



BULLETIN

Thursday, December 1 (12:00 noon) - Monday, December 5 (12:00 noon), 1988  
Volume 8, Number 91

**GENERAL:**

**WEATHER EMERGENCY PROCEDURES**

On occasion, information received from various sources such as government weather services, the Ministry of Transport, the police services, the Canadian Automobile Association and the Toronto Transit Commission will indicate that weather and driving conditions are hazardous. When this happens, in interests of public safety, the University will adopt weather emergency procedures as outlined below. The decision to adopt weather emergency procedures and cancel classes is the responsibility of the President and the Chair of Senate.

When a decision is made to adopt weather emergency procedures during regular office hours, the Department of Human Resources will notify designated University representatives who will announce to members of their Faculty, College, or administrative department that classes will be cancelled at a specific time. An announcement will also be made over the following radio stations as soon as possible after the decision has been reached.

CKEY (AM)      CFRB (AM)      CBL (AM)      CKFM (FM)      CHUM (AM & FM)      CHRY (FM) (Radio York)

When a decision is made to adopt weather emergency procedures before the University begins operations in the morning, the Department of Security and Parking Services will inform designated University representatives as well as the Security Control Centre and the York University switchboard. An announcement will be made on the above noted radio stations as soon as possible after 7:00 a.m.

When a decision has been made to revert to normal operating procedures, the University's Security Control Centre and switchboard will be made aware of the return to normal operating procedures. Copies of the full policy have been distributed to the heads of all academic and administrative units. Additional copies may be obtained from Peter Wood, Department of Human Resources (-2784).

When weather emergency services are adopted by the University, certain service departments are required to continue to operate under special emergency operating procedures. The essential services are: Security and Parking Services, Department of Physical Plant (outside services section and utilities section), Security Control Centre, university switchboard and computer operations.

**WEATHER EMERGENCY INFORMATION LINE - 736-5600**

Members of the York community are asked to note that effective December 7, the Centre for Continuing Education will be moving their offices to 1315 Finch Avenue West (Keele and Finch). The mailing address and telephone number will remain "The Centre for Continuing Education, York University, 4700 Keele Street, North York, Ontario, M3J 1P3 (736-5025). Note: The offices will be closed December 5 and 6.

**Bookstore Hours (November 28-December 16)**

**York Campus**

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

**Glendon Campus**

Monday, Thursday, Friday      9:30 a.m.-5:00 p.m.  
Tuesday & Wednesday        9:30 a.m.-7:00 p.m.  
Saturday                            Closed

The York Bookstores request that faculty members placing textbook orders for Drop-In courses (Winter-Summer), do so by December 2.

The Department of Instructional Aid Resources will present the Pan American Health Organization's Second Teleconference on AIDS, live from Rio De Janeiro, December 12-14 from 10:00 a.m. to 4:00 p.m. in the Television Studio, Stedman Lecture Halls. For further information call Lina Fracasso at -5064.

Members of the York community are asked to note that effective December 5, the doors at the lower west entrance of Tait McKenzie Building will be locked after 7:00 p.m. However, disabled persons can gain access by entering at the men's locker room.

Undergraduate residence students are reminded that the second installment of residence fees is due December 2. Fees: Regular Single - \$1,710; and Regular Double - \$1,545. For further information call Residence & Tenant Accounts at -5640.

A manager is needed for the Pub/Coffee Shop in Norman Bethune College. The position is full-time, beginning on or before January 2, 1989 and requires experience as well as references. The application deadline is December 2. Resumes can be sent to Room 122, Norman Bethune College.

**EVENTS:****THURSDAY, DECEMBER 1**

- 1:15 p.m. - Graduate Program in Geography Colloquium - "The Theory and Practice of Geographical Restructuring: Lessons from Gavalik vs. Continental Can Corporation" with Dr. Gordon Clark, School of Urban and Public Affairs, Carnegie Mellon University - Room N306, Ross
- 3:30 p.m. - Forum - [York University Council for the Prevention of AIDS, CYSF] "AIDS in the Workplace: What Employees Should Know About AIDS in the Working Environment" - Curtis Lecture Hall "I"
- 4:00 p.m. - Lecture - [CERLAC] "Between Liberty and Fear: Problems of Economic Development in Latin America" by Mario Vargas Llosa, Peruvian novelist - Moot Court Room, Osgoode Hall Law School
- 4:00 p.m. - Mathematics Colloquium - "Restricted Accessibility of Impatient Customers in the M/G/I Queue" with David Perry, University of Haifa, Israel - Room S201, Ross
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Guelph Gryphons - York Ice Arena
- 8:30 p.m. - Theatre Performance - [Theatre Glendon] "The Actor's Nightmare" - tickets are \$4; for reservations call 487-6722 - Theatre Glendon

**FRIDAY, DECEMBER 2**

- 2:00 p.m. - Psychology Colloquium - "The Architectonics of the Human Act" with David Bakan - Room 291, Behavioural Sciences
- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Waterloo Warriors - Tait McKenzie (exhibition game)
- 8:30 p.m. - Theatre Performance - see Thursday's listing at 8:30 p.m.

**SATURDAY, DECEMBER 3**

- 8:30 p.m. - Theatre Performance - see Thursday's listing at 8:30 p.m.

