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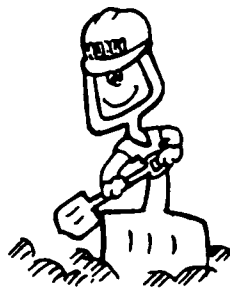
York UNIVERSITY

BULLETIN

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

Thursday, March 2 (12:00 noon) - Monday, March 6 (12:00 noon), 1989
Volume 9, Number 17

GENERAL:



Attention Members of the York Community: Construction to extend Moon Road will begin this Monday, March 6. The new extension will run from the north end of existing Moon Road, eastward to Fraser Drive (along the south side of the site for Fine Arts III). The first phase of this project will involve the installation of storm and sanitary sewer lines and is expected to last approximately 3-4 weeks. Initially, a portion of Fraser Drive will be interrupted, and a detour route with appropriate signage will be in place. The second phase of the project will involve building and paving the road, and will run approximately from the end of April until the end of May. Members of the York Community are reminded of the potential dangers of construction zones. Please observe all signs, walk around fenced-off areas, and use only those access routes clearly designated for pedestrian/vehicular traffic. Any questions/concerns regarding construction activity on campus, can be directed to the Construction Hotline (736-5445).

OBITUARY: Dr. Bryce Taylor, the founding Chairman of the Department of Physical Education, Recreation and Athletics, died on February 16, 1989. Bryce was well known across Canada for his leadership in national sport organizations; for his policy and planning work with the Provincial and Federal Governments; and for his work on behalf of the Toronto Olympic bid. Dr. Taylor was also a recognized authority on North American Indian dances. The "York University-Bryce M. Taylor Memorial Fund" has been established. Members of the York community can send donations to "The Bryce M. Taylor Memorial Fund," c/o External Relations, Suite A, WOB.

York students, faculty, staff and visitors are about to receive 16,000 questionnaires in the first annual Customer Survey initiated by the Finance and Administration (F&A) Division under its Service Excellence Program. The departments that come under the F&A umbrella include Physical Plant, Facilities Planning and Management, Security and Parking, Occupational Health and Safety, Human Resources, Business Operations, and Finance. The Institute for Social Research (ISR), with the assistance of F&A staff has designed questionnaires to cover the services of 34 different work units within the Division. Some people will receive more than one questionnaire. Through the Service Excellence Program, which was initiated within the Division during the Spring of '88, F&A employees have committed themselves to work together and support each other in the delivery of quality services to F&A customers. The data gathered through the Customer Survey is essential to providing improved service to the York Community. Please fill out the questionnaires promptly and return to ISR.

Applications for the position of Residence Tutor at Stong College are being received by Allen C. Koretsky, Master. Applicants shall be associated with York as a full-time graduate student, staff or faculty member. Applicants should have residential experience at a senior level. The term of appointment begins July 1, 1989. The limit on length of service is normally three years. A letter of application with a curriculum vitae should be sent to Mrs. Olga Cirak, Assistant to the Master, Room 317, Stong. Three letters of reference are required. The deadline for receipt of applications is March 3.

The Department of Human Resources announces the following appointments: Blayne Roussy, Civil Engineering Technician, Construction Division, Physical Resources, effective Feb.13/89; Robert Goldman, Research Analyst, Labour Relations, Department of Human Resources, effective Feb.14/89; Tahir Mohammed, Contracts Manager, Construction Division, Physical Resources, effective Feb.16/89; Kerry Johnston, Assistant Manager, Labour Relations, Department of Human Resources, effective Feb.20/89; Marika Pinchis, Civil Engineering Technician, Construction Division, Physical Resources, effective Mar.1/89; Stewart Wier, Construction Engineer, Construction Division, Physical Resources, effective Mar.1/89. The following promotion has also recently taken place: Kim Bertrand, Parking Office Manager, Security and Parking Services.

EVENTS:

THURSDAY, MARCH 2

- 2:00 p.m. - 4:00 p.m. - Workshop - [Educational Development Office] "Helping Students With Special Needs" - for further information call Susan at -3220 - Room 282, Atkinson
- 3:00 p.m. & 7:00 p.m. - Encounter Canada 1989 Lecture Series - [Vanier and McLaughlin] "Refugees: Canada's Moral Dilemma" - 3:00 p.m.-5:00 p.m. - "Our Canadian Policy -- Can We Accept It?" by York History Prof. Irving Abella; "The Tragedy Is Ours -- Will We Respond?" by Dr. Helga Kutz-Harder, Program Officer for United Church on Refugees, Immigration and Race Relations - Senior Common Room, Vanier; 7:00 p.m.-9:00 p.m. - "Canada's World Obligation -- Will Our Government Respond?" by Dr. Howard Adelman, Director of York's Centre for Research on Refugees - Junior Common Room, McLaughlin
- 4:00 p.m. - John Holmes Memorial Lecture - [Glendon] "Peace-Making, Peace Keeping and the Future" by Sir Brian Urquhart, former Under-Secretary-General to the United Nations - for further information call Paule Cotter at 487-6791 - Board/Senate Room, Glendon
- 4:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Patrice Angela Karn will present her colloquium entitled "Social Development of Handicapped and Non-handicapped Children of an Integrated Program" - Room 162, Behavioural Sciences
- 4:00 p.m. - Mathematics Colloquium - "A Weighted Gradient Inequality" with Prof. Gordon Sinnamon, University of Waterloo - Room S201, Ross
- 4:30 p.m. - Hispanic/Latin American Week - [Glendon] featuring a lecture by Prof. Enrique Rubio, University of Alicante, Spain, titled "El Bandolero en la Novela Historica Espanola" - Room A208, York Hall, Glendon

- continued

FRIDAY, MARCH 3

- 10:00 a.m. - PhD Defence - [Graduate Program in Sociology] Madeline Richard will defend her dissertation entitled "Immigration Policy, Ethnic History and Intermarriages: Consequences and Significance for Immigrant Assimilation in Canada, 1871 and 1971" - Room N141, Ross
- 10:00 a.m. - PhD Defence - [Graduate Program in Psychology] Patrice Angela Karn will defend her dissertation entitled "Social Development of Handicapped and Non-handicapped Children in an Integrated Program" - Room S312, Ross
- 12:00 noon & 1:00 p.m. - YUSA Area Bargaining Meetings - Room S171, Ross (at 12:00 noon) and Room N143, Ross (at 1:00 p.m.)
- 2:00 p.m. - Psychology Colloquium - "The Analyst's Metaphors: A Deconstructionist Perspective" with York Prof. Donald Carveth - Room 291, Behavioural Sciences
- 2:30 p.m. - Film - [McLaughlin, Winters, Vanier, Faculty of Arts] "Letters From a Dead Man!" - the world after a nuclear holocaust - Nat Taylor Cinema

SATURDAY, MARCH 4

- 9:00 a.m. - 5:30 p.m. - Fourteenth Annual Biology Symposium - [Association for Graduate Students in Biological Sciences] the symposium will focus on "The Role of Ions in Physiological Regulation" - speakers are as follows: 9:15 a.m. - "Control of Development by Ionic Channels" with Dr. Lionel Jaffe, Marine Biological Laboratory, MA; 10:30 a.m. - "The Role of Calcium in Mitosis and Cytokinesis" with Dr. Mary Jane Saunders, University of South Florida; 11:30 a.m. - "The Molecular Architecture of Voltage-Dependent Sodium Channels" with Dr. Robert Barchi, University of Pennsylvania; 2:00 p.m. - "The Calcium Pump of the Plasma Membrane: Structure, Function, and Regulation" with Dr. Ernesto Carafoli, Swiss Federal Institute of Technology; 3:00 p.m. - "Active Transport of Carbon Dioxide and Bicarbonate in Cyanobacteria" with Dr. Anthony Miller, Queen's University; and 4:15 p.m. - "Regulation of Intracellular pH" with Dr. William Busa, John Hopkins University - for further information call Brian Gordon at -3187 - Moot Court Room, Osgoode Hall Law School

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than March 9, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Nancy Wallace

Records Assistant - Student Affairs, Administrative Studies (High school graduation or equivalent; 2 years' related experience in a student service area (e.g. experience using a student records system); typing 40 wpm, accuracy essential; knowledge of on-line student records system; excellent organizational skills; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public at all levels; demonstrated ability to set priorities and to work independently.) GRADE: 5 (\$23,278) JOB NO: 117H

Faculty Secretary "C" - Policy, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 50-55 wpm; demonstrated word processing skills required; statistical typing/word processing skills preferred; computer spreadsheet skills preferred or willingness to learn; skill in transcribing from dictation equipment; good oral communication skills; good spelling and grammatical skills; excellent organizational skills; tact and diplomacy essential; demonstrated ability to work accurately and efficiently under pressure of high volume; demonstrated ability to set priorities; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public.) GRADE: 4 (\$21,638) JOB NO: 118H

