p.m. until 6:00 a.m. on Tuesday, October 4 in Fine Arts, Atkinson Residence (Moon Rd.), Ross; a power shut off on Tuesday, October 4 at 11:30 p.m. until 6:00 a.m. on Wednesday, October 5 in #2 & #4 Assiniboine Rd., Ross, Central Square; and a power shut off on Wednesday, October 5 at 11:30 p.m. until 6:00 a.m. on Thursday, October 6 in #6 & #8 Assiniboine Rd., Administrative Studies Building, Osgoode, Hart House, Hoover Homestead.

The Italian Cultural Institute, in collaboration with the Art Gallery of Ontario and York University, presents a lecture by world-renowned Italian sculptor Arnaldo Pomodoro on September 27, 6:00 p.m., at the Art Gallery of Ontario (Jackman Hall), 317 Dundas Street West. Arnaldo Pomodoro will discuss his most recent work and illustrate his talk with films. For further information call -5010.

The Department of Security and Parking Services wishes to inform the York community that on Sunday, October 2, from approximately 8:30 a.m. to 11:00 a.m., there will be no T.T.C. Service available on campus. This interruption of service is due to the York-Finch Hospital 10Km Wonder Run.

Members of the York community are invited to an Open House to celebrate the Career & Placement Centre's new facilities on September 29 (3:00 p.m.-5:00 p.m.) at N108, Ross.

The Department of Occupational Health and Safety reminds the community that waste, such as used toner and toner bottles are to be disposed of in small (double-bagged) plastic bags. The bags are to be tied up and then disposed of in the regular garbage. Disposing of toner directly in the garbage without extra bags exposes caretakers to potentially hazardous situations when emptying garbage containers. For further information, contact the Department of Occupational Health and Safety at -5491.

Faculty members are invited to attend a workshop on applying for SSHRC Research Grants (and Strategic Grants) on Thursday, September 29. Two sessions have been arranged, the first at 9:30 a.m. in the Senate Chamber, Ross, and the second at 1:30 p.m. in the Senior Common Room, McLaughlin College. For further information call -5055.

Applicants to the upcoming CIDA Institutional Cooperation and Development Services (ICDS) Program are asked to note that the deadline date has been extended by CIDA. The new submission date to the Office of Research Administration is now October 12. Please submit the original to ORA for signature with a copy to York International. This will enable the International Committee to review and forward these applications to Ottawa by CIDA's new deadline date of October 31.

The Winters College Council has for sale two AB Dick mimeograph machines - one electronic stencil maker and one printing machine - good for small clubs and organizations - with enough supplies for 6 months, \$200-\$250. Contact the department for further information in Room 102, Winters, or call -5389.

EVENTS:

MONDAY, SEPTEMBER 26

9:30 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - Council of the York Student Federation Day - Free pizza, compliments of Pizza Nova, will be available to the first 200 donors - East Bear Pit, Central Square

TUESDAY, SEPTEMBER 27

9:30 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - Norman Bethune College Day - Free pizza, compliments of Pizza Nova, will be available to the first 200 donors - East Bear Pit, Central Square

10:30 a.m. - M.Ed. Defence - [Graduate Program in Education] Judit Jolan Gowdy will defend her dissertation entitled "A Study of the Development of the Directive Language Function in a Set of Two Year Old Identical Twin Boys" - Room N927, Ross

12:00 noon - 1:00 p.m. & 1:00 p.m. - 2:00 p.m. - Information Meeting - [Education] for students interested in applying/enrolling to the Pre-Education program for 1988-89 - Senate Chamber (S915), Ross

2:00 p.m. - Ph.D. Defence - [Graduate Program in Sociology] Linda Zon will defend her dissertation entitled "Anorexia Nervosa and Bulimia: The Management of an Eating Disorder Career" Room N927, Ross

4:30 p.m. - Toronto Renaissance and Reformation Colloquium [French & Humanities, Glendon] "Humanism and Science in Rudolphine Prague: Kepler in Context" with Anthony Grafton, Princeton - Senior Common Room, Victoria College; for information call 585-4484

5:45 p.m. - 7:00 p.m. - Festival of Music and Film - [Department of Fine Arts & Master's Office, Atkinson] "The Mark Eisenman Trio" featuring Mark Eisenman (piano), John Sumner (drums), Steve Wallace (bass) - Fellows' Lounge, Atkinson

- continued

EVENTS (cont'd.)

