

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.T.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 International - 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

# YORK UNIVERSITY

## BULLETIN

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

Monday, October 3 (12:00 noon) - Thursday, October 6 (12:00 noon), 1988  
Volume 8, Number 76

### GENERAL:



The 1988 United Way campaign at York University commenced on October 1, 1988. The campaign is chaired this year by Vice-President, Academic Affairs, Ken Davey and the overall campaign goal is \$100,000. Further information about the campaign will be available through a United Way newsletter to be issued next week.

Members of the York community are asked to note that the Faculty of Graduate Studies Council will not meet Thursday, October 6.

Marky's Delicatessen will be closed for the following Jewish Holy Days: Monday, October 3 (Shemini Azeret) and Tuesday, October 4 (Simchat Torah).

The Counselling and Development Centre offers the following groups and workshops: Communication Skills, beginning Monday, October 3 from 11:00 a.m. to 1:00 p.m. (10 weekly sessions); Motivational Strategies, beginning Tuesday, October 11 from 12:00 noon to 1:00 p.m. (eight sessions); Weight Management, beginning October 4 at 5:00 p.m.; and Avoiding Procrastination, beginning Wednesday, October 19 from 2:00 p.m. to 3:00 p.m. (four weekly sessions). For information call -5297 or drop by Room 145, Behavioural Sciences.

Art Galleries/Displays: The Founders College Art Gallery presents the art of Chilean artist Osvaldo Reyes. The exhibition continues until October 4. Gallery hours are 12:00 noon to 4:00 p.m., weekdays.

The Department of Human Resources announces the following appointments: J. Al Doran, Director, Human Resources Management Information & Payroll, Department of Human Resources, effective September 26; Harriet Lewis, Counsel, Office of the Vice-President (Institutional Affairs), effective October 1. The following promotions/transfers have also recently taken place: Suzanne Firth, Language Coordinator, Ontario Centre for International Business, Administrative Studies; Debbie Kee, Communications & Scheduling Officer, Physical Plant; Norm Noddle, Superintendent of Caretaking, Physical Plant; Walter Spurgeon, Renovations Manager, Construction, Physical Plant; Peter Thompson, Project Coordinator, Physical Plant; Jo VanDerKlugt, Security Supervisor, Security & Parking.

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).

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.

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.

### EVENTS:

#### 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

#### TUESDAY, OCTOBER 4

4:00 p.m. - Chemistry Seminar Series - "Excited States in Density Functional Theory" with Dr. Eberhard K.V. Gross, Hesenberg Fellow, Institute for Theoretical Physics - Room 317, Petrie

#### WEDNESDAY, OCTOBER 5

4:00 p.m. - Yeowomen Soccer - York vs. Toronto - York Playing Fields

5:45 p.m. - 7:00 p.m. - Concert Series - [Department of Fine Arts & Master's Office, Atkinson] featuring "Muddy York" - for information call -5211 - Room 004A, Atkinson

#### THURSDAY, OCTOBER 6

12:00 noon & 1:00 p.m. - Guest Speaker - [AIESEC & Retirement Consultation Centre] "Can The Do-Gooder Do Well?" - a talk on Ethical Investment by Eugene Ellman, author of How to Invest Your Money With A Clear Conscience: The Canadian Guide to Profitable Ethical Investment - Senate Chamber (9th floor), Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than Tuesday, October 11, 1988. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Patricia Bunton

Alumni Records Clerk - Alumni Affairs. TEMPORARY from November 8 to April 30, 1989. (High school graduation or equivalent; 1-2 years' related clerical experience, e.g. maintaining records, collecting data, etc.; typing 30-40 wpm; knowledge of records system and computer coding; excellent oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with staff, faculty and the public; tact and diplomacy; neat, legible printing essential; demonstrated ability to attend accurately to detail.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B182

Receptionist/Word Processor - D.I.A.R. TEMPORARY from October 1 to February 28, 1989. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial and reception experience required; typing 50-55 wpm; word processing and micro computing skills required; data entry skills required; good oral and written communication skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; pleasant telephone manner; good organizational skills; accuracy with figure work.) GRADE: 3 (based on an annual salary of \$20,522) JOB NO: B183

\*Administrative Secretary - University Secretariat. (High school graduation with formal secretarial training or equivalent; 3-4 years' secretarial experience; typing 55 wpm; accuracy essential; word processing and micro computing skills required; demonstrated excellent oral and written communication skills; excellent organizational skills; sense of responsibility; tact and diplomacy; demonstrated ability to work independently; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; ability to maintain confidentiality essential; thorough knowledge of office procedures.) GRADE: 5 (\$23,278) JOB NO: B184

Counsellor: Cathy Kerr

\*Secretary to Counsel - Office of the Vice-President (Institutional Affairs). (High school graduation or equivalent plus formal training as a legal secretary; minimum 3-4 years as a senior legal secretary, including exposure to conveyancing and corporate/commercial areas; typing 50 wpm; demonstrated word processing skills required; shorthand skills preferred; demonstrated excellent oral and written communication skills; demonstrated ability to exercise judgement and discretion; demonstrated skill in providing support in conveyancing and in corporate/commercial legal matters; demonstrated ability to work independently and set priorities; demonstrated ability to work accurately and effectively under pressure of high volume. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: L007

Counsellor: Karen Wright

Secretary - Steacie Science Library. TEMPORARY to August 18, 1989. (High school graduation or equivalent; 1-2 years' related experience, e.g. secretarial, clerical, and basic bookkeeping experience, etc.; typing 50 wpm; demonstrated word processing skills required; good oral and written communication skills; demonstrated accuracy with figure work; basic bookkeeping skills required; 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: Z012

CANCELLATION TO YORK BULLETIN OF SEPT. 29/88 - JOB NO: B175 ADMINISTRATIVE SECRETARY - PHYSICAL EDUCATION, RECREATION AND ATHLETICS.

# York

## BULLETIN

UNIVERSITY

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

Thursday, October 6 (12:00 noon) - Thursday, October 13 (12:00 noon), 1988  
Volume 8, Number 77

### GENERAL:

Effective October 4, the footpath north of Fine Arts Phase II was closed for safety reasons. Pedestrians are asked to walk through the centre of the parking lot. Motorists are asked to watch for and yield to pedestrians using the parking lot. Sorry for any inconvenience.

Construction on the realignment of Fraser Drive is scheduled to begin October 11. Watch for further details regarding road and footpath closures here.



Food Services - Thanksgiving Day Holiday Weekend (October 8-10) - Complex 1 and 2:

Founders & Stong - Saturday and Sunday (10:30 a.m.-6:30 p.m.); Monday (10:30 a.m.-12:00 midnight)

Winters & Bethune - Friday, October 7 (closes at 1:30 p.m.); Monday (4:30 p.m.-6:45 p.m.)

All other food service outlets will be closed.

The Department of Occupational Health and Safety, Student Affairs, and Recreation York will host "Wellness Week," October 11-13 at the York Campus and October 14 at the Glendon Campus. Approximately 15 organizations will participate from 9:00 a.m. to 3:00 p.m. in Central Square (near the Bear Pits). For further information call Aileen Sullivan at -5491.

Application forms are available from the Office of Research Administration for the Elia Research Fund, which provides support for small-scale research projects and for travel where a significant contribution to Italian-Canadian studies will be made and the prestige of the University enhanced. The next deadline for receipt of applications is October 15 (extended from October 1). Applications for minor research grants (up to \$3,000) and for conference travel funds (maximum \$2,000) will be considered in the next competition of the Part-Time Faculty Fund. Applicants must be or have been Unit 2 members of CUEW. The deadline for receipt of applications has been extended to November 1 (from October 1). For further information and application forms call ORA (Room S414A, Ross) at -5055.