**STAFF POSITIONS:**

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

Counsellor: Irmgardt Duley

\*Assistant Director (Admissions/Transcripts) - Admissions. (University degree or equivalent; minimum 3 years' related experience in a student service area, including experience working with an on-line system, and including supervisory experience; strong computer skills; good knowledge of computer processing procedures and practices; excellent communication skills; demonstrated ability to deal effectively with students, staff and faculty at all levels; demonstrated excellent supervisory and organizational skills; ability to exercise tact, diplomacy and judgement; demonstrated ability to work effectively in a high pressure area. Please submit a resume when making an application.) GRADE: P&M 5 under review (\$29,960-\$36,250) JOB NO: D057

Counsellor: Aloma Mendoza

Draftsperson I - Drafting Office, Physical Plant. (High school graduation or equivalent; some post-secondary drafting courses preferred; Minimum 6 months' recent drafting experience required; good organizational skills; good oral communication skills; demonstrated ability to attend accurately to detail; manual dexterity.) GRADE: D1 (\$23,278) JOB NO: M046

Counsellor: Karen Wright

Book Processor - Acquisitions & Processing, Scott Library. (High school graduation or equivalent; 1-2 years' related library experience (e.g. acquisitions order processing) including data entry experience using on-line library systems; basic typing skills; good calculator skills; accuracy essential; demonstrated oral and written communication skills; demonstrated ability to attend accurately to bibliographic detail; ability to interpret written instructions in one or more of the following languages preferred (French, German, Italian, Spanish). GRADE: 4 (\$21,638) JOB NO: Z061

Serials Assistant II - Acquisitions & Processing, Scott Library. (High school graduation or equivalent; 1-2 years' library experience including serials or bibliographic searching experience; experience with on-line library systems preferred; demonstrated ability to attend accurately to detail essential; demonstrated accuracy with figures; demonstrated good oral and written communication skills; demonstrated ability to organize work in a high volume situation; typing 40 wpm) GRADE: 4 (\$21,638) JOB NO: Z062

Binding and Labelling Assistant - Acquisitions & Processing, Scott Library. (High school graduation or equivalent; 1-2 years' related experience (e.g. experience in a library or binding operation); typing 30 w.p.m.; accuracy essential; computerized data entry skills required; demonstrated ability to attend accurately to detail; demonstrated ability to lift and move books on a regular basis; good oral communications skills.) GRADE: 3 (\$20,522) JOB NO: Z063

Counsellor: Cathy Kerr

Receptionist - External Relations. (High school graduation or equivalent; 1-2 years' related experience preferably in a university environment (e.g. front-line service experience); typing 45-50 wpm; accuracy essential; good organizational skills, excellent oral communication skills, good interpersonal skills, pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the general public; demonstrated ability to work well under pressure.) GRADE: 3 (\$20,522) JOB NO: L017

# YORK UNIVERSITY

## BULLETIN

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

Monday, December 5 (12:00 noon) - Thursday, December 8 (12:00 noon), 1988  
Volume 8, Number 92

### GENERAL:



United Way

Members of the York community are asked to note that contributions can still be made to the 1988 United Way campaign. Contributions may be given to area coordinators or to Community Relations, Suite A, West Office Building, anytime before Christmas. For further information call Community Relations at -3756.

The Search Committee for the new Master of Norman Bethune College is receiving nominations and applications for the position of Master, from individuals who are dedicated to developing the spirit of the new Mandate and Faculty of Science affiliation guidelines. Candidates should be full-time tenured faculty members of York and should supply a letter of application with a curriculum vitae. All correspondence should be addressed to the Chair of the Search Committee, Prof. Roy A. Koehler, Room 108, Steacie. The term of office begins July 1, 1989. For further information contact Norma Doran, Secretary of the Search Committee, Room 227, Osgoode (-5567). The deadline for receipt of applications is January 30, 1989 with some extension to be considered for sabbaticants.

The Association of Universities and Colleges of Canada will hold two workshops to assist member institutions in their preparation of applications for funding under the Third Cycle of the Canada/China University Linkage Program. The first workshop will take place February 22-24 in Quebec City, the second March 1-3 in Vancouver. For further information call York International at -5177 or the Office of Research Administration at -5055.

Art Galleries/Displays: La Maison de la Culture at Glendon presents ceramic sculptures by Richard Lynn Sudham. The exhibition opens December 7 at 6:00 p.m. and continues until December 20. For gallery hours call 487-6730.

The Department of Human Resources announces the following appointments: Christine Kuch, Centennial Year Campaign Assistant (Osgoode Hall Law School), External Relations, effective November 7; Bev Merriman, Assistant to the Dean's Office, Education, effective November 14; Philip Chan, Programmer, Computer Systems Development, Computing Services, effective November 21; Arthur Chong, Programmer Analyst, Computer Systems Development, Computing Services, effective November 21; Maureen Mc Nerney, Associate Director, YUELI, effective November 28; Rosemary Strucel, Administrative & Production Supervisor, Communications, effective December 1. The following promotions/transfers have also recently taken place: Susan Busse, Programmer Analyst II, Computer Systems Development, Computing Services; Ralph Matthews, Senior Project Coordinator, Construction Division, Physical Resources.

