

YORK UNIVERSITY

BULLETIN

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

Monday, May 1 (12:00 noon) - Thursday, May 4 (12:00 noon), 1989
Volume 9, Number 33

GENERAL:

Members of the York community are asked to note that the Stong Servery is now closed for the summer.

Summer public viewing at the York Observatory begins May 10 and runs each Wednesday evening until September 27. The observatory will be open from approximately 45 minutes after sunset for two hours, regardless of weather conditions. Along with telescope viewing there will be a slide show, a spectroscopy display, and a demonstration of some astronomical computer programs. On cloudy nights, a planetarium display will be held using the York Star Projector. For further information call -7753.

Staff and faculty interested in joining a non-competitive baseball league are invited to attend a full team meeting on May 3 at 12:00 noon in the Atkinson cafeteria. For further information call Leslie at -4557 or Bill at -5502.

The Department of Human Resources announces the following appointments: Deborah Hahn, Hospitality Account Executive, Hospitality York, effective April 10; and Wendy Busby, Student Records Analyst, Office of the Registrar, effective April 17. The following promotions/transfers have also recently taken place: Lucy Fromowitz, Manager of Information and Special Services, York Enquiry Service, effective April 10; Chris Mark, Superintendent, Grounds & Vehicles, Physical Plant, effective April 24; Leon Wasser, Business Manager - Glendon, Housing & Food Services, effective May 1.

The Centre for Continuing Education will present the 16th annual Special Education '89 Conference, May 4 & 5 at the York campus. This national conference is designed to provide updating study and analysis of special education and is intended for educators, social workers, and those in a helping profession. For further information call the Centre at -5025.

EVENTS:

MONDAY, MAY 1

2:00 p.m. - PhD Defence - [Graduate Program in Sociology] Sarah Taieb Carlen will defend her dissertation entitled "Assessment of a Small Group Ethnic Identity: The Jews in North Africa and the North African Jews in Toronto" - Room N831, Ross

TUESDAY, MAY 2

9:00 a.m. - PhD Defence - [Graduate Program in Social and Political Thought] Lorraine Gauthier will defend her dissertation entitled "Citing/Siting Irigaray" - Room N927, Ross

WEDNESDAY, MAY 3

10:00 a.m. - PhD Defence - [Graduate Program in English] John Ramphal will defend his dissertation entitled "V.S. Naipaul's Vision of Third World Countries" - Room 309, Stong

THURSDAY, MAY 4

10:00 a.m. - PhD Defence - [Graduate Program in Economics] Elisabeth Oltheten will defend her dissertation entitled "The Lease Versus Purchase Decision Under Uncertainty" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 8, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Nancy Wallace

Secretary - Student Affairs, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including some front-line contact, preferably in a university environment; typing 50-55 wpm, accuracy essential; demonstrated word processing skills required; skill in transcribing from dictation equipment; excellent oral and good written communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail.) GRADE: 4 Provisional (\$21,638)
JOB NO: 222H

Schools Liaison/On-Campus Coordinator - Liaison, Admissions (University degree or equivalent; 3 years' related experience (e.g. public relations, communications, program administration, etc.), preferably in a student service area; demonstrated public speaking skills; demonstrated ability to deal courteously and effectively with people; demonstrated excellent oral and written communication skills; tact and diplomacy essential; demonstrated advising/counselling skills; demonstrated ability to organize/coordinate projects and programs; excellent organizational skills; demonstrated ability to organize, train and supervise staff. Please submit a resume when making an application.) GRADE: 8 (\$32,559) JOB NO: 223H

Assistant Student Programs Officer (In-Service) - Office of Student Programs, Education (High school graduation with minimum 2 years' post-secondary education or equivalent required; minimum 2 years' related experience (e.g. front line operations, assessing applications, advising, etc.) in a student service area plus an additional one year supervisory experience; demonstrated supervisory skills; excellent organizational skills; demonstrated excellent oral and written communication skills; demonstrated ability to work accurately and effectively under pressure and handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; skill in using on-line computerized record system preferred. Please submit a resume when making an application.) GRADE: 8 Provisional (\$32,559) JOB NO: 224H

STAFF POSITIONS (cont'd.)