Assistant Admissions Officer - Administrative Studies, Student Affairs (High school graduation or equivalent; minimum 2 years' university education required; university degree preferred; minimum 3 years' related experience (e.g. supervisory experience, assessing and advising experience, etc.) in a student service area; demonstrated ability to communicate effectively, including excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public at all levels; tact and diplomacy essential; demonstrated excellent interpersonal skills; demonstrated ability to provide excellent service to the community; demonstrated ability to make oral presentations; demonstrated supervisory skills; demonstrated excellent organizational skills; demonstrated ability to work independently and to set priorities; demonstrated ability to exercise good judgement; knowledge of the on-line computerized student records system.) GRADE: 7 Provisional (\$28,617) JOB NO: 119H

Counsellor: Gina Dunnett

Academic Support Programmer I - Science, Computer Science (University degree in Computer Science or a related discipline, or equivalent combination of education and experience; 1-2 years' related work experience in software development, systems administration or systems support; demonstrated excellent interpersonal skills; excellent oral and written communication skills; demonstrated good analytical and problem-solving skills; good organizational skills; demonstrated ability to exercise good judgement; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated systems programming in C under UNIX; demonstrated ability to install, configure and maintain UNIX work stations; Basic Level Knowledge of: Pascal, Text Processors (e.g. Latex and troff), VAX/VMS systems, VM/CMS systems, MacIntosh and Atari systems; Documentation techniques and inventory control; Intermediate Knowledge of: C, UNIX system, Data Communications, Networks. Please submit a resume when making an application.) GRADE: CS5 (\$29,212) JOB NO: 120D

Counsellor: Betty Vernassa

Budget Secretary - Budget Office, Glendon (High school graduation or equivalent; some accounting/bookkeeping courses would be an asset; 1-2 years' related experience (e.g. accounting/bookkeeping experience, secretarial experience, budget experience, etc.); typing 45-50 wpm, accuracy essential; microcomputing and word processing skills required; good organizational skills; bookkeeping skills required; demonstrated ability to maintain accurate records and to attend accurately to detail; demonstrated accuracy in working with figures; good oral communication skills; demonstrated ability to deal courteously and effectively with staff and faculty; Bilingual Modules I (Advanced), II, and III (Intermediate) GRADE: 4L (\$23,278) JOB NO: 121G

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Monday, March 6 (12:00 noon) - Thursday, March 9 (12:00 noon), 1989
Volume 9, Number 18

GENERAL:

OBITUARY: Mr. Lloyd N. Shapko, Manager of Student Accounts, Finance Department, died on February 25, 1989. Mr. Shapko had worked at York since November 1987.

Mr. Lee F. Smith has been appointed Acting Student Accounts Manager, effective March 1. Operational activities of the section will continue under the supervision of Mrs. H. Alison Kelly.

ART GALLERIES/DISPLAYS: The Glendon Gallery presents an exhibition of works by Jean Marie Martin titled "Landscape/Simulacra" until March 26. For gallery hours call 487-6721.

- The Art Gallery of York University presents an exhibition titled "From Concept to Context: Robert Barry, Stanley Broun, Daniel Buren and Lawrence Weiner" until April 16. For gallery hours call 736-5169.

During Osgoode Hall Law School's Reading Week (March 6-10), the Osgoode Cafeteria will be open as follows: Monday to Thursday, 8:00 a.m.-8:00 p.m.; Friday, 8:00 a.m.-2:00 p.m.; Saturday, 11:00 a.m.-4:00 p.m.; and Sunday, 2:00 p.m.-7:00 p.m.

Effective May 1, the monthly Telecommunications equipment tariffs will increase by 6.5%. The additional 1.5% over the 5% base increase is to cover the cost of the 10% Federal Sales Tax, which was introduced January 1, 1988. Further information can be obtained from telephone designates or from Telecommunications at -2787.

A Manager is required for the Orange Snail Coffee Shop/Pub. The position offers a competitive salary/benefits. The closing date for receipt of applications is March 23. Three letters of reference are required. For further information call Olga Cirak at -7305.

YUSA members are asked to note that the Call for Nominations has been extended from March 3 to March 8 at 4:00 p.m. to allow all members one week to submit their nomination forms.

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

Gill Teiman, Coordinator, Employment Equity, 10 EOB -5706
Pat Allen, Secretary, Employment Equity, 10 EOB -5706

EVENTS:

MONDAY, MARCH 6

- 4:00 p.m. - Physics Seminar Series - "Lidar Measurements and Other Adventures in the Antarctic" with Dr. Leopoldo Stefanutti, Instituto di Ricerca Sulle Onde Elettromagnetiche, Italy - Room 317, Petrie
- 7:00 p.m. - Third World Lecture Series - [Office of the Master, Third World Studies Program, Students' Association, Atkinson] "Functional Adult Literacy Programs in West Africa: The Case of Sierra Leone" with Gary Warner, McMaster University - Fellows' Lounge, Atkinson

TUESDAY, MARCH 7

- 11:30 a.m. - 1:00 p.m. - Open Forum - [York U Can Recycle] "Recycling at York" - for further information call -5252 - Senate Chamber (Room S915), Ross
- 12:00 noon - Poetry Reading - [Canada Council] by Lola Tostevin - Gallery, Norman Bethune
- 12:00 noon - Graduate Program in Geography Colloquium - "Signs and Symbols of Hamilton" with Prof. J. Eyles, McMaster University - Room S421, Ross
- 12:00 noon & 1:00 p.m. - YUSA Area Bargaining Meetings - Room 282, Atkinson
- 4:00 p.m. - Robarts Lecture - [Robarts Centre for Canadian Studies] "Canadian as ... Possible ... Under the Circumstances!" with Linda Hutcheon, 1988-89 Robarts Professor - please RSVP to -5499 - Moot Court Room, Osgoode Hall Law School
- 4:00 p.m. & 6:00 p.m. - Guest Speaker - [Graduate Program in Dance] Prof. Iro Tembeck, who teaches dance history and criticism at the University of Quebec in Montreal, will talk about her research at 4:00 p.m. in the FFA Faculty Lounge - Prof. Tembeck will also give a seminar on "Criticism and Quebec Dance" at 6:00 p.m. in Room 306, Fine Arts

WEDNESDAY, MARCH 8

- 12:30 p.m. & 4:00 p.m. - Guest Speaker - [Graduate Program in Dance] Prof. Iro Tembeck will give a lecture on "Modern Dance in Quebec" at 12:30 p.m. in Dance Studio III; and a lecture for Dance Experience students at 4:00 p.m. in Curtis Lecture Hall "6"
- 2:00 p.m. - PhD Defence - [Graduate Program in Sociology] Charles Battershill will defend his dissertation entitled "The Foreign Medical Graduate in Ontario: An Empirical and Theoretical Enquiry" - Room N927, Ross
- 2:30 p.m. - PhD Defence - [Graduate Program in Biology] Peter W. Kinyanjui will defend his thesis entitled "Thymidine Kinase from Tetrahymena thermophila: Purification of the Enzyme and Cloning of the Gene" - Room 320, Farquharson
- 3:00 p.m. - 5:00 p.m. - Career Conversations - [Career Centre] "How to Find a Job in Government" featuring representatives from federal, provincial, and municipal governments - Senate Chamber (Room S915), Ross

EVENTS (March 8, cont'd.)

4:00 p.m. - Chemistry Seminar Series - "The Exact One-Electron Model of Molecular Structure" with York Prof. Geoffrey Hunter - Room 317, Petrie

THURSDAY, MARCH 9

12:00 noon & 1:00 p.m. - YUSA Area Bargaining Meetings - Room 221, Osgoode Hall Law School

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than March 13, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Aloma Mendoza

Faculty Secretary - Finance, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 55-60 wpm; technical typing skills required; statistical typing skills preferred; demonstrated word processing skills, including use of technical languages (e.g. TEX and LATEX) preferred; 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 (\$21,638) JOB NO: 026 (Previously posted in Bulletin of January 16, 1989)

*Supervisor (Night Shift) - Caretaking, Physical Plant - Hours of work: 11:00 p.m.-7:30 a.m. (High school graduation or equivalent; minimum 3 years' related experience in a Caretaking operation, including supervisory experience; well developed knowledge of cleaning techniques, equipment and cleaning compounds; a general knowledge of management principles, including supervisory skills in a unionized environment; good oral and written communication skills; good organizational skills; demonstrated ability to provide a high level of service to the York community. Please submit a resume when making an application.) GRADE: P&M Ungraded JOB NO: 123E

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: 122C (Previously posted as Job No: L020)

