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YORK UNIVERSITY BULLETIN

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

Monday, April 3 (12:00 noon) - Thursday, April 6 (12:00 noon), 1989
Volume 9, Number 25

GENERAL:

The annual Alumni Fund Raising Campaign is continuing. Volunteers are needed to call York alumni and 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.

Nominations are being accepted for the Brian Hepworth Memorial Prize, a \$100 award for the best essay on a subject drawn from English literature, 1660-1800, written by an undergraduate student and submitted as part of the requirements for an undergraduate course offered in the current year by the English Department. Essays must be nominated by a member of the Department, and submitted to Prof. N.N. Feltes, Acting Chair, Department of English. The closing date for nominations is April 17. Donations to the fund may be sent to the Department of Private Funding, Suite A, WOB.

York has established a Facsimile Service for Faculty and Staff. It is located in the Department of Telecommunications, Room 016, Steacie. The University FAX number is 736-5700. For further information, call Telecommunications at -2777 or the Main Switchboard "0".

A conference titled "Artistic Integration in Early Gothic Churches: Architecture, Sculpture, Stained Glass, and History" will take place at York, April 7-9. Monograph papers will be given by Beat Brenk, University of Basel; Peter Draper, University of London; Eric Fernie, University of Edinburgh; Arnold Klukas, Smith College; Peter & Brigitte Kurmann, University of Geneva; Virginia Raguin, College of Holy Cross; and York Profs. Richard Schneider and Malcolm Thurlby. Review and methodology papers will be given by Kathryn Brush, University of Western Ontario; William W. Clark, Queens College, CUNY; Barbara Abou El-Haj, SUNY-Binghamton; Bernard McGinn, University of Chicago; Roger Reynolds, Pontifical Institute of Medieval Studies; Brigitte Bedos Rezak, SUNY-Stony Brook; Willibald Sauerlander, Kunsthistorisches Institut, Munich; and Fr. Michael Sheehan, Pontifical Institute of Mediaeval Studies. The registration fee is \$30, \$10 for students. For further information or to register, contact Prof. Richard Schneider, Department of History (-5123).

The Department of Human Resources announces the following appointments:

Charles Chu, Financial Officer, Capital, Physical Resources, effective March 6; Bruce Milne, Financial Reporting Analyst, Office of the Comptroller, effective March 20. The following promotions/transfers have also recently taken place: Rhyan Khan, Supervisor (Night Shift), Caretaking, Physical Plant, effective March 27; Al Leece, Administrative Officer, Security and Parking Services, effective April 1; Pat Ouchterlony, Coordinator, Service Excellence Program, Office of the Vice-President (Finance and Administration), effective April 1; Mary Schaufele, Graduate Program Officer, Osgoode Hall Law School, effective March 20; Ozan Yigit, Senior Software Programmer, Communications, Research and Development, York Computing Services, effective April 1.

EVENTS:

MONDAY, APRIL 3

- 2:00 p.m. - Psychology Colloquium - "Orthodoxy and Innovation in Science: A Multivariate Synthesis" with Frank J. Sulloway, Harvard University - Room 291, Behavioural Sciences
- 4:30 p.m. - Chamber Music Concert - [Music Department] featuring York's brass and string students - DACARY, McLaughlin
- 5:00 p.m. - Public Lecture - [Faculty of Environmental Studies] "The Global Environment" by His Excellency Ola Ullsten, Swedish Ambassador to Canada and former Prime Minister of Sweden - Room 306, Lumbers
- 7:00 p.m. - Theatre Performance Preview - [Theatre Department] "Cloud Nine," featuring York's fourth year performance ensemble - tickets are \$2 - Atkinson Theatre
- 7:30 p.m. - Presentation - [Faculty of Fine Arts] of contemporary media projects by students in Interdisciplinary Studies - Studio III, Fine Arts

TUESDAY, APRIL 4

- 12:00 noon - Law and Economics Seminar Series - "The Domain of Constitutional Political Economy" by Nobel laureate James M. Buchanan of George Mason University - Moot Court, Osgoode Hall Law School
- 3:30 p.m. - Law and Economics Seminar Series - "The Economics of the Work Ethic" by Nobel laureate James M. Buchanan of George Mason University - Room S839, Ross
- 4:00 p.m. - Physics Seminar Series - "Electron Scattering Cross Sections at Very Low Energies - A Comparison of Single Collision, Swarm and Theoretical Results" with Dr. Stephen J. Buckman, Australian National University - Room 317, Petrie
- 7:00 p.m. - Theatre Performance - [Theatre Department] "Cloud Nine," featuring York's fourth year performance ensemble - tickets are \$7, \$5 for students - Atkinson Theatre

EVENTS (cont'd.)

WEDNESDAY, APRIL 5

- 12:00 noon - Women's Studies Research Seminar - "Abortion Politics & The Supreme Court Decision" by Barb Crow
- Room 320, Norman Bethune
- 12:10 p.m. - Tenth Annual 'Or 'Emet Lecture - [Osgoode Hall Law School] "Putting Up and Putting Down: Rethinking Tolerance" by Prof. Martha Minow, Harvard Law School - Moot Court, Osgoode Hall Law School
- 1:00 p.m. & 7:00 p.m. - Theatre Performance - [Theatre Department] see Tuesday's listing at 7:00 p.m.
- 2:30 p.m. - Chemistry Seminar Series - "Magnetic Field Effects on Electron Transfer Reactions: Activation Energy of Magnetization and Electronic Coupling" with Dr. G. Ferraudi, University of Notre Dame - Room 317, Petrie
- 3:00 p.m. - Graduate Program in Geography Colloquium - "Patterns of Settlement in the Jewish Colonization in Palestine 1882-1914: The Dominance of the Nucleated Form" with Prof. Yossi Katz, Bar-Ilan University - Room S421, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 10, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

*Receptionist/Word Processor - Employment, Human Resources (High school graduation with secretarial training including additional courses in word processing or equivalent; minimum 2 years' related public service experience (e.g. reception) including experience using micro-computer equipment, spreadsheet and database applications; typing 50 wpm, accuracy essential; proficiency in word processing/microcomputing required; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work in a high volume environment with a strong service orientation; excellent oral communication skills; tact and diplomacy; excellent organizational skills; ability to set priorities; accuracy in detail work required.)
GRADE: 4 (\$21,638) JOB NO: 167C

Counsellor: Gina Dunnett

Administrative Secretary - History, Atkinson (High school graduation with secretarial training or equivalent; 2 years' secretarial and administrative experience; typing 50-55 wpm, accuracy essential; demonstrated excellent word processing skills; excellent oral communication skills; good written communication skills; tact and diplomacy essential; demonstrated ability to work independently and to set priorities; excellent organizational skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately under pressure of high volume; budgetary skills preferred; demonstrated ability to type in French would be an asset.) GRADE: 5 (\$23,278) JOB NO: 168D

Counsellor: Karen Wright

Administrative Assistant I - Service Excellence Program, Office of the V.P., Finance and Administration (High school graduation with secretarial training or equivalent; 3-4 years' administrative and secretarial experience including experience in dealing with a wide range of contacts, preferably in a university environment; demonstrated excellent oral and written communication skills; excellent interpersonal skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated initiative in providing a consistently high level of service to the university community; demonstrated ability to work independently and to set priorities; excellent organizational skills; good analytical skills; word processing and microcomputing skills required; database management skills; computerized spreadsheet skills preferred or willingness to learn; basic typing skills; minute-taking skills; bookkeeping skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 169F

Secretary - Construction Division, Physical Plant (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience; experience in construction/engineering or related environment would be an asset; typing 45-50 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; pleasant telephone manner; good spelling and grammatical skills; good organizational skills; demonstrated ability to obtain and relay information accurately; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work independently; skill in transcribing from dictation equipment.) GRADE: 4 Provisional (\$21,638) JOB NO: 170F

Counsellor: Nancy Wallace

Administrative Secretary - CLASP, Osgoode (High school graduation with secretarial training or equivalent; legal secretarial certificate/diploma an asset; minimum 2 years' recent related experience (e.g. secretarial, dealing with people, etc.) experience in a legal or clinical environment would be an asset; typing 45-50 wpm, accuracy essential; demonstrated wordprocessing and microcomputing skills required; excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to exercise judgement; demonstrated ability to maintain confidentiality; excellent organizational skills; demonstrated ability to work well under pressure; minute taking skills an asset.) GRADE: 5 (\$23,278) JOB NO: 171H

Thursday, April 6 (12:00 noon) - Monday, April 10 (12:00 noon), 1989

Volume 9, Number 26

GENERAL:

The Staff and Organization Development Office will conduct a series of Datahealth Ergonomic Seminars for York employees, beginning April 17 and continuing until April 28. The purpose of these two-hour seminars is to improve the job performance and health and comfort of professional, technical and support staff who use PCs, word processors, and computers for two or more hours each day. All employees are invited to attend a seminar, and in addition, supervisors are encouraged to attend one of the three Managers' Briefing Sessions. Employees who have attended equivalent courses given by the Department of Occupational Health and Safety will not be required to attend these seminars. In an effort to coordinate departmental scheduling, employees should notify their supervisor with the date and time they expect to attend. A maximum of sixty trainees will be enrolled in each seminar. Further information may be obtained from the Staff and Organization Development Office (-2597). NOTE: A schedule of the seminars is attached.

The Printing Services Department will be closed for inventory April 27 and 28. All printing requests submitted by 4:30 p.m. on April 7 will be completed and charged against the 1988/89 budgets. Requests received after April 7 will be processed as soon as possible. However, jobs not completed by 4:30 p.m., April 27 will be charged against the 1989/90 budgets.

Art Galleries/Displays: La Maison de la Culture presents "Celebration of Life," a solo exhibit of oils and pastels by Rachel Ovdia. The exhibition opens April 7 from 7:00 p.m. to 9:00 p.m. and continues until April 25. For regular gallery hours call 487-6730.