Counsellor: Aloma Mendoza

Student Programs Information Clerk - Office of Student Programs, Arts (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience working directly with the public (e.g. in a student service area), preferably in a post-secondary environment; demonstrated excellent oral and written communication skills; demonstrated ability to deal effectively with people; pleasant telephone manner; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to exercise tact, diplomacy and good judgement.) GRADE: 5 (\$23,278) JOB NO: 225E

Assistant Student Programs Officer (Information Services) - Office of Student Programs, Arts (University graduation or equivalent; 3 years' related administrative experience, including experience in dealing with individuals and/or committees on complex matters; demonstrated ability to supervise, direct and coordinate a variety of activities and a number of subordinates; demonstrated ability to communicate effectively both verbally and in writing with people at all levels; demonstrated ability to summarize and present detailed material; excellent interpersonal skills; proven ability to work under pressure of high volume and under hectic working conditions with accuracy and attention to detail; strong organizational skills. Please submit a resume when making an application.) GRADE: P&M 4 (\$28,000-\$33,880) JOB NO: 226E

Counsellor: Betty Vernassa

Liaison Officer - Liaison, Glendon - Temporary from August 1, 1989 to November 28, 1989 (University degree or equivalent; 3 years' related experience (e.g. public relations experience, liaison experience, etc.), preferably in a university environment; bilingual Modules I (Advanced), III (Advanced) and IV (Advanced); demonstrated excellent oral and written communication skills in both English and French; demonstrated excellent public relations skills; demonstrated public speaking skills; demonstrated counselling skills; initiative; excellent organizational skills; demonstrated ability to work independently; familiarity with Franco-Ontarian and/or Quebecois educational, social and cultural contexts; valid "G" driver's license. Please submit a resume when making an application.) GRADE: 8L (Based on an annual salary of \$36,502) JOB NO: 227G

Correction to Bulletin of April 27, 1989

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 6 (\$32,979) JOB NO: 217D

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Thursday, May 4 (12:00 noon) - Monday, May 8 (12:00 noon), 1989
Volume 9, Number 34

GENERAL:



Attention members of the York community: The asphalt plants have reopened and York's road contractors are ready to return and begin work on the new and outstanding road projects on the York campus. The University however, has deferred all construction starts for these projects until the final examination period is finished, so that the impact of additional construction noise on students writing and studying for exams is avoided.

Moon Road Extension: The second phase will get underway after May 15. In addition to building and paving the new portion of the road, existing Moon Road will be widened by four feet to the east to facilitate safer vehicular access. The project will take approximately six to eight weeks to complete, depending upon the weather.

Work will also resume to complete the Rideau Road Extension. The newly realigned portion of Fraser Drive will receive its final layer of asphalt. The new road which loops around the student apartments that are currently being constructed will be built and paved, and adjustments will be made to the Fraser/Niagara intersection. A cross campus Fire Access Route is currently undergoing its final stages of design, and will run along the south side of Ross/Central Square complex from the Moon Road extension to parking lot "DD". Every attempt will be made to minimize disruptions and maintain safe access routes throughout the duration of the construction program. Members of the York community are reminded of the dangers of construction zones. Please observe all signs, walk around fenced off areas, and use only those pedestrian/vehicular access routes which have been clearly designated for use during the construction period. Any questions, concerns regarding construction activities on campus can be directed to the Construction Hotline at 736-5445.

A Satellite Teleconference Symposia on Computer Aided Software Engineering (CASE) will be broadcast on May 16 in Curtis Lecture Hall "B". The three-hour broadcast will be shown at 9:30 a.m. and repeated at 1:00 p.m. For further information call Bob McKenzie in DIAR at -5064.

York University Sports Seminars, in conjunction with the Metropolitan Toronto Hockey League, will present the Intermediate Level Hockey Coaching Certification course, May 4-7. All sessions will take place in Room 316, Tait McKenzie. The registration fee is \$90. For further information call -5649 or -3529.