### EVENTS:

#### MONDAY, DECEMBER 5

- 1:30 p.m. - 3:00 p.m. - Refugee Education Week - [Centre for Refugee Studies] "Has the U.N. System Revived: Refugee, Aids and the Role of International Institutions?" with Prof. Leon Gordenker, Institut Universitaire de Hautes etudes Internationales, Geneva - Political Science Seminar Room (6th floor), Ross
- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon
- 7:00 p.m. - Performance - of student projects from Contemporary Media I - Room 024, Fine Arts

#### TUESDAY, DECEMBER 6

- 10:00 a.m. - Symposium - [Arts and Media Administration Program] "The Arm's Length Principle: Government Funding Practices and the Arts" - Panelists include: Joyce Zemans, Dean of Fine Arts; Peter Roberts, former Director of the Canada Council; Timothy Porteous, President of the Ontario College of Art; David Silcox, Deputy Minister of the Ontario Ministry of Culture and Communications; Christopher Wootten, former Director of the Ontario Arts Council; Glen Buick of Alberta Culture; and Joy Cohnstaedt, former Director of Arts Saskatchewan - McCaskill Centre, Administrative Studies
- 10:00 a.m. - 4:00 p.m. - Christmas Crafts Bazaar - [Jane/Finch Community and Family Centre] featuring decorated gift baskets, tree ornaments, stocking stuffers, knitted goods - Central Square
- 12:00 noon - 2:00 p.m. - YUFA General Membership Meeting - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Refugee Education Week - [Centre for Refugee Studies] "Host Group: The Private Sector Meets the Public" with York Prof. Michael Lanphier - Faculty Lounge (4th floor), Administrative Studies
- 4:00 p.m. - Physics Seminar Series - "Accurate Relativistic and QED Calculations for Simple Atomic Systems" with Prof. S. Pedro Goldman, University of Western Ontario - Room 317, Petrie
- 8:30 p.m. - Canadian Women Writers Series - [Atkinson] featuring Marlene Nourbese Philip, poet, writer and lawyer - Room 004A, Atkinson

#### WEDNESDAY, DECEMBER 7

- 12:00 noon & 7:00 p.m. - Concert - [Dance Department] featuring a series of new works by upper level composition students and repertory class - tickets are \$6; \$3 for students/seniors - Burton Auditorium
- 4:00 p.m. - Refugee Education Week - [Centre for Refugee Studies] "Janus Face of Refugees" with York Prof. Howard Adelman - Faculty Lounge (4th floor), Ross
- 6:00 p.m. - Wind Symphony Concert - under the direction of Prof. James McKay - DACARY

# YORK UNIVERSITY BULLETIN

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

Thursday, December 8 (12:00 noon) - Monday, December 12 (12:00 noon), 1988  
Volume 8, Number 93

## GENERAL:



Members of the York community are asked to note that in preparation for the construction of the new Student Centre, trailers will be moved on site over the next week and subsequently take up a number of parking spaces at the west end of lot "AA." A larger portion of parking spaces in this lot, and the existing metered parking to the west of it, will be obstructed when construction equipment moves on site to prepare for excavation in the new year. The remainder of lot "AA" will be available on a first come, first served basis. Permit holders for lot "AA" who have been assigned parking space in lots "KK" and "HH" are asked to park in their respective lots should parking be unavailable in lot "AA."

Members of the York community are asked to note that chilled water will be shut off the main frame computers in the basement and first floor of the Steacie Science Library on Saturday, December 10 at 4:30 p.m. Chilled water will be turned back on the first floor computers at 1:00 a.m. on Sunday, December 11, and the computers located in the basement will be turned back on at 6:00 a.m. on Sunday, December 11.

The Mariano Elia Foundation will present "Italian Culture in Canada," a conference including "accessibility of Italian books in a community outreach strategy" and a display of rare books and contemporary authors. The conference will take place December 10 from 10:30 a.m. to 4:00 p.m. at the Columbus Centre, 901 Lawrence Avenue West (at Dufferin), and will feature York Professors Frank Sturino and R. Maiguashca. For further information call 789-7011, ext. 302.

The next deadline date for the York Ad Hoc Research Fund is December 15. Applications and information may be obtained from the Office of Research Administration, Room S414A, Ross (-5055).

The Department of Instructional Aid Resources will present the Pan American Health Organization's Second Teleconference on AIDS, live from Rio De Janeiro, December 12-14 from 10:00 a.m. to 4:00 p.m. in the Television Studio, Stedman Lecture Halls. For further information call Lina Fracasso at -5064.

Members of the York community are reminded that the University may only issue 1988 charitable tax receipts for gifts or donations received during the 1988 calendar year. To provide for the closing of the University in December and to allow for a reasonable delay in internal and external mail systems, the office of Private Funding (Suite A, WOB) will accept any monetary donations up to the end of the first week of business in January (Friday, January 6, 1989) as being contributions in the 1988 tax year. Donations received after that date will be assumed to relate to the 1989 tax year.

Art Galleries/Displays: The Glendon Gallery presents an exhibition of French Printmaking of the Eighteenth Century until January 8, 1989. For gallery hours call 487-6721.

La Maison de la Culture presents an exhibition of ceramic sculptures by Richard Lynn Sudham until December 20. For gallery hours call 487-6730.

Recreation York offers Acquacise classes free of charge. Registration for the winter session begins January 9, 1989. Classes will be held Monday to Friday at 12:15 p.m. and 1:15 p.m. and are limited to 12 participants per class.