The Faculty of Arts Committee on Research Grants and Scholarships invites applications for Faculty of Arts Research Grants. The purpose of these grants is to assist research projects which do not require major funding, including pilot studies or projects nearing completion. The maximum amount awarded is \$3,000. All full-time members of the Faculty of Arts are eligible to apply. The deadline for this competition is November 1. Applications are available from the Office of the Dean of Arts, Room S930, Ross (-5260).

### EVENTS:

#### THURSDAY, OCTOBER 6

12:00 noon & 1:00 p.m. - Guest Speaker - [AIESEC & Retirement Consultation Centre] "Can The Do-Gooder Do Well?" - a talk on Ethical Investment by Eugene Ellman, author of How to Invest Your Money With A Clear Conscience: The Canadian Guide to Profitable Ethical Investment - Senate Chamber (9th floor), Ross

2:00 p.m. - MSc Defence - [Graduate Program in Physical Education] Andrew J. Hermiston will defend his thesis entitled "The Effects of Prior Exercise and pH Manipulations on Dynamically Contracting Human Skeletal Muscle" - Room 258, Petrie

2:00 p.m. - 4:00 p.m. - Refugees in Policy and Practice Seminar Series - [Dean of Graduate Studies, Refugee Documentation Project] "Host Family Program" with panelists: Kerry Reade & Ms. Elizabeth Grute, Canada Employment and Immigration; and Anna Czesnik, A.R. Kaufman Family YMCA - Moderator: York Prof. C. Michael Lanphier - Junior Common Room, McLaughlin

4:00 p.m. - Chemistry Seminar Series - "Tandem Diels Alder Reactions and the Doubly Convergent Synthesis of Anthracylines" with Dr. Pierre Vogel, Institute Chemie Organique de l'Universite de Lausanne, Switzerland - Room 320, Farquharson

4:00 p.m. - Mathematics Colloquium - "Classifying Sets of Measure Zero With Respect to Their Open Covers" with Claude Laflamme, University of Toronto - Room S201, Ross

#### FRIDAY, OCTOBER 7

12:00 noon - Studio Workshop Performance - [Dance Department] an informal sharing of work in progress and class studies - Studio I (Room 022), Fine Arts

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

#### TUESDAY, OCTOBER 11

12:00 noon - 1:00 p.m. - University Skills Series - [Counselling and Development Centre] "Time Management" - Room 164, Behavioural Sciences

12:00 noon - 2:00 p.m. - Seminar Series on Violence & Conflict Resolution - [LaMarsh Research Program & Dean of Graduate Studies] "The Psychological Effects of Battering on Women" with York Prof. James V.P. Check - Room 320, Norman Bethune

4:00 p.m. - Chemistry Seminar Series - "The Atmospheric Chemistry of NO<sub>y</sub> Revisited" with Dr. Jack G. Calvert, National Center for Atmospheric Research, Boulder, Colorado - Room 317, Petrie

8:00 p.m. - Guest Speaker - [Department of Political Science, Women's Studies Program & Master's Office, Atkinson] Judy Steed, a writer at the Globe and Mail, will discuss her book Ed Broadbent: The Pursuit of Power; for information call -5211 - Room 004A, Atkinson

**EVENTS (cont'd.)**

**WEDNESDAY, OCTOBER 12**

12:00 noon - 1:00 p.m. - University Skills Series - [Counselling and Development Centre] "Reading a Textbook"  
- Room 164, Behavioural Sciences

12:30 p.m. - DACARY Open Demonstration - [Music Department] of Acoustical Control Systems - DACARY (McLaughlin Hall)

4:00 p.m. - Yeowomen Soccer - York vs. Ryerson - York Playing Fields

**THURSDAY, OCTOBER 13**

10:00 a.m. - 9:45 p.m. - International Conference - [CERLAC & Master's Office, Founders] "Labour Movements and Social Change in Latin America and the Caribbean" - first day of a three-day conference to be held as follows:  
10:30 a.m. - Registration/Orientation; 1:30 p.m. - Background panel on "The State of Labour Studies in Canada"; 6:00 p.m. - Keynote speaker: Bob White, President, Canadian Auto Workers Union; 7:45 p.m. - "Labour, the Multinationals and Development Problems in Periods of World Crisis" - for registration information call -5237

10:00 a.m. - MEd Defence - [Graduate Program in Education] Anne-Marie Lepage will defend her dissertation entitled "Parenting a Child Labeled Learning Disabled: Mothers' Reactions and Coping Strategies" - Room N831, Ross

10:00 a.m. - PhD Defence - [Graduate Program in Sociology] Christopher McCormick will defend his dissertation entitled "A Case Study in Regionalism and Education Policy: The Report of the 1981 Nova Scotia Commission on Public Education and Finance" - Room 101, Stong

**STAFF POSITIONS:**

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

Counsellor: Irmgardt Duley

\*Capital Projects Coordinator - Construction Division, Physical Resources. (High school graduation with post secondary education at an Institute of Technology in architectural technology, or equivalent combination of education and experience; eligibility for membership in the Ontario Association of Certified Engineering Technicians and Technologists; several years' related experience in the construction industry, including 5 years in a supervisory capacity; thorough knowledge of architectural design, drafting, specification and construction; working knowledge of mechanical and electrical design, drafting, specification and construction; demonstrated ability to prepare architectural estimates and compile multi-discipline estimates for presentation; demonstrated ability to coordinate and oversee the work of others; excellent oral and written communication skills; good analytical skills; strong organizational skills; good budgetary skills; demonstrated ability to deal effectively with all levels of the community, and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 6 (\$32,060-\$38,795) JOB NO: D045

Counsellor: Aloma Mendoza

Student Programs Assistant I (Records) - Office of Student Programs, Fine Arts. (High school graduation or equivalent; 1 year post-secondary education required; minimum 2 years' related experience, e.g. advising students, working with a computerized records system, etc., preferably in a university environment; typing 45-50 wpm, accuracy essential; demonstrated word processing skills required; computerized spread sheet skills required; demonstrated excellent oral and written communication skills; tact and diplomacy; excellent organizational skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: M030

Counsellor: Patricia Bunton

Administrative Secretary - York University English Language Institute. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial training and administrative experience; typing 50-55 wpm, accuracy essential; demonstrated word processing and data entry skills required; basic bookkeeping skills; accuracy with figure work; demonstrated excellent oral and written communication skills; tact and diplomacy; excellent organizational skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public.) GRADE: 5 Provisional (\$23,278) JOB NO: B185

Project Assistant - Institute for Social Research. (High school graduation or equivalent; 1 year university education required; 2 years' related experience, e.g. collecting data for surveys, supervising staff, etc.; typing 45-50 wpm; word processing skills preferred or willingness to learn; data entry skills required; familiarity with DOS; good oral and written communication skills; demonstrated interviewing skills; tact and diplomacy; good organizational skills; demonstrated ability to work accurately with figures; demonstrated supervisory skills; knowledge of a second language would be an asset.) GRADE: 5 (\$23,278) JOB NO: B186

Secretary - Institute for Social Research. Temporary to September 30/89. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience; typing 40-45 wpm; word processing skills required; text and editing and document formatting skills preferred; skill in transcribing from dictation equipment; good oral and written communication skills; tact and diplomacy; good organizational skills; minute-taking skills.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B187