Counsellor: Nancy Wallace

Student Programs Assistant III - Office of Student Programs, Atkinson (University degree or equivalent; minimum 2 years' related experience in an academic program office or student service area (e.g. frontline operations experience, experience in advising students and assessing student records, supervisory experience, etc.); demonstrated analytical and assessing skills; demonstrated ability to exercise judgement and make decisions; excellent interpersonal skills; demonstrated advising skills required; tact and diplomacy essential; excellent oral and written communication skills; excellent organizational skills; demonstrated ability to work efficiently under pressure of high volume; demonstrated ability to work independently and to set priorities; initiative; supervisory skills; typing 35-40 wpm; word processing or microcomputing skills preferred; knowledge of Student Records system preferred.) GRADE: 7 (\$28,617) JOB NO: 124H

Information Services Assistant - Career and Placement Centre, Student Affairs (High school and some courses towards a Library Technician certificate or equivalent; 2 years' related experience (e.g. in a placement or recruitment environment, library experience, experience dealing with the public, etc.); demonstrated excellent oral and written communication skills; demonstrated excellent organizational skills; demonstrated ability to deal courteously and effectively with students, faculty, staff and the public; tact and diplomacy essential; microcomputing and word processing skills required; demonstrated ability to exercise initiative; demonstrated ability to work independently and with others; typing 35-40 wpm) GRADE: 5 Provisional (\$23,278) JOB NO: 125H

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YORK UNIVERSITY BULLETIN

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Thursday, March 9 (12:00 noon) - Monday, March 13 (12:00 noon), 1989
Volume 9, Number 19

GENERAL:

The Admissions/Liaison Office will host March Break '89 from March 15 to 22 for all Ontario Senior Secondary School applicants to York. Beginning at 9:00 a.m. each day, visitors will meet in the Norman Bethune Art Gallery (3rd floor) with staff and faculty, tour the campus, and sit in on specified classes. It would be appreciated if the York community could assist those students who may need directions. For further information call -5100.

Glendon College offers a Children's Creative Movement Program for 2-7 year olds on Saturday mornings. The next session takes place March 18 to May 13. For further information regarding this and other recreational or instructional programs being offered at the Proctor Field House, call 487-6717.

Applications for the position of Residence Tutor at Stong College are being received by Allen C. Koretsky, Master. Applicants shall be associated with York as a full-time graduate student, staff or faculty member. Applicants should have residential experience at a senior level. The term of appointment begins July 1, 1989. The limit on length of service is normally three years. A letter of application with a curriculum vitae should be sent to Mrs. Olga Cirak, Assistant to the Master, Room 317, Stong. Three letters of reference are required. The deadline for receipt of applications has been extended to March 23.

The Winters College Council requires a Secretary. The position is part-time (30 hours/week). Qualifications include: high school graduation with some secretarial training or equivalent experience; related experience, preferably in a student service area; typing 45-50 wpm; good organizational skills; demonstrated ability to deal courteously and effectively with students and the public; demonstrated ability to work well under pressure; and some basic bookkeeping an asset. Applications should be sent to Room 269, Winters, no later than March 23. For further information call -7436.

Theatre Glendon presents Chekhov's "Three Sisters," March 14 to 18 at 8:30 p.m. each evening. The production features a cast and crew of Glendon students. Tickets are \$4.00. For reservations and information call 487-6722.

Osgoode Hall Law School presents The Third Annual Gibson-Armstrong Lecture in Law and History by Prof. John Beattie of the Department of History and Centre of Criminology, University of Toronto. The lecture, entitled "Scales of Justice: Defence Counsel in the English Criminal Trial in the Eighteenth and Nineteenth Centuries" takes place March 22 at 12:10 p.m. in the Moot Court Room of Osgoode Hall Law School. For further information call -5544.

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

DPP Construction Division:

Frank Gaal, Electrical Inspector, C13 EOB	-2258
Tahir Mohammed, Contracts Manager C1 EOB	-6543
Marika Pinchis, Mechanical Engineer C11 EOB	-3068
Blayne Roussy, Civil Engineering Technician C30 EOB	-6539
Stewart Wier, Construction Engineer C1 EOB	-6543
Allan Wong, Mechanical Engineering Technician C28 EOB	-6412

EVENTS:

THURSDAY, MARCH 9

- 12:00 noon & 1:00 p.m. - YUSA Area Bargaining Meetings - Room 221, Osgoode Hall Law School
- 2:00 p.m. - MA Defence - [Graduate Program in Psychology] Wendy M. Craig will defend her thesis entitled "Adolescent Social Goals: A Developmental Perspective" - Room S637, Ross
- 3:00 p.m. - 5:00 p.m. - Latin American and Caribbean Program Lecture Series - "Cracks in the Mexican Political Process: The Roots of the Problem" with Dick Roman, University of Toronto - Room 305, Founders
- 4:30 p.m. - Guest Speaker - [Philosophy Department & Philosophy Club] - "Quebec Language Laws: Individual vs. Group Rights" with Jack Stevenson, University of Toronto - Senior Common Room, York Hall, Glendon
- 7:30 p.m. - Lecture Series on "New Voices in Italian-Canadian Studies" - [Mariano A. Elia Chair in Italian-Canadian Studies] the fourth in a series of five features "Popular Religion of Italian Immigrants in Pre-War Ontario" by Enrico Cumbo, University of Toronto - Columbus Centre Lower Gallery, 901 Lawrence Avenue West (at Dufferin)

FRIDAY, MARCH 10

- 1:00 p.m. - Cognitive Science Seminar - "Abstract Phenomenology" with Peter Roosen-Runge, Department of Computer Science - Senior Common Room, Winters
- 2:00 p.m. - Psychology Colloquium - "The Management of Cognitive Disorders: A Neuropsychological Approach" with Guy Proulx, Baycrest Hospital - Room 291, Behavioural Sciences
- 3:00 p.m. - Psychology/Physical Education Colloquium - "Promoting Functional Independence in Seniors: The Role of Exercise" with Dr. Anita Myers - Room 107, Stedman
- 3:00 p.m. - Graduate Colloquium - [Faculty of Fine Arts] "Transplantation and Transformation: Music From Back Home in the Canadian Environment" with Prof. Trichy Sankaran - Room 029B, Winters

EVENTS (cont'd.)

MONDAY, MARCH 13

12:00 noon & 1:00 p.m. - YUSA Area Bargaining Meetings - Room 111C, Steacie

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than March 16, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Computer Operator II - Computing Services (High school graduation or equivalent combination of education and experience; minimum 1 year experience as a VM console operator using peripheral equipment in a MVS/JES2 environment OR minimum 1 year experience as an Operator I; Intermediate Knowledge of:(Commands and Procedures) MVS/JES2, VM/CMS, VAX/VMS, VTAM, UNIX, VM/CMS XEDIT, EXEC & REXX, CMF/RESOLVE Commands; Basic Knowledge of: JCL & Utilities. Please submit a resume when making an application.) GRADE: CS4 (\$26,419) JOB NO: 126D

Computing Advisor I - Academic Computing, Computing Services - Hours of work (rotating shifts): 8:30 a.m.-4:30 p.m., 10:00 a.m.-6:00 p.m., 11:00 a.m.-7:00 p.m., 2:00 p.m.-10:00 p.m. (Minimum 2 years' of a University degree in Computer Science or equivalent; courses must have covered a variety of computer languages; some experience as a computer centre advisor or programmer, in an academic environment would be an asset; VM/CMS, VAX/VMS, UNIX and microcomputing experience preferred; excellent oral and written communication skills; syntax error analysis; Basic Knowledge of: a wide variety of languages (PL/1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS, ASSEMBLER, C), a scientific language (e.g. FORTRAN), a business language (e.g. COBOL, BASIC), an academic language (e.g. PASCAL, C), Operating System, Application Packages, Utilities, Mainframe and Dial-Up Communications, System Level Commands, Micro Computer Programming Advising Techniques. Please submit a resume when making an application.) GRADE: CS4 (\$26,419) JOB NO: 127D

Counsellor: Nancy Wallace

Student Programs Assistant I - Office of Student Programs, Education (High school graduation or equivalent, one year post-secondary education preferred; 2 years' related experience (e.g. experience assessing applications and answering student enquiries, on-line data entry experience, etc.) in a student service area, preferably in a university environment; typing 40 wpm, accuracy essential; demonstrated excellent oral and written communication skills; demonstrated ability to act responsibly and independently; demonstrated strong organizational skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; demonstrated ability to work accurately and effectively under pressure of high volume of work on a continuing basis; tact and diplomacy essential; good interpersonal skills.) GRADE: 5 (\$23,278) JOB NO: 128H