The Centre for Continuing Education needs Host Families in the Thornhill, Richmond Hill and Willowdale areas to house one or more students enrolled in York's English Summer Language Program. This course is funded by the Department of the Secretary of State and is taking place at the St. Elizabeth School in Thornhill, from July 4 to August 11. Most of the students are French speaking from eastern Canada and between the ages of 16 and 20. Funding will be available to help defray the costs for room and board. For further information call Karuna Sato at -5025 or Peter Brunner at -3403.

EVENTS:

THURSDAY, MAY 4

4:00 p.m. - Mathematics Colloquium - "A Categorical Approach to Integration Theory" with Dr. Reinhard Borger, University of Hagen, FRG - Room S205, Ross

4:30 p.m. - Faculty of Graduate Studies Council Meeting - President Arthurs will review the University's financial situation - Senate Chamber (S915), Ross

FRIDAY, MAY 5

10:30 a.m. - Chemistry Seminar Series - "Making Light Work of Cancer" with Dr. D.H. Dolphin, University of British Columbia - Room 317, Petrie

11:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] Marion P. Olmsted, PhD candidate, will present her colloquium entitled "Bulimia Nervosa: Minimal Treatment and Rapid Response" - Room 203, Behavioural Sciences

3:00 p.m. - Exercise and Sports Science Graduate Seminar - "Occupational Stress and Moderator Variables: A Study of Surgeons" with Kirstin Schwass; and "Factors Influencing Exercise Adherence" with Paul Tower, MA candidate - Room 107, Stedman

MONDAY, MAY 8

10:00 a.m. - PhD Defence - [Graduate Program in English] Helen Jayne Patterson will defend her dissertation entitled "A World of Women's Words: Elements of Form in the Poetry of Margaret Atwood" - Room N927, Ross

10:30 a.m. - MA Defence - [Graduate Program in Psychology] Ted K. Taylor will defend his thesis entitled "Social Problem-Solving Skills Among Young Offenders" - Room S444, Ross

- continued

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 11, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counselor: Mary Malyk

*Secretary/Receptionist - Office of the President (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university administrative environment; typing 55 wpm accuracy essential; demonstrated microcomputing skills required; computerized data entry and file management skills; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with individuals at all levels; good organizational skills; good spelling skills; demonstrated ability to work well independently; demonstrated ability to transcribe from dictation equipment preferred.) GRADE: 4 (\$21,638) JOB NO: 228C

Counselor: Aloma Mendoza

Administrative Assistant I - Dean's Office, Arts - Temporary to December 31/89 (High school graduation with secretarial training plus one year university education or equivalent; minimum 2 years' secretarial and administrative experience; demonstrated 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 take minutes and prepare correspondence; shorthand or speedwriting skills preferred; demonstrated word processing skills required; typing 60 wpm, accuracy essential; demonstrated ability to maintain confidentiality; demonstrated ability to work independently and under pressure of high volume; demonstrated ability to attend accurately to detail; excellent organizational skills and analytical skills; demonstrated ability to exercise initiative and good judgement. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$25,712) JOB NO: 229E

Petitions Clerk - Office of the Student Programs, Arts (High school graduation or equivalent; 1-2 years' related experience (e.g. maintaining a computerized records system, answering enquiries, preparing/compiling information for meetings, etc.) preferably in a student service area; microcomputing skills required; demonstrated excellent organizational skills; excellent oral and written communications skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work quickly and accurately under pressure of high volume.) GRADE: 4 Provisional (\$21,638)

JOB NO: 230E

Counselor: Karen Wright

Invoice Processing Assistant - Acquisitions & Processing, Scott Library - Temporary from June 1/89 to May 31/90 (High school graduation or equivalent; some bookkeeping courses preferred; minimum 2 years' recent accounting/bookkeeping experience; basic typing skills; good oral and written communication skills; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated accuracy in working with figures and in maintaining records; demonstrated ability to solve problems and follow tasks through to completion; demonstrated ability to interpret written instructions in one or more of the following languages: French, German, Russian, Italian, would be an asset.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 231F