Graduate Program Assistant - Economics, Arts. (High school graduation with secretarial training or equivalent; minimum 2 years' related experience, e.g. handling student enquiries, working in a student service area, etc.; typing 50 wpm; demonstrated word processing skills required; demonstrated excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to attend accurately to detail; demonstrated ability to work independently; demonstrated ability to set priorities.) GRADE: 5 (\$23,278) JOB NO: B188

Correction to York Bulletin of September 29/88 - JOB NO: Z008

Circulation Assistant B - Scott Library. Sessional: September 1 to April 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

Monday, October 17 (12:00 noon) - Thursday, October 20 (12:00 noon), 1988  
Volume 8, Number 79

### GENERAL:

York Builds

#### FRASER DRIVE REALIGNMENT ROAD CLOSURES - EFFECTIVE WEDNESDAY, OCTOBER 19

The connections from Fraser Drive to Assiniboine Road and from parking lot GG to parking lot DD are now complete. Access to the existing southwest section of Fraser Drive and Nelson Road entry to parking lot GG will be closed effective Wednesday, October 19. Alternate access routes and detours will be in effect and will be clearly marked with "York Builds" signs. A three-way stop will be created at the Assiniboine Road/Niagara Blvd. intersection. The two footpaths running south from Osgoode will be "out of service." Pedestrians should exit via the Atkinson parking lot.

#### TTC STOP RELOCATED

The TTC bus stop located northwest of the Fraser Drive/Niagara Blvd. intersection will be "out of service." An alternate bus stop will be created to the south of #4 Assiniboine Road.



The 1988 United Way campaign has been extended to October 31, following delays in the processing and preparation of pledge cards. Contributions can be forwarded to the volunteer coordinator in your area. A draw for a gas barbecue will be held in mid-November.

Members of the York community are reminded that the Inventory of Research Interests in Canadian Studies at York University is being updated. Interested persons are asked to call Sharon Harrison at the Robarts Centre for Canadian Studies at -5499.

ART GALLERIES/DISPLAYS: The Art Gallery of York University presents "New Perspectives on Canadian Modernism," paintings and drawings by Kathleen Munn and Edna Tacon. The exhibition continues until November 13. For gallery hours, call -5169.

- The Glendon Gallery presents "Handmade Paper," paintings and sculptures by Jean-Francois Houle, Kathryn Lipke, and Gilles Morissette. The exhibition continues until November 4. For gallery hours, call 487-6721.

Applications for the position of Academic Advisor at Stong College are being accepted by Prof. Susan Warwick, Chairperson of the Search Committee. Applicants must be associated with York, preferably on a full-time teaching appointment. The Academic Advisor acts as chief assistant and advisor to the Master of the College, plans, implements and supervises the College Course Program, and serves as advisor for Stong students. A letter of application with curriculum vitae should be sent to Mrs. Olga Cirak, Assistant to the Master, Stong College. Three letters of reference are required. The deadline for applications is November 15. For further information call Prof. Warwick at -3457.

A farewell reception will be held to honor Kim Roy who is leaving York after 11 years of service. The reception will take place October 25 at 3:00 p.m. in the Purple Lounge (2nd floor) of the Fine Arts Building. Anyone wishing to contribute towards a gift may contact Evy Strong at -7342.

A reception will be held to honor the retirement of Sid Harrison after 25 years of service to the Glendon community. The reception will take place November 1 at 3:00 p.m. in the Senior Common Room. Gift contributions can be forwarded to Anna Porretta, Room 202, CSB, Glendon (-8310).

The deadline for Cycle 3 Planning Mission Proposals, under the Canada/China University Linkage Program (CCULP), is November 30. Planning missions are designed to finalize plans for a linkage program between a Canadian and Chinese institution. Initial contact and tentative plans should be in place before the occurrence of the planning mission. Interested persons should submit the original to the Office of Research Administration by November 16 with a copy to York International.

Anyone interested in joining the "Pre Baby Boomer" dance fitness class is invited to enroll at Recreation York, Room 211A, Tait McKenzie.

### EVENTS:

#### MONDAY, OCTOBER 17

1:30 p.m. - MEd Defence - [Graduate Program in Education] Deborah Odle will defend her dissertation entitled "Teaching Literacy to Students Placed in English as a Second Dialect Classes: An Analysis of Teachers' Perceptions of Success" - Room 284, Administrative Studies

2:45 p.m. - Board of Governors Meeting - Senate Chamber (Room S915), Ross

5:45 p.m. - 7:00 p.m. - Film Screening - [Department of Fine Arts & Master's Office, Atkinson] of Lori Spring's "Inside/Out" - for information call -5211 - Nat Taylor Cinema (Room N102), Ross

#### TUESDAY, OCTOBER 18

12:00 noon - Graduate Program in Geography Colloquium - "Nearly a Century of Exploring the Ontario Landscape" with Dr. Tom McIlwraith, University of Toronto - Room S421, Ross



**EVENTS** (Tuesday, October 18, cont'd.)

- 12:00 noon - 2:00 p.m. - Seminar Series on Violence & Conflict Resolution - [LaMarsh Research Program & Dean of Graduate Studies] "Television Violence and Children's Aggression" with Dr. Wendy L. Josephson, University of Winnipeg - Room 320, Norman Bethune
- 1:30 p.m. - Public Lecture - [Centre for International & Strategic Studies, Department of Political Science] "The Gorbachev Reform Program: Chances for Cooperation Between East and West" with Mr. Dietrich Stobbe, Member of the Federal Parliament and Foreign Affairs Committee FRG - Senior Common Room, McLaughlin
- 2:00 p.m. - 4:00 p.m. - Poetry Reading - [LACS & Master's Office, Founders] by Nancy Morejon, Director of Caribbean Studies at Casa de las Americas - Senior Common Room, Founders
- 7:00 p.m. - "The Politics of Education" - [Department of Social Science & Master's Office, Atkinson] "Ties That Bind: Australian and Canadian Education in the 80's" - first in a series of three lectures featuring R.W. Connell, Macquarie University, Australia - Room 004A, Atkinson
- 7:30 p.m. - Seminar - [Atkinson Student's Association] "Career Options for Canadians" with Barry Yeattes, Foreign Service Officer, Ottawa - for information call -2480 - Crowe's Nest, Atkinson

**WEDNESDAY, OCTOBER 19**

- 12:30 p.m. - Concert - [Music Department] featuring Jaime Weisenblum (violin), Douglas Perry (viola), and Peter Schenkman (cello) - McLaughlin Hall
- 1:30 p.m. - Prime Time - [Theatre Department] "Glory Enough For All" with Producer Joe Green - Burton Auditorium
- 2:30 p.m. - Performance - [Faculty of Fine Arts & Office of the Provost] featuring Sergio Vitier's Grupo Oru playing Afro-Cuban and Contemporary Cuban Music with singer Verceditas Valdes - West Bear Pit, Central Square
- 3:00 p.m. - 5:00 p.m. - Public Lecture & Demonstration - [African Studies Program] "Origins of Highlife Music" by John Collins, Music Archivist at the Ghana Arts Council - Room 201, Stong
- 4:00 p.m. - Canada Fellows Lecture Series - [Office of Research Administration] "Narrative and Conversational Frames in French-Newfoundland Oral Tradition" by Gary R. Butler, Asst. Professor and Canada Research Fellow, Department of French Studies - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Chemistry Seminar Series - "Doping Flames: Canadian Additives for Ion Production!" with York Prof. J.M. Goodings - Room 317, Petrie
- 7:00 p.m. - Lecture - [Atkinson] by Architect and Architectural Historian John Hix, author of The Glass House - Room 312, Fine Arts
- 7:00 p.m. - Lecture - [Master's Office, Atkinson] "Sergio Vitier & Some Members of the Grupo Oru" featuring Sergio Vitier, Musicologist of Latin American Music - for information call -5211 - Room 004A, Atkinson