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

York University Sports Seminars will present the National Coaching Certification Program Level I Theory course, April 15 & 16. Sessions will take place both days from 9:00 a.m. to 5:00 pm in Room 316, Tait. The registration fee for the course is \$10. For further information call -5649 or -3529.

The Department of Human Resources wishes to announce that opportunities are available this summer for people with word processing skills. For a variety of challenging casual assignments from a few days to several weeks, please call Mary Malyk at -5555.

Recreation York offers the following programs:

Noon Fitness Low Impact/High Intensity - April 10 to May 5, 12 sessions, 12:15 p.m.-12:45 p.m., \$15 for members or \$25 for non-members - Judo Room

Afterwork Energizer Low Impact/High Intensity - April 10 to May 5, 12 sessions, 5:00 p.m.-6:00 p.m., \$25 for members or \$35 for non-members - Judo Room

Aquacize Classes - April 10 to May 10, 10 sessions, 12:15 p.m.-12:45 p.m., no charge from April 10 to May 10 only - Tait Pool

Interested persons are asked to register in Room 211A, Tait.

EVENTS:

THURSDAY, APRIL 6

1:00 p.m. & 2:00 p.m. - Guest Lecturer - [Department of Physical Education, Athletics and Recreation] Dr. Stuart Houston, MD, University of Saskatchewan will give a talk at 1:00 p.m. titled "More Important Than Milk - How Activity Affects the Size, Shape and Strength of Bones Throughout Life" and at 2:00 p.m. will give a talk titled "What You Don't Know About Tobacco" - Room 316, Tait

2:00 p.m. - Concert - of South Indian Music by students of Prof. Trichy Sankaran - Senior Common Room, Winters

4:00 p.m. - Mathematics Colloquium - "How Complicated is the Forming of Products of Spaces and of Other Structures?" with Prof. Vera Trnkova, Charles University, Prague - Room S201, Ross

4:00 p.m. - Dancers' Forum - featuring student and faculty choreography - Studio I, Fine Arts

4:30 p.m. - Faculty of Graduate Studies Council Meeting - Senate Chamber (S915), Ross

5:00 p.m. - Jazz Bash - a year-end concert featuring student jazz ensembles - Senior Common Room, Winters

7:00 p.m. - Theatre Performance - [Theatre Department] "Cloud Nine," featuring York's fourth year performance ensemble - tickets are \$7, \$5 for students - Atkinson Theatre

7:30 p.m. - Student Recital Series - featuring Jonathan Earp on classical guitar - DACARY, McLaughlin

FRIDAY, APRIL 7

12:00 noon - Dancers' Forum - featuring student and faculty choreography - Studio I, Fine Arts

12:00 noon - Concert - featuring the Percussion Ensemble - DACARY, McLaughlin

1:00 p.m. & 7:00 p.m. - Theatre Performance - [Theatre Department] see Thursday's listing at 7:00 p.m.

2:00 p.m. - PhD Defence - [Marketing Area, Faculty of Administrative Studies] Corinne Berneman will defend her dissertation entitled "Estimating and Predicting the Effects of In-Store Promotion Using Segmented and Non-Segmented Multinomial Logit Models" - Room N927, Ross

2:00 p.m. - Psychology Colloquium - "Knowledge: Discovery, Fabrication, and/or Invention" with York Prof. Neil Agnew - Room 291, Behavioural Sciences

EVENTS (Friday, April 7, cont'd.)

3:00 p.m. - Exercise and Sports Science Graduate Seminar - "Multijoint Coordination in Prehension" with Dr. Ron Marteniuk, University of Waterloo - Room 107, Stedman

7:00 p.m. - Conference - [History Department] "Artistic Integration in Early Gothic Churches: Architecture, Sculpture, Stained Glass, & History" - first day of a three-day conference; registration is \$30, \$10 for students - for further information call Prof. Richard Schneider at -5123 - Senate Chamber (S915), Ross

SATURDAY, APRIL 8

9:00 a.m. - Conference - [History Department] continues from Friday; see Friday's listing for further information

7:00 p.m. - Theatre Performance - [Theatre Department] see Thursday's listing at 7:00 p.m.

SUNDAY, APRIL 9

10:00 a.m. - Conference - [History Department] final day of a three-day conference; see Friday's listing for further information

MONDAY, APRIL 10

10:00 a.m. - PhD Defence - [Graduate Program in English] Branko Gorjup will defend his dissertation entitled "A Study of English-Canadian Magazine Literature From 1880-1930" - Room 309, Stong

STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Admissions Assistant "A" - Admissions, Atkinson (High school graduation or equivalent; 2 years' related experience (e.g. data entry experience), preferably in a student service area; typing 45-50 wpm; data entry skills required; demonstrated ability to attend accurately to detail; good oral and written communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work well under pressure of high volume; word processing skills preferred.)
GRADE: 4 (\$21,638) JOB NO: 172D

Receptionist/Documents Clerk - Admissions, Atkinson (High school graduation or equivalent; 1-2 years' related experience (e.g. reception experience) preferably in a student service area; demonstrated ability to deal courteously and effectively with people; pleasant telephone manner; good oral communication skills; tact and diplomacy essential; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to work under pressure of high volume and to deadlines; typing 35-40 wpm, accuracy essential; word processing skills preferred or willingness to learn.) GRADE: 4 (\$21,638) JOB NO: 173D

File Clerk II - Admissions, Graduate Studies (High school graduation or equivalent; some office experience would be an asset; typing 50 wpm; word processing skills preferred or willingness to learn; excellent oral communication skills; good written communication skills; good spelling skills; demonstrated good organizational skills; demonstrated ability to deal courteously and tactfully with people; interest and accuracy in detail work; skill in transcribing from dictation equipment.) GRADE: 3 (\$20,522) JOB NO: 174D

Counsellor: Aloma Mendoza

Admissions Record Clerk - Office of Student Programs, Arts - Temporary from May 1-September 30, 1989 (High school graduation or equivalent. Some university courses would be an asset; 1-2 years' related experience (e.g. inputting data on computer, maintaining records, etc.) preferably in a student service area; demonstrated ability to work accurately and effectively under pressure of high volume; good oral communication skills; excellent organizational skills; pleasant telephone manner; word processing and data entry skills required; file management skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail; demonstrated ability to maintain accurate records; familiarity with student records system would be an asset.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 175E

Undergraduate Program Assistant - French Studies, Arts (High school graduation with secretarial training or equivalent; 2 years' secretarial and administrative experience, preferably in a related area (e.g. undergraduate programme office, student programmes office, etc.); typing 50-55 wpm, accuracy essential; word processing and microcomputing skills required; demonstrated excellent oral and written communication skills in French and English; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; excellent organizational skills; demonstrated ability to work independently and to set priorities; demonstrated skill in exercising good judgement.) GRADE: 5 (\$23,278) JOB NO: 176E

Counsellor: Karen Wright

Receptionist/Typist - Maintenance, Physical Plant (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. reception experience, secretarial experience, etc.); typing 50 wpm, accuracy essential; demonstrated word processing skills; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: 177F

Counsellor: Nancy Wallace

Administrative Secretary - Administrative Studies, Finance (High school graduation with secretarial training or equivalent; 3 years' secretarial and administrative experience, preferably in an educational environment; typing 50-55 wpm, accuracy essential; demonstrated excellent word processing skills required; technical and statistical word processing skills required; skill in transcribing from dictation equipment; excellent organizational skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated skill in exercising good judgement; demonstrated supervisory skills; demonstrated skill in providing word processing training.) GRADE: 5 (\$23,278) JOB NO: 178H

Counsellor: Betty Vernassa

Computer Operator/Advisor II - Computer Science, Glendon (Community college diploma in computer science/operations or equivalent; 2 years' experience as a computer operator; some experience as a computer centre advisor or programmer in an academic environment would be an asset; demonstrated ability to troubleshoot in the areas of data communication equipment, peripherals (including soldering) and microcomputers (e.g. hardware, software); excellent oral communication skills; good written communication skills; good organizational skills; Bilingual Modules I (advanced) and III (intermediate); Basic knowledge of: APL, FORTRAN, PROLOG, PL/1, SPSS, SAS, MINITAB, Networks (JNET), Novell Netware; Intermediate knowledge of: PASCAL, BASIC, VMS, DOS & DCL.) GRADE: CS5L (\$32,979) JOB NO: 179G

Schedule for Ergonomic Training

Monday, April 17

10:00 a.m. - 12:00 noon

Faculty/Department

Atkinson
Administrative Studies
Vice-President (Academic)

Data Health Class

1:00 p.m. - 3:00 p.m.

Physical Education
Environmental Studies
Office of the President

Data Health Class

Tuesday, April 18

9:00 a.m. - 11:00 a.m.

Finance Department
Faculty of Science

Data Health Class

1:00 p.m. - 3:00 p.m.

Fine Arts
Computing Services
Faculty of Arts

Data Health Class

3:30 p.m. - 4:30 p.m.

Administrative Studies
Faculty of Arts
Environmental Studies
Fine Arts
Science
Computing Services
Finance Department
Vice-President (Academic)

Managers' Briefing Session

Wednesday, April 19

9:00 a.m. - 11:00 a.m.

Security & Parking
Faculty of Arts

Data Health Class

1:00 p.m. - 3:00 p.m.

Office of the Provost
Faculty of Graduate Studies
Libraries

Data Health Class

3:00 p.m. - 5:00 p.m.

Business Operations
Computing Services
Department of Physical Plant

Data Health Class

Thursday, April 20

9:00 a.m. - 11:00 a.m.

Osgoode
Department of Human Resources
Vice-President (Academic)

Data Health Class

1:00 p.m. - 3:00 p.m.

Vice-President (Institutional Affairs)
Student Affairs
External Relations

Data Health Class

3:30 p.m. - 4:30 p.m.

Faculty of Graduate Studies
Atkinson College
Department of Human Resources
Physical Plant
Office of the Provost
External Relations
Vice-President (Institutional Affairs)
Student Affairs

Managers' Briefing Session

Friday, April 21

9:00 a.m. - 11:00 a.m.