Student Programs Clerk "A" - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience, preferably in a student service area, (eg. handling student enquiries, enrolling students, performing secretarial duties, etc.); typing 40-45 wpm, accuracy essential; word processing skills preferred or willingness to learn; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; excellent oral communication skills; tact and diplomacy; demonstrated ability to work quickly and accurately under pressure and handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 (\$21,638) JOB NO: 129H

File/Documents Clerk - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; 1 year related experience (e.g. data entry, filing, general office experience), preferably dealing with the public; typing 35-40 wpm, accuracy essential; data entry skills; good oral communication skills; good organizational skills; demonstrated ability to attend accurately to detail under pressure of high volume on a continuing basis; demonstrated ability to work cooperatively and effectively with fellow workers; demonstrated ability to deal courteously and effectively with students and the public.) GRADE: 3 Provisional (\$20,522) JOB NO: 130H

Counsellor: Karen Wright

Secretary - Office of the Director, Libraries - Temporary to August 17, 1989 (High school graduation with secretarial training or equivalent; minimum 2 years' related secretarial experience (e.g. scheduling meetings and appointments, making arrangements, committee support, etc.), preferably in an educational environment; typing 50 wpm, accuracy essential; demonstrated microcomputing and spreadsheet skills required; word processing skills required; excellent oral communication skills; good written communication skills; excellent organizational skills; demonstrated ability to work accurately and effectively under pressure; demonstrated ability to deal courteously and effectively with staff, faculty, students and the public; tact and diplomacy essential.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 131F

Edit Clerk/Typist - Communications (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience in dealing with the public; typing 40-50 wpm; microcomputing or word processing skills required; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to speak, understand, type and proofread copy in French.) GRADE: 4 (\$21,638) JOB NO: 132F

Development Clerk/Floater - Private Funding - Temporary to June 30, 1989 (High school graduation with secretarial training or equivalent; 1 year secretarial or clerical experience; typing 50 wpm; word processing and microcomputing skills required; good oral and written communication skills; tact and diplomacy; pleasant telephone manner; accuracy with figures; proofreading skills; good organizational skills.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 133F

Osgoode Alumni Clerk - External Relations/Osgoode - Temporary to June 30, 1989 (High school graduation or equivalent; 1-2 years' related experience (e.g. doing research, maintaining records, etc.) including some exposure to database systems, preferably in a university environment; typing 40 wpm, accuracy essential; word processing skills preferred or willingness to learn; data entry and retrieval skills; good organizational skills; excellent communication skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 134F

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UNIVERSITY

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Monday, March 13 (12:00 noon) - Thursday, March 16 (12:00 noon), 1989
Volume 9, Number 20

GENERAL:

Members of the York community are asked to note that charitable donations to the University may be made at any time during the year. Gifts may be designated for specific programs or projects such as library collections, scholarships and awards, memorial funds, the Canada Research Fellowships, and the Fine Arts Centre campaign. To honor family or friends on special occasions, a donation may be made to any York project. An acknowledgement card from the University with a greeting or congratulatory message will be sent to the person honored. Gifts are payable by cash, cheque, credit card or through payroll deduction. For further information or donation forms, please contact the Department of Private Funding at -5010. Charitable tax receipts are issued for all contributions of \$10 or more.

ART GALLERIES/DISPLAYS: The Glendon Gallery presents an exhibition of works by Jean Marie Martin titled "Landscape/Simulacre" until March 26. For gallery hours call 487-6721.

- The Art Gallery of York University presents an exhibition titled "From Concept to Context: Robert Barry, Stanley Broun, Daniel Buren and Lawrence Weiner" until April 16. For gallery hours call 736-5169.

The Admissions/Liaison Office will host March Break '89 from March 15 to 22 for all Ontario Senior Secondary School applicants to York. Beginning at 9:00 a.m. each day, visitors will meet in the Norman Bethune Art Gallery (3rd floor) with staff and faculty, tour the campus, and sit in on specified classes. It would be appreciated if the York community could assist those students who may need directions. For further information call -5100.

A Retirement Party will be held to honor Jim Megaw, April 5 at 4:00 p.m. in the Lumbers Lounge. Cost: \$7.00. Contributions towards a gift can be sent to Marlene Sherman, Room 249, Petrie (-5249). Please RSVP to Marlene Sherman no later than March 29. Roast suggestions should be made to Dr. R.H. Prince, Room 253, Petrie (-7756).

The Centre for Continuing Education offers a course titled "Hazardous Materials in the Workplace" beginning March 15. The course will identify the legislations (federal and provincial) governing hazardous materials in the workplace environment, and their effect on occupational health and safety. The registration fee is \$60. York staff, faculty and alumni are entitled to a 50% fee reduction. For further information call -2504.

A Manager is required for the Orange Snail Coffee Shop/Pub. The position offers a competitive salary/benefits. The closing date for receipt of applications is March 23. Three letters of reference are required. For further information call Olga Cirak at -7305.

EVENTS:

MONDAY, MARCH 13

12:00 noon & 1:00 p.m. - YUSA Area Bargaining Meetings - Room 111C, Steacie

12:15 p.m. - Guest Speaker - [Law Union & Nelson Mandela Law Society] "Latest Developments in the Anti-Apartheid Movement" with Albie Sachs, ANC member based in Mozambique - Room 201, Osgoode Hall Law School

7:00 p.m. - Third World Lecture Series - [Office of the Master, Third World Studies Program, Students' Association, Atkinson] "Habitat For Humanity: Homes For All: Canada and the Third World" (with video presentation) with Sam Lanfranco, Atkinson - Fellows' Lounge, Atkinson

TUESDAY, MARCH 14

12:30 p.m. - Women's Studies Research Seminar - [Institute for Social Research] "Women's Role in Sustainable Development: A Report From Harare" with Bonnie Kettel - Room 201, Stong

3:00 p.m. - Student Recital Series - [Music Department] featuring Monica and Renata Kasprzak (duo pianists) - DACARY, McLaughlin

4:00 p.m. - Founders Colloquium - "Genetics and Society" with Profs. A. Forer - "Basic Genetics;" B. Golding - "Human Evolution;" J. Shore - "Measuring Inheritance;" and M. Sokolowski - "Genes and the Environment" - Curtis Lecture Hall "G"

4:30 p.m. - Guest Speaker - [Canadian Studies Program, Glendon] "The Canadian Mosaic: A Melting Pot on Ice; The Ironies of Ethnicity and Race" with Linda Hutcheon, Visiting Professor, Roberts Centre for Canadian Studies - Senior Common Room, Glendon

6:00 p.m. - Workshop in Political Economy - "The Debt Crisis in Less Developed Countries" with Albert Berry, University of Toronto - Room S867, Ross

7:30 p.m. - Student Recital Series - [Music Department] featuring Julie Shier (bassoon) - DACARY, McLaughlin

8:00 p.m. - Third World Lecture Series - [Office of the Master, Third World Studies Program, Students' Association, Atkinson] "Reform, Gender and Class: Wife Burning (Sati) in Colonial Bengal" with Himani Bannerji, Social Science - Fellows' Lounge, Atkinson

8:30 p.m. - Theatre Performance - [Theatre Glendon] "Three Sisters" featuring a cast and crew of Glendon students - tickets are \$4.00 - for reservations or information call 487-6722 - Theatre Glendon

- continued

EVENTS (cont'd.)

WEDNESDAY, MARCH 15

- 12:00 noon - 1:30 p.m. - Presentation - [Institute for Social Research] "The Consequences of Plant Closures" with Paul Grayson - Room B01, Administrative Studies
- 12:30 p.m. - CJRT Soloist Series Concert - [Music Department] featuring York student ensembles and soloists - for information call -3365 - DACARY, McLaughlin
- 4:00 p.m. - Philosophy Colloquium - "On the Origin of Anaximander's Cosmological Model" with Gerard Naddaf, Philosophy - Senior Common Room, Vanier
- 4:00 p.m. - Financial Symposium - [McLaughlin College Council and Canada Life] "How to Get Rich Slow" with Ed Dermitt and Steve Fryer of Canada Life - Senior Common Room, McLaughlin
- 4:00 p.m. - Mathematics Colloquium - "Computer Assistance in Mathematics: Illustration of the Use of Symbolic Computation Through Examples in Number Theory and Quantum Mechanics" with Francine Vinette, University of Waterloo - Room S201, Ross
- 4:00 p.m. - Chemistry Seminar Series - "Studies on Liquid Redox Desulfurization Systems" with Dr. O.E. Hileman, Jr., McMaster University - Room 317, Petrie
- 8:30 p.m. - Theatre Performance - [Theatre Glendon] see Tuesday's listing at 8:30 p.m. for information

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than March 20, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Earl Hough