WEDNESDAY, SEPTEMBER 28

- 9:30 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - Graduate Students Association Day - Free pizza, compliments of Pizza Nova, will be available to the first 200 donors - East Bear Pit, Central Square
- 10:00 a.m. - M.Ed. Defence - [Graduate Program in Education] Anthony Petitti will defend his dissertation entitled "The Role of Four special Educators in Collegial Professional Development, Programmatic Change and Attitudinal Shifts. An Interview Study." - Room N927, Ross
- 1:00 p.m. - Ph.D. Defence - [Graduate Program in Geography] Ross Peterson will defend his dissertation entitled "Creating Suburbia; Processes of Housing Production and Consumption in Toronto, 1911-1941" - Room N401, Ross
- 1:30 p.m. - 3:00 p.m. - Prime Time - [Theatre Department] Alex Stockwell, York Fine Arts alumnus, writer and director of the Acting Company will talk about "Contemporary Theatre in China" - Atkinson Theatre
- 2:30 p.m. - PhD Defence - [Graduate Program in Philosophy] Cidalia Paiva will defend her dissertation entitled "Abortion: A Question of Experiential Life" - Room N927, Ross
- 3:00 p.m. - M.A. Defence - [Graduate Program in Sociology] Nathalie Theocharides will defend her thesis entitled "La sociologie au feminin? Pour une epistemologie feministe critique" - Room C202, York Hall (Principles Conference Room), Glendon.
- 4:00 p.m. - Chemistry Seminar Series - "Low-Dimensionality, Frustrated Magnetism and High Temperature Superconductivity in Metal Oxides" with Prof. John E. Greedan, McMaster - Room 317, Petrie
- 7:00 p.m. - 10:00 p.m. - Lecture - [Centre for Continuing Education] - (part one of two Wednesday evening lectures) - "Immigration Law" by Margarida Pacheco, Lawyer - Room 106, Osgoode. York staff, faculty, students and alumni receive a 50% fee reduction. For further information call -2504.

THURSDAY, SEPTEMBER 29

- 9:00 a.m. - Ph.D. Defence [Graduate Program in Geography] Joanne Sabourin will defend her dissertation entitled "The Process of Gentrification: The Example of Private Housing Renovation in Don Vale, Toronto" - Room N401, Ross
- 9:30 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - Student Affairs Office Day - Free pizza, compliments of Pizza Nova, will be available to the first 200 donors - East Bear Pit, Central Square
- 12:00 noon - 2:00 p.m. - Guest Speaker - [Faculty of Environmental Studies] featuring Ruth Warner, English Language Editor for Barricada International - Room 306, Lumbers

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Monday, October 3, 1988. Application forms are available from Human Resources. *indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Mechanical Engineering Technician "B" - Construction Division, Physical Resources. (Post secondary education in the field of Mechanical Engineering or Technology; several years' directly related experience in building services for sophisticated large complexes in a consulting, contracting, or plant maintenance environment; detailed knowledge of HVAC, plumbing systems, and fire protection; demonstrated ability to interpret drawings and specifications of all major building disciplines; good analytical skills; ability to design mechanical systems; good oral and written communication skills; demonstrated ability to oversee the work of others; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 5 under review (\$29,960-\$36,250) JOB NO: D044

Counsellor: Ken Wood

Assistant to the Manager - Computing Services, Administrative Studies. (University degree in Computer Science, business, or a related discipline, or equivalent combination of education and experience; experience with various software on both DEC VAX and MS DOS systems; a knowledge of the following applications is desirable: Financial Modelling, Business Oriented Statistical Analysis, Application Design and Data Base Management (use of 4GL), Business Graphics and Local Area networks; Basic Knowledge of Powerhouse; TEX; TCP/IP, NOVELL; Intermediate Knowledge of WordPerfect, SAS, Lotus 1-2-3, Minitab; Advanced Knowledge of FORTRAN, C, VAX/VMS, MS DOS. Please submit a resume when making an application.) GRADE: CS7 (\$36,748) JOB NO: W062

Counsellor: Patricia Buntun

Thesis Secretary - Graduate Studies. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience in a university environment; typing 60 w.p.m.; word processing skills required; willingness to learn data base software skills; good oral and written communication skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated tact and diplomacy; demonstrated ability to attend accurately to detail; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: B167

Technical Secretary - CRESS, Science. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience required; typing 50-55 w.p.m.; demonstrated proficiency in word processing skills required; technical word processing skills preferred or willingness to learn; good oral and written communication skills essential.) GRADE: 4 (\$21,638) JOB NO: B168

Student Programmes Information Clerk - Office of Student Programmes, Arts. (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience, working directly with the public, e.g. in a student service area, preferably in a post-secondary environment; demonstrated excellent oral and written communication skills; demonstrated ability to deal effectively with staff, students, faculty and the public; pleasant telephone manner; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to exercise tact, diplomacy and good judgement.) GRADE: 5 (\$23,278) JOB NO: B169

STAFF POSITIONS (cont'd.)