**THURSDAY, OCTOBER 20**

- 12:00 noon - 6:00 p.m. - Fourth Annual Open House - [Retirement Consultation Centre] for information call -6228 - Room D131, WOB
- 12:00 noon - MEd Defence - [Graduate Program in Education] Coleen Stewart will defend her dissertation entitled "The Perceptions and Strategies of Good Readers/Poor Spellers and Good Readers/Good Spellers as They Relate to Spelling Performance" - Room 284, Administrative Studies

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than Monday, October 24, 1988. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

Assistant to the Dean's Office - Education. (University graduation or equivalent; several years of significant administrative, personnel and budgetary experience; demonstrated ability to gather and analyze complex information; strong oral and written communication skills; demonstrated ability to deal effectively with personnel matters; strong organizational skills. Please submit a resume when making an application.) GRADE: P&M 4 (\$28,000-\$33,880) JOB NO: D047

Counsellor: Patricia Bunton

Technical Secretary - Biology, Science. TEMPORARY: to March 17/89. (High school graduation with secretarial training or equivalent; 1 year secretarial experience; demonstrated word processing skills required; technical word processing skills preferred; typing 50 wpm, accuracy essential; good oral and written communication skills; good organizational skills; pleasant telephone manner; demonstrated ability to set priorities; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; tact and diplomacy.) GRADE: 4 (based on an annual salary of \$21,638) JOB NO: B193

Secretary - Physical Plant. TEMPORARY: to January 31/89. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 60 wpm, accuracy essential; shorthand skills preferred; demonstrated word processing skills; excellent oral and written communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with staff, faculty and the public; ability to maintain confidentiality.) GRADE: 3 Provisional (based on an annual salary of \$20,522) JOB NO: B194

Payroll Clerk I - Payroll, E.R.I.C. (High school graduation or equivalent; 1 year recent related experience with a computerized payroll system; typing 35-40 wpm, accuracy essential; demonstrated ability to attend accurately to detail; demonstrated accuracy with figures; good oral and written communication skills; good organizational skills; data entry skills preferred or willingness to learn.) GRADE: 4 (\$21,638) JOB NO: B195

Counsellor: Cathy Kerr

\*Administrative Secretary - LaMarsh Centre, Bethune/Arts. Part-time 14 hours per week. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience required; demonstrated word processing skills required; bookkeeping skills required; demonstrated excellent oral and written communication skills; demonstrated good organizational skills; demonstrated ability to work independently; 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: L008

# York

## BULLETIN

UNIVERSITY

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

Thursday, October 20 (12:00 noon) - Monday, October 24 (12:00 noon), 1988  
Volume 8, Number 80

### GENERAL:



The 1988 United Way pledge card may be used to designate donations to any registered charity, or federated charitable drive, such as The Salvation Army Red Shield Appeal. For further information on the designation option, call Community Relation at -3756.

The Department of Security and Parking Services informs the York community that on Sunday, October 23, from approximately 8:30 a.m. - 10:00 a.m., there will be no T.T.C. service available on campus. The interruption of service is due to the Tita Track and Field Club 10K - Fun Run.

The Joint YUFA/Administration Affirmative Action Implementation Committee requires an Assistant to work part-time (15-20 hours per week) at \$20.00/hour, commencing November 1, 1988 or as soon as possible thereafter. The contract is for one year with the possibility for renewal. The following qualifications must apply: University degree preferred; research and administrative experience in a university environment preferred; effective oral and written communication skills; excellent interpersonal skills; demonstrated ability to work independently and to set priorities; tact, diplomacy and demonstrated ability to deal effectively and courteously with staff, students, faculty and the public; excellent organizational skills; good research and analytical skills; word processing and micro computing skills required. Please send resumes directly to Professor John Fox in Room 268, Administrative Studies Building, or Ellen Hoffman (Director of Libraries) in Room 310M, Scott Library.

Nomination forms are available for 1990-91 Canadian Commonwealth Research Fellowships and for 1989-90 Canadian Commonwealth Visiting Fellowships. Forms are available from the Office of Research Administration, S414A, Ross (-5055). The deadline for submitting nomination forms to AUCC is October 31.

The Counselling and Development Centre offers Deep Relaxation Classes beginning October 27. There are four weekly sessions from 1:00 p.m.-2:00 p.m. For further information and to register call -5297.

The new Search Committee for a Master of Winters College invites nominations and applications for the position of Master. Members of the York community are invited to nominate individuals who are suitable for this position. Candidates should be full-time tenured faculty members of York. The preferred candidate will demonstrate scholarly achievement, leadership and administrative skills; resourcefulness; have strong interdisciplinary interests which include one or more of the fine arts, and a concern for students. Candidates are asked to provide a letter of application, a curriculum vitae and the names of three references to the Search Committee. The term of appointment begins January 2, 1989 for a period of five years. For further information call Lorie McRae at -3299. Please address all correspondence to the Chair of the Search Committee, Associate Dean Alan Lessem, Room 224, Fine Arts. Applications should be received by October 31, 1988.

The Faculty of Arts Committee on Research Grants and Scholarships invites applications for Faculty of Arts Research Grants. The purpose of these grants is to assist research projects which do not require major funding, including pilot studies or projects nearing completion. The maximum amount awarded is \$3,000. All full-time members of the Faculty of Arts are eligible to apply. The deadline for this competition is November 1. Applications are available from the Office of the Dean of Arts, Room S930, Ross (-5260).

The FES student journal will publish its first issue this winter. The theme of this issue is Human Interaction with the Natural Environment. Submissions from any field linking to natural environment are now being accepted (5000 words or less). Black and white drawings and photographs, poetry, and prose vignettes will also be considered. A letter of intent must be submitted by November 1. December 1 is the final deadline for all submissions. For further information, call -5252.

### EVENTS:

#### THURSDAY, OCTOBER 20

- 12:00 noon - 6:00 p.m. - Fourth Annual Open House - [Retirement Consultation Centre] for information call -6228 - Room D131, WOB
- 12:00 noon - MEd Defence - [Graduate Program in Education] Coleen Stewart will defend her dissertation entitled "The Perceptions and Strategies of Good Readers/Poor Spellers and Good Readers/Good Spellers as They Relate to Spelling Performance" - Room 284, Administrative Studies
- 4:00 p.m. - Graduate Program in Philosophy Seminar - "Can Abstractions be Causes?" with York Prof. David Martel Johnson - Senior Common Room, McLaughlin
- 4:00 p.m. - Mathematics Colloquium - "Classification Theory and Algebra" with Dr. Bradd Hart, University of California, Berkeley - Room S201, Ross

#### FRIDAY, OCTOBER 21

- 9:00 a.m. - 3:15 p.m. - Fridays at York Symposia Series - [Centre for Continuing Education] "Strategies for Improving Reading and Writing" with Prof. Mary Bigler, Eastern Michigan University - fee is \$60 and pre-registration is recommended; for information call -2503 - Ground Floor, Administrative Studies
- 9:30 a.m. - 12:00 noon - Information Session - [Department of Community Relations] "The Consequences of Canada's Recent Legislation (Bills C-55 and C-840 on Refugees" with Michael Bossin, lawyer, Willowdale Community Legal Services - for information call Diane Townsend at -5010 - Stong Masters Dining Room