*Manager, Staff and Organization Development, Human Resources (University degree or equivalent, (preferably in Adult Education), including course work in humanities, social sciences or business, plus related professional courses or seminars; several years' experience in occupational training and related Human Resource functions; broad knowledge of organizational structure, administrative policies and budgeting practices of the University preferred; excellent human relations skills to deal effectively with all levels within the University; demonstrated excellent written communication skills; good knowledge of personnel practices; public speaking ability; knowledge of supervisory and motivation techniques; knowledge of human rights and employment equity issues essential. Please submit a resume when making an application.) GRADE: P&M 9 (\$39,830-\$48,195) JOB NO: 135A

Counsellor: Nancy Wallace

Secretary - Dean's Office, Graduate Studies (High school graduation with secretarial training or equivalent; no experience necessary; typing 45-50 wpm; demonstrated word processing skills using a personal computer; good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; tact and diplomacy; good organizational skills.) GRADE: 3 Provisional (\$20,522) JOB NO: 136H

Counsellor: Karen Wright

*Administrative Assistant I - Libraries, Scott Library (High school graduation with secretarial training or equivalent; minimum 3 years' administrative and secretarial experience including supervisory experience; bookkeeping experience and experience in writing minutes; typing 50 wpm, accuracy essential; word processing skills required; computerized spreadsheet skills required; demonstrated accuracy in working with figures; excellent oral and written communication skills; excellent 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: 6 Provisional (\$25,712) JOB NO: 137F

Thursday, March 16 (12:00 noon) - Monday, March 20 (12:00 noon), 1989
Volume 9, Number 21

GENERAL:

Members of the York community are reminded that University offices will be open and classes will take place as scheduled on Monday, March 27. TTC will operate on a holiday service schedule.

Good Friday: University offices will be closed Good Friday, March 24, 1989.

A reception will be held for John Becker, Assistant Vice-President (Business Operations), who is leaving York after 23 years. Those wishing to say goodbye are invited to an "Open House" on Friday, March 31 at 3:00 p.m. in the Winters/Vanier Master's Dining Room. Contributions towards a gift may be sent to B. Rowe or H. Wareham, Room 104, EOB.

The recipients of this year's Class Builders Awards are: Gabriella Colussi, Department of Languages, Literatures and Linguistics; Bill Greaves, Department of English, Glendon; Arthur Haberman, Master of Founders; Allen Koretsky, Master of Stong; Donna Krasnow, Department of Dance; Herb Pettipiere, Director, Ontario University Application Centre; and the Physical Education, Recreation & Athletics Department. These awards are given annually by the Director of Admissions, Mr. J.A.S. McNeil, to members of the York community as recognition for their outstanding contribution to the recruitment of quality students to the University.

ART GALLERIES/DISPLAYS: The Glendon Gallery presents an exhibition of works by Jean Marie Martin titled "Landscape/Simulacre" until March 26. For gallery hours call 487-6721.

- The Art Gallery of York University presents an exhibition titled "From Concept to Context: Robert Barry, Stanley Brouwn, Daniel Buren and Lawrence Weiner" until April 16. For gallery hours call 736-5169.

Glendon College offers a Children's Creative Movement Program for 2-7 year olds on Saturday mornings. The next session takes place March 18 to May 13. For further information regarding this and other recreational or instructional programs being offered at the Proctor Field House, call 487-6717.

EVENTS:

THURSDAY, MARCH 16

- 2:00 p.m. - Psychology/Physical Education Colloquium - "The Impact of Aerobic Fitness on Cardiovascular, Biochemical and Subjective Responses to Psychosocial Stress" with Dr. David Sinyor - Room 291, Behavioural Sciences
- 3:00 p.m. - 5:00 p.m. - Latin American and Caribbean Program Lecture Series - "The New International Economic Order" with Jose Nunez, Consul General of Ecuador (in Spanish with translation) - Room 305, Founders
- 3:30 p.m. - Guest Speaker - "Environmental Politics in Quebec and Ontario" by environmental consultant Michael Keating - Senior Common Room, York Hall, Glendon
- 4:00 p.m. - 6:00 p.m. - Mathematics Colloquium - "The Origin and Evolution of Zermelo's Axioms For Set Theory" with Prof. Gregory H. Moore, McMaster University - Room S201, Ross
- 7:30 p.m. - Student Recital Series - [Music Department] featuring Janice Law (French horn) - DACARY, McLaughlin
- 8:30 p.m. - Theatre Performance - [Theatre Glendon] "Three Sisters" featuring a cast and crew of Glendon students - tickets are \$4.00 - for reservations or information call 487-6722 - Theatre Glendon

FRIDAY, MARCH 17

- 12:00 noon - YUSA Area Bargaining Meeting - Senate Chamber, Glendon Campus
- 12:00 noon - Student Concert Series - [Music Department] a "marathon" concert by all classical piano students - for information call -3365 - DACARY, McLaughlin
- 2:00 p.m. - Psychology Colloquium - "Family Composition and Menarche: 'Mom and Dad...When Will I Grow Up?'" with Michele Surbey, Erindale College - Room 291, Behavioural Sciences
- 4:00 p.m. - Philosophy Colloquium - "The Foundations of Stoic Natural Philosophy, Castle Built on Sand?" with Eric Lewis, Northwestern University - Senior Common Room, Vanier
- 7:30 p.m. - 11:00 p.m. - Third Croatia Heritage Conference - [Master's Office, Atkinson, Office of the Provost, Croatia Student Club & Croatia Heritage Conference Committee] "Yugoslavia in Crisis: Croatia Perspectives" with events as follows: 7:30 p.m. - Opening Ceremonies - Senate Chamber (Room S915), Ross; 8:15 p.m. - Keynote Address: "The Question of Self-Determination of the Balkan Nations in the Light of the World Peace Movement and Nuclear Disarmament" by Dr. A. Durakovic, Director of World Wildlife Institute - registration fees are \$10/day or \$20 for 3 days, \$5/day for students or \$10 for 3 days - for information call -5714 - Curtis Lecture Hall "I"
- 8:00 p.m. - Spring Dance '89 - [Dance Department] a dance concert featuring student performers premiering original choreography, marking the Toronto debut of the York Dance Ensemble - tickets available at the door or through Ticketron at 872-1212 (adults \$12, students \$8) - Betty Oliphant Theatre, R.A. Laidlaw Centre
- 8:30 p.m. - Theatre Performance - [Theatre Glendon] see Thursday's listing at 8:30 p.m. for information

EVENTS (cont'd.)

SATURDAY, MARCH 18

- 9:30 a.m. - 10:00 p.m. - Third Croatian Heritage Conference - continues from Friday with events as follows:
9:30 a.m.-12:00 noon - "Nationalism in Eastern Europe: Disease and Cure" with York Prof. Stanislav Kirshbaum; "Croatian Nationalism in Historical Perspective" with Miss Ivanka Pavic, MA, Chicago; "Social Elements in the Croatian Early 70's - Manipulation or a National Reawakening" with Prof. Ante Cuvalo, Ohio State University; "Croatia After 1971" with Dr. Carl Gustav Strohm, author - Moderator: York Prof. Zoran Pejovic; 1:30 p.m.-4:00 p.m. - "International Dimension of the Yugoslav Crisis: Its Impact Upon Eastern Europe and East West Relations" with Dr. Irena Reuter, Stiftung Wissenschaft und Politik, Ebenhausen - Munchen; "Yugoslav Political Economy in Regional Cultural Diversity: Applications of Core-Periphery Theory" with Prof. George Zaninovic, University of Oregon; "Elite Nationalism in Yugoslav Politics: The Milosevic Phenomenon" with Prof. Leonard Cohen, Simon Fraser University; "Differences Between the Croatian Spring Movement 1971 and the Serbian Movement Under Milosevic in 1988" with Dr. Matthew Mestrovic, Fairleigh University - Curtis Lecture Hall "I"; 7:30 p.m. - Banquet - Guest Speaker: The Hon. Dennis Timbrell, Past Minister of Health and Housing; 8:30 p.m. - Croatian Dance Group; 10:00 p.m. - Dance - Toronto Hilton Hotel - tickets are \$50/person - see Friday's listing for information on registration fees
- 9:30 a.m. - 6:00 p.m. - Symposium - [Mariano A. Elia Chair in Italian-Canadian Studies] "Italian-Canadian Writing: The Toronto Circle" with topics as follows: 9:30 a.m. - Opening of Symposium by Arthur Haberman, Master, Founders; Moderator: Elio Costa, Department of Languages, Literatures and Linguistics; 10:00 a.m. - "Postmodernly Ethnic" by Linda Hutcheon, Robarts Chair in Canadian Studies; 10:30 a.m. - "The Poetics of the City" by Alexandre Amprimoz, Brock University; 11:00 a.m. - "The Oral Tradition and Italian-Canadian Writing" by Joseph Pivato, Athabasca University; 1:30 p.m. - Panel on Italian-Canadian Writers: Vision and Audience" with Pier Giorgio DiCicco, Mary DiMichele, Antonino Mazza, Dore Michelutt, and Frank Paci (writer-in-residence with Elia Chair); Moderator: Franc Sturino, Mariano A. Elia Chair in Italian-Canadian Studies; 4:00 p.m. - Readings by Toronto Circle with Pier Giorgio DiCicco, Mary DiMichele, Antonino Mazza, Dore Michelutt, Frank Paci, Saro d'Agostino, Len Casparini, and Joseph Maviglia; Moderator: Margarita Feliciano, Atkinson - for further information call -5231 - Senior Common Room, Founders
- 8:00 p.m. - Spring Dance '89 - [Dance Department] see Friday's listing at 8:00 p.m. for information
- 8:30 p.m. - Theatre Performance - [Theatre Glendon] see Thursday's listing at 8:30 p.m. for information

