

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.

Counsellor: 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

Counsellor: 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

Counsellor: 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

Counsellor: 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 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

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York UNIVERSITY

BULLETIN

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

Monday, May 15 (12:00 noon) - Thursday, May 18 (12:00 noon), 1989
Volume 9, Number 37

GENERAL:

Victoria Day Holiday: University offices will be closed Monday, May 22.

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

- Atkinson College presents a visual arts, end-of-year student exhibition from May 15 to 19 in Atkinson Hall. Gallery hours are from 4:00 p.m. to 7:00 p.m. For further information call -5211.

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 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 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 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.

EVENTS:

TUESDAY, MAY 16

- 9:30 a.m. & 1:00 p.m. - Satellite Teleconference Symposia - "Computer Aided Software Engineering" - for information call Bob McKenzie, DIAR at -5064 - Curtis Lecture Hall "B"
- 3:00 p.m. - PhD Defence - [Graduate Program in English] Daniel Thomas Fischlin will defend his dissertation entitled "Beauty in Small Proportions: A Literary Study of Lyrics from English Airs (1596-1622)" - Room 309, Stong

WEDNESDAY, MAY 17

- 3:00 p.m. - Exercise and Sports Science Graduate Seminar - "The Use of Skeletal Muscle to Assist the Failing Heart" with Dr. R.C.-J. Chiu, Professor of Surgery, Montreal General Hospital - Room 321, Norman Bethune

STAFF POSITIONS:

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

Counsellor: Nancy Wallace

Student Programs Clerk - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; 1-2 years' related experience, (e.g. handling enquiries, enrolment/registration experience, performing secretarial duties, etc.) preferably in a student service area; typing 40-45 wpm, accuracy essential; word processing skills preferred or willingness to learn; demonstrated strong organizational skills; demonstrated ability to work co-operatively and effectively with co-workers; excellent oral communication skills; tact and diplomacy; demonstrated ability to work quickly and accurately under pressure and handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$21,638) JOB NO: 255H

Secretary to Athletics Coordinator - Physical Education - Temporary from August 11, 1989 to January 2, 1990 (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience, preferably in a sports or athletic environment; typing 50-60 wpm, accuracy essential; demonstrated word processing and microcomputing skills required; good oral and written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively with people; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to work independently and to set priorities; demonstrated minute taking skills.) GRADE: 5 (Based on an annual salary of (\$23,278) JOB NO: 256H

STAFF POSITIONS (cont'd.)

Correction to Bulletin of May 11, 1989

Counsellor: Mary Malyk

*Secretary/Receptionist - University Secretariat (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 organization 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 (\$21,638) JOB NO: 245C

SUMMER INTERCHANGE:

- Sale
- 1978 Honda Civic, 5-speed, good condition -\$600. Call Karin at -3624
 - Child's solid oak antique desk, top is 36"x20", height is 27", matching swivel chair with castors, adjustable height -\$225. Call -3339 or 481-9496 evenings
 - 1986 Starcraft tent trailer, 16', stove, ice box, sleeps 5, immaculate condition -best offer; girls' BMX bicycle -best offer. Call Paola at -7717
 - Braun multipractic deluxe hand blender with variable speed control, complete with all attachments and wall holder, used once -\$40. Call Barbara at -3929
 - 1984 Toyota Supra, 5-speed, loaded, excellent condition -negotiable. Call -7215
- Rent
- Bachelor apartment, Bathurst/St. Clair, private entry, clean, bright, one quiet non-smoker, no pets -\$575 including utilities and cable. Call Phil at -6219 or 658-7357
 - Three bedroom, two-bath furnished house at luxury timeshare resort in Cape Cod, Brewster -\$750 US/week includes indoor and outdoor pools, tennis courts, racquetball, children's playground, etc. Call -3339 or 481-9496
 - Three-bedroom newly built cottage in seaside village, 30 minute drive from Edinburgh, fully furnished, available for 11 months beginning July 1. Call 282-3466
 - One-bedroom ground floor apartment, Keele/Sheppard, air conditioned, available immediately -\$870. Call 398-4509
 - Single furnished rooms, available June to August, near Carleton University in Ottawa; Single furnished rooms available from July 15 at Cahill Drive, Ottawa. Call 846-5372 after 6:00 p.m.
 - Downtown townhouse, near Cabbagetown, 3 bedrooms, 2 1/2 baths, fully furnished, central air, covered parking, deck, sauna, patio and garden, fireplace, available July or August for 1-2 years, no pets, references required -\$1,500/month + hydro. Call -2635
- Wanted
- Catsitter for 12 days at the end of May -will pay. Call 739-6123