## EVENTS:

### THURSDAY, DECEMBER 8

- 2:00 p.m. - Concert - [Dance Department] featuring a series of new works by upper level composition students and repertory class - tickets are \$6; \$3 for students/seniors - Burton Auditorium
- 4:00 p.m. - Refugee Education Week - [Centre for Refugee Studies] "Older Refugees: Settlement in Africa" with Prof. Barry Stein, Michigan State University - Faculty Lounge (4th floor), Ross
- 4:00 p.m. - Mathematics Colloquium - "Normality of Products" with Amer Beslagic, University of Kansas - Room S201, Ross
- 5:00 p.m. - "Jazz Bash" - featuring student jazz ensembles - Junior Common Room, McLaughlin
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. Alumnae - York Ice Arena

### FRIDAY, DECEMBER 9

- 12:00 noon - Student Ensemble Concert - featuring student chamber groups - DACARY
- 3:00 p.m. - Graduate Program in Music Colloquium - "Gender, Power and Music" with Ellen Koskoff, Eastman School of Music - University of Rochester - Room 029B, Winters

## STAFF POSITIONS:

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

Counsellor: Earl Hough

\* Management Development Specialist - Staff Organization Development, Human Resources (University degree, preferably in Social Science. Graduate degree in Adult Education, Psychology, or Business preferred; at least 5 years' experience in a training department, involving a variety of tasks, including conducting needs analysis, design and presentation of workshops in a large organization; sound knowledge of management theory and practice; demonstrated ability to communicate effectively with all levels of management and staff and to provide excellent service; strong interpersonal skills; tact and diplomacy; demonstrated strong analytical skills; superior organizational skills; demonstrated ability to manage diverse concurrent projects. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$34,470-\$41,710) JOB NO: H005

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

Counsellor: Irmgardt Duley

\*Assistant Director (Operations) - Student Affairs (University degree; advanced degree preferred; some courses in business, mathematics, or organizational behaviour preferred; several years' progressively responsible administrative experience, including strong budgetary and personnel experience; familiarity with an academic environment, including policy-setting bodies, and academic and non-academic policies and regulations; strong supervisory experience; some public-speaking experience required; demonstrated excellent oral and written communication skills; strong supervisory, budgetary and personnel management skills; mediation/ negotiation skills; demonstrated ability to make good decisions quickly; good organizational and management skills; good research skills; spreadsheet and wordprocessing skills an asset. Please submit a resume when making an application.) GRADE: P&M 8 Under Review (\$37,050-\$44,830) JOB NO: D058

\*Assistant to the Associate Vice-President (Research) - Office of the Vice-President (Academic Affairs) (University degree or equivalent; several years related experience in an administrative position in an academic environment (preferably York University); sustained exposure to academic and administrative decision-making processes; superior oral and written communication skills; documented competence in drafting reports and complex documents; demonstrated ability to undertake independent research and evaluate complex planning documents; excellent interpersonal skills; demonstrated strong analytical skills; strong organizational and budgetary analysis skills; demonstrated ability to evaluate and prioritize complex proposals; demonstrated ability to work independently and to take initiative; microcomputing skills or willingness to learn; knowledge of research funding an asset. Please submit a resume when making an application.) GRADE: P&M 9 Under Review (\$39,830-\$48,195) JOB NO: D059

Counsellor: Aloma Mendoza

Student Programs Assistant III "A" - Faculty of Fine Arts, Office of Student Programs (University degree or equivalent; minimum 2 years' related experience in an academic program office or student service area (e.g. front line operations experience, experience in answering student enquiries and assessing student records, experience supervising the work of others, etc.); proven analytical, planning and organizational skills; including setting priorities; proven ability to communicate effectively, including excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to oversee the work of others; demonstrated skill in microcomputing and statistics; knowledge of Student Records system preferred. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: M047

Student Programs Assistant III "B" - Faculty of Fine Arts, Office of Student Programs (University degree or equivalent; minimum 2 years; related experience in an academic program office or student service area (e.g. experience in a committee secretariat function, experience in answering student enquiries and assessing student records, experience supervising the work of others, etc.); proven analytical, planning and organizational skills, including setting priorities; proven ability to communicate effectively, including excellent oral and written communication skills, tact and diplomacy essential; demonstrated ability to oversee the work of others; demonstrated skill in microcomputing and statistics; knowledge of Student Records system preferred. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: M048

Counsellor: Cathy Kerr

\*Executive Secretary to the Vice-President - Office of the Vice-President, (External Relations) (High school graduation plus formal secretarial training; some post-secondary education preferred; 5 years' secretarial experience, including at least 3 years at a senior level and preferably in areas with university-wide and extra-university contacts; typing 50-60 wpm, accuracy essential; wordprocessing and microcomputing skills required; spreadsheet skills preferred; tact and diplomacy; demonstrated ability to deal courteously and effectively with student, staff, faculty and the public at all levels; demonstrated excellent organizational skills; demonstrated excellent oral and written communication skills; demonstrated ability to work independently and to set own priorities; initiative; sense of responsibility; bookkeeping skills required; demonstrated ability to take minutes. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: L018

Counsellor: Karen Wright

Program Secretary - Fine Arts, Theatre (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g. dealing with students handling enrolment procedures, etc.), preferably in an academic environment; typing 40-50 wpm; word processing skills required; demonstrated excellent oral and written communication skills; good interpersonal skills; tact and diplomacy essential; pleasant telephone manner; initiative, demonstrated ability to prioritize workload; demonstrated ability to take minutes; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to attend accurately to detail; demonstrated ability to deal courteously and effectively with students.) GRADE: 5 Provisional (\$23,278) JOB NO: Z064