Finance & Administration
Faculty of Education
Glendon

Data Health Class

Monday, April 24

10:00 a.m. - 12:00 noon

Faculty of Arts
Vice-President (Institutional Affairs)
External Relations

Data Health Class

1:00 p.m. - 3:00 p.m.

Student Affairs
Faculty of Education
Department of Physical Plant

Data Health Class

Tuesday, April 25

9:00 a.m. - 11:00 a.m.

Office of the Provost
Department of Human Resources
Osgoode Hall Law School

Data Health Class

Tuesday, April 25, cont'd.

Faculty/Department

1:00 p.m. - 3:00 p.m.	Glendon Atkinson Computing Services	Data Health Class
3:30 p.m. - 4:30 p.m.	Faculty of Arts Faculty of Education Glendon College Osgoode Hall Law School Finance & Administration Security & Parking Business Operations Physical Education Office of the President	Managers' Briefing Session

Wednesday, April 26

9:00 a.m. - 11:00 a.m.	Fine Arts Graduate Studies Department of Physical Plant	Data Health Class
1:00 p.m. - 3:00 p.m.	Administrative Studies Finance & Administration	Data Health Class
3:00 p.m. - 5:00 p.m.	Business Operations Osgoode Hall Law School Vice-President (Academic)	Data Health Class

Thursday, April 27

9:00 a.m. - 11:00 a.m.	Environmental Studies Business Operations Computing Services	Data Health Class
1:00 p.m. - 3:00 p.m.	Faculty of Arts Physical Education Office of the President	Data Health Class
3:00 p.m. - 5:00 p.m.	Student Affairs Department of Human Resources	Data Health Class

Friday, April 28

9:00 a.m. - 11:00 a.m.	Faculty of Science Security & Parking Finance Department Libraries	Data Health Class
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* Please note that information regarding the scheduling of Mock-Up Workstations will be provided in the Data Health Classes.

York

BULLETIN

UNIVERSITY

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

Monday, April 10 (12:00 noon) - Thursday, April 13 (12:00 noon), 1989
Volume 9, Number 27

GENERAL:

In the interest of ensuring prompt arrival of required and recommended textbooks, members of the community are asked: to use only official Bookstore Request forms when submitting textbook requisitions to the Bookstores (available by calling -5024); to ensure that all information on these forms is accurate, complete and legible (otherwise they will be returned to the originator for clarification); and to forward them to the Bookstore prior to the following deadlines - for Summer courses, deadline was March 3; for Fall courses, no later than April 14 (for French books and those in Foreign languages), May 12 (all other textbooks); and for Winter courses, no later than October 13.

A series of Datahealth Ergonomic Seminars for York employees will begin April 17 and continue until April 28 in Room S201, Ross. The purpose of these two-hour seminars is to improve the job performance and health and comfort of professional, technical and support staff who use PCs, word processors, and computers for two or more hours each day. All employees are encouraged to attend a seminar, and in addition, supervisors are encouraged to attend one of the three Managers' Briefing Sessions. Employees who have attended equivalent courses given by the Department of Occupational Health and Safety will not be required to attend these seminars. In an effort to coordinate departmental scheduling, employees should notify their supervisor with the date and time they expect to attend. A maximum of sixty trainees will be enrolled in each seminar. Further information may be obtained from the Staff and Organization Development Office (-2597).

Applications are being accepted for the Lucille Herbert Memorial Scholarship, a \$1,000 award to assist any good undergraduate student in English (Faculty of Arts) proposing to travel to Europe, especially France, and who has taken (including current enrolment), at least four courses in English. Interested persons should write to Prof. N.N. Feltes, Acting Chair, Department of English (Arts), stating present level of study; English courses taken and grades obtained; present academic plans; and object of travel. The closing date for applications is April 14. Donations to the Scholarship Fund may be sent to the Department of Private Funding, Suite A, WOB.

Runners are wanted, faculty and staff, for York Teams in the YMCA Corporate Relay, being held June 1. Training sessions will take place each Thursday at 12:15 p.m. beginning April 13. Interested persons are asked to meet outside Tait McKenzie. For further information call D. Promislow at -3497.

The Institute for Space and Terrestrial Science has an immediate opening for a qualified Secretary and an Office Manager to work in the Administration Office of the Institute. An excellent benefits package is available. Interested applicants should forward resumes to Ms M. Li, Institute for Space and Terrestrial Science, Room 114, Farquharson, by April 18.

Literature and job proposal forms for the Summer Work/Study Program have been distributed to University departments. The program involves part-time positions on campus for summer students on a 50%/50% cost-sharing basis. Departments interested in participating are asked to contact Nevja Jelenic at -2185.

EVENTS:

MONDAY, APRIL 10

7:30 p.m. - Screenings - [Film and Video] of slides and Super-8 films by first year students - Curtis "L"

8:00 p.m. - Concert - featuring Orchestra York and the York University Choir in their final concert of the year - DACARY, McLaughlin

TUESDAY, APRIL 11

10:00 a.m. - PhD Defence - [Graduate Program in English] Branko Gorjup will defend his dissertation entitled "A Study of Travel Literature, Biography and Criticism in English-Canadian Magazines 1880-1920" - Room 309, Stong

12:00 noon - Women's Studies Research Seminar - "Cooptation or Adaptation: Feminist Involvement in University Politics" by Lee Wiggins - Room 201, Stong

2:00 p.m. - Computer Science Seminar - "Noise Robustness in Dynamic Image Interpretation" with Minas E. Spetsakis, University of Maryland - Room 258, Petrie

4:00 p.m. - Mathematics Colloquium - "Abstract Nonassociative Groups" by Prof. Abraham Ungar, North Dakota State University - Room S205, Ross

7:00 p.m. - Screenings - [Film and Video] of Super-8 films and slides - Room S110B, Ross

WEDNESDAY, APRIL 12

9:00 a.m. - 4:00 p.m. - Graduate Symposium on Conflict and Violence - [LaMarsh Centre for Research on Violence and Conflict Resolution] with topics as follows: 9:00 a.m. - Welcoming Remarks: Dean Sandra Pyke, Faculty of Graduate Studies; 9:15 a.m. - Cross-Cultural Violence: "Violence & Conflict in Argentina" with Jacques Doyer; "Dowry & Structural Violence Against Women in India" with Latha Sukumar; "Our Land, Our Life - The Lubicon Conflict" with Ed Bianchi; Discussion - Moderator: Vicki LaCrosse; 11:00 a.m. - Child Abuse: "Ritual Child Abuse & Issues of Child Testimony" with Vicki LaCrosse; "Predicting Sexual Abuse from Dissociation, Somatization & Nightmares" with Marion Cuddy; "The Effects of Parental Conflict on Children's Adjustment: The Role of Children's Coping Strategies" with Helen Radovanovic; Discussion - Moderator:

- continued

EVENTS (Wednesday, April 12, cont'd.)

Kathy Dzinis; 1:00 p.m. - Women Assault: "Police Responses to Domestic Disturbances" with Alfred Choi; "Women Abuse and the Courts" with Lori Wright; "A Case Study of a Shelter for Battered Women in Rural Ontario" with Ellen Gray; Discussion - Moderator: Vicki LaCrosse; 2:30 p.m. - Conflict & Resolution: "The Creation of Conflict in Small Groups: The Either/Or Killer" with Karl Henriques; "The Importance of Extremes of Distributions in the Study of Aggression" with Gill Sitarenios; "Made From His Own Image" with Scott Marsden; Discussion - Moderator: Ed Bianchi; 4:00 p.m. - Closing Remarks: Michael D. Smith, Coordinator, LaMarsh Research Program - for information call -5164 - Room 320, Norman Bethune

9:45 a.m. - PhD Defence - [Graduate Program in Social and Political Thought] Patricia Elliot will defend her dissertation entitled "Psychoanalytic Feminism: Toward a Critical Theory of the Gendered Subject" - Room 256, Vanier

7:30 p.m. - Screening - [Film and Video] of videotapes and 16mm films by second year students - Curtis "L"

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 17, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Security Supervisor - Security and Parking Services (Two positions) - Hours of Work: 12 hour shifts; alternating every 2 weeks from days to nights. (Graduation from high school or equivalent and willingness to undertake specialized training as required; five or more years related experience in a police, security or military environment; or graduation from a community college security and law enforcement program with a minimum of three years practical experience; excellent interpersonal skills; tact and discretion; demonstrated ability to manage and lead personnel in their areas of responsibility; demonstrated ability to exercise sound judgement; good knowledge of crime prevention and physical security; sound knowledge of investigative techniques; excellent oral and written communication skills; good organizational skills; demonstrated ability to train and supervise staff in a manner that will ensure excellent public relations. Please submit a resume when making an application.) GRADE: MU Ungraded JOB NO: 180B & 181B

Counsellor: Gina Dunnett

Administrative Secretary - Student and Outreach Services, Atkinson (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a student related area; typing 50-55 wpm, accuracy essential; demonstrated word processing skills required; computerized spreadsheet skills preferred or willingness to learn; demonstrated excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; excellent organizational skills; demonstrated initiative; demonstrated ability to work well under pressure and to adapt to changing priorities; demonstrated ability to work independently and to set priorities. Evening and weekend work will be required periodically.) GRADE: 5 Provisional (\$23,278) JOB NO: 182D

Counsellor: Aloma Mendoza

Receptionist/Secretary - Sociology, Arts (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. secretarial, maintaining computer records, answering enquiries, etc.), preferably in an educational environment; typing 45-50 wpm, accuracy essential; word processing skills required; excellent oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 3 (\$20,522) JOB NO: 183E

Counsellor: Karen Wright

Secretary/Receptionist - Hospitality York, Business Operations (High school graduation or equivalent; minimum 2 years' related experience (e.g. reception, dealing with the public, secretarial, etc.), preferably in a service or hospitality environment; typing 45-50 wpm, accuracy essential; demonstrated excellent word processing and microcomputing skills required; computerized spreadsheet skills preferred; excellent oral communication skills; good written communication skills; pleasant telephone manner; demonstrated excellent customer service skills; tact and diplomacy; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume; accuracy in working with figures.) GRADE: 4 (\$21,638) JOB NO: 184F