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YORK UNIVERSITY

BULLETIN

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

Thursday, May 18 (12:00 noon) - Thursday, May 25 (12:00 noon), 1989
Volume 9, Number 38

GENERAL:

Victoria Day Holiday: University offices will be closed Monday, May 22.

For the Victoria Day Holiday weekend, May 20-22, the following food service outlets will be open:

- Complex I (Founders only) 8:00 a.m.-9:30 a.m.
- Central Square Coffee Shop 10:00 a.m.-5:00 p.m.

All other outlets will be closed.

Momentary power interruptions are scheduled to take place Friday, May 19 between the hours of 6:00 a.m. and 8:00 a.m., in order to permit maintenance work to be carried out. The following buildings will be affected: Founders College and Residence; Vanier College and Residence; Winters College and Residence; Stong College, Kitchen and Residence; KNIMR; Steacie; East Office Building; Computer Methods; Lumbers; Ross; Central Square; Osgoode; Hart House; Hoover Homestead; Scott Library; Student Apartments; #2 and #8 Assiniboine; Fine Arts; Burton; and Atkinson Residence.

The Institute for Space and Terrestrial Science has an immediate opening for an Accounting/Payroll Clerk to work in the Administration Office. Qualifications include: high school graduation with commercial courses and 2-3 years' related experience; aptitude for figures; knowledge of LOTUS 1-2-3 or 20/20 spreadsheets; and experience on a Payroll System and enrolment in level 2 of an accounting program would be an asset. Starting salary: \$25,000 per annum. Interested applicants should forward resumes by May 31 to the Human Resources Manager, ISTS, Room 114, Farquharson.

CIRAC has an immediate opening for a part-time secretary (14 hours/week). Qualifications include: high school graduation with secretarial training or equivalent; typing 40-45 wpm, accuracy essential; knowledge of computer spreadsheets; some bookkeeping experience; good organizational skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with people; and good oral and written communication skills. Salary: \$21,638 per annum. For further information call Carol Francis at -5586.

The Centre for Continuing Education presents the 15th annual Mathematics '89 Conference, May 25 & 26. This national conference is designed to provide updated study and analysis of Mathematics from early childhood to University levels. For further information call the Centre at -5025.

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

- Convocation Information Line -5138
- Karen Hecker, Convocation Assistant -5325

EVENTS:

TUESDAY, MAY 23

1:00 p.m. - Economics Seminar - "Theory of Moderating Elections: A Game Theoretical Approach" with Prof. Howard Rosenthal, Carnegie Mellon University - Room S839, Ross

WEDNESDAY, MAY 24

7:00 p.m. - Guest Lecturer - [Third World Studies Program, Atkinson] "The Havana Centre for Genetic Engineering and Biotechnology: The Case of Interferon" with Dr. Manuel Limonta Vidal, Director of the Cuban Centre for Genetic Engineering and Biotechnology" - Fellows' Lounge, Atkinson

THURSDAY, MAY 25

9:30 a.m. - PhD Defence - [Graduate Program in Biology] Paula Wilson will defend her dissertation entitled "Studies of Spindle Fibre Function and Organization Using the UV Microbeam: The Effect of Ultraviolet Light in Blocking Myofibril Contraction and Chromosome Movement and an Investigation of Spindle Microtubule Dynamics" - Room 312, Farquharson

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 26, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