SUNDAY, MARCH 19

- 9:30 a.m. - 4:00 p.m. - Third Croatian Heritage Conference - final day of conference with events as follows:
9:30 a.m.-12:00 noon - "Researching the Status of Croatian Studies in North America: Preliminary Findings and Apparent Trends" with Prof. Michael Vezilich, University of Pittsburgh; "Constitution of SR Croatia on the Croatian Language" with Prof. Vinko Grubisic, University of Waterloo; "Language Policy in Yugoslavia with Special Reference to Croatia Since 1967" with Prof. Branko Franolic, London, England - Moderator: Prof. Milada Disman, University of Toronto; 1:30 p.m.-4:00 p.m. - "Prospect of Democratization in Yugoslavia" with Prof. George Schopflin, London School of Economics; "The Albanians of Yugoslavia" with Dr. Jens Reuter, Sudost-Institut, W. Germany; "Nationhood and Faith: The Muslims in Bosna and Hercegovina and Sandzak" with Prof. Vatro Murvar, University of Wisconsin - see Friday's listing for information on registration fees - Curtis Lecture Hall "I"

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than March 23, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

- *Student Accounts Manager - Comptroller (University degree with a concentration in finance or accounting; minimum 5 years' related business experience, including accounting, cash control, credit and collection experience and including at least 2 years' experience at a supervisory level; experience in a computerized accounting operation required; demonstrated ability to manage and coordinate several functions; excellent analytical skills; demonstrated ability to work well under pressure; demonstrated excellent oral and written communication skills; demonstrated excellent interpersonal skills; demonstrated ability to communicate effectively with students and staff; tact and diplomacy; demonstrated good accounting skills; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 9 Under Review (\$39,830-\$48,195) JOB NO: 138B
- *Superintendent, Grounds and Vehicles Section - Physical Plant (Post Secondary degree or diploma in the field of horticulture; exterminator license class 01 and 03 required; diploma or certificate for vehicle and equipment repairs an asset; minimum 7-10 years' progressively responsible practical and managerial experience in the Horticultural field; experience in the maintenance and repair of vehicles and equipment preferred; demonstrated ability to direct and manage several diverse functions concurrently; demonstrated ability to direct a work force in a unionized environment; excellent oral and good written communication skills; demonstrated ability to prepare cost estimates and tender documents; demonstrated ability to design detailed landscape drawings; demonstrated ability to plan and manage a budget; superior organizational skills; demonstrated ability to provide excellent service to the York community. Please submit a resume when making an application.) GRADE: P&M 7 (\$34,470-\$41,710) JOB NO: 139B

Counsellor: Nancy Wallace

- Secretary/Typist - Osgoode (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 50-55 wpm, accuracy essential; demonstrated word processing skills; skill in transcribing from dictation equipment; good organizational skills; excellent oral communication skills; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; tact and diplomacy.) GRADE: 3 Provisional (\$20,522) JOB NO: 140H

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STAFF POSITIONS (cont'd.)

Enquiries Clerk/Receptionist - Financial Aid, Student Affairs (High school graduation or equivalent; 2 years' related experience (e.g. reception, processing, front-line contact in a student service or public service area); basic typing skills, 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: 141H

Secretary - Dean's Office, Administrative Studies (High school graduation with secretarial training or equivalent; minimum 2 years secretarial experience, including experience dealing with the public, preferably in a university environment; typing 50-55 wpm, accuracy essential; demonstrated word processing skills required; excellent oral communication skills; good written communication skills; good spelling and grammatical skills; excellent organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to work independently and to set priorities; demonstrated ability to adapt to a variety of tasks; tact and diplomacy; demonstrated ability to deal courteously and effectively with faculty, staff, student and the public; skill in transcribing from dictation equipment an asset.) GRADE: 4 (\$21,638) JOB NO: 142H

Secretary - Music, Fine Arts (High school graduation with secretarial training or equivalent; 1 - 2 years' secretarial experience, including experience dealing with the public, preferably in an education environment; typing 40-45 wpm, accuracy essential; demonstrated word processing skills required; excellent oral communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with students, faculty and staff; tact and diplomacy; demonstrated ability to set priorities and work independently.) GRADE: 3 (\$20,522) JOB NO: 143H

Counsellor: Betty Vernassal

Executive Secretary - Office of the Principal, Glendon (High school graduation with formal secretarial training or equivalent; 3 years' senior secretarial experience, including experience dealing with internal and external contacts at all levels, preferably in a university environment; typing 50-55 wpm, accuracy essential; demonstrated microcomputing and word processing skills required; at least one of computerized spreadsheet or desktop publishing skills required; excellent oral and written communication skills; excellent spelling and grammatical skills in French and English; excellent organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to work independently and to set priorities; demonstrated ability to adapt to frequently changing demands; demonstrated ability to deal courteously and effectively with faculty, staff, students and the public at all levels; tact and diplomacy essential; minute taking skills; supervisory skills; Bilingual modules I (Advanced), II, III (Intermediate), IV (Advanced).) GRADE: 5L (\$25,712) JOB NO: 144G

Correction to Bulletin of March 13, 1989

Secretary - Dean's Office, Graduate Studies (High school graduation with secretarial training or equivalent; no experience necessary; typing 45-50 wpm; word processing skills using a personal computer preferred or willingness to learn; good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with the public; tact and diplomacy; good organizational skills.) GRADE: 3 Provisional (\$20,522) JOB NO: 136H

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YORK UNIVERSITY

BULLETIN

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

Monday, March 20 (12:00 noon) - Monday, March 27 (12:00 noon), 1989
Volume 9, Number 22

GENERAL:

Good Friday: University offices will be closed Good Friday, March 24.

University offices will operate on Summer Hours from the beginning of Daylight Saving Time until the Labour Day weekend. Effective date: Monday, April 3 to Friday, September 1. Hours: 8:30 a.m.-4:30 p.m.

Vice-President Davey announces changes in the Educational Development Office. As of July 1, 1989, the office will expand its current mandate. It will be renamed The Centre for the Support of Teaching and will welcome its first Academic Director, Prof. Patricia Rogers, Education and Mathematics.

A reception will be held for John Becker, Assistant Vice-President (Business Operations), who is leaving York after 23 years. Those wishing to say goodbye are invited to an "Open House" on Friday, March 31 at 3:00 p.m. in the Winters/Vanier Master's Dining Room. Contributions towards a gift may be sent to B. Rowe or H. Wareham, Room 104, EOB.

Tenants of the York Apartments are asked to note that the Housing Administration is now accepting transfer applications. Applications are available in Room 101, 4 Assiniboine Road between the hours of 10:00 a.m. and 3:00 p.m., Monday to Friday.