Counsellor: Nancy Wallace

Technical Secretary II - Biology, Science (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. secretarial experience, arranging conferences, formatting manuscripts, etc.); typing 45-50 wpm; excellent word processing skills required; microcomputing skills required; technical word processing/typing skills preferred; computerized spreadsheet skills preferred; good oral and written communication skills; pleasant telephone manner; excellent organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to work under pressure of high volume; demonstrated ability to deal courteously and effectively with people.) GRADE: 5 Provisional (\$23,278) JOB NO: 185H

Administrative Secretary - Osgoode Hall Law School (High school graduation or equivalent; some university courses preferred; minimum 2 years' related experience, (e.g. editing and proofreading experience, administrative and secretarial experience, etc.); demonstrated proficiency in word processing; microcomputing skills required; skill in transcribing from dictation equipment; excellent oral and written communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; excellent bookkeeping skills; excellent organizational skills; demonstrated ability to work independently and to set own priorities; demonstrated ability to work effectively under pressure; editing and proofreading skills required; typing 45-50 wpm, accuracy essential.) GRADE: 5 (\$23,278) JOB NO: 186H

Secretary (In-Service) - Education (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 45-50 wpm; word processing skills preferred; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively under pressure of high volume; good organizational skills.) GRADE: 3 (\$20,522) JOB NO: 187H

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UNIVERSITY

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BULLETIN

Thursday, April 13 (12:00 noon) - Monday, April 17 (12:00 noon), 1989
Volume 9, Number 28

GENERAL:

The York Bookstore will be closed for their annual year-end inventory from April 18 to 20, and if necessary, April 21.

The Stores section of the Department of Physical Plant will supply available stationery supplies and/or furnishing items charged in the 1988/89 fiscal year, until the close of business on April 21. During the remainder of April, emergency requirements only will be processed.

Application can be made to the Fund for Modest Size Projects, for planning missions in the development of international projects. Funds are limited to travel and living expenses. Application forms are available from York International, Room 110, Admin. Studies. The deadline for submissions to the next competition is April 25.

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.

The Department of Private Funding is looking for students that are available to work evenings, 6:30 p.m. to 9:30 p.m. The position pays \$7.00/hour. Interested persons must have an outgoing personality, excellent telephone manner, and an interest in York's future. For information call Paul Hayden or Dianne Bates at -5010.

A reception will be held to honor Cornelius Van Ginke, Superintendent of Grounds and Vehicles, who is retiring from York after 15 years of service. The reception will take place April 28 at 3:00 p.m. in the Faculty Club. Friends and colleagues can forward gift contributions to Marilyn Williams, Room 114, Physical Plant Workshops (-5502), or Debbie Kee, Room C30, EOB (-5445), by April 21.

The York University Cooperative Daycare Centre has four infant spaces available May 1. These spaces are full fee, subsidy is not available through Metro Social Services at the present time. For further information call Judy Meikle or Colleen Heffernan at -5190.

York University Sports Seminars will present the National Coaching Certification Program Level II Theory course, April 21-23. Sessions will take place April 21 from 7:00 p.m. to 10:00 p.m., April 22 and 23 from 9:00 a.m. to 5:00 p.m. in Room 316, Tait McKenzie. The registration fee is \$20. For further information call -5649 or -3529.

Weight Watchers will hold an open house on April 19 at 12:00 noon in Room 282, Atkinson. The next 10-week session will begin April 26. Pre-registration will take place.

Nominations are being accepted for the Esiri Dafiewhare Scholarship, a \$250 award in memory of a doctoral candidate in the Department of English. The deadline for applications is April 28. For further information contact Prof. Ato Sekyi-Otu in Norman Bethune College.

The Institute for Space and Terrestrial Science has an immediate opening for a Secretary and an Office Manager to work in the Administration Office of the Institute. Qualifications for the secretarial position include: high school education with 3-4 years' secretarial experience; typing 50-60 wpm; word process (WordPerfect preferred) and microcomputing skills. The starting salary is approximately \$22,000 per annum. Qualifications for the Office Manager must include: high school education, supplemented by courses in office management; progressively responsible office management experience; proven ability to effectively supervise staff; and experience in purchasing and facilities management. The starting salary is approximately \$30,000 per annum. For information contact Ms. M. Li at the Institute.

York has established a Facsimile Service for Faculty and Staff. It is located in the Department of Telecommunications, Room 016, Steacie. The University FAX number is 736-5700. For further information, call Telecommunications at -2777 or the Main Switchboard "0".

EVENTS:

THURSDAY, APRIL 13

- 2:00 p.m. - Graduate Colloquium - [Departments of Anthropology and Music] "Anishnabi Way of Seeing The World: The Midewiwin Tradition" by Jim Dumont, Director of Native Studies, University of Sudbury - Senior Common Room, McLaughlin
- 3:00 p.m. - Council of the Faculty of Arts Meeting - Senate Chamber (S915), Ross
- 4:00 p.m. - Forum - [Search Committee for the Master of Norman Bethune] to meet the finalists for the position of Master - Gallery, Norman Bethune
- 4:00 p.m. - Mathematics Colloquium - "On Erdos's Conjecture Related to Ramsey Theorem" with Prof. Frantisek Franek, McMaster University - Room S205, Ross
- 7:30 p.m. - Screening - [Film and Video Department] of 16mm films by third year students - Curtis "L"

- continued

FRIDAY, APRIL 14

- 1:00 p.m. - Cognitive Science Seminar - "The Child's Construction of a Mental Dictionary" with Jeremy Anglin, University of Waterloo - Senior Common Room, Winters
- 2:00 p.m. - Computer Science Seminar - "Low-level Parallel Image Processing on a Multiprocessor Architecture" with Prof. Duraisamy Sundararajan, Concordia University - Room 258, Petrie
- 2:00 p.m. - Psychology Colloquium - "Sleep Deprivation and Human Performance" with Bob Angus, DCIEM - Room 291, Behavioural Sciences
- 3:00 p.m. - Graduate Seminar - [Exercise and Sports Science] "Stress Proteins in Living Systems" with Dr. Earl Noble, University of Western Ontario - Room 107, Stedman
- 3:00 p.m. - Astronomy Colloquium - [Institute for Space & Terrestrial Science] "Magnetic Fields in Early-Type Stars" with Dr. Paul Barker, Space Astrophysics Laboratory, 2700 Steeles Ave. W. (between Keele & Jane)

MONDAY, APRIL 17

- 8:45 a.m. - "Professional and Personal Renewal Day" - [YUFA, Educational Development Office] with keynote speaker: Dr. Ronald Smith, Director of Learning Development, Concordia University - registration fee is \$20 - Room 225, Lumbers
- 10:00 a.m. - Ergonomic Training Data Health Class - for Atkinson, Administrative Studies, and Office of the Vice-President (Academic) - Room S201, Ross

STAFF POSITIONS:

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

Counsellor: Aloma Mendoza

*Facilities Planner, Facilities, Planning and Management (University degree in Architecture Engineering, or Planning; plus registration or eligibility for registration as an Architect, Engineer, or Planner; consideration may be given to candidates who have completed undergraduate programs in other disciplines and have additional directly related experience; at least five years experience in facilities planning, preferably in an institutional environment in the post-secondary education area; demonstrated ability to communicate effectively (orally, graphically, and in writing) with individuals and in committees; excellent knowledge in use of planning, scheduling and budgeting principles and procedures; good knowledge of architectural design and construction techniques and terminology; demonstrated excellent planning, organizational and analytical skills; demonstrated ability to deal in a professional capacity with varied internal and external contacts, and to provide excellent service in response to customer requirements; exposure to interior space layout planning and to requirements for signage, parking, site planning, etc. would be desirable. Please submit a resume when making an application.) GRADE: P&M 8 Under Review (\$37,050 - \$44,830) JOB NO: 188E

Secretary - Economics, Arts - Temporary to August 18, 1989 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 50-55 wpm; word processing skills required; technical word processing/typing skills required, accuracy essential; good oral communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 189E

Administrative Assistant I - Sociology, Arts - Temporary May 8 to Sept. 1/89 (High school graduation with secretarial training or equivalent; minimum 2 years' administrative experience; typing 55-60 wpm, accuracy essential; word processing skills required; computerized spreadsheet skills preferred; demonstrated supervisory skills; demonstrated excellent oral and written communication skills; demonstrated excellent organizational skills; tact and diplomacy; bookkeeping skills; familiarity with computerized records system an asset; minute taking skills preferred. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$25,712) JOB NO: 190E

Counsellor: Gina Dunnett

Programmer III - Academic Computing, Computing Services (Community College or University graduation in Computer Science or equivalent; 2-3 years' experience as a system programmer in an UNIX environment essential; must have UNIX system management background in addition to experience in a large networked Ethernet environment consisting of a mixture of UNIX timesharing hosts, UNIX workstations, VAX/VMS and IBM/CMS hosts; knowledge of computer and digital communications and hardware essential; demonstrated ability to exercise good judgement; excellent oral and written communication skills; Basic Knowledge of UNIX system tuning, VAX Assembly Language, VMS Externals, VMS Internals, VM/CMS Externals; Intermediate Knowledge of High Level Language(s) (e.g. C, PASCAL), UNIX Externals, UNIX Internals, Communications, Networking. Please submit a resume when making an application.) GRADE: CS7 (\$36,748) JOB NO: 191D