Accounting Clerk II - Comptroller, Student Accounts (High school graduation or equivalent; 1 year general office experience, including 6 months in cash handling, preferably in a computerized accounting area; experience in a university environment would be an asset; typing 30 wpm, accuracy essential; good oral and written communication skills; tact and diplomacy essential; demonstrated ability to attend accurately to detail; accuracy with figures essential; demonstrated ability to work accurately and effectively under pressure of high volume, familiarity with student Record System would be an asset.) GRADE: 4 (\$21,638) JOB NO: Z065

Senior Program Assistant "B" - Centre for Continuing Education (High school graduation with secretarial training or equivalent; 1-2 years related office experience (e.g. registration experience, experience organizing conferences and symposia, etc.), preferably in a university environment; typing 50-55 wpm, accuracy essential; wordprocessing skills required; demonstrated ability to attend accurately to detail; initiative; excellent organizational skills; tact and diplomacy; excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work well under pressure of high volume.) GRADE: 5 Provisional (\$23,278) JOB NO: Z066

Student Programs Assistant - Fine Arts, Office of Student Programs (High school graduation or equivalent; minimum 1 year university education required; 1-2 years' related experience (e.g. data entry experience, experience dealing with a variety of competing priorities, etc.), preferably in a university environment; typing 50-55 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; data entry skills preferred; proven ability to work accurately and quickly under pressure; demonstrated ability to communicate effectively, including excellent oral communication skills; demonstrated ability to work well independently; initiative; good organizational skills; demonstrated ability to exercise good judgement.) GRADE: 5 Provisional (\$23,278) JOB NO: Z067

Monday, December 12 (12:00 noon) - Thursday, December 15 (12:00 noon), 1988  
Volume 8, Number 94

### GENERAL:

Members of the York community are asked to note that the Convocation Office has moved to Rooms 205 and 219 of Curtis Lecture Halls (-5138). Sheila Creighton, Convocation Officer, can be reached at -7626.

The Robarts Centre invites nominations for the appointment of a visiting scholar to the Robarts 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 Robarts 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 in the spring of the academic term, to deliver the Robarts 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, Robarts 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.

Students in a Nutrition and Health course at York are organizing a Christmas Food Drive for the North York Harvest Food Bank. Non-perishable food items can be left in affiliated departmental, college or central offices. Food will be collected on December 9 and 16. Any donations in lieu of food will also be gladly accepted. Tax receipts for donations of \$25 and over will be issued. For further information call Roger Seaman, Department of Physical Education, Recreation and Athletics (-6911).

The Search Committee for the new Master of Norman Bethune College is receiving nominations and applications for the position of Master, from individuals who are dedicated to developing the spirit of the new Mandate and Faculty of Science affiliation guidelines. Candidates should be full-time tenured faculty members of York and should supply a letter of application with a curriculum vitae. All correspondence should be addressed to the Chair of the Search Committee, Prof. Roy A. Koehler, Room 108, Steacie. The term of office begins July 1, 1989. For further information contact Norma Doran, Secretary of the Search Committee, Room 227, Osgoode (-5567). The deadline for receipt of applications is January 30, 1989 with some extension to be considered for sabbaticants.

Members of the York community are reminded that the University may only issue 1988 charitable tax receipts for gifts or donations received during the 1988 calendar year. To provide for the closing of the University in December and to allow for a reasonable delay in internal and external mail systems, the office of Private Funding (Suite A, WOB) will accept any monetary donations up to the end of the first week of business in January (Friday, January 6, 1989) as being contributions in the 1988 tax year. Donations received after that date will be assumed to relate to the 1989 tax year.

The Association of Universities and Colleges of Canada will hold two workshops to assist member institutions in their preparation of applications for funding under the Third Cycle of the Canada/China University Linkage Program. The first workshop will take place February 22-24 in Quebec City, the second March 1-3 in Vancouver. For further information call York International at -5177 or the Office of Research Administration at -5055.

### EVENTS:

#### MONDAY, DECEMBER 12

3:00 p.m. - Graduate Program in Philosophy Seminar - "Popper's Open Society and its Enemies in Retrospect" with York Prof. Joseph Agassi - Senior Common Room, McLaughlin

8:00 p.m. - York Orchestra Concert - under the direction of Prof. James McKay - tickets are \$10 for adults, \$6 for students - McLaughlin Hall

#### TUESDAY, DECEMBER 13

10:00 a.m. - MA Defence - [Graduate Program in Sociology] Catriona Sandilands will defend her thesis entitled "Spirituality and Praxis: Witchcraft and Neo-Paganism in Canada" - Room S444, Ross

### STAFF POSITIONS:

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

#### Counsellor: Irmgardt Duley

\*Maintenance Planner - Maintenance, Physical Plant (High school graduation; Engineering or Architectural Technology Diploma, or equivalent combination of education and experience; several years experience in building and equipment maintenance in a large building complex; sound knowledge of specification writing; demonstrated ability to prepare accurate cost estimates; demonstrated ability to read drawings and make accurate sketches; sound knowledge of engineering principles, construction codes and regulations; good knowledge of skilled trades and building and equipment maintenance; good knowledge of safety codes and regulations; strong co-ordination and organizational skills; good written communication skills; strong construction analysis skills; demonstrated ability to provide technical resource assistance to skilled trades groups; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.)