EVENTS:

MONDAY, MARCH 20

- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon
- 4:00 p.m. - Research Colloquium - [Robarts Centre for Canadian Studies] "Ironies of the Margins: Race, Gender, and Sexuality in Canadian Literature" with 1988-89 Robarts Prof. Linda Hutcheon Arun Mukherjee Humanities; Richard Dellamora, Trent University; Ted Chamberlin and Wendy Waring, University of Toronto - Senior Common Room, Founders
- 7:00 p.m. - Theatre Performance - [Theatre Department] "Women Beware Women," a third year workshop production - for information call -5171 - Atkinson Theatre
- 7:00 p.m. - Atkinson Third World Lecture Series - [Office of the Master, Students Assoc., Third World Studies Program, Atkinson] "The Social Origins of Violence in Third World Countries: The Case of Uganda" with Dr. A.B.K. Kasozi, Senior Fellow, Faculty of Environmental Studies - Room 004A, Atkinson

TUESDAY, MARCH 21

- 10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Judith Susan Coldoff will present her colloquium entitled "Acting Out Adolescents: Can Their Behaviour Be Predicted?" - Room 328A, Behavioural Sciences
- 12:00 noon - Dance Performance - [McLaughlin] by faculty members Donna Krasnow and Holly Small, artist-in-residence Jean Louis Morin, and the York Dance Ensemble - admission \$4.50 (buffet lunch provided) - Winters Dining Hall
- 12:00 noon - First Farewell Concert - [Demi-Tasse Opera Company, Stong] featuring Joan Pelletier (soprano), Hollis Rinehart (baritone), and Mary Connelly (piano) - Sylvester's, Stong
- 2:00 p.m. & 3:00 p.m. - Computer Science Distinguished Lecture Series - "Overview of Structural Complexity Theory" with Prof. Juris Hartmanis, Walter R. Read Prof., Cornell University (at 2:00 p.m.); and "How Fast Can We Multiply" with Prof. Nicholas Pippenger, IBM Fellow, University of British Columbia (at 3:00 p.m.) - Senate Chamber (S915), Ross
- 3:00 p.m. - Guest Speaker - [Faculty of Administrative Studies] "Police Discretion: The Role of Education and In-Service Training" with Mr. Charles Lawrence, Ontario Police College - Room 203, Osgoode Hall Law School
- 3:00 p.m. - Student Recital Series - [Music Department] featuring Brian Farrow (percussion) and Junichiro Suwa (clarinet) - DACARY, McLaughlin
- 6:00 p.m. - Workshop in Political Economy - "Budget Deficit, Trade Deficit and the Dollar" with Lorie Tarshis - Room S867, Ross
- 7:00 p.m. - Theatre Performance - [Theatre Department] see Monday's listing at 7:00 p.m.
- 7:30 p.m. - Student Recital Series - [Music Department] featuring Carolyn Lockhart (bassoon) and Robert Wolanski (double bass) - DACARY, McLaughlin

WEDNESDAY, MARCH 22

- 12:10 p.m. - Third Annual Gibson-Armstrong Lecture in Law and History - [Osgoode Hall Law School] "Scales of Justice: Defence Counsel in the English Criminal Trial in the Eighteenth and Nineteenth Centuries" by Prof. John Beattie, Department of History and Centre of Criminology, University of Toronto - for information call -5544 - Moot Court Room, Osgoode Hall Law School
- 2:00 p.m. - McLaughlin Public Policy Symposium - "Canada Confronts the 1990's: Politics and Economics in Comparative Perspective" with panelists: Dian Cohen, Business Editor, Canada AM; York Profs. James Gillies and H.T. Wilson - Chair: York Prof. David Bell - Junior Common Room, McLaughlin
- 2:00 p.m. & 7:00 p.m. - Theatre Performance - [Theatre Department] see Monday's listing at 7:00 p.m.
- 5:00 p.m. - Wind Symphony Concert - [Music Department] under the direction of Prof. James McKay - DACARY, McLaughlin
- 5:00 p.m. & 7:30 p.m. - "Science Fiction: A Symposium" - [English Students Assoc., Humanities Students Assoc., Creating Writing Students Assoc., Office of the Provost] featuring Peter Fitting, University of Toronto at 5:00 p.m. in Room 201, Stong; and at 7:30 p.m. - Film - "Fahrenheit 451" - Curtis Lecture Hall "F"

THURSDAY, MARCH 23

- 12:00 noon - Women's Studies Research Seminar - [Institute for Social Research] "Women and the State: Daycare Organizing in Toronto 1946-1951" with Susan Prentice - Room 320, Norman Bethune
- 12:00 noon & 7:30 p.m. - "Science Fiction: A Symposium" - [English Students Assoc., Humanities Studies Assoc., Creating Writing Students Assoc., Office of the Provost] featuring author Phyllis Gottlieb at 12:00 noon; and at 7:30 p.m. - Films - "The Jetty" and "Science Fiction Highlights" - Senior Common Room, Vanier
- 12:15 p.m. - Student Concert Series - [McLaughlin] - Senior Common Room, McLaughlin
- 1:00 p.m. - MED Defence - [Graduate Program in Education] Angela Weldon will defend her dissertation entitled "An Examination of the Perceptions of Key School Personnel Regarding the Functioning of a Prereferral Intervention Model of Special Education Within Three Schools" - Room N831, Ross
- 4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross
- 7:00 p.m. - Theatre Performance - [Theatre Department] "Women Beware Women," a third year workshop production - for information call -5171 - Atkinson Theatre
- 7:30 p.m. - Lecture Series on "New Voices in Italian-Canadian Studies" - [Mariano A. Elia Chair in Italian-Canadian Studies] the final lecture in the series features "Italian Settlement in the Canadian West: The Case of Calgary" by John Fainella, McGill University - Columbus Centre Lower Gallery, 901 Lawrence Avenue West (at Dufferin)
- 7:30 p.m. - Student Recital Series - [Music Department] featuring Simon Elkin (percussion) and Bradley Gill (piano) - DACARY, McLaughlin

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than March 28, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

*Records Clerk "A" - ERIC, Human Resources (High school graduation or equivalent; 1-2 years' experience in a computerized records area; typing 30 wpm, accuracy essential; demonstrated ability to attend accurately and meticulously to detail; demonstrated skill in computerized coding and retrieval techniques; good oral communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with the public; accuracy in working with figures; good organizational skills; ability to maintain confidentiality essential.) GRADE: 4 (\$21,638) JOB NO: 145C

*Employment Assistant - Employment, Human Resources (High school graduation with secretarial training plus additional courses in word processing or equivalent; minimum 2 years' related experience (e.g. secretarial experience, dealing with the public, etc.) including experience in attending accurately to detail while adapting to changing priorities in a high volume environment; typing 40-50 wpm, accuracy essential; demonstrated excellent word processing skills required; computerized spreadsheet skills preferred; excellent organizational skills; demonstrated ability to attend accurately and meticulously to detail; demonstrated ability to set priorities and to work effectively with a high volume of work on a continuing basis with strong service orientation; excellent oral communication skills; demonstrated ability to deal courteously and effectively with the public; interviewing skills preferred; accuracy in working with figures.) GRADE: 5 (\$23,278) JOB NO: 146C

Counsellor: Gina Dunnett

Administrative Assistant I - Administrative Studies, Atkinson - Requirement to work 11 a.m.-7 p.m. approximately one day per week (High school graduation with secretarial training or equivalent; minimum 3 years' administrative and secretarial experience, including supervisory experience; typing 50-55 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 set priorities; demonstrated ability to work accurately under pressure of high volume; demonstrated ability to work independently; budgetary skills preferred; minute taking skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 147D

Counsellor: Karen Wright

Bookstore Clerk I - Business Operations, 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: 148F

Information Desk Clerk - Business Operations, Bookstores (High school graduation or equivalent; 1 year related experience (e.g. public service experience, experience accessing information on computer, etc.); basic typing skills; good oral communication skills; demonstrated ability to deal courteously and effectively with customers; demonstrated ability to work efficiently under pressure; good organizational skills.) GRADE: 3 (\$20,522) JOB NO: 149F

Counsellor: Nancy Wallace

Control Room Attendant (Men's Nights) - Physical Education, Recreation and Athletics - Hours of work: 4 p.m.-11 p.m. (Grade 11 or equivalent; 6 months' related experience (e.g. experience in an athletic sports environment, hospitality service experience, etc.); good oral communication skills; demonstrated ability to follow written and verbal instructions; demonstrated ability to deal courteously and effectively with students, staff, faculty and the public; accuracy with figure work; knowledge of athletic facilities and equipment.) GRADE: 3 (\$20,522) JOB NO: 150H

Faculty Secretary - Osgoode (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-50 wpm; good word processing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with faculty, staff and students.) GRADE: 3 (\$20,522) JOB NO: 151H

Secretary "B" - Policy Area, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 50-55 wpm; demonstrated word processing skills required; statistical typing/word processing skills preferred; skill in transcribing from dictation equipment; good oral communication skills; good spelling and grammatical skills; excellent organizational skills; tact and diplomacy essential; demonstrated ability to work accurately and efficiently under pressure of high volume; demonstrated ability to set priorities; demonstrated ability to deal courteously and effectively with staff, students, faculty and the public.) GRADE: 4 Provisional (\$21,638) JOB NO: 152H

Monday, March 27 (12:00 noon) - Thursday, March 30 (12:00 noon), 1989
Volume 9, Number 23

GENERAL:

THE ARTS AT YORK NOW & IN THE FUTURE

A study is being conducted for the Office of the President. Terms of reference are available from Helen McLean, Admin. Studies Bldg., Room 200H, 736-2100, ext. 6119.

OPEN FORUM
WEDNESDAY, MARCH 29
JUNIOR COMMON ROOM, WINTERS COLLEGE
1:00 - 2:30 P.M.

University offices will operate on Summer Hours from the beginning of Daylight Saving Time until the Labour Day weekend. Effective date: Monday, April 3 to Friday, September 1. Hours: 8:30 a.m.-4:30 p.m.