Faculty Secretary "A" - French Studies/Department of Literature, Languages and Linguistics, Arts. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience preferably in a university environment; demonstrated good oral and written communication skills in French and English; typing 50-55 w.p.m., accuracy essential; ability to type in several foreign languages preferred or willingness to learn; word processing skills required; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; ability to handle cash.) GRADE:3 (\$20,522) JOB NO: B170

Duplicating Clerk - Secretarial Services, Arts. (High school graduation or equivalent; 1 year related experience e.g. operating high speed photocopying machinery and related equipment, etc.; demonstrated skilled operational knowledge of high speed photocopying equipment; demonstrated good oral communication skills; ability to prioritize work; demonstrated excellent organizational skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with staff, faculty and students.) GRADE: OP2/Bind 2 (\$21,117) JOB NO: B171

Counsellor: Betty Vernassa

Circulation Assistant II (Reserves) - Frost Library, Glendon. (High school graduation or equivalent; 1 year library experience, including on-line data entry experience, typing 45 w.p.m.; data entry skills; Bilingual modules I (advanced) and III (intermediate); demonstrated excellent oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to deal courteously and effectively with students, staff, and faculty; demonstrated ability to set priorities.) GRADE: 4L (\$21,638) JOB NO: V002

Counsellor: Kelly Glaze

Shipping/Receiving Clerk B - Bookstore, Business Operations. (Grade 11 high school education or equivalent; 1 year shipping/receiving experience required; ability to lift heavy materials; ability to respond to changing priorities; manual dexterity; demonstrated ability to attend accurately to detail; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 2 (\$19,338) JOB NO: K010

CORRECTION TO BULLETIN OF SEPT. 19/88 - JOB NO: Z005

Counsellor: Karen Wright

Bibliographic Searcher/Approval Assistant - Libraries, Acquisition and Processing. (High school graduation or equivalent; formal language training in reading and writing comprehension of one or more of the following languages French, German, Italian, or Russian at a minimum high school graduation level, university language courses preferred; 2 years' related library experience; bibliographic searching experience preferred; (demonstrated reading and writing comprehension of one or more of the following languages - French, German, Italian or Russian); typing 40 w.p.m.; familiarity with bibliographic searching tools preferred; demonstrated good oral and written communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to solve problems; and to follow tasks through to completion; demonstrated ability to work accurately and efficiently; working knowledge of computerized library systems.) GRADE: 5: (\$23,278) JOB NO: Z005

CORRECTION TO YORK BULLETIN OF SEPT. 19/88 - JOB NO: M027

Counsellor : Aloma Mendoza

Postal Supervisor - Postal Services, Physical Plant.(High school graduation or equivalent; some post-secondary courses in accounting/bookkeeping preferred; minimum 3 years' postal service experience, including supervisory experience, preferably in a large institutional setting; demonstrated excellent oral and written communication skills; bookkeeping skills required; accuracy with figure work essential; demonstrated ability to set priorities; demonstrated ability to exercise good judgement; demonstrated ability to adapt to changing environments; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated excellent supervisory skills; demonstrated ability to operate various postal machines. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: M027

CANCELLATION TO BULLETIN OF SEPT. 22/88 - JOB NO: B166 GRADUATE PROGRAMME ASSISTANT - ECONOMICS, ARTS

Thursday, September 29 (12:00 noon) - Monday, October 3 (12:00 noon), 1988
Volume 8, Number 75

GENERAL:



The United Way campaign at York University officially kicks off on Saturday, October 1 with a baseball challenge between York University and United Parcel Service. The games will take place at 12:00 noon, 1:30 p.m. and 3:00 p.m., weather permitting. To join York's team, please call Steve Dranitsaris at -2105.