Stacker (Special Collections) - Law Library, Libraries (Required to work one evening per week - 3 p.m to 11 p.m.) (High school graduation or equivalent; one year library experience or one year general office experience including use of complex filing systems; demonstrated ability to deal calmly, courteously and effectively with people; demonstrated ability to attend accurately to detail; good oral communication skills; good organizational skills; ability to lift and bend while shelving materials; ability to push heavy book trucks.) GRADE: 3 (\$20,522) JOB NO: 232F

Book Processor - Acquisitions and Processing, Scott Library - Temporary from June 1/89 to May 31/90 (High school graduation or equivalent; 1-2 years' related library experience (e.g. acquisitions, order processing etc.) including data entry experience, preferably using online library systems; basic typing skills, accuracy essential; demonstrated good oral and written communication skills; demonstrated ability to attend accurately to bibliographic detail; demonstrated ability to interpret written instructions in one or more of the following languages preferred: French, German, Italian, Spanish.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 233F

Counselor: Nancy Wallace

Faculty Secretary - Graduate Programs, Education (High school graduation with secretarial training or equivalent; minimum 1 year secretarial and reception experience; typing 45-50 wpm, accuracy essential; word processing skills preferred or willingness to learn; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; good organizational skills; demonstrated ability to work accurately under pressure of high volume.) GRADE: 3 (\$20,522) JOB NO: 234H

Secretary - Economics, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 55-60 wpm; technical typing skills required; statistical typing skills preferred; demonstrated word processing skills required; skill in transcribing from dictation equipment; excellent oral and good written communication skills; excellent organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to set priorities with people; demonstrated ability to work well under pressure; demonstrated ability to set priorities.) GRADE: 4 (\$21,638) JOB NO: 235H

Student Affairs Assistant - Visual Arts, Fine Arts - Temporary from August 1/89 to July 31/90 (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g. counselling, enrolling, etc.) in an academic programme office or student service area; typing 40-45 wpm, accuracy essential; word processing skills required; excellent oral and good written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; excellent interpersonal skills; demonstrated ability to attend accurately to detail; excellent organizational skills; demonstrated ability to set priorities and work accurately and effectively with a high volume of work.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: 236H

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Monday, May 8 (12:00 noon) - Thursday, May 11 (12:00 noon), 1989

Volume 9, Number 35

GENERAL:

Attention Members of the York Community: On Tuesday, May 9, the Student Centre construction site will expand eastward into parking lot "AA" by an additional 65'. Patrons and permit holders who use lot "AA" may find alternate parking accommodation in lots "KK" and "HH". The York community's cooperation is appreciated.

There will be a meeting of Senate on Wednesday, May 10 at 1:00 p.m. and on Thursday, May 25 at 1:00 p.m. Both meetings will take place in the Senate Chamber (S915), Ross. Among agenda items to be discussed at these meetings, will be revisions to the University Academic Plan. Senators should reserve the entire afternoon for each of these meetings.

Enterprise York requires a secretary/receptionist. Qualifications include typing 50-60 wpm, WordPerfect skills preferred. Salary range is \$20,000-\$24,000 plus benefits, depending upon experience. For further information call Leslie at -4557.

York University Sports Seminars in conjunction with Better Built Bodies, will present the Strength Training and Periodization Seminar, May 13. All sessions will take place in Tait McKenzie. The registration fee is \$50. For further information call -5649 or -3529.

The Centre for Continuing Education offers the following: GMAT Weekend Workshop - This intensive 20-hour workshop is intended to prepare prospective MBA students for the Graduate Management Admissions Test (GMAT) and takes place June 2-4; and Intensive English as a Second Language - A four-week program designed to develop the fundamental skills of language learning-listening, speaking, reading and writing. The hours are Monday-Friday, 9:00 a.m.-3:00 p.m. and starts June 5. For a detailed brochure and further information on these and other CCE programs, call -5025 or drop by their offices at 1315 Finch Avenue West, Suite 500 (Keele & Finch).