- continued

**EVENTS** (Friday, October 21, cont'd.)

- 9:30 a.m. - 4:00 p.m. - Wendy Michener Symposium - [Faculty of Fine Arts] featuring four lectures as follows: "Jutra Here and There: Shifting Points-of-View in the Work of Clauxn Kpioe& ly film journalist Peter Harcourt; "Animation as Communication and Art" by animation artistt and writer Don Arioli; "The Documentary Tradition: Cinema Direct" by film scholar Gary Evans; and "Women in Quebecois Cinema -- On Screen and Off" by Anne Claire Poirier, lawyer and feminist filmmaker - registration is requested; for further information call -5136 - Nat Taylor Cinema
- 12:00 noon - 1:30 p.m. - Dancers' Forum - [Dance Department] "Voice Work for Dancers" (Part 2) by Maxine Heppner from Physikal Theatre - Studio I, Fine Arts
- 12:00 noon - 2:00 p.m. - P&M Luncheon - "My Seoul Experience: The Mental Preparation of Our Olympics" with Dr. Harold Minden - admission \$5/person - Room 305, Founders
- 2:00 p.m. - Psychology Colloquium - "Very High Speed Visual Information Processing" with D.M. Regan, York University/University of Toronto - Room 291, Behavioural Sciences

**HOMEcoming '88 EVENTS**

**THURSDAY, OCTOBER 20**

- 7:30 p.m. - Homecoming Opening Ceremonies - featuring the Hockey Yeomen vs. Wilfrid Laurier - admission \$3 for adults, \$2 for students - York Ice Arena

**FRIDAY, OCTOBER 21**

- 12:00 noon - Yeowomen Field Hockey - Yeowomen vs. Western - York Playing Fields
- 7:00 p.m. - Yeowomen Swimming - Yeowomen vs. Guelph - Tait Pool
- 8:00 p.m. - Yeomen Basketball - Yeomen vs. Bishop's; admission \$3 for adults, \$2 for students - Tait Gym
- 8:00 p.m. - Glendon 10 Year Reunion - admission \$2 for alumni, \$1 for students - Cafe de la Terrasse, Glendon
- 8:00 p.m. - 1:00 a.m. - Founders Alumni Oldies Night - Cock'n'Bull Pub
- 9:00 p.m. - Bethune Alumni Talent Night - Junior Common Room, Norman Bethune
- 9:00 p.m. - Vanier Open End Pub Night - Open End Pub, Vanier

**SATURDAY, OCTOBER 22**

- 11:00 a.m. - 2:00 p.m. - Education Alumni Brunch - Rooms N836/837, Ross
- 11:30 a.m. - Calumet Chapter Bubbly Brunch - tickets are \$7; followed by Annual General Meeting at 1:00 p.m.; Baseball at 2:00 p.m.; and a Barbecue at 4:30 p.m. - Calumet Common Room
- 1:00 p.m. - Yeomen Rugby - Yeomen vs. Queen's - York Playing Fields
- 2:00 p.m. - Yeomen Football - Yeomen vs. McMaster; kick-off by York President Harry Arthurs and York Alumni Association President Joan Wood - admission \$3 for adults, \$2 for students - Esther Shiner Stadium
- 5:00 p.m. - 7:00 p.m. - Bethune-Science Alumni Reception - Gallery (Room 320), Norman Bethune
- 5:00 p.m. - 8:00 p.m. - Stong Alumni Barbecue and Memorabilia Show - Junior Common Room, Stong
- 7:00 p.m. - Bethune Alumni Annual General Meeting - Junior Common Room, Norman Bethune
- 7:00 p.m. - Science Alumni Annual General Meeting - Gallery (Room 320), Norman Bethune
- 9:00 p.m. - 1:00 a.m. - Homecoming Party - tickets \$5 at the door or in advance from Alumni Affairs, WOB (-5010) - Stong Dining Hall

- for further information about Homecoming events, please call Alumni Affairs at -5010

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than Thursday October 27, 1988. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit. Counsellor: Irmgardt Duley

\*Senior Project Coordinator - Physical Resources, Construction Division. (High school graduation with post secondary education at an Institute of Technology in architectural technology, or equivalent combination of education and experience; eligibility for membership in the Ontario Association of Certified Engineering Technicians and Technologists; several years' related experience in the construction industry, including at least 3 years in a supervisory capacity; thorough knowledge of architectural design, drafting, specification and construction; working knowledge of mechanical and electrical design, drafting, specification and construction; demonstrated ability to prepare architectural estimates and compile multi-discipline estimates for presentation; demonstrated ability to coordinate and oversee the work of others; demonstrated ability to deal effectively with all levels of the community and to provide excellent service; good oral and written communication skills; strong coordination and organizational skills. Please submit a resume when making an application.) GRADE: P&M 6 (\$32,060-\$38,795) JOB NO: D048

\*Director, Communications - External Relations. (University degree, preferably in Journalism, English, or Mass Communications; 10 or more years' progressive experience in public relations/public affairs; strong conceptual knowledge and creative orientation; well developed analytical, interpretive and evaluation skills; senior administrative, supervisory and budgetary experience including knowledge of activities and operations of major organizations; excellent oral and written communication skills with professional background in public relations, news writing/editing, and public affairs; broad knowledge of production and design. Please submit a resume when making an application.) GRADE: P&M 12 (\$49,480-\$59,870) JOB NO: D049

Counsellor: Ken Wood

Software Programmer III (MVS) - Computing Services. (University degree or Community College diploma in Computer Science (IBM-based); 1 year as a Software Programmer 2 (MVS) or 3 years' MVS system programming experience; Intermediate Level Knowledge of Assembler, PL/I, FORTRAN, and SAS; MVS Externals & JCL, MVS Structure and Logic, MVS/XA Structure & Logic, Data Management Access Methods (including VSAM), Performance Software, ROSCOE, TMS. System Operation; Basic Level Knowledge of MVS/JES Tuning & Performance, CICS Tuning & Performance, I/O Tuning & Performance; Communications Software, SMP/E, VM/CMS Externals; a practical knowledge of IBM hardware (and compatibles); excellent oral and written communication skills. Please submit a resume when making an application.) GRADE: CS7 (\$36,748) JOB NO: W063

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

**Counsellor: Aloma Mendoza**

**Administrative Assistant II - English Language Institute.** (High school graduation or equivalent; some post secondary courses in accounting required; 3-4 years' related administrative experience, e.g. budget management with cost recovery units, administering courses/programs, a great deal of public contact, exposure to the field of English as a Second Language; typing 55-60 wpm; demonstrated word processing skills and database management skills; demonstrated excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated bookkeeping skills; demonstrated ability to exercise judgement and initiative; excellent organizational skills; demonstrated supervisory skills; demonstrated ability to work independently. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: M033

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

**Counsellor: Patricia Bunton**

**Enquiries Assistant - Atkinson, Enquiries.** Temporary to April 30/89. Hours of work 12-8 p.m. and Saturdays 10-2 p.m. (High school graduation or equivalent; 1-2 years' related experience in a student service area, e.g., handling enquiries, providing information, collecting fees, etc.; basic typing skills; data entry skills; demonstrated excellent oral communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated ability to attend accurately to detail; demonstrated ability to work accurately and effectively under pressure of high volume; knowledge of computerized student record system required; demonstrated ability to handle heavy flow of cash.) GRADE: 5 (based on an annual salary of \$23,278) JOB NO: B196