To permit preventative maintenance work to be carried out, electrical power interruptions will take place at the following times: a one minute power interruption on Friday, September 30 between 6:30 a.m. and 7:30 a.m. in Ross, Central Square, Osgoode, Curtis Lecture Hall, Fine Arts, Atkinson Residence, Student Apartments #8 & #2 Assiniboine Rd., Hart House & Hoover Homestead; a power shut off on Sunday, October 2 at 11:30 p.m. until 6:00 a.m. on Monday October 3 in Behavioural Science Building, Stedman Lecture Hall, Scott Library, Atkinson, Curtis Lecture Hall; a power shut off on Monday, October 3 at 11:30 p.m. until 6:00 a.m. on Tuesday, October 4 in Fine Arts, Atkinson Residence (Moon Rd.), Ross; a power shut off on Tuesday, October 4 at 11:30 p.m. until 6:00 a.m. on Wednesday, October 5 in #2 & #4 Assiniboine Rd., Ross, Central Square; and a power shut off on Wednesday, October 5 at 11:30 p.m. until 6:00 a.m. on Thursday, October 6 in #6 & #8 Assiniboine Rd., Administrative Studies Building, Osgoode, Hart House, Hoover Homestead.

The Department of Security and Parking Services wishes to inform the York community that on Sunday, October 2, from approximately 8:30 a.m. to 11:00 a.m., there will be no T.I.C. Service available on campus. This interruption of service is due to the York-Finch Hospital 10 km Wonder Run.

EVENTS:

THURSDAY, SEPTEMBER 29

- 12:00 noon - Visiting Professor - [Faculty of Administrative Studies] "Measures of International Competitiveness" by Prof. Peter J. Buckley, University of Bradford, U.K. - for information call Prof. Wolf at -7933 - Room 034, Administrative Studies
- 12:00 noon - 2:00 p.m. - Guest Speaker - [Faculty of Environmental Studies] featuring Ruth Warner, English Language Editor for Barricada Internacional - Room 306, Lumbers
- 2:00 p.m. - MSc Defence - [Graduate Program in Biology] Elisabeth R. Tillier will defend her thesis entitled "The Sampling Distribution of Alleles in Subdivided Populations" - Room 320, Farquharson
- 3:00 p.m. - 5:00 p.m. - Open House - to celebrate the Career & Placement Centre's new facilities - Room N108, Ross
- 4:00 p.m. - Mathematics Colloquium - "A Path Decomposition for Random and Levy Processes" with York Prof. R.A. Doney - Room S201, Ross

FRIDAY, SEPTEMBER 30

- 9:30 a.m. - MA Defence - [Graduate Program in Psychology] Karen H. Griffiths will defend her thesis entitled "Affective Perspective Taking and Empathy: An Integrated Approach of Social Understanding" - Fireside Room, Glendon
- 9:30 a.m. - 2:00 p.m. - Red Cross Blood Donor Clinic - York Faculty Association Day - Free pizza, compliments Pizza Nova, will be available to the first 200 donors - East Bear Pit, Central Square
- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Anne-Siri Farley Oyen will defend her thesis entitled "The Effects on Rehearsal of a Game-Like and Lesson-Like Context" - Room N927, Ross
- 10:00 a.m. - Guest Lecturer - [Department of Physical Education, Recreation & Athletics] "A Picture is Worth a Thousand Words - The Effect of Modelling on Performance and Motivation" by Dr. Maureen Weiss, University of Oregon - Sylvester's, Stong
- 10:00 a.m. - MEd Defence - [Graduate Program in Education] Batya Joffin will defend her dissertation entitled "What Happens When Younger Readers Who Have Been Identified By Their Teachers as Having Reading Problems, Share Daily Reading Experiences With Older Students in a Cross-Age Tutoring Setting?" - Room N831, Ross
- 12:30 p.m. - Dancers' Forum - [Dance Department] featuring a lecture by Donna Krasnow on dance injuries (Part 2) - Studio I, Fine Arts
- 2:00 p.m. - Psychology Colloquium - "Constructing Insanity: Measures, Motives, and Politics" with Richard Rogers, Clarke Institute of Psychiatry - Room 291, Behavioural Sciences
- 2:30 p.m. - PhD Defence - [Graduate Program in Sociology] Loretta Czernis will defend her dissertation entitled "The Report of the Task Force on Canadian Unity: Reading a (Re)Writing of Canada" - Room N927, Ross
- 3:00 p.m. - Seminar - [Graduate Program in Physical Education, Recreation & Athletics] "Children in Competitive Sport: Status and Future Directions of Research" with Dr. Maureen Weiss, University of Oregon - Room 107, Stedman

SUNDAY, OCTOBER 2

- 5:00 p.m. - TV Special - "Dancer of the White Spirit" featuring York Prof. Bryce Taylor, Department of Physical Education - CTV