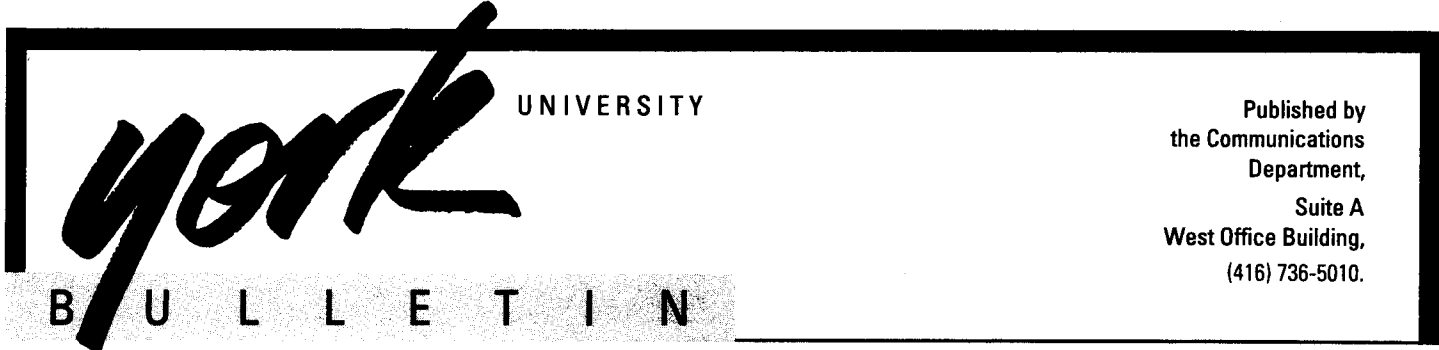
Counsellor: Karen Wright

Circulation/Reserves Assistant - Circulation Services, Scott Library - Temporary to April 30, 1990 (High school graduation or equivalent; minimum 1-2 years' experience in providing front-line service in a high volume area, including experience in operation of a computer terminal. Some library experience preferred; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons in person and by telephone; demonstrated ability to attend accurately to detail; excellent oral communication skills; basic keyboard skills to operate a computer terminal required.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 192F

Counsellor: Nancy Wallace

Registration Assistant - Registrar's Office, Osgoode Hall Law School (High school graduation or equivalent; one year university education required; 3 years' recent related experience (e.g. coordinating and scheduling major activities, front-line contact in a student or public service area, administrative, etc.), preferably in a university environment; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; supervisory skills; demonstrated initiative; demonstrated ability to work independently and to set priorities and meet deadlines; demonstrated ability to work well under pressure; demonstrated ability to maintain confidentiality; demonstrated ability to exercise good judgement; excellent organizational skills; demonstrated word processing and microcomputing skills required; typing 50-55 w.p.m., accuracy essential. Please submit a resume when making a resume.) GRADE: 6 Provisional (\$25,712) JOB NO: 193H

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Published by
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(416) 736-5010.

Monday, April 17 (12:00 noon) - Thursday, April 20 (12:00 noon), 1989
Volume 9, Number 29

GENERAL:

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications in the following areas:
Faculty of Arts Research Grants: The purpose of these grants is to assist research projects which do not require major funding, including pilot studies or projects nearing completion. The maximum amount awarded is \$3,000. All full-time members of the Faculty of Arts are eligible to apply. The deadline for this competition is May 1.

Teaching Development Grants: The purpose of these grants is to assist teaching development projects which do not require major funding. These grants are made available to faculty members to assist them in curricular development, either of new courses, existing courses, new programs or new initiatives within the existing curriculum. The maximum amount awarded is \$1,000. All faculty members in the Faculty of Arts, including sessional faculty members, visiting professors and part-time faculty, are eligible to apply. The deadline for this competition is May 15.

Applications for both grants are available from the Office of the Dean of Arts, Room S930, Ross (-5260).

Members of the York community are asked to note that as a result of the many changes around the campus, the York campus map has been revised in order to reflect the new construction, and road changes. As construction progresses, further revisions may be necessary and a new edition of the map will be produced. Please discard all other maps. Orders for quantities may be placed through Printing Services, who hold plates of York, Glendon and location maps on file. For publications, or special applications and sizes, please contact Design & Production Services of the Department of Communications to order camera ready copy.

Scott Library offers for sale to the community, surplus equipment consisting of manual and electric typewriters, microfilm and microfiche readers and printers, computer components and other library equipment. The sale will take place April 28 from 10:00 a.m. to 3:00 p.m. Cash, cheque and department accounts accepted for payment. All items will be sold "as is" and must be removed on day of sale. A list of items for sale is available from Rosa Gregorio (-8874).

The 17th Annual Staff and Faculty Golf Tournament will be held June 8 at the Carrying Place Golf and Country Club. The registration fee is \$40/person, which includes dinner. Application forms will be distributed through the inter-campus mail during the week of May 1 or may be picked up at that time from Printing Services, Room S174, Ross. For further information call Eric Willis at -7228 or Al Lockerbie at -3617.

The Department of Sociology will hold a banquet to honor the retirement of Prof. Bernard Blishen and Prof. Anthony Richmond on April 28 at the Ristorante Boccaccio, Columbus Centre. Dinner tickets are \$25 each and are available from Jacqueline McConnel at -2559. Contributions towards a gift fund for the retirees are also welcome.

A University department has the following items for sale: 10 - 4-drawer vertical filing cabinets, legal size; 1 - 4-drawer lateral filing cabinet, legal size; and 4 - 5-drawer lateral filing cabinets, legal size. All cabinets are in good working order, with keys and black in color. Interested persons should contact Dale Watts, Purchasing (-2403). File reference #PSD 407.

In the interest of ensuring prompt arrival of required and recommended textbooks, members of the community are asked: to use only official Bookstore Request forms when submitting textbook requisitions to the Bookstores (available by calling -5024); to ensure that all information on these forms is accurate, complete and legible (otherwise they will be returned to the originator for clarification); and to forward them to the Bookstore prior to the following deadlines - for Summer courses, deadline was March 3; for Fall courses, deadline was April 14 (for French books and those in Foreign languages), May 12 (all other textbooks); and for Winter courses, no later than October 13.

EVENTS:

MONDAY, APRIL 17

1:00 p.m. - Ergonomic Training Data Health Class - for Physical Education, Environmental Studies, and the Office of the President - Room S201, Ross

TUESDAY, APRIL 18

9:00 a.m. - Ergonomic Training Data Health Class - for Finance Department and Science - Room S201, Ross

10:00 a.m. - Psychology Colloquium - "The Yerkes - Dodson Law: Valid or Artifactual" with Dr. Kristen Anderson - Room 291, Behavioural Sciences

1:00 p.m. - Ergonomic Training Data Health Class - for Fine Arts, Computing Services and Arts - Room S201, Ross

1:30 p.m. - PhD Defence - [Graduate Program in Sociology] Terrence Sullivan will defend his dissertation entitled "Sex and Consent in Adolescence: A Local Centre of Power/Knowledge" - Master's Committee Room, Founders

2:00 p.m. - Seminar - [LaMarsh Centre for Research on Violence and Conflict Resolution] "Spouse Killing" with Dr. Martin Daly and Dr. Margo Wilson of McMaster University - Room 320, Norman Bethune

2:00 p.m. - Computer Science Seminar - "Optimizing Compilers and Data Dependence Analysis for Parallel Computing" with Mr. Zhiyuan Li, University of Illinois - Room 258, Petrie

EVENTS (Tuesday, April 18, cont'd.)

3:30 p.m. - Managers' Briefing Session - concerning Ergonomic training for the following areas: Administrative Studies, Arts, Environmental Studies, Fine Arts, Science, Computing Services, Finance Department and Office of the Vice-President (Academic) - Room S201, Ross

WEDNESDAY, APRIL 19

9:00 a.m. - Ergonomic Training Data Health Class - for Security & Parking and Arts - Room S201, Ross

12:00 noon - Women's Studies Research Seminar - "Women & Service Industries: The Example of New York" by Valerie Preston - Room 320, Norman Bethune

12:00 noon - Weight Watchers' Open House - for anyone interested in joining the next 10-week session which begins April 26; pre-registration will be taken - Room 282, Atkinson

1:00 p.m. - Ergonomic Training Data Health Class - for the Office of the Provost, Graduate Studies, and Libraries - Room S201, Ross

3:00 p.m. - Ergonomic Training Data Health Class - for Business Operations, Computing Services and Physical Plant - Room S201, Ross

THURSDAY, APRIL 20

9:00 a.m. - Ergonomic Training Data Health Class - for Osgoode, Human Resources and the Office of the Vice-President (Academic) - Room S201, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 24, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

*Departmental Secretary - Facilities, Planning and Management - Part-time (23 hours/week) (High school graduation with secretarial training or equivalent; minimum 1 year secretarial experience in an office with public contact; typing 45-50 wpm, accuracy essential; word processing and data entry skills required; demonstrated skill in transcribing from dictation equipment; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 194C

Counsellor: Gina Dunnnett

Assistant Admissions Officer - Graduate Studies, Admissions (High school graduation or equivalent; 2 years' university education required; minimum 3 years' related experience (e.g. assessing, advising/counselling, supervisory, etc.), preferably in a student service area; demonstrated supervisory skills; demonstrated excellent organizational skills; demonstrated ability to work independently and to set priorities; demonstrated ability to exercise good judgement; demonstrated ability to communicate effectively, including excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated excellent interpersonal skills; demonstrated ability to provide excellent service; word processing skills preferred; computerized spreadsheet skills preferred or willingness to learn; familiarity with computerized students records system would be an asset. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 195D

Counsellor: Aloma Mendoza

Administrative Assistant I - Advising Centre, Arts (High school graduation or equivalent; minimum one year university education required; minimum 2 years' related experience (e.g. student advising/counselling); word processing skills required; demonstrated knowledge of a computerized records system; file and data management skills; bookkeeping skills; computerized spreadsheet skills preferred or willingness to learn; excellent organizational skills; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to maintain confidentiality; supervisory skills required; demonstrated interviewing skills; demonstrated excellent oral communication skills; good written communication skills; tact and diplomacy essential; demonstrated excellent interpersonal skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 196E