GRADE: P&M 5 (\$29,960-\$36,250) JOB NO: D060

## STAFF POSITIONS (cont'd.)

\*Financial Officer, Capital - Physical Resources (Undergraduate degree in business and/or accounting plus 3rd year of CA, CGA, or RIA desirable, or equivalent combination of education and experience; several years' related experience, including significant experience in computerizing a financial system; experience in dealing with construction accounting and cost control a definite asset; demonstrated ability to coordinate a number of complex projects; demonstrated ability to develop new systems and procedures; superior computer skills; demonstrated ability to develop, coordinate and implement computer systems and related procedures; strong problem-solving skills; good communications and report-writing skills; demonstrated ability to work as a member of a team; demonstrated ability to deal effectively with all members of the community and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$32,060-\$38,795) JOB NO: D061

\*Supervisor, Control Mechanics - Maintenance & Utilities, Physical Plant Hours of Work: 7:00 AM - 3:30 PM (Polytechnical college graduation, or equivalent combination of education and experience; minimum 5 years' recent practical field experience in maintenance, installation of control systems, and trouble shooting, in a large building complex; excellent blue print reading skills; sound knowledge of building mechanical systems, including steam and hot water heating, chilled water cooling, air distribution and temperature controls (pneumatic and solid state); good mechanical and problem analysis skills; good oral and written communication skills; good public relations skills; good supervisory skills; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M ungraded (\$43,103) JOB NO: D062

### Counsellor: Aloma Mendoza

Coordinator, CLASP - CLASP, Osgoode (High school graduation with some university or Community College courses, or equivalent; legal secretarial course preferred; minimum 4 years' senior administrative/clinical/legal experience, including supervisory and budgeting experience, related working knowledge of legal procedures and the legal community required; demonstrated excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to exercise judgement and discretion; demonstrated initiative; excellent organizational skills; demonstrated ability to work independently and to set own priorities; demonstrated ability to work well under pressure; typing 40 - 50 wpm; demonstrated microcomputing and word processing skills required; excellent supervisory skills; good accounting skills; demonstrated accuracy in scrutinizing extremely detailed work. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: M049

### Counsellor: Cathy Kerr

Bookstore Clerk I (Stationery/Sundries) - Bookstores (High school graduation or equivalent; one year experience as a sales clerk, including some experience as a cashier; demonstrated ability to operate a cash register; accuracy in dealing with cash; good oral communication skills; good organizational skills; ability to lift and bend on a regular basis while shelving merchandise.) GRADE: 3 (\$20,522) JOB NO: L019

### Counsellor: Karen Wright

Stacker - Scott Library, Libraries (High school graduation or equivalent; one year general office experience, experience in the use of complex filing systems, or library experience preferred; ability to lift and bend while shelving books; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to handle cash transactions. GRADE: 2 (\$19,338) JOB NO: Z068

Secretary/Receptionist - Learning Disabilities Program, Counselling and Development Centre Temporary February 1/89-August 11/89 (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience; typing 40-50 wpm; wordprocessing skills required; demonstrated organizational skills; excellent oral communication skills; effective interpersonal skills; tact and diplomacy; ability to set priorities; ability to transcribe from dictation equipment.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: Z069

Receptionist/Secretary - Academic Computing, Computer Services (High school graduation with secretarial training or equivalent; minimum 1 year receptionist/secretarial experience required; experience with VM/CMS (or other mainframe operating system) required; typing 40-45 wpm, accuracy essential; microcomputing skills required; document composition skills preferred; text editing experience using VM/CMS required; good oral and written communication skills; tact and diplomacy; pleasant telephone manner; good organizational skills; demonstrated ability to move easily from task to task; ability to handle cash transactions; demonstrated ability to work under pressure.) GRADE: 4 (\$21,638) JOB NO: Z070

### Counsellor: Betty Vernassal

Departmental Secretary - Computer Science/Computer Coordinator, Glendon, Sessional: August 1 - May 31 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-45 wpm; word processing skills required, or willingness to learn; excellent oral communication skills; pleasant telephone manner; good organizational skills; Bilingual Modules I (Intermediate) & II) GRADE: 3L Provisional (Based on an annual salary of \$21,638) JOB NO: V005

### Correction to York Bulletin of December 8/88 - JOB NO: Z065

Accounting Clerk II - Comptroller, Student Accounts, Temporary to Apr. 24/89 (High school graduation or equivalent; 1 year general office experience, including 6 months in cash handling, preferably in a computerized accounting area; experience in a university environment would be an asset; typing 30 wpm, accuracy essential; good oral and written communication skills, tact and diplomacy essential, demonstrated ability to attend accurately to detail; accuracy with figures essential; demonstrated ability to work accurately and effectively under pressure of high volume, familiarity with student Record System would be an asset.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: Z065

# YORK UNIVERSITY

## BULLETIN

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

Thursday, December 15 (12:00 noon) - Monday, December 19 (12:00 noon), 1988  
Volume 8, Number 95

### GENERAL:

York will host its 20th Annual High School Basketball Tournament, December 26-28. The Excalibur Basketball Classic will then take place December 28-30, featuring university teams from across Canada and an American team from Slippery Rock State College. Both tournaments will take place at the York Campus.