MONDAY, OCTOBER 3

- 12:00 noon - 1:30 p.m. - Panel Discussion - [Faculty of Environmental Studies] "New Directions in Development" with Francois Pouliot, Vice President (Policy), CIDA - Room 306, Lumbers

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than Thursday, October 6, 1988. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Civil Engineering Technician - Construction Division, Physical Resources. (Civil Engineering Diploma or equivalent combination of education and experience; 2-3 years' experience in a construction-related environment; demonstrated ability to prepare sketches and drawings; good knowledge of surveying; ability to oversee the work of contractors; good oral and written communication skills; demonstrated ability to provide a high level of service to the community; valid drivers' licence required; some computer skills an asset. Please submit a resume when making an application.) GRADE: P&M 5 under review (\$29,960-\$36,250) JOB NO: D043

Counsellor: Ken Wood

Software Programmer 3 (Micro) - Computing Services. (University degree in Computer Science or equivalent combination of university and college level courses and experience in the microcomputer industry; at least 1 year as a Software Programmer 2 (Micro), or 3 years experience with microcomputer hardware, operating systems, and applications software required; Intermediate knowledge of mainframe operating system concepts required; excellent written and oral communication skills required; Intermediate level skill in System Level Commands (e.g. VM/CMS, VAX/VMS, UNIX), System Utilities (e.g. VM//CMS, VAX/VMS, UNIX), datacommunications, networks, verbal and written communications; Advanced level skills in Microcomputer Operating Systems (MS-DOS, Macintosh), Microcomputer Applications Software, Microcomputer Hardware. Please submit a resume when making an application.) GRADE: CS7 (\$36,748) JOB NO: W063

Counsellor: Cathy Kerr

*Budget Assistant - Budget Office. (High school graduation or equivalent; minimum 1 year post secondary education, including courses in accounting and computers; minimum 3 years' related experience in a computerized financial environment, including on-line computer experience; basic typing skills required; demonstrated computerized spreadsheet skills; demonstrated aptitude for figure work; demonstrated ability to attend accurately to detail; excellent oral communication skills; demonstrated excellent organizational skills; demonstrated ability to deal courteously and effectively with staff, faculty and the public; demonstrated ability to exercise judgement. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: L006

Counsellor: Aloma Mendoza

Administrative Assistant I - Administrative Studies, Atkinson. (High school graduation with secretarial training or equivalent; minimum 3 years' administrative and secretarial experience, including supervisory experience; typing 60-65 wpm; demonstrated proficiency in word processing; computerized spreadsheet skills required; demonstrated 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 of high volume; demonstrated ability to work independently. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: M028

Assistant Superintendent - Physical Plant, Stores. (High school graduation or equivalent; minimum 3 years' comprehensive related stores experience e.g. purchasing, inventory maintenance responsibilities, etc., including supervisory experience; demonstrated extensive knowledge of technical/mechanical inventory; basic accounting skills; purchasing skills; demonstrated excellent oral and written communication skills; demonstrated good working knowledge of inventory control and material handling techniques; demonstrated ability to exercise judgement; demonstrated ability to assess priorities; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: M029

Counsellor: Patricia Bunton

Media Operations Technician II - D.I.A.R. Temporary: to April 30/89. Hours of work: 11:30 a.m. - 7:30 p.m. (High school graduation or equivalent; some media arts courses preferred; minimum 1 year related experience e.g. in a media centre; manual dexterity; demonstrated ability to communicate effectively; good organizational skills; sense of responsibility.) GRADE: MOT II (based on an annual salary of \$25,347) JOB NO: B172

Administrative Secretary - Administrative Studies, Ontario Centre for International Business. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience, preferably in a university environment; typing 55-60 wpm; demonstrated word processing skills required; computerized spreadsheet skills preferred or willingness to learn; skill in transcribing from dictation equipment; demonstrated excellent oral and written communication skills; excellent organizational skills; tact and diplomacy; ability to work under pressure of high volume and set priorities; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 5 Provisional (\$23,278) JOB NO: B173

Administrative Secretary - Administrative Studies, Atkinson. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience required; typing 60 wpm; demonstrated excellent word processing skills and computerized spreadsheet skills required; excellent oral and written communication skills; tact and diplomacy; demonstrated ability to set priorities; demonstrated ability to work accurately under pressure of high volume; ability to work independently.) GRADE: 5 (\$23,278) JOB NO: B174