**Administrative Secretary - Community Relations.** (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience including microcomputing experience, preferably in a university environment; typing 50 wpm, accuracy essential; demonstrated word processing and micro computing skills required; demonstrated excellent oral and written communication skills; pleasant telephone manner; tact and diplomacy; sense of responsibility; demonstrated ability to work independently; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; minute taking skills; demonstrated ability to maintain financial records and statements.) GRADE: 5 (\$23,278) JOB NO: B197

**Secretary - Academic Computing Services.** (High school graduation with secretarial training or equivalent; text processing courses preferred; 2 years' secretarial experience required, plus additional 1 year CMS (or other mainframe operating system) and document composition (DCF) experience; typing 50-55 wpm, accuracy essential; demonstrated mainframe text editing and production skills; demonstrated excellent oral and written communication skills; tact and diplomacy; excellent organizational skills; minute taking skills.) GRADE: 5 (\$23,278) JOB NO: B198

**Secretarial/Clerical Assistant - Arts, Department of Mathematics.** (High school graduation with secretarial training or equivalent; some bookkeeping courses required; minimum 2 years' secretarial experience, preferably in a university environment; typing 50-60 wpm, accuracy essential; demonstrated word processing skills required; computerized spreadsheet skills required; demonstrated bookkeeping skills; good oral and written communication skills; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to work independently; demonstrated ability to maintain confidentiality; demonstrated ability to set priorities.) GRADE: 4 (\$21,638) JOB NO: B199

**Media Operations Technician II - Arts, Sociology.** Part-time 28 hours per week. SESSIONAL Sept.1 to May 30. (High school graduation or equivalent; some post-secondary technical and media courses would be an asset; 1 year related work experience e.g., servicing equipment, setting up labs for experiments, etc., would be preferred; demonstrated familiarity with and capability to create various arrangements of basic audio and video recording/playback equipment such as microphone, amplifiers, mixers, PA systems, audio and video tape decks; demonstrated ability to operate a variety of audio equipment and to advise others on such use; demonstrated excellent organizational skills and record keeping skills; demonstrated excellent interpersonal skills; demonstrated good oral and written communication skills; basic typing skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with staff, students and faculty; initiative; sense of responsibility.) GRADE: MOT II (based on an annual salary of \$23,822) JOB NO: B200

**Counsellor: Cathy Kerr**

**\*Personnel Analyst - Human Resources.** (High school graduation or equivalent, minimum 1 year University education plus additional courses in personnel; 3 years' related experience in a university environment e.g., preparing job descriptions, interviewing employees, evaluating positions, etc.; demonstrated excellent oral and written communication skills; interviewing skills; demonstrated excellent interpersonal skills; demonstrated ability to deal courteously and effectively with staff, faculty and the public; tact and diplomacy essential; demonstrated ability to exercise good judgement.) GRADE: 6 (\$25,712) JOB NO: L009

**Counsellor: Karen Wright**

**Stacker (Acquisitions Lists) - Law Library, Osgoode.** (High school graduation or equivalent; 1 year library experience or experience with complex filing systems preferred; demonstrated ability to deal calmly, courteously and effectively with library patrons; demonstrated ability to attend accurately to detail; ability to push book trucks and lift heavy materials; good organizational skills; good oral communication skills.) GRADE: 3 (\$20,522) JOB NO: Z013

**\*Secretary to Director - Libraries.** (High school graduation with secretarial training or equivalent; minimum 3 years' related senior secretarial experience dealing with a full range of secretarial duties; typing 60 wpm; word processing and microcomputing skills required; computerized spreadsheet skills required; accuracy with figures essential; demonstrated excellent oral and written communication skills; demonstrated good interpersonal skills; demonstrated ability to work accurately and effectively under pressure; demonstrated ability to work independently; demonstrated ability to exercise discretion and to maintain confidentiality.) GRADE: 5 (\$23,278) JOB NO: Z014

Thursday, October 27 (12:00 noon) - Monday, October 31 (12:00 noon), 1988  
Volume 8, Number 82

### GENERAL:



**Attention Members of the York University Community:** The Department of Physical Plant would like to remind all members of the York community about the potential dangers of accessing construction sites. Access is restricted to persons wearing proper safety equipment, and regulations are enforced by Ministry of Labour inspectors. Please observe all signs, and use only those foot-paths and roadways which have been designated for use during the construction period.

Self Defence for Women & General Fitness is offered by Recreation York from October 31-December 2 on Mondays, Wednesdays & Fridays from 12:10-12:50 p.m., in the McLaughlin Weight Room. The fee is \$30 for members and \$40 for non-members. An opportunity to participate in a self-monitored fitness program is also offered by Recreation York for the Fitness Fanatic. Registration for this program is at the beginning of every month. Register at 211A Tait McKenzie or call -5184 for information.

The Department of Instructional Aid Resources has made arrangements to provide coverage of the Fourth Artificial Intelligence Satellite Symposium on Thursday, November 10, 9:00 a.m.-1:00 p.m. in the Television Studio, Stedman Lecture Hall. For further information and registration, contact David Homer at -5064.

### EVENTS:

#### THURSDAY, OCTOBER 27

12:00 noon - 1:00 p.m. - YUSA General Meeting - Senate Chamber, Glendon Campus

3:00 p.m. - Economics Seminar - "Economics of Unions" with Prof. Chris Robinson, University of Western Ontario - Room S839, Ross

4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross

4:00 p.m. - Mathematics Colloquium - "Localizations and Topologies" with Prof. M. Cristina Pedicchio, University of Trieste, Italy - Room S201, Ross

5:00 p.m. - Conference - [Glendon Translation Program] "L'epreuve quebecoise de l'etranger: la traduction theatrale au Quebec" with Dr. Annie Brisset, Secretariat d'etat et l'universite de Montreal - Room 247, York Hall, Glendon

#### FRIDAY, OCTOBER 28

9:00 a.m. - 3:15 p.m. - Fridays at York Symposia Series - [Centre for Continuing Education] "Learning Disabilities in Reading and Mathematics: Neurological Dysfunction, Self-Concept, or Both?" with Prof. Bayne Logan, University of Ottawa - fee is \$60 and pre-registration is recommended; for information call -2503 - Ground Floor, Administrative Studies

11:00 a.m. - Tait McKenzie Volleyball Classic - Tait McKenzie Gym

12:00 noon - Psychology Colloquium - "Epistemic Responsibility" with Lorraine Code, Research Fellow - Room 291, Behavioural Sciences

12:00 noon & 1:00 p.m. - YUSA General Meeting - Senate Chamber (Room S915), Ross

12:00 noon - 1:30 p.m. - Dancers' Forum - [Dance Department] Jai Govinda (Benoit Villeneuve) will give a demonstration of Bharatanatyam - Studio I, Fine Arts

1:00 p.m. - Cognitive Science Colloquium - "I Thought I Saw it Move" with Steward Anstin, Psychology - Senior Common Room, Winters

#### SATURDAY, OCTOBER 29

10:00 a.m. - 7:00 p.m. - Tait McKenzie Volleyball Classic - continues from Friday with championship game at 7:00 p.m. - Tait McKenzie Gym

#### SUNDAY, OCTOBER 30

1:00 p.m. - Chinese Junior National Badminton Team - China vs. Canada Challenge '88 - \$2.00 admission (in advance) or \$3.00 at the door - call 495-4080 for advance tickets - Tait McKenzie Gym

#### MONDAY, OCTOBER 31

11:30 a.m. - 1:00 p.m. - Law and Economics Seminar Series - [Department of Economics] "Values and Politics in Canada and the U.S." with Prof. Seymour Martin Lipset, Stanford University - for further information call Prof. Landa at -5083 - Senior Common Room, McLaughlin