### Bookstore Hours (December 19-22):

York Campus	Glendon Campus
Monday-Thursday 9:30 a.m.-5:00 p.m.	Monday-Thursday 9:30 a.m.-5:00 p.m.

### Recreation York offers the following:

Fitness Walking - January 17-March 31 (Tuesday, Thursday & Friday), 12:15 p.m.-12:45 p.m.  
Registration is \$30 for members, \$40 for non-members - Track & Field Centre

Pre/Post Natal Fitness - beginning January

Dance Fitness (Intermediate) - January 9-March 29 (Monday & Wednesday), 12:15 p.m.-12:45 p.m. Registration is \$22 for members, \$32 for non-members

Hi/Low Impact Mix (Advanced) - January 10-March 30 (Tuesday & Thursday), 12:15 p.m.-12:45 p.m. Registration is \$22 for members, \$32 for non-members

For further information or to register, call Recreation York at -5184.

### EVENTS:

#### THURSDAY, DECEMBER 15

2:30 p.m. - PhD Defence - [Graduate Program in Psychology] Gerald Dancyger will defend his dissertation entitled "Levels of Suicidality and Suicidal Orientation" - Room 320, Norman Bethune

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

4:00 p.m. - Mathematics Colloquium - "Polyhedral Realizations of Regular Tori" with J.M. Wills, Siegen - Room S201, Ross

### STAFF POSITIONS:

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

#### Counsellor: Aloma Mendoza

Administrative Assistant - Business Operations/Housing & Food Services/Food Service Operations (High school graduation with secretarial training or equivalent; minimum 3 years' administrative or secretarial experience, including budgetary experience; typing 50-55 wpm; word processing and microcomputing skills required; shorthand skills required, accuracy essential; excellent oral and written communication skills; demonstrated excellent interpersonal skills, tact and diplomacy; excellent organizational skills; demonstrated ability to take minutes; demonstrated bookkeeping and budgetary skills; demonstrated accuracy in figure work; demonstrated ability to attend accurately to detail; demonstrated ability to work well with interruptions, and under pressure of high volume; demonstrated ability to set priorities. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: M050

#### Counsellor: Cathy Kerr

\* Faculty Secretary "D" - OBIR, Administrative Studies. Part time 21 hours/week (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 55-60 wpm, statistical typing preferred; demonstrated word processing skills required; skill in transcribing from dictation equipment; excellent oral and written communication skills; excellent organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public, demonstrated ability to work well under pressure; demonstrated ability to set priorities.) GRADE: 4 Provisional (Based on an annual salary of \$21,638) JOB NO: L020

#### Counsellor: Karen Wright

Administrative Secretary (English/French) - Centre for Continuing Education. Temporary from February 1 to September 30, 1989. (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience dealing with the public, preferably in an educational environment; typing 45-50 wpm, accuracy essential; wordprocessing skills required; excellent oral and written communication skills; fluency in English and French (oral, written, translation); excellent interpersonal skills, tact and diplomacy; excellent organizational skills; demonstrated ability to work independently; initiative; demonstrated ability to work well under pressure; demonstrated ability to deal courteously and effectively with students, faculty and the public; minute taking skills; ability to use a ditto machine.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: Z071

Secretary - Economics, Arts (High school graduation with secretarial training or equivalent; two years' secretarial experience, preferably in a university environment; typing 50-60 wpm; word processing skills required; excellent oral communication skills; good written communication skills; tact and diplomacy essential; good knowledge of office procedures; excellent organizational skills; good record-keeping skills; demonstrated ability to attend accurately to detail work; demonstrated ability to work quickly and accurately under pressure of high volume.) GRADE: 4 (\$21,638) JOB NO: Z072

- continued

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

- Student Programs Clerk - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; 1-2 years' related secretarial experience (e.g. experience working in front-line public service area), preferably in a university environment; typing 45-50 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; excellent oral communication skills; demonstrated ability to work well under pressure; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work responsibly; excellent organizational skills, tact and diplomacy; pleasant telephone manner.) GRADE: 4 (\$21,638) JOB NO: Z073
- \*Circulation Assistant II - Frost Library, Libraries. Part-time 17 1/2 hours/week (High school graduation or equivalent; one year library experience, including experience in dealing with the public; data entry experience with on-line library system preferred; basic keyboard skills to operate a computer terminal required; excellent oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to deal courteously and effectively with staff, students and faculty; tact and diplomacy required; bilingual modules I and III) GRADE: 4L Provisional (Based on an annual salary of \$23,278) JOB NO: Z074
- Enquiries Clerk/Receptionist - Financial Aid (High school graduation or equivalent; 2 years' related experience (e.g. reception, processing, front-line contact in a student service or public service area); typing 40 wpm, accuracy essential; microcomputing skills preferred; excellent organizational skills; tact and diplomacy; excellent oral communication skills; pleasant telephone manner; proven ability to deal courteously and effectively with the public at all levels; demonstrated ability to work accurately in a high pressure area under hectic working conditions.) GRADE: 4 (\$21,638) JOB NO: Z075
- Exit Control Clerk - Law Library, Libraries. Hours of work for Academic Year (Alternating shifts): Sunday, 1:00 p.m.-9:00 p.m.; Monday-Thursday, 3:15 p.m.-11:15 p.m., Monday-Thursday, 7:45 a.m.-3:45 p.m.; Friday, 7:45 a.m.-5:00 p.m.; Saturday, 9:00 a.m.-5:00 p.m.; Summer Hours: Monday-Friday, 8:30 a.m.-4:30 p.m. (High school graduation or equivalent; 1 year related experience, e.g. in a library, dealing with the public, etc.; demonstrated excellent oral communication skills; tact and diplomacy essential; demonstrated ability to work calmly and effectively under pressure; accuracy with figures and handling cash; sense of responsibility; manual dexterity; ability to lift heavy materials.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: Z076
- Word Processing Operator/Secretary - Secretarial Services, Arts (High School graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, including use of a range of wordprocessing functions; typing 50-60 wpm, accuracy essential; demonstrated excellent wordprocessing skills required; good oral and written communication skills; good spelling and grammatical skills; demonstrated excellent organizational skills; demonstrated ability to maintain confidentiality; tact and diplomacy essential; demonstrated ability to adapt to a variety of tasks; demonstrated ability to work independently and to set priorities; demonstrated ability to work effectively under conditions of high volume; demonstrated ability to deal courteously and effectively with students, faculty and staff; demonstrated ability to attend accurately to detail; ability to transcribe from dictation equipment an asset.) GRADE: 4 Provisional (\$21,638) JOB NO: Z077