The SCS branch of the Institute for Social Research will offer the following courses this term: Introduction to SPSS - May 23, 30, June 6 and 13; CMS Pre-session - May 16; Introduction to SAS - May 24, 31 and June 7; CMS Pre-session - May 17; Questionnaire Design - May 15 and 17; Multidimensional Scaling - May 17 and 19; and Introduction to Latent Variables and LISREL Models - May 31. For further information call Sharon Chisholm at -5061 or drop by Room 263, Administrative Studies. As class size is limited, early enrolment is encouraged.

Members of the York community are asked to note the following change to the York Telephone Directory:
Allen C. Koretsky, Master, Stong -6176

EVENTS:

MONDAY, MAY 8

4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

TUESDAY, MAY 9

9:00 a.m. - PhD Defence - [Graduate Program in Psychology] Marion P. Olmsted will defend her defence entitled "Bulimia Nervosa: Minimal Treatment and Rapid Response" - Room S444, Ross

2:00 p.m. - MA Defence - [Graduate Program in Psychology] Gail Alison Niccols will defend her thesis entitled "Control of Linguistic Processing in Children's Flexible Reading Strategy Use" - Room N927, Ross

2:00 p.m. - MA Defence - [Graduate Program in English] Michael Murphy will defend his thesis entitled "A Structural Study with Theoretical Consequences: Bacon's New Organon" - Room 309, Stong

WEDNESDAY, MAY 10

10:00 a.m. - Computer Science Seminar - "A High-Level-Language Approach to Heterogeneous Distributed Systems" with Dr. Alexander Stoyenko, IBM T.J. Watson Research Centre - Room 258, Petrie

4:00 p.m. - Chemistry Seminar Series - "Platinum Metal Macrocyclic Complexes: Metal Radicals and Metal-Metal Bonds" with Dr. Martin Schroder, University of Edinburgh - Room 317, Petrie

THURSDAY, MAY 11

10:00 a.m. - PhD Defence - [Graduate Program in English] Mark Fortier will defend his dissertation entitled "This Is, and Is Not, Shakespeare: (In)Fidelity in Adaptation" - Room 309, Stong

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 15, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Assistant to the Associate Dean, Program Counselling - Education (University degree or equivalent; several years' experience in counselling or advising, including some administrative experience; broad knowledge of teacher certification in Ontario an asset; excellent interpersonal, oral and written communication skills; discretion and diplomacy essential; demonstrated ability to explain and provide advice on complex and detailed programmes; excellent organizational skills; demonstrated ability to work effectively as part of a team. Please submit a resume when making an application.) GRADE: P&M 5 (\$29,960-\$36,250) JOB NO: 237B

*Associate Director - Recruitment & Public Liaison, Admissions - (University degree or equivalent; several years' liaison and/or public relations experience, including experience in marketing and/or marketing analysis; superior communication and public speaking skills; strong public relations marketing skills; ability to develop a marketing database and to analyze, direct and implement a recruitment strategy; well developed supervisory skills; budget management skills; demonstrated creativity and initiative; demonstrated ability to direct and manage several functions. Please submit a resume when making an application.) GRADE: P&M 10 (\$42,820-\$51,810) JOB NO: 238B

Counsellor: Aloma Mendoza

Administrative Secretary - Humanities, Arts (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a student service area; typing 50-55 wpm; word processing skills required; demonstrated excellent oral and written communication skills; demonstrated excellent organizational skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to set priorities.) GRADE: 5 (\$23,278) JOB NO: 239E

Counsellor: Nancy Wallace

Production Secretary - Theatre, Fine Arts (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. secretarial, bookkeeping, etc), preferably in a university environment; typing 45-50 wpm; demonstrated word processing skills required; computerized spreadsheet skills preferred; bookkeeping skills required; accuracy in working with figures; excellent oral and good written communication skills; tact and diplomacy; demonstrated ability to set priorities; minute taking skills preferred) GRADE: 4 (\$21,638) JOB NO: 240H