**STAFF POSITIONS:**

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

**Counsellor: Irmgardt Duley**

\*Centennial Year Campaign Assistant (Osgoode Hall Law School) - External Relations. TEMPORARY November 1, 1988 to July 1, 1990. (University degree preferably in the Arts; 2-3 years' solid fundraising experience, including experience in communications; excellent interpersonal skills; strong oral and written communication skills, including good skills in writing proposals, briefs, reports and letters; strong organizational skills; demonstrated ability to work with volunteers; demonstrated ability to effectively organize and coordinate several concurrent projects; good budgetary skills; good research skills. Please submit a resume when making an application.) GRADE: P&M 5 under review (based on an annual salary of \$29,960-\$36,250) JOB NO: D050

**Counsellor: Aloma Mendoza**

Administrative Assistant I - Office of the Dean, Arts. (High school graduation with secretarial training or equivalent; some university courses would be an asset; minimum 3 years' senior secretarial and administrative experience, preferably in a university faculty environment; typing 55-60 w.p.m.; demonstrated excellent word processing skills required; skill in transcribing from dictation equipment; demonstrated excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to maintain confidentiality; excellent organizational skills; demonstrated ability to exercise good judgement under pressure of high volume; demonstrated ability to exercise initiative; demonstrated supervisory skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: M035

**Counsellor: Karen Wright**

Secretary - Student Services, Atkinson. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a student service area; typing 50-55 w.p.m.; demonstrated excellent word processing skills required; skill in transcribing from dictation equipment would be an asset; demonstrated excellent oral and written communication skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work independently; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to maintain confidentiality.) GRADE: 4 (\$21,638) JOB NO: Z016

Student Programmes Information Clerk - Office of Student Programmes, Arts. TEMPORARY to April 7, 1989. (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience, working directly with the public, e.g. in a student service area, preferably in a post-secondary environment; demonstrated excellent oral and written communication skills; demonstrated ability to deal effectively with staff, students, faculty and the public; pleasant telephone manner; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to exercise tact, diplomacy and good judgement.) GRADE: 5 (based on an annual salary of \$23,278) JOB NO: Z017

Production Secretary - Theatre, Fine Arts. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience required; typing 50-55 w.p.m.; word processing skills required; computerized spreadsheet skills preferred; good oral and written communication skills; good organizational skills; basic bookkeeping skills would be an asset; skill in transcribing from dictation equipment would be an asset.) GRADE: 4 (\$21,638) JOB NO: Z018

Graduate Programme Assistant - Physical Education/Science. (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience required, preferably in a university faculty area; typing 60 w.p.m., accuracy essential; demonstrated excellent word processing skills and data base management skills required; demonstrated excellent oral and written communication skills; demonstrated ability to work independently; demonstrated ability to set priorities; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated minute taking skills; supervisory skills would be an asset; technical typing skills and skill in typing scientific manuscripts would be an asset.) GRADE: 5 (\$23,278) JOB NO: Z019

Secretary - Telecommunications, Computing Services. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience required; typing 55-60 w.p.m., accuracy essential; demonstrated word processing skills required; good organizational skills; good oral and written communication skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 (\$21,638) JOB NO: Z020

**Counsellor: Cathy Kerr**

Student Programmes Clerk/Word Processor - Student Programmes, 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 w.p.m., 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: L010

Secretary - In-Service, Education. (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 45-50 w.p.m.; word processing skills preferred or willingness to learn; good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume; good organizational skills.) GRADE: 3 (\$20,522) JOB NO: L011

Monday, October 31 (12:00) - Thursday, November 3 (12:00), 1988  
Volume 8, Number 83

### GENERAL:

The Faculty of Graduate Studies Council will hold a special meeting Wednesday, November 2 at 4:00 p.m. in the Senate Chamber (Room S915), Ross.

To permit necessary repairs to be carried out on Steeles Avenue high voltage switchgear, and to carry out permanent repairs to our damaged Administrative Studies Transformer Station, the following planned power interruptions will take place: November 3, a momentary power interruption of one minute will take place between 6:30 a.m. and 8:00 a.m. affecting McLaughlin College & Residence, Farquharson, Petrie, West Office Building, Tait McKenzie, Ice Arena, Bethune College & Residence, Stong College, Osgoode, Fine Arts, Behavioural Science, Stedman Lecture Halls, Ross, #2, 4, 6 & 8 Assiniboine Rd., Scott Library, Atkinson College & Residence, Administrative Studies, Central Square, and Hart House & Hoover Homestead; November 3 power will be off from 12:00 midnight to 3:00 a.m. in Administrative Studies; November 4, power will be off from 7:00 a.m. to 10:00 a.m. in the Track & Field Centre; November 7, a momentary power interruption will take place between 6:30 a.m. and 8:00 a.m. affecting McLaughlin College & Residence, Farquharson, Petrie, West Office Building, Tait McKenzie, Ice Arena, Stong College, Bethune College & Residence, Behavioural Science, Stedman Lecture Halls, Ross, #4 & 6 Assiniboine Rd., Scott Library, Atkinson and Administrative Studies.

The York University Co-operative Daycare Centre is seeking part-time casual staff to work with children 6 weeks to 6 years old. Experience preferred. Contact Judy Meikle or Colleen Heffernan at 736-5190.

The Roberts Centre invites nominations for the appointment of a visiting scholar to the Roberts Chair in Canadian Studies for the 1990-91 academic year. This is a research Chair and nominees should be leading scholars with an established record of published work in a field or discipline pertinent to Canadian society and culture. The Roberts Professor will be resident on campus during his/her tenure and will be provided with appropriate salary and benefits, secretarial support, and research assistance. He/she will do no teaching, but will be asked to chair a series of colloquia on his/her current research interests, be available for consultation with interested faculty and graduate students, and towards the end of the academic year, to deliver the Roberts Lecture--a public event open to interested members of the University and the community at large. Letters of nomination which include a curriculum vitae and a description of the candidate's scholarly achievements, should be submitted by February 3, 1989 to: Professor Susan Houston, Director, Roberts Centre for Canadian Studies, 503 Scott Library. A statement of the specific terms and conditions of the Chair is available from the Centre on request.

A Y.U.S.A. Workshop to Get Your Back in Shape will be held November 7 from 12:00 noon-1:00 p.m. in Curtis Lecture Hall F and at 1:00 p.m.-2:00 p.m. in Bethune, Room 341. This workshop is designed to develop an understanding about backcare awareness to maintain a healthy back. Exercises to avoid will be emphasized. There is no fee and dress casual. Interested persons are asked to register at 211A, Tait McKenzie or call -5184.

The Department of Grounds and Vehicles has for sale: 1-1971 M600 Bobcat. To inspect this unit call -5502. "As is, where is" condition. There is a reserve bid of \$1500 on this machine. Offers to purchase, in writing only, should be forwarded to Mr. Dale Watts, Purchasing, Room 39, E08, referring to file #PSD-391.