Tenants of the York Apartments are asked to note that the Housing Administration is now accepting transfer applications. Applications are available in Room 101, 4 Assiniboine Road between the hours of 10:00 a.m. and 3:00 p.m., Monday to Friday.

The annual Alumni Fund Raising Campaign is continuing. Volunteers are needed to call York alumni to ask for donations to the University. Faculty, staff, and students are invited on the evenings of March 27 to April 12, Monday to Wednesday, York and Glendon campuses. Full training and a light meal are provided. For further information or to volunteer, call Alumni Affairs at -5010.

A Retirement Party will be held to honor Jim Megaw, Chairman of the Physics Department, April 5 at 4:00 p.m. in the Lumbers Lounge. Cost: \$7.00. Contributions towards a gift can be sent to Marlene Sherman, Room 249, Petrie (-5249). Please RSVP to Marlene Sherman no later than March 29. Roast suggestions should be made to Dr. R.H. Prince, Room 253, Petrie (-7756).

Summer Residence 1989: The deadline for York student priority in Summer Residence has been extended to March 31.

Pending final project approvals, the University Consortium on the Environment is seeking a Project Administrator for the Project Office in the Faculty of Environmental Studies. The Consortium is a five-year CIDA funded project involving units in five Canadian and Indonesian universities focussed on environmental studies. Contract terms are to be negotiated. Starting date is April 1, 1989. Salary range is \$31,000-\$36,000. Appointment subject to final project approval. Inquiries and applications should be directed (by April 1) to Dean Edward Spence, Faculty of Environmental Studies.

EVENTS:

MONDAY, MARCH 27

5:00 p.m. - MA Defence - [Graduate Program in Geography] Sandra Felka will defend her thesis entitled "Personality and German Residential Satisfaction in Toronto" - Room N401, Ross

TUESDAY, MARCH 28

12:00 noon - Women's Studies Research Seminar - [Institute for Social Research] "The Conflicts Between Feminism & Post-Modernism" by Eleanor MacDonald - Room 201, Stong

12:00 noon - Graduate Program in Geography Colloquium - "Building Toronto's Local Welfare State" with York Prof. Glenda Laws - Room S421, Ross

12:00 noon & 7:30 p.m. - "Science Fiction: A Symposium" - [English Students Assoc., Humanities Students Assoc., Creating Writing Students Assoc., Office of the Provost] featuring author Steve Stirling at 12:00 noon; and at 7:30 p.m. - Film - "Things To Come" - Senior Common Room, Vanier

3:00 p.m. - Student Recital Series - [Music Department] featuring Danielle Waxer (clarinet) and Kirsten Mikkelsen (French horn) - DACARY, McLaughlin

7:30 p.m. - Student Recital - [Music Department] featuring Tyler Hawkins (classical guitar) - DACARY, McLaughlin

7:30 p.m. - Guest Speaker - [Atkinson] "Scholarly Passion: Two Persons Who Caught It" by Alison Prentice of OISE - Room 004A, Atkinson

WEDNESDAY, MARCH 29

12:30 p.m. - Faculty Recital - [Music Department] featuring Prof. Christina Petrowska - DACARY, McLaughlin

2:00 p.m. - Computer Science Seminar - "Comparison of Polling and Service Disciplines for the Token Bus Local Area Network" with Prof. S. Ayandeh, University of Western Ontario - Room 258, Petrie

2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Judith P. Shapiro will defend her dissertation entitled "PMS: The Phantom Syndrome: A Theoretical Analysis of Premenstrual Syndrome" - Room N927, Ross

4:00 p.m. - Guest Speaker - [Philosophy Department] "Evolution and Valuing" with Prof. Graham Nerlich, University of Adelaide, Australia - Senior Common Room, Founders

4:00 p.m. - Chemistry Seminar Series - "Probing Structure-Function Relations in Oxygen Activating Metallo-Enzymes" with Dr. J.W. Dawson, University of South Carolina - Room 317, Petrie

5:00 p.m. - Concert - [Winters & McLaughlin] featuring the male choir of the Harvard University Glee Club, hosted by the York Chamber Choir - Burton Auditorium

EVENTS (Wednesday, March 29, cont'd.)

- 5:00 p.m. & 7:30 p.m. - "Science Fiction: A Symposium" - [English Students Assoc., Humanities Students Assoc., Creative Writing Students Assoc., Office of the Provost] featuring author/anthologist Judith Merrill at 5:00 p.m. in Room 201, Stong; and at 7:30 p.m. - Film - "Bladerunner" - Curtis Lecture Hall "F"
- 7:00 p.m. - Guest Speaker - [Atkinson] George Baird addresses "The Rise and Fall of Modernism in Architecture" - Room 322, Fine Arts

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 3, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Manager of Information and Special Services - York Enquiry Service (University degree; 3-5 years' directly related experience, including at least 2 years' experience in counselling and advising students, preferably in a high volume public service area; supervisory experience required; demonstrated excellent interpersonal skills; strong oral and written communication skills with proven ability to communicate effectively with internal and external services; good knowledge of admissions policies and procedures; strong organizational and administrative skills; demonstrated ability to deal fairly and equitably with staff; ability to provide training programmes and staff development opportunities; demonstrated ability to exercise discretion; demonstrated ability to work efficiently under pressure. Please submit a resume when making an application.)
GRADE: P&M 6 (\$32,060-\$38,795) JOB NO: 153B

*Assistant Director "B" - Communications (University degree in visual communications, graphic design; additional training in marketing an asset; several years' direct experience in organizational art direction in the graphics industry, with at least 3 years in a management capacity; excellent knowledge of the objectives and practice of organizational communications; demonstrated knowledge of the use of graphic skills in a variety of publications; highly developed technical skills including knowledge of computerized typesetting systems and computerized publishing/graphic systems; extensive knowledge of the graphics field including design, layout, illustration, photography, production management and the printing process; demonstrated ability to direct the creative work of professional artists and typesetters; ability to devise new methods or modify practices to enhance the creative process; demonstrated ability to exercise control of the publications process within the framework of budgets and deadlines; demonstrated ability to operate a cost recovery area, and to handle budgets; demonstrated ability to translate ideas into imaginative, creative pieces; well developed analytical, interpretative, evaluative, and conceptual skills; strong interpersonal skills (with an emphasis on tact and diplomacy) and initiative. Please submit a resume when making an application.)
GRADE: P&M 8 (\$37,050-\$44,830) JOB NO: 159B

Counsellor: Karen Wright

Circulation Assistant II (Evenings) - Steacie Science Library, Libraries - Hours of work: Sunday, 1:00-9:00 p.m., Monday-Thursday, 2:30-10:30 pm, May 1-September 1, 8:30 am-4:30 pm, Monday-Friday (High school graduation or equivalent; minimum 2 years' experience in providing front-line services; 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; tact and diplomacy essential; excellent oral communication skills; basic keyboard skills to operate a computer terminal required; basic knowledge of integrated automated systems an asset.) GRADE: 4 (\$21,638) JOB NO: 155F

Circulation Assistant "G" - Circulation, Libraries - TEMPORARY - Sept. 1, 1989 to Dec. 20, 1989. Hours of work: 9:00 am-5:00 pm (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: 4 (based on an annual salary of \$21,638) JOB NO: 156F

Counsellor: Nancy Wallace

Student Programs Clerk "A" - OSP, Education (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience, (e.g. handling enquiries, enrollment/registration experience, performing secretarial duties, etc.) preferably in a student service area; typing 40-45 wpm, accuracy essential; word processing skills preferred or willingness to learn; demonstrated strong organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; excellent oral communication skills; tact and diplomacy; demonstrated ability to work quickly and accurately under pressure and handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$21,638) JOB NO: 157H

Counsellor: Gina Dunnett

REPOSTING: Project Coordinator - Calumet College (High school graduation or equivalent; some university courses preferred; 3 years' related experience (e.g. project coordination, microcomputing, etc.); basic typing skills; demonstrated excellent word processing skills and computerized spreadsheet skills; demonstrated proficiency in database management and graphic applications; demonstrated knowledge of electronic mail, distributed networks, computer peripherals and microcomputer operating systems; demonstrated knowledge of basic computer concepts and fundamentals; demonstrated excellent organizational skills; excellent budgetary skills; excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to work independently and to set priorities; initiative; demonstrated ability to exercise good judgement. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 158D

REPOSTING: 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 50-55 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 set priorities; demonstrated ability to work accurately under pressure of high volume; demonstrated ability to work independently; budgetary skills preferred; minute taking skills. Please submit a resume when making an application. Requirement to work 11:00 am-7:00 pm approximately one day per week.) GRADE: 6 Provisional (\$25,712) JOB NO: 147D