Assistant to Director - Theatre, Fine Arts - Temporary to December 4, 1989 (High school graduation or equivalent; several post secondary courses in theatre required; 2 years' related experience (e.g. professional theatre experience, administrative, coordinating programs/special events, etc.); typing 45-50 wpm, accuracy essential; demonstrated word processing skills required; computerized spreadsheet skills preferred; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people at all levels; initiative; demonstrated ability to work independently, set priorities and coordinate arrangements; demonstrated ability to work well under pressure of high volume; excellent organizational skills; knowledge of theatre, theatre training and theatre language required.) GRADE: 5 Under Review (Based on an annual salary of \$23,278) JOB NO: 241H

Secretary, Dean's Office - Education (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 50 wpm, accuracy essential; word processing skills required; excellent organizational skills; demonstrated ability to set priorities; excellent oral communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and quickly under pressure of high volume on a continuing basis.) GRADE: 4 Provisional (\$21,638) JOB NO: 242H

Counsellor: Betty Vernassa

Assistant to Computer Coordinator - Computer Science, Glendon (High school graduation or equivalent; minimum 1 year post secondary education, including courses in computer application and software, and bookkeeping or accounting courses; minimum 3 years' directly related experience, (e.g. teaching word processing and other relevant applications on microcomputers and mainframes, monitoring budgets, etc.), demonstrated proficiency in word processing, data base management, and computerized spreadsheet skills; knowledge of desktop publishing and a working familiarity with mainframe system level commands preferred; demonstrated excellent oral and written communication skills; bookkeeping skills; accuracy with figure work; demonstrated supervisory skills; excellent organizational skills; demonstrated skill in designing and administering computer training courses; excellent interpersonal skills; demonstrated ability to exercise judgement. Bilingual Modules I (Advanced), II, III, (Advanced) and IV (Intermediate). Please submit a resume when making application.) GRADE: 7L (\$32,559) JOB NO: 243G (Formerly posted as JOB NO: V002)

Correction to Bulletin of May 4, 1989

Invoice Processing Assistant - Acquisitions & Processing, Scott Library - Temporary from June 1, 1989 to February 28, 1990 (High school graduation or equivalent; some bookkeeping courses preferred; minimum 2 years' recent accounting/bookkeeping experience; basic typing skills; good oral and written communication skills; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated accuracy in working with figures and in maintaining records; demonstrated ability to solve problems and follow tasks through to completion; demonstrated ability to interpret written instructions in one or more of the following languages: French, German, Russian, Italian, would be an asset.) GRADE: 4 (Based on an annual salary of (\$21,638) JOB NO: 231F

SUMMER INTERCHANGE:

- Sale
- Zenith computer with dual floppy drive and 20 MB hard disk, still under warranty, installed with WordPerfect 4.2 and DOS, WordPerfect 5.0 version also available, used only six times -\$2,000. Call Lois at -2205
 - 1982 Solaris tent trailer, sleeps 2, good condition, weights 350 lbs. -\$700. Call Terri Gunning at -5250
 - 1979 Oldsmobile Delta Royale, excellent condition, blue - \$1,000. Call Gloria Georganas at -5380
- Exchange
- Seeking central Toronto accommodation in exchange for three-bedroom family house, 40 minutes by tube from central London, for approximately six weeks, July 22-September 4, 1989. Call Phyllis at -5442

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Thursday, May 11 (12:00 noon) - Monday, May 15 (12:00 noon), 1989
Volume 9, Number 36

GENERAL:

A planned shut down of steam is scheduled to take place Friday, May 12 at 7:00 p.m., in order to permit maintenance work to be carried out. Steam for heating and hot water will be shut off and work will continue throughout the night. Steam will be turned back on by Saturday, May 13 at 4:00 a.m. The steam distribution system is expected to be back to normal operating conditions by 6:00 a.m. on Saturday. All buildings on the York campus will be affected.

The Budget Office reminds all Faculty and Departmental Budget Officers that the 1989/90 budget submissions are to be forwarded to the Budget Office no later than May 19. If extra copies of the Operating Budget Guidelines and Chart of Accounts 1989/90 forms are required, please call the Budget Office at -2014 or -2017.