### EVENTS:

#### TUESDAY, NOVEMBER 1

12:00 noon - Poetry Reading - [Canada Council & English Department] by Marlene Nourbese-Philip - Stong Master's Dining Room

12:00 noon & 1:00 p.m. - Early Retirement - [Retirement Consultation Centre] a talk by representative of the Pension Office and the Retirement Consultation Centre - Senate Chamber (9th Floor), Ross; for further information call -6228

12:00 noon - 1:00 p.m. - University Skills Series - [Counselling & Development Centre] "Preparing for Exams" - Room 164, Behavioural Sciences

#### WEDNESDAY, NOVEMBER 2

12:00 noon - 1:00 p.m. - University Skills Series - [Counselling & Development Centre] "Stress Management and Procrastination" - Room 164, Behavioural Sciences

4:00 p.m. - Chemistry Seminar Series - "Fluorescence Lifetime Analysis of DNA Conformation and Its Application to Radiation Biochemistry, Carcinogenesis and Oncology" with Dr. C.L. Greenstock, Atomic Energy of Canada Room 317, Petrie

7:00 p.m. - 10:00 p.m. - The Law and You Presentation Series 88-89 - [Centre for Continuing Education] "Environmental Protection Law" with Prof. Paul Emond, Osgoode; for further information call -2504

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than Monday November 7, 1988. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

\*Student Programmes Officer - Office of Student Programs, Fine Arts. (Undergraduate degree or equivalent; minimum 3-4 years' experience in administration of academic programs or student services in an educational setting; excellent personnel management skills; excellent analytical and planning skills, including setting priorities; demonstrated statistical analysis skills; strong communication skills; demonstrated ability to exercise judgement and discretion; excellent writing, editing and organizational skills; familiarity with micro computers and mainframe computing imperative. Please submit a resume when making an application.)  
GRADE: P&M 7 (\$34,470-\$41,710) JOB NO: D051

Counsellor: Ken Wood

Computer Coordinator - Environmental Studies. (University degree or equivalent in Environmental Studies or related discipline including courses in computer techniques and programming or University degree or equivalent in computer science including course work in environmental studies or related discipline; minimum 2 years' related experience using a variety of micro and mainframe hardware and software including indepth experience with word processing and data base management systems; particularly at the micro level; experience using Digital and IBM systems essential (e.g. VAX mainframe and micros); excellent oral and written communication skills; demonstrated excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to exercise good judgement; knowledge of computer applications in research and teaching fields required; advanced knowledge in the following operating systems: MS-DOS, VM/CMS, VAX/VMS and word processing; data base and spreadsheet software programs.) GRADE: CS7 (\$36,748) JOB NO: W065

Counsellor: Karen Wright

Administrative Secretary (Council) - Council Office, Atkinson. TEMPORARY to April 30, 1989. (High school graduation with secretarial training or equivalent; some university courses would be an asset; minimum 3 years' secretarial and administrative experience; typing 55-60 w.p.m.; demonstrated excellent word processing skills, including knowledge of macros, merge, sort and mail functions; demonstrated excellent oral and written communication skills; tact and diplomacy essential; demonstrated good organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 5 (based on an annual salary of \$23,278) JOB NO: Z021

Admissions Clerk - Admissions, Graduate Studies. (High school graduation with some university courses or equivalent; minimum 2 years' related experience, e.g. assessing applications, dealing with the public, etc.; in a student service area; typing 50 w.p.m.; excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; tact and diplomacy essential; good organizational skills; demonstrated ability to attend accurately to detail; word processing skills preferred or willingness to learn; computerized spreadsheet skills preferred or willingness to learn; knowledge of student records system would be an asset.) GRADE: 5 (\$23,278) JOB NO: Z022

Maintenance Dispatcher/Secretary - Maintenance, Physical Plant. TEMPORARY from December 1, 1988 to May 1, 1989. (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. dispatching experience, secretarial experience, etc.); typing 50-60 w.p.m., accuracy essential; demonstrated word processing skills required; demonstrated excellent oral and written communication skills required; tact and diplomacy essential; pleasant telephone manner; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated excellent interpersonal skills; excellent organizational skills; demonstrated ability to work well under pressure; demonstrated ability to respond quickly and calmly to emergency situations; sense of responsibility; initiative; demonstrated ability to attend accurately to detail.) GRADE: 5 under review (based on an annual salary of \$23,278) JOB NO: Z023

Circulation Assistant E - Circulation, Scott Library. Hours of work: Monday-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 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: Z024

Circulation Assistant F - Circulation, Scott Library. Hours of work: Sunday-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 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: Z025

Library Facilities Supervisor (Nights) - Facilities, Scott Library. Hours of work: Sunday - 11:30 a.m.- 7:30 p.m., Monday - Thursday - 4:30 p.m.- 12:30 a.m. (High school graduation or equivalent; 3 years' related experience including 1 year supervisory experience and 2 years' library experience of which 1 year must be in a public service area; experience with an automated circulation system preferred; good oral and written communication skills; demonstrated ability to deal calmly and effectively with sensitive security situations; tact and diplomacy essential; valid "G" driver's license and good driving record.) GRADE: 5 Provisional (\$23,278) JOB NO: Z026

Reserve Assistant - Days - Reserves, Scott Library. (High school graduation or equivalent; minimum 2 years' experience in providing front-line public service, including experience in operation of a computer terminal; reserves experience would be an asset; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons, in person, and by telephone; excellent oral communication skills; tact and diplomacy; demonstrated ability to work cooperatively and effectively with fellow worker; basic typing skills required; knowledge of library automated systems required.) GRADE: 4 Provisional (\$21,638) JOB NO: Z027



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

Circulation Assistant II - Circulation, Frost Library. Hours of work include 1 evening per week (Monday - Thursday) scheduled 1:00 p.m. - 9:00 p.m. (High school graduation or equivalent; 1 year experience in providing front-line public service with some library public service experience preferred; experience in the operation of a computer terminal required; basic keyboard skills to operate a computer terminal required; Bilingual modules I and III; excellent oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to deal courteously and effectively with students, staff and faculty.) GRADE: 4L (\$23,278) JOB NO: Z028

**Counsellor: Cathy Kerr**

\*Receptionist/Word Processor - Employment, Human Resources. (High school graduation with secretarial training including additional courses in word processing or equivalent; minimum 2 years' related public service experience including experience using micro-computer equipment, spreadsheet and data base applications; typing 50 w.p.m., accuracy essential; proficiency in word processing/ micro computing required; demonstrated ability to deal courteously and effectively with staff, students and the public; ability to work in a high volume environment with a strong service orientation; excellent oral communication skills; tact and diplomacy; excellent organizational skills; ability to set priorities; accuracy in detail work required.) GRADE: 4 (\$21,638) JOB NO: L012

**Reposting of JOB NO: B196**

Enquiries Assistant - Enquiries, Atkinson. Hours of work 12:00 - 8:00 p.m. and Saturdays 10:00 - 2:00 p.m. (High school graduation or equivalent; 1-2 years' related experience in a student service area, e.g., handling enquiries, providing information, collecting fees, etc.; basic typing skills; data entry skills; demonstrated excellent oral communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public; demonstrated ability to attend accurately to detail; demonstrated ability to work accurately and effectively under pressure of high volume; knowledge of computerized student record system required; demonstrated ability to handle heavy flow of cash.) GRADE: 5 (\$23,278) JOB NO: B196

**Reposting of JOB NO: Z016**

Secretary - Student Services, Atkinson. Hours of work: Monday - Thursday 11:00 a.m. - 7:00 p.m. and Friday 9:00 a.m. - 5:00 p.m. (High school graduation with secretarial training or equivalent; some post secondary courses in social work or counselling would be an asset; typing 50-55 w.p.m.; demonstrated excellent word processing skills required; skill in transcribing from dictation equipment would be an asset; demonstrated excellent oral and written communication skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to maintain confidentiality; excellent interpersonal skills.) GRADE: 4 (\$21,638) JOB NO: Z016