Administrative Secretary - Physical Education, Recreation and Athletics. (High school graduation with secretarial training or equivalent; minimum 3 years' secretarial and administrative experience required; typing 60 wpm, accuracy essential; technical typing skills would be an asset; demonstrated word processing skills and data base management skills required; demonstrated excellent oral and written communication skills; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to take minutes; demonstrated ability to work independently; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; excellent organizational skills; demonstrated ability to set priorities; demonstrated supervisory skills.) GRADE: 5 (\$23,278) JOB NO: B175

College Receptionist/Fellow's Secretary - Founders College. (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 50-55 wpm; word processing skills required; skill in transcribing from dictation equipment; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to deal courteously with students, staff, faculty and the public.) GRADE: 3 (\$20,522) JOB NO: B176

STAFF POSITIONS (cont'd.)

- Tutorial Secretary/Fellow's Secretary - Vanier College. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a student service area; typing 50-55 wpm; word processing skills required; demonstrated excellent oral and written communication skills; pleasant telephone manner; demonstrated excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to set priorities; excellent interpersonal skills; demonstrated ability to exercise judgement.) GRADE: 4 (\$21,638) JOB NO: B177
- Student Programs Clerk - Office of Student Programs, Arts. (High school graduation or equivalent; 1 year clerical experience; some experience in a public service area preferred; demonstrated ability to attend accurately to detail; accuracy in filing essential; good oral communication skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; pleasant telephone manner.) GRADE: 3 (\$20,522) JOB NO: B178
- Administrative Secretary - Humanities, Arts. TEMPORARY to December 22, 1988. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a student service area; typing 50-55 wpm; word processing skills required; demonstrated excellent oral and written communication skills; demonstrated excellent organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to set priorities.) GRADE: 5 (based on an annual salary of \$23,278) JOB NO: B179
- Administrative Secretary - Stong College. Sessional: Sept. 1-June 30. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience in a student-related environment; typing 50-55 wpm; word processing skills required; skill in transcribing from dictation equipment would be an asset; demonstrated minute taking skills; excellent oral and written communication skills; tact and diplomacy; demonstrated excellent organizational skills; demonstrated ability to work independently; demonstrated ability to set priorities; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 5 Provisional (based on an annual salary of \$23,278) JOB NO: B180
- Secretary/Receptionist - Stong College. TEMPORARY: to May 15/89. (High school graduation with secretarial training or equivalent; 1 year secretarial experience in a student-related environment; typing 50-55 wpm; word processing skills preferred or willingness to learn; good oral and written communication skills; tact and diplomacy; good organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 3 (based on an annual salary of \$20,522) JOB NO: B181
- Counsellor: Karen Wright
- Circulation Night Supervisor - Scott Library. Hours of work: Monday to Thursday 4:00 p.m. to 12:00 midnight, Sunday 1:00 p.m. to 9:00 p.m. (High school graduation or equivalent; 3 years' library experience including 1 year in a public service area required; circulation experience preferred; minimum 1 year supervisory experience required; experience working with an automated circulation system required; demonstrated excellent communication skills required; demonstrated supervisory ability required; good knowledge of automated circulation system operation required; demonstrated ability to deal calmly, effectively and courteously with patrons in a high volume public service operation.) GRADE: 6 (\$25,712) JOB NO: Z006
- Circulation Assistant A - Scott Library. Sessional from September 1 to April 30. Hours of work: Monday to Friday 10:00 a.m. to 6:00 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; experience in operation of a computer terminal required; 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: Z007
- Circulation Assistant B - Scott Library. Sessional from April 1 to Sept. 30. Hours of work: Monday to Friday 9:00 to 5:00 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; experience in operation of a computer terminal required; 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: Z008
- Circulation Assistant C - Scott Library. Hours of work: Sunday 12:00 noon to 8:00 p.m. Monday-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; experience in operation of a computer terminal required; 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: Z009
- Circulation Assistant D - Scott Library. Hours of work: Monday to Friday 10:00 a.m. to 6:00 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; experience in operation of a computer terminal required; 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: Z010
- Correction to York Bulletin of September 26/88 - JOB NO: V002
- Counsellor: Karen Wright
- Circulation Assistant II (Reserves) - Frost Library, Glendon. (High school graduation or equivalent; 1 year library experience, including on-line data entry experience, typing 45 wpm; data entry skills; Bilingual modules I (advanced) and III (intermediate); demonstrated excellent oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to deal courteously and effectively with students, staff, and faculty; demonstrated ability to set priorities.) GRADE: 4L (\$21,638) JOB NO: Z011