The St. Vincent Grammar School Alumni Association will gratefully receive donations of books, including books about labor organizations, suitable for readers at elementary, secondary and post-secondary levels. The Association will be responsible for shipping and distribution. Donated books may be brought to Community Relations, Suite A, WOB or York International, Suite 110, Admin. Studies.

The Theatre Department is accepting donations of old and used furniture in good condition, for use in departmental shows and classes. In particular demand are wooden chairs (multiples preferably) and small tables that are copies of older styles. Receipts for donations cannot be given. For further information call David Scott at -3905.

The English Language Institute offers courses to help those people whose native tongue is not English. These courses will help individuals to communicate effectively in writing as well as in speaking. They offer both full-time and part-time courses. For further information call the Institute at -5353.

Recreation York offers the following programs:

Massage Therapy - Tuesdays, 10:00 a.m.-2:00 p.m., beginning May 9 -\$20/session. For information call Anthea Brooks, RMT at 276-4001 for an appointment.

Tennis courses, beginning May 15. For further information refer to the Spring/Summer Handbook and register in Room 211A, Tait McKenzie (-5184).

A Satellite Teleconference Symposia on Computer Aided Software Engineering (CASE) will be broadcast on May 16 in Curtis Lecture Hall "B". The three-hour broadcast will be shown at 9:30 a.m. and repeated at 1:00 p.m. For further information call Bob McKenzie in DIAR at -5064.

EVENTS:

THURSDAY, MAY 11

3:00 p.m. - Economics Seminar - "Information Transmission in Debate" with Prof. David Austen Smith, University of Rochester - Room S839, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 18, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Student Programs Officer - Administrative Studies (University degree or equivalent; 3 years' related experience, including supervisory experience, preferably in a registrarial or student programmes area; demonstrated excellent supervisory and organizational skills; good communication and interpersonal skills; demonstrated ability to perform statistical analysis; ability to use computers, particularly word processing; spreadsheet skills preferred.) GRADE: P&M 5 Under Review (\$29,960-\$36,250) JOB NO: 244B

Counsellor: Mary Malyk

*Secretary/Receptionist - University Secretariat - Sessional from October 1 to June 30 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; excellent interpersonal skills; excellent oral communication skills; good written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to work independently and to set priorities; demonstrated ability to maintain confidentiality; typing 50 wpm, accuracy essential; word processing skills preferred or willingness to learn.) GRADE: 4 Provisional (Based on an annual salary of \$21,638) JOB NO:245C

*Secretary to Counsel - Office of the Vice-President (Institutional Affairs) - Temporary from July 24, 1989 to December 1, 1989 (High school graduation or equivalent plus formal training as a legal secretary; minimum 3-4 years' senior secretarial experience, preferably including legal secretarial experience; typing 50 wpm, accuracy essential; demonstrated word processing skills required; shorthand skills preferred; demonstrated excellent oral and written communication skills; tact and diplomacy; demonstrated ability to exercise judgement and discretion; demonstrated ability to work independently and set priorities; demonstrated ability to work accurately and effectively under pressure of high volume. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$25,712) JOB NO:246C

Counsellor: Gina Dunnett

Administrative Secretary - Economics, Atkinson (High school graduation with secretarial training or equivalent; 2 years' secretarial and administrative experience, preferably in an educational environment; typing 50-55 wpm, accuracy essential; demonstrated technical typing and word processing skills required; knowledge of computer applications in networks and data management; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work quickly and accurately under pressure and to deal calmly with a high volume of enquiries; good organizational skills.) GRADE: 5 Provisional (\$23,278) JOB NO:247D

Departmental Secretary - Sociology, Atkinson (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a university environment; typing 50-55 wpm, accuracy essential; word processing skills required; microcomputing skills would be an asset; excellent oral and written communication skills; excellent interpersonal skills; demonstrated ability to deal courteously and effectively with people; demonstrated excellent organizational skills; demonstrated ability to maintain confidentiality; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 4 (\$21,638) JOB NO:248D