Counsellor: Nancy Wallace

Student Programs/Alumni Assistant - Student Programs, Osgoode - Temporary: May 1-October 31/89 (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. in a student service area, advising students, etc.) in a computerized office environment; typing 50-55 wpm, accuracy essential; demonstrated proficiency in word processing and micro-computing required; data entry skills required; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated excellent oral communication skills; excellent written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to work independently; excellent organizational skills; demonstrated ability to exercise good judgement.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: 197H

Placement Officer - Placement Services, Administrative Studies (University degree required, preferably in business or in behavioural sciences; minimum 2 years' related experience (e.g. counselling, coordinating programs, etc.), preferably in a career or employment environment; demonstrated counselling skills; demonstrated excellent interpersonal skills; demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated proficiency in the entry and retrieval of computer data; demonstrated ability to exercise good judgement; demonstrated ability to deal courteously and effectively with people; demonstrated public speaking skills; tact and diplomacy essential. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 198H

Student Financial Aid Assistant - Financial Aid (High school graduation with one year university or equivalent; minimum 3 years' related experience (e.g. interviewing, counselling, financial/budget planning, dealing with the public, etc.) preferably in a student service area; demonstrated excellent oral and written communication skills; demonstrated excellent interviewing skills; excellent interpersonal skills; demonstrated ability to deal calmly, courteously and effectively with people; tact and diplomacy essential; demonstrated ability to attend accurately to detail; accuracy in working with figures; demonstrated ability to work accurately and effectively under pressure; knowledge of OSAP procedures and policies an asset. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 199H

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THURSDAY, APRIL 20

9:00 a.m. - Ergonomic Training Data Health Class - for Osgoode, Human Resources and the Office of the Vice-President (Academic) - Room S201, Ross

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Counsellor: Mary Malyk

*Departmental Secretary - Facilities, Planning and Management - Part-time (23 hours/week) (High school graduation with secretarial training or equivalent; minimum 1 year secretarial experience in an office with public contact; typing 45-50 wpm, accuracy essential; word processing and data entry skills required; demonstrated skill in transcribing from dictation equipment; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 194C

Counsellor: Gina Dunnett

Assistant Admissions Officer - Graduate Studies, Admissions (High school graduation or equivalent; 2 years' university education required; minimum 3 years' related experience (e.g. assessing, advising/counselling, supervisory, etc.), preferably in a student service area; demonstrated supervisory skills; demonstrated excellent organizational skills; demonstrated ability to work independently and to set priorities; demonstrated ability to exercise good judgement; demonstrated ability to communicate effectively, including excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated excellent interpersonal skills; demonstrated ability to provide excellent service; word processing skills preferred; computerized spreadsheet skills preferred or willingness to learn; familiarity with computerized students records system would be an asset. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 195D

Counsellor: Aloma Mendoza

Administrative Assistant I - Advising Centre, Arts (High school graduation or equivalent; minimum one year university education required; minimum 2 years' related experience (e.g. student advising/counselling); word processing skills required; demonstrated knowledge of a computerized records system; file and data management skills; bookkeeping skills; computerized spreadsheet skills preferred or willingness to learn; excellent organizational skills; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to maintain confidentiality; supervisory skills required; demonstrated interviewing skills; demonstrated excellent oral communication skills; good written communication skills; tact and diplomacy essential; demonstrated excellent interpersonal skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 196E

Counsellor: Nancy Wallace

Student Programs/Alumni Assistant - Student Programs, Osgoode - Temporary: May 1-October 31/89 (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. in a student service area, advising students, etc.) in a computerized office environment; typing 50-55 wpm, accuracy essential; demonstrated proficiency in word processing and micro-computing required; data entry skills required; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated excellent oral communication skills; excellent written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to work independently; excellent organizational skills; demonstrated ability to exercise good judgement.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: 197H

Placement Officer - Placement Services, Administrative Studies (University degree required, preferably in business or in behavioural sciences; minimum 2 years' related experience (e.g. counselling, coordinating programs, etc.), preferably in a career or employment environment; demonstrated counselling skills; demonstrated excellent interpersonal skills; demonstrated excellent oral and written communication skills; excellent organizational skills; demonstrated proficiency in the entry and retrieval of computer data; demonstrated ability to exercise good judgement; demonstrated ability to deal courteously and effectively with people; demonstrated public speaking skills; tact and diplomacy essential. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 198H

Student Financial Aid Assistant - Financial Aid (High school graduation with one year university or equivalent; minimum 3 years' related experience (e.g. interviewing, counselling, financial/budget planning, dealing with the public, etc.) preferably in a student service area; demonstrated excellent oral and written communication skills; demonstrated excellent interviewing skills; excellent interpersonal skills; demonstrated ability to deal calmly, courteously and effectively with people; tact and diplomacy essential; demonstrated ability to attend accurately to detail; accuracy in working with figures; demonstrated ability to work accurately and effectively under pressure; knowledge of OSAP procedures and policies an asset. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 199H

YORK UNIVERSITY

BULLETIN

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

Thursday, April 20 (12:00 noon) - Monday, April 24 (12:00 noon), 1989
Volume 9, Number 30

GENERAL:

A series of Datahealth Ergonomic Seminars for York employees began April 17 and will continue until April 28 in Room S201, Ross. All employees are encouraged to attend a seminar and supervisors are encouraged to attend one of the three Managers' Briefing Sessions. Anyone that cannot attend on the date designated for their department or Faculty is asked to attend one of the other seminars. Employees who have attended equivalent courses given by the Department of Occupational Health and Safety will not be required to attend these seminars. Further information may be obtained from the Staff and Organization Development Office (-2597).

York Computing Services will offer the following non-credit courses: Introduction to the VAX/VMS Operating System - April 29; Introduction to IBM Microcomputers and MS-DOS - May 2 & 3; Introduction to LOTUS 1-2-3 - May 9 & 10; Introduction to WordPerfect - May 16 & 18; Hard Disk Management - June 6 & 8; and Introduction to the VM/CMS Operating System - June 13 & 20. For further information call -5257.

The Institute for Space and Terrestrial Science has an immediate opening for a Technologist to work in the Solar Terrestrial Physics Laboratory. Qualifications include a three-year diploma course in a technical field and six or more years of increasingly responsible laboratory experience as a technologist or equivalent qualifications and experience. The candidate should have a proven ability in electronics and mechanical design. Some experience in optics would also be an asset. The starting salary is approximately \$32,000 per annum. Interested applicants should forward resumes no later than April 28 to the Human Resources Manager, Institute for Space and Terrestrial Science, Room 114, Farquharson.

York University Sports Seminars in conjunction with the Ontario Rugby Union will present a Rugby Super Clinic, April 29 and 30. Speakers will include Pierre Villepreux, coach of Europe's #1 club team; Mike Luke, coach of Canada's national Under Twenty-One team; and Roger McEwan, Technical Director of the Ontario Rugby Union. Registration will take place at 8:30 a.m. on April 29 in the Tait McKenzie lobby. The registration fee for the clinic is \$60. For further information call -5649 or -3529.

Application can be made to the Fund for Modest Size Projects, for planning missions in the development of international projects. Funds are limited to travel and living expenses. Application forms are available from York International, Room 110, Admin. Studies. The deadline for submissions to the next competition is April 25.

A reception will be held to honor Cornelius Van Ginke], Superintendent of Grounds and Vehicles, who is retiring from York after 15 years of service. The reception will take place April 28 at 3:00 p.m. in the Faculty Club. Friends and colleagues can forward gift contributions to Marilyn Williams, Room 114, Physical Plant Workshops (-5502), or Debbie Kee, Room C30, EOB (-5445), by April 21.

The York University Cooperative Daycare Centre has four infant spaces available May 1. These spaces are full fee, subsidy is not available through Metro Social Services at the present time. For further information call Judy Meikle or Colleen Heffernan at -5190.

EVENTS:

THURSDAY, APRIL 20

- 12:00 noon & 1:00 p.m. - YUSA Meeting - to discuss the Service Excellence Program - Senior Common Room, Founders
- 1:00 p.m. - Ergonomic Training Data Health Class - for the Office of the Vice-President (Institutional Affairs), Student Affairs, and External Relations - Room S201, Ross
- 2:00 p.m. - Computer Science Seminar - "Allocating Processing Power to Minimize Time Costs in Parallel Software Systems" with Dr. Bin Qin, Brandeis University - Room 258, Petrie
- 3:30 p.m. - Managers' Briefing Session - concerning Ergonomic training for the following areas: Graduate Studies, Atkinson, Human Resources, Physical Plant, Office of the Provost, External Relations, Office of the Vice-President (Institutional Affairs), and Student Affairs - Room S201, Ross

FRIDAY, APRIL 21

- 9:00 a.m. - MSc Defence - [Graduate Program in Biology] Victoria A. Winnacott will defend her thesis entitled "Effects of Low Dissolved Oxygen on Lake Whitefish Coregonus clupeaformis (Mitchill)" - Room 201, Farquharson
- 9:00 a.m. - Ergonomic Training Data Health Class - for Finance & Administration, Education, and Glendon - Room S201, Ross
- 2:00 p.m. - Physics Seminar Series - "Lidar Measurements and Other Adventures in the Antarctic" with Dr. Leopoldo Stefanutti, Istituto di Ricerca Sulle Onde Elettromagnetiche, Italy - Room 317, Petrie
- 2:00 p.m. - Psychology/Human Performance in Space Lab Colloquium - "How Gravity Helps You See in the Dark" with Dr. Larence Harris - Room 291, Behavioural Sciences

MONDAY, APRIL 24

- 10:00 a.m. - PhD Defence - [Graduate Program in Sociology] Alfred Choi will defend his dissertation entitled "Policing Domestic Disturbances: Police Responses and Danger" - Room N927, Ross
- 10:00 a.m. - Ergonomic Training Data Health Class - for Arts, Office of the Vice-President (Institutional Affairs), and External Relations - Room S201, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 27, 1989.

Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Aloma Mendoza

Admissions Record Clerk - Office of Student Programs, Arts (High school graduation or equivalent; some university courses would be an asset; 1-2 years' related experience (e.g. inputting data on computer, maintaining records, etc.) preferably in a student service area; demonstrated ability to work accurately and effectively under pressure of high volume; good oral communication skills; excellent organizational skills; pleasant telephone manner; word processing and data entry skills required; file management skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail; demonstrated ability to maintain accurate records; familiarity with student records system would be an asset.) GRADE: 4 (\$21,638) JOB NO: 200E

Administrative Assistant I - Mathematics, Arts (University degree or equivalent; minimum 2 years' related experience (e.g. student advising and administrative experience, etc.); excellent interpersonal skills; excellent oral and written communication skills; advising skills; assessing skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to work well under pressure of hectic conditions; demonstrated ability to exercise good judgement; excellent organizational skills; initiative; supervisory skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 201E

Academic Records Clerk I - Office of Student Programs, Arts - Temporary from June 5, 1989 to September 29, 1989 (High school graduation or equivalent; minimum 6 months' office experience (e.g. maintaining files, answering phones, etc.), preferably in a university environment; good oral communication skills; pleasant telephone manner; data entry skills; filing skills; good organizational skills; demonstrated ability to attend accurately to detail and to maintain accurate records; ability to operate a mailing machine or willingness to learn.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 202E

Senior Advisor - Advising Centre, Arts (University degree or equivalent; minimum 2 years' related experience (e.g. advising/counselling students, conducting training sessions, etc.); demonstrated excellent oral and written communication skills; demonstrated excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; public speaking skills; analytical skills; researching skills; advising/counselling skills required; demonstrated skill in exercising good judgement; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to set priorities and work independently; demonstrated ability to maintain confidentiality; excellent organizational skills; supervisory skills; word processing skills required; data entry and retrieval techniques; knowledge of degree programs offered at York University would be an asset. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: 203E

Counsellor: Gina Dunnett

Sales Clerk - Micro York, Computing Services - Temporary from May 1, 1989 to April 30, 1990 (High school graduation or equivalent; one year's experience in a Micro-computer retail store; demonstrated accuracy in working with figures; excellent customer service skills essential; Intermediate knowledge of MS & PC DOS, R Base, Wordperfect, Lotus. Please submit a resume when making an application.) GRADE: CS4 (Based on an annual salary of \$26,419) JOB NO: 204D

Information Centre Administrator - Telecommunications, Computing Services - Temporary: 9 months (High school graduation or equivalent; university degree or community college diploma, preferably in Computer Science or similar field; two years' related experience (e.g. working with micro-based systems, public relations, preparing reports, making recommendations, etc.); demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills; knowledge of procedures, structures and policies of a large organization, preferably a post-secondary educational environment; creative or original research in the area of data communications would be an asset: Basic knowledge of a variety of micro-based software; Intermediate knowledge of: DOS, dbase III or III+, Micro-based information systems, information look-up systems, directory database systems.) GRADE: CS5 (Based on an annual salary of \$29,212) JOB NO: 205D

Counsellor: Karen Wright

Secretary to Associate Director - Scott Library (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 computerized spreadsheet skills required; word processing skills; excellent organizational skills; demonstrated ability to work accurately and effectively under pressure; excellent oral communication skills; good written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential.) GRADE: 4 (\$21,638) JOB NO: 206F

Accounts Payable Clerk II - Accounting, Office of the Comptroller (High school graduation or equivalent; 1-2 years' recent general accounting experience, including some accounts payable experience, preferably in a computerized area; basic typing skills; on-line data entry skills; good oral communication skills; tact and diplomacy; initiative; good organizational skills; demonstrated ability to work accurately and quickly in a high volume area; demonstrated ability to attend accurately to detail.) GRADE: 4 (\$21,638) JOB NO: 207F

Counsellor: Nancy Wallace

Administrative Secretary - Registrar, Office of the Registrar (High school graduation with formal secretarial training or equivalent; minimum 2 years' secretarial and administrative experience, preferably in a university environment; typing 60 wpm, accuracy essential; skill in transcribing from dictation equipment; demonstrated proficiency in word processing, microcomputing, and computerized spreadsheet required; demonstrated bookkeeping skills; demonstrated excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated excellent organizational and record-keeping skills; demonstrated ability to set priorities and to work independently; demonstrated ability to work under pressure of high volume and to adhere to deadlines; demonstrated ability to maintain confidentiality essential; basic research skills.) GRADE: 5 (\$23,278) JOB NO: 208H

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YORK UNIVERSITY

BULLETIN

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

Monday, April 24 (12:00 noon) - Thursday, April 27 (12:00 noon), 1989
Volume 9, Number 31

GENERAL:

Art Galleries/Displays: The Art Gallery of York University presents "Drawn From/Drawn Upon," an exhibition by Stephen Andrews, Francoise Boulet, John Clark, Cathy Daley and Anne Youldon. The exhibition opens April 26 at 6:00 p.m. and continues until June 11. For gallery hours call -5169.

- The Glendon Gallery presents an exhibition titled "The Cocktail Party" by Cynthia Kemerer. The exhibition opens April 27 at 7:00 p.m. and continues until May 21. For gallery hours call 487-6721.

York University and the University of Guelph will present the first conference on Canadian Computer-Assisted Language Learning, April 27-29. The conference will bring together for the first time, many Canadian researchers and provide Canadian language teachers with information on Canadian Call programs and current research. It will be consecutively at Guelph (April 27 & 28) and at York (April 29). The registration fee is \$75. For further information or to register, call -5376.

The Employment Section of Human Resources will hold an Open House on April 26 between the hours of 3:00 p.m. and 7:00 p.m. Individuals with word processing skills, preferably WordPerfect, who would like to work on a temporary or regular basis, are invited to attend. Counsellors will be available to discuss full-time and summer positions.

The York University English Language Institute requires families to be weekend hosts to students from Meiji University in Tokyo, August 18-29. This homestay program is intended to provide first-hand experience in Canadian family life. For information call -5353.

Recreation York's Spring/Summer Handbooks are now available in Room 211, Tait McKenzie. New and old fitness lifestyle programs include: Advanced Aerobic Fitness; Intermediate Low Impact/High Intensity; Intermediate Stretch 'n' Strength; Beginner Low Impact/Low Intensity; Aquacise; Fitness Walking; Weight Training; Squash; Tennis; Swimming; Scuba; Fitness Testing; and One-on-One Exercise Prescription and Counselling. Details and course descriptions are available in the handbook.

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

- Diane Stadnicki, Admin. Asst., Atkinson -5727
- Saul Joel, Master, Atkinson -5727

EVENTS:

MONDAY, APRIL 24

- 1:00 p.m. - Ergonomic Training Data Health Class - for Student Affairs, Education, and Physical Plant - Room S201, Ross
- 2:00 p.m. - Psychology Colloquium - "Behaviour Genetics and the Study of Instincts, Learning, Individual Differences, and Eugenics" with Jerry Hirsch, University of Illinois - Room 291, Behavioural Sciences

TUESDAY, APRIL 25

- 9:00 a.m. - Ergonomic Training Data Health Class - for the Office of the Provost, Human Resources, and Osgoode - Room S201, Ross
- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Catherine A. Martin-Doto will defend her thesis entitled "Deception, Coping, and State vs. Trait Anxiety in Parents of Sick Children" - Room N927, Ross
- 12:00 noon - Seminar - [LaMarsh Centre for Research on Violence and Conflict Resolution] "A Gender Role Perspective on Type A Behaviour and Anger" with Dr. Esther Greenglass, Psychology Dept. - Room 320, Norman Bethune
- 1:00 p.m. - Ergonomic Training Data Health Class - for Glendon, Atkinson, and Computing Services - Room S201, Ross
- 3:30 p.m. - Managers' Briefing Session - concerning Ergonomic training for the following areas: Arts, Education, Glendon, Osgoode, Finance & Administration, Security & Parking, Business Operations, Physical Education, and the Office of the President - Room S201, Ross
- 4:00 p.m. - Physics Seminar Series - "One Million Years of Missing Link in the Late Stages of Stellar Evolution" with Dr. Sun Kwok, University of Calgary - Room 317, Petrie

WEDNESDAY, APRIL 26

- 9:00 a.m. - Ergonomic Training Data Health Class - for Fine Arts, Graduate Studies, and Physical Plant - Room S201, Ross
- 1:00 p.m. - Ergonomic Training Data Health Class - for Administrative Studies and Finance & Administration - Room S201, Ross
- 2:00 p.m. - Computer Science Seminar - "Studying Datalog with Pebbles: A New Technique for Praying What It Cannot Say" with Dr. V.S. Lakshmanan, University of Toronto - Room 258, Petrie
- 3:00 p.m. - Ergonomic Training Data Health Class - for Business Operations, Osgoode, and the Office of the Vice-President (Academic) - Room S201, Ross

THURSDAY, APRIL 27

- 9:00 a.m. - Ergonomic Training Data Health Class - for Environmental Studies, Business Operations, and Computing Services - Room S201, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 1, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Counsellor - Counselling and Development Centre (Registered PhD in Psychology required; several years' demonstrated clinical and counselling effectiveness in human service agencies and counselling services; well developed knowledge of the principles of human psychology and the processes that lead to change and personal development; expertise in the area of human interaction and interpersonal communications; a proven ability to apply this expertise and knowledge in the provision of a variety of counselling services; demonstrated skill in the training and supervision of counsellors-in-training; organizational and administrative skills with particular application to the facilitation and evaluation of interpersonal communications in groups; knowledge of community resources and the consultative skills to maximize their utilization. Please submit a resume when making an application.) GRADE: P&M 8 (\$37,050- \$44,830) JOB NO: 209B

Counsellor: Mary Malyk

*Assistant Personnel Analyst - Job Evaluation, Human Resources - Temporary from May to October 1989 (High School graduation or equivalent; some university or personnel courses preferred; 2 years' related experience (e.g. writing, evaluating, researching, etc.), preferably in a personnel environment, or equivalent combination of education and experience; excellent oral and written communication skills; demonstrated ability to exercise good judgement; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; initiative; demonstrated ability to work accurately and effectively and to meet deadlines.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: 210C