Monday, December 19 (12:00 noon) - Thursday, December 22 (12:00 noon), 1988  
Volume 8, Number 96

### GENERAL:

Members of the York community are reminded that the University may only issue 1988 charitable tax receipts for gifts or donations received during the 1988 calendar year. To provide for the closing of the University in December and to allow for a reasonable delay in internal and external mail systems, the office of Private Funding (Suite A, WOB) will accept any monetary donations up to the end of the first week of business in January (Friday, January 6, 1989) as being contributions in the 1988 tax year. Donations received after that date will be assumed to relate to the 1989 tax year.

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

Robarts Centre for Canadian Studies, Scott  
Director, Susan E. Houston, 503 -5499  
Linda Hutcheon, 503 -5499  
Paul Craven, Social Science -5678  
Dawn Abercrombie, Assistant to Schools Liaison Officer, 216 Fine Arts -5135

A Farewell/Christmas Reception will be held to honor Dave O'Sullivan, Manager of JACS/Norman's, who is leaving York after seven years of service. The reception will take place December 21 from 3:00 p.m. to 7:00 p.m. in Norman's (Room 201), Norman Bethune College.

### EVENTS:

#### TUESDAY, DECEMBER 20

2:00 p.m. - MSc Defence - [Graduate Program in Biology] Kathryn Matthews will defend her thesis entitled "The Structure and Expression of the Liver Glycogen Phosphorylase Gene in the Rat" - Room 320, Farquharson

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than January 2, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

#### Counsellor: Ken Wood

Equipment Administrator/Analyst - Telecommunications/Computing Services (University degree, or community college graduate in a related field (Computer Science or Data Processing) or equivalent combination of education and experience; minimum 2-3 years' related experience in telecommunications including a knowledge of computer techniques, working knowledge of operations of telecommunications computer/systems, including management of related software; project experience an asset; thorough knowledge of IBM 9751 hardware and software, including specialized software applications; ability to apply telecommunications technologies a definite asset; excellent analysis capability; strong organizational skills; strong interpersonal skills; ability to deal effectively with all levels of management; Intermediate knowledge of: Phonemail(Hardware & Software), Data Interfaces (e.g. DTI's), Circuits(Voice/Data), Common Carriers, CBX Network Architecture (e.g. Trunking, Watts, T1), Cabling Systems, Auto-Route Selection Software; Advanced Knowledge of: CBX-II 8000 and CBX 9000 (Hardware and Software), Desk Top Products, Digital Products, CRTC Tariff Structure, CMF Software, System Configuration Software. Please submit a resume when making an application.) GRADE: CS6 (\$32,979)  
JOB NO: W070

#### Counsellor: Cathy Kerr

Payroll Clerk I - Miscellaneous - ERIC: Payroll - Temporary to May 10, 1989 (High school graduation or equivalent; some experience with a computerized payroll system required; basic typing skills; demonstrated ability to attend accurately to detail; demonstrated accuracy with figures; good oral and written communication skills; good organizational skills; data entry skills preferred or willingness to learn.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: L021

#### Counsellor: Karen Wright

Student Affairs Assistant - Office of Student Affairs (High school graduation or equivalent with some post-secondary education required; minimum 2 years' related experience (e.g. collecting data, making arrangements for meetings and workshops, preparing written information) in a post-secondary institution, preferably in a student-service area; excellent oral and written communication skills; excellent organizational skills; demonstrated ability to assemble, investigate and categorize information; demonstrated ability to work independently on projects; demonstrated ability to attend to detail; typing 40-50 wpm; microcomputing and/or wordprocessing skills required; database skills and desktop publishing preferred or willingness to learn; initiative; good interpersonal skills.) GRADE: 5 Provisional (\$23,278) JOB NO: Z078

Student Enquiries Secretary - Mathematics, Arts (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. in a student-service area, handling enquiries), preferably in a post-secondary environment; typing 45-55 wpm; accuracy essential; word-processing skills required; good oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff and faculty; tact and diplomacy; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: Z079