Counsellor: Aloma Mendoza

Secretary - French Studies, Arts (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience in dealing with the public; typing 50-55 wpm, accuracy essential; word processing skills required; demonstrated excellent oral and written communication skills in French and English; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills; demonstrated ability to set priorities; accuracy in dealing with cash.) GRADE: 4 (\$21,638) JOB NO:249E

Student Programs Assistant II - Office of Student Programs, Arts (University degree or equivalent; minimum 2 years' related experience (e.g. assessing transcripts, advising, etc.) in a computerized records area, preferably in a student service area; demonstrated excellent oral and written communication skills; excellent interpersonal skills; demonstrated ability to deal courteously and effectively with people under hectic conditions; demonstrated ability to work independently; demonstrated ability to exercise good judgement; initiative; demonstrated ability to maintain confidentiality; demonstrated ability to work quickly and accurately under pressure of high volume; on-line data entry skills preferred or willingness to learn; basic knowledge of French would be an asset. Please submit a resume when making an application.) GRADE: 6 under review (\$25,712) JOB NO: 250E

Student Programs Clerk/Typist - Office of Student Programs, Arts (High school graduation with secretarial training or equivalent; typing 50 wpm, accuracy essential; word processing skills preferred or willingness to learn; skill in transcribing from dictation equipment; excellent oral communication skills; 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: 251E

Counsellor: Karen Wright

Administrative Assistant - Housing and Food Services, Business Operations (High school graduation with secretarial training or equivalent; minimum 3 years' administrative or secretarial experience, including budgetary experience; typing 50-55 wpm, word processing and microcomputing skills required; shorthand and minute taking skills required, accuracy essential; excellent oral and written communication skills; demonstrated excellent interpersonal skills; tact and diplomacy; excellent organizational skills; demonstrated bookkeeping and budgetary skills; demonstrated accuracy in figure work; demonstrated ability to attend accurately to detail; demonstrated ability to work well with interruptions, and under pressure of high volume; demonstrated ability to set priorities. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO:252F

Circulation Assistant "C" - Circulation, Scott Library - Hours of work: Sunday, 12:00 noon-8:00 p.m.; Monday-Thursday, 1:00 p.m.-9:00 p.m. (High school graduation or equivalent; 2 years' experience in providing front-line public service in a high volume area with some library public service experience preferred; experience in operation of computer terminal required; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons in person and by telephone, regarding sensitive matters; demonstrated ability to work cooperatively and effectively with fellow workers; excellent oral communication and public relations skills required; basic keyboard skills to operate a computer terminal required; demonstrated ability to attend accurately to detail.) GRADE: 3 Under Review (\$20,522) JOB NO: 253F

Counsellor: Nancy Wallace

Administrative Secretary - Art Gallery, Fine Arts (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience including some budgeting experience; typing 40-45 wpm, accuracy essential; computerized spreadsheet skills preferred; word processing skills required; basic bookkeeping skills required; budgetary skills required; accuracy in working with figures; excellent organizational skills; excellent oral and written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential.) GRADE: 5 Provisional (\$23,278) JOB NO:254H

Correction to Bulletin of May 8, 1989

Assistant to Director - Theatre (Graduate), Fine Arts - Temporary to December 4, 1989 (High school graduation or equivalent; several post-secondary courses in theatre required; 2 years' related experience (e.g. professional theatre experience, administrative, coordinating programs/special events, etc.); typing 45-50 wpm, accuracy essential; demonstrated word processing skills required; computerized spreadsheet skills preferred; excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people at all levels; initiative; demonstrated ability to work independently, set priorities and coordinate arrangements; demonstrated ability to work well under pressure of high volume; excellent organizational skills; knowledge of theatre, theatre training and theatre language required.) GRADE: 5 Under Review (Based on an annual salary of \$23,278) JOB NO: 241H

SUMMER INTERCHANGE:

- Rent
- Three-bedroom cottage on Lake Muskoka, all amenities including dishwasher -\$600/week. Call Phyllis at -5442
 - Four-bedroom house on large lot, rustic setting, available July 1-Sept. 1, fully equipped for short-term occupancy, 30 minute drive to campus -\$1,200/month. Call Tom at -5275 or 773-2649 evenings