*Administrative Assistant I - Operations, Physical Resources (High school graduation with secretarial training or equivalent; minimum 3 years' secretarial or administrative experience, preferably in an engineering, maintenance or construction-related environment; typing 45-50 wpm, accuracy essential; word processing and microcomputing skills required; computerized spreadsheet skills preferred or willingness to learn; excellent oral and good written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; excellent organizational skills; demonstrated ability to obtain and relay information accurately; demonstrated ability to work independently and to set own priorities; initiative; sense of responsibility; demonstrated ability to maintain confidentiality; minute-taking skills; skill in transcribing from dictation equipment would be an asset. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 211C

Counsellor: Gina Dunnett

Graduate Program, Assistant/Secretary - Interdisciplinary Studies/Dean's Office, Graduate Studies (High school graduation with secretarial training or equivalent; some University courses preferred; minimum 2 years' related experience (e.g. secretarial, interviewing, answering student/faculty enquiries, etc.); typing 45-50 wpm, accuracy essential; word processing skills required; demonstrated excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; good interpersonal skills; excellent organizational skills; analytical skills; demonstrated ability to work independently; demonstrated ability to attend accurately to detail.) GRADE: 5 (\$23,278) JOB NO: 212D

Coordinating Secretary - Council Office, Atkinson (University degree or equivalent; 2 years' related experience (e.g. student services experience, committee work, interpreting/explaining faculty legislation, etc.), preferably in a university environment; demonstrated excellent organizational skills; demonstrated ability to exercise good judgement; tact and diplomacy; initiative; demonstrated excellent oral and written communication skills; demonstrated minute-taking skills; demonstrated excellent interpersonal skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work independently and to set priorities; demonstrated ability to work quickly and accurately under pressure of high volume and to meet deadlines; demonstrated ability to attend accurately and meticulously to detail; demonstrated advanced word processing skills; typing 45-50 wpm, accuracy essential. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: 213D

Counsellor: Karen Wright

Reference and Inter Library Loan Assistant - Steacie Science Library, Libraries - Hours of work: four days, 9 a.m.-5 p.m.; one day, 1 p.m.-8 p.m. (day varies); one Saturday in four during September-April. (University degree in Physical or Biological Science or related discipline required; 1-2 years' library experience, including experience in either Interlibrary Loans or in reference; on-line searching experience preferred; demonstrated knowledge of general bibliographic searching tools essential; knowledge of science related searching tools preferred; excellent oral and good written communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 214F

Counsellor: Nancy Wallace

Faculty Secretary (Pre-Service) - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; minimum 1 year secretarial and reception experience; typing 45-50 wpm, accuracy essential; wordprocessing skills required; excellent oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to accurately handle a high volume of work on a continuing basis; good organizational skills.) GRADE: 3 Provisional (\$20,522) JOB NO: 215H

Secretary, In-Service - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. ordering and coordinating resources, secretarial duties, etc.), preferably in an educational environment; typing 40-45 wpm, accuracy essential; word processing skills required; good oral and written communication skills; demonstrated ability to 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: 216H

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York UNIVERSITY

BULLETIN

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

Thursday, April 27 (12:00 noon) - Monday, May 1, 1989
Volume 9, Number 32

GENERAL:

SUMMER INTERCHANGE: As a community service for the summer only, commencing the week of May 8, the York Bulletin will offer to staff, faculty and students the opportunity to advertise, without charge, items for sale, rent or exchange. This service exists only during the period while the Excalibur does not publish. Advertisers must observe and be aware of the following:

- 1) all items must be submitted in typed form, with name, campus telephone number and address, to Suite A134, West Office Building (no telephoned or hand written items will be accepted);
- 2) the York Bulletin has the right to edit all material received;
- 3) items will be published once only and on a first-come, first-served basis;
- 4) due to space limitations, the York Bulletin cannot guarantee publication of the Summer Interchange section in each edition; and
- 5) no commercial or outside agencies will be permitted to use this space.

Members of the York community are asked to note that the Senate Meeting previously scheduled for April 27 has been cancelled and rescheduled to May 10 (time to be announced).

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications in the following areas:

Faculty of Arts Research Grants: The purpose of these grants is to assist research projects which do not require major funding, including pilot studies or projects nearing completion. The maximum amount awarded is \$3,000. All full-time members of the Faculty of Arts are eligible to apply. The deadline for this competition is May 1.

Teaching Development Grants: The purpose of these grants is to assist teaching development projects which do not require major funding. These grants are made available to faculty members to assist them in curricular development, either of new courses, existing courses, new programs or new initiatives within the existing curriculum. The maximum amount awarded is \$1,000. All faculty members in the Faculty of Arts, including sessional faculty members, visiting professors and part-time faculty, are eligible to apply. The deadline for this competition is May 15.

Applications for both grants are available from the Office of the Dean of Arts, Room S930, Ross (-5260).

The Centre for Continuing Education offers Bridging courses to assist hesitant, potential university students with coping skills. Two courses offered are: Humanities "A", starting May 17 at the York campus; and Social Science "A", starting May 16 at the Glendon campus. For a detailed brochure or further information on these and other CCE programs, call -5025 or drop by 1315 Finch Avenue West, Suite 500.

The 17th Annual Staff and Faculty Golf Tournament will be held June 8 at the Carrying Place Golf and Country Club. The registration fee is \$40/person, which includes dinner. Application forms will be distributed through the inter-campus mail during the week of May 1 or may be picked up at that time from Printing Services, Room S174, Ross. For further information call Eric Willis at -7228 or Al Lockerbie at -3617.

York University Sports Seminars will present the National Coaching Certification Program Level III Theory course, May 2, 4, 9, 13, 16, 23, 27, and 30. All sessions will take place in Room 316, Tait McKenzie. The registration fee for the course is \$65. For further information call -5649 or -3529.

The York University English Language Institute requires families to be weekend hosts to students from Meiji University in Tokyo, August 18-29. This homestay program is intended to provide first-hand experience in Canadian family life. For information call -5353.

EVENTS:

THURSDAY, APRIL 27

- 1:00 p.m. - Ergonomic Training Data Health Class - for Arts, Physical Education, and the Office of the President - Room S201, Ross
- 3:00 p.m. - Ergonomic Training Data Health Class - for Student Affairs and Human Resources - Room S201, Ross
- 3:00 p.m. - Mathematics Colloquium - "Bodies of Constant Width in Riemannian Manifolds" with Prof. Boris Dekster, Mount Allison - Room S205, Ross

FRIDAY, APRIL 28

- 9:00 a.m. - Ergonomic Training Data Health Class - for Science, Security & Parking, Finance Department, and Libraries - Room S201, Ross
- 10:00 a.m. - Psychology Colloquium - "Are We Correcting for Guessing in the Right Way?" with Dr. Peter Chow - Room 291, Behavioural Sciences
- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Peter R. Oberle will defend his thesis entitled "Perceptual Reversals of Topographical Relief" - Room N927, Ross
- 2:00 p.m. - Computer Science Seminar - "Relaxed Consistency: A Basis For Structuring Interprocess Communications in Distributed Server Architectures" with Dr. K. Ravindran, Bell Northern Research - Room 258, Petrie
- 3:00 p.m. - Astronomy Colloquium - [Institute for Space & Terrestrial Science] "The Extra-Galactic Distance Scale" with Dr. Michael de Robertis - Space Astrophysics Laboratory (2700 Steeles Avenue West)
- 3:00 p.m. - Reception - to honor Cornelius Van Ginckel, Superintendent of Grounds and Vehicles, who is retiring from York after 15 years of service - gift contributions can be forwarded to Marilyn Williams, Room 114, Physical Plant Workshops (-5502) or Debbie Kee, C30, EOB (-5445) by April 21 - Faculty Club, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 4, 1989.

Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

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 preferred; thorough knowledge of IBM 9751 hardware & 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, Data Interfaces - DTI's DCM's, Voice/Data Circuits, Common Carriers [Network Architecture], CBX Network Architecture [e.g. Trunking, Watts, T1, etc.], Cabling System, Auto - Route Selection Software, Phonemail Software and Hardware; Advance level knowledge of CBX-II 8000/Hardware, CBX-II 9000/Hardware, desk top products, digital products, CRTC tariff structure, CMF Software, CBX-II 8000 Software, CBX-II 9000 Software, System Configuration Software. Please submit a resume when making an application.) GRADE: CS 4 (\$26,419) JOB NO: 217D

Admissions Assessor - Admissions, Atkinson (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience, preferably in a student service area [e.g. assessing applications/transcripts, counselling and advising, etc.]; demonstrated excellent oral and written communication skills; demonstrated excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to exercise good judgement; excellent organizational skills; demonstrated ability to work independently; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to attend accurately to detail. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 218D

Departmental Secretary - Facilities, Atkinson (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience dealing with the public; typing 45-50 wpm, accuracy essential; word processing skills required; computerized spreadsheet skills required; excellent oral and good written communication skills; pleasant telephone manner; bookkeeping skills preferred; demonstrated ability to deal courteously and effectively with people; customer service skills; tact and diplomacy; demonstrated ability to work accurately under pressure of high volume; demonstrated ability to work independently and to set priorities.) GRADE: 4 (\$21,638) JOB NO: 219D

Counsellor: Nancy Wallace

Admissions Assistant "A" - Admissions (High school graduation or equivalent; 2 years' related experience (e.g. reviewing and examining applications, data verification, etc.), preferably in a student service area; basic typing skills; data entry skills required; knowledge of computerized student record system preferred; demonstrated ability to attend accurately to detail; good oral and written communication skills; tact and diplomacy essential; excellent organizational skills; demonstrated ability to work well under pressure; demonstrated ability to exercise good judgement.) GRADE: 5 (\$23,278) JOB NO: 220H

Secretary "B" - 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; 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 people.) GRADE: 4 Provisional (\$21,638) JOB NO: 221H