File Clerk - Registration, Atkinson - Temporary to November 30, 1989 (High school graduation or equivalent; 1 year office experience; typing 40-45 wpm; accuracy essential; data entry skills required; good organizational skills; demonstrated ability to attend accurately to detail; good oral communication skills.) GRADE: 3 (Based on annual salary of \$20,522) JOB NO: 257D

Counsellor: Nancy Wallace

Administrative Assistant - Office of Research Administration (High school graduation with formal secretarial training or equivalent; minimum 3 years' administrative and secretarial experience, including some budget and supervisory experience, preferably in a university environment; typing 50-55 wpm, accuracy essential; demonstrated word processing skills required; skill in transcribing from dictation equipment; shorthand or note taking skills preferred; demonstrated excellent oral and written communication skills; demonstrated budgetary skills; accuracy in working with figures essential; excellent organizational skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to oversee the work of others; demonstrated ability to work accurately and efficiently under pressure. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 258H

STAFF POSITIONS (cont'd.)

Faculty Secretary - Osgoode Hall Law School - Temporary to December 21, 1989 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-50 wpm; good word processing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 259H

Receptionist - External Relations (High school graduation or equivalent; minimum 1-2 years' related experience (e.g. front-line service or reception experience, etc.). typing 40-50 w.p.m., accuracy essential; excellent oral communication and organizational skills are essential; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to set task priorities; demonstrated ability to work under pressure.) GRADE: 3 (\$20,522) JOB NO: 260H

Administrative Secretary to Associate Dean (Academic) - Administrative Studies (High school graduation or equivalent; some university courses preferred; minimum 2 years' related experience (e.g. administrative, secretarial, assembling and analyzing information, scheduling, committee work, etc.), preferably in a university environment; demonstrated proficiency in microcomputing, word processing and computerized spreadsheet skills required; typing 50-55 wpm, accuracy essential; minute taking skills an asset; demonstrated excellent oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated excellent organizational skills; demonstrated ability to work independently and to set priorities; demonstrated ability to work well in a high pressure environment.) GRADE: 5 (\$23,278) JOB NO: 261H

Secretary - Marketing, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 55-60 wpm; statistical typing/word processing skills would be an asset; demonstrated word processing skills required; skill in transcribing from dictation equipment; excellent oral and good written communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to set priorities and to work well under pressure.) GRADE: 4 Provisional (\$21,638) JOB NO: 262H

Counsellor: Betty Vernassal

Recreation Assistant - Athletics, Glendon College (High school graduation or equivalent; some post-secondary courses in recreation management preferred; Bronze Cross required; National Life Saving Certificate preferred or willingness to become certified; minimum 1-2 years' related experience (e.g. recreation management, aquatics, etc.); microcomputing skills preferred or willingness to learn; excellent oral communication skills; good written communication skills; excellent interpersonal skills; tact and diplomacy essential; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work well under pressure; excellent organizational skills; demonstrated ability to oversee the work of others; Bilingual Modules I (minimum) and III (minimum.) GRADE: 4L (\$23,278) JOB NO: 263G

Correction to Bulletin of May 8, 1989

Counsellor: Betty Vernassal

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, (Intermediate) and IV (Intermediate). Please submit a resume when making application.) GRADE: 7L (\$32,559) JOB NO: 243G (Formerly posted as JOB NO: V002)

SUMMER INTERCHANGE:

- Sale
- 1984 Phoenix, excellent on gas, as is -\$1,500. Call Pamela at -6496 or 519-941-1865 after 4:30 p.m.
 - 1978 Pontiac Parisienne, air, power steering and brakes, automatic, AM/FM radio/tape deck, new battery. Call 223-4438
 - 1985 750 Kawasaki LTD motorcycle, less than 7,000 km, perfect condition -\$3,000. Call Craig at 886-7709 and leave message
 - 1985 Mazda GLC, hatchback, standard 5-speed, uncertified -\$3,000. Call Debbie at -2416 or 886-7709 after 6:00 p.m.
 - IBM "Quietwriter" Printer 5201, needs print head, produces letter quality printing, using ribbon cartridge and single sheet feed, has changeable font capacity; 1200 baud external Modem also available for \$150. Call Sarah Gosse at -5200.
 - Three-storey, 4 bedroom, detached house in Weston, hardwood floors, original wood trim, French doors, fireplace, quiet street, large renovated third floor master bedroom with walk-in closets, sunroom, two-car garage, new high efficiency gas furnace and water heater, private sale -\$273,000. Call 242-5608
 - Single bed, mattress and box spring almost new -\$40; Roll-away folding cot with mattress -\$40. Call Agnes at -5217 or 246-0679 after 6:00 p.m.
- Rent
- Two-bedroom unfurnished apartment, available immediately, eat-in kitchen, four-piece bath, ample closet space, utilities, cable and parking, non-smokers, 20 minutes from York -\$950/month. Call Agnes at -5217 or 246-0679 after 6:00 p.m.
 - Four-bedroom house, 2 1/2 baths, 5 appliances, furnished or unfurnished, available June 25 for faculty member or family for one to two years, Dufferin/Steeles -\$1,400. Call 738-1993 or 663-3528
 - Three-bedroom apartment, 1 1/2 baths, penthouse, underground parking, 2 appliances, University City, available immediately for one year -\$1,000. Call 738-1993

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York UNIVERSITY

BULLETIN

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

Thursday, May 25 (12:00 noon) - Monday, May 29 (12:00 noon), 1989
Volume 9, Number 39

GENERAL:

Members of the York community are reminded that Tuesday, June 13 is the next date for disposing of unwanted confidential material. The material will be delivered to a paper recycling company who will bale such material and deliver it to a paper mill. Users of this service should note the following deadlines: June 1 - Date to order cartons from Grounds & Vehicles (call -5502). Cartons will be delivered June 2. June 8 - Date to request pickup giving location and number of cartons to be collected (call -5502). June 13 - Collection Day.

The Department of Physical Resources advises the York community that nine allotment gardens will be available this spring. The garden plots are situated just east of "HH" parking lot, and are available on a first-come, first-served basis. For further information or an application form outlining the rules and regulations, call -5502.

The Counselling and Development Centre is offering a workshop on Personal Stress Management. There will be two, three-hour sessions on June 21 and 28 from 1:00 p.m. to 4:00 p.m. To register, drop by Room 145, Behavioural Sciences between 8:30 a.m. and 4:30 p.m. For further information call Dr. Igor Kusyszyn at -5297.

Members of the York community are invited to take part in a fitness class on May 31 in the Tait McKenzie Gym at 12:00 noon. The class is part of the CrownLife Participaction Challenge, a one-day Canada-wide fitness challenge in support of a physically healthy lifestyle. Anyone interested in other fitness activities is asked to check in at either the men's or women's control room on May 31.

Discounted hotel rates, offered to Ontario Government employees travelling on official business, are extended, in most instances, to staff at Ontario universities under the same circumstances. A list of participating hotels/motels is available from senior officers and administrators in each Faculty or Division. The discounts are often fairly substantial, and business travellers are invited to use this privilege when practicable.

Art Galleries/Displays: The Glendon Gallery presents a sculpture exhibition by Liliana Berezowsky. The exhibition opens May 25 at 7:00 p.m. and continues until June 25. For regular gallery hours, call 487-6721. - The Art Gallery of York University presents "Drawn From/Drawn Upon" by Stephen Andrews, Francoise Boulet, John Clark, Cathy Daley, and Anne Youldon. The exhibition continues until June 11. For gallery hours, call 736-5169.

Members of the York community are asked to note that swimming pool in Tait McKenzie is open daily from 7:30 a.m. to 8:30 a.m. for recreational swimming. The cost is \$2 or can be paid on a monthly basis. Recreation York offers Discover Scuba, beginning June 1 from 5:30 p.m. to 9:00 p.m. The cost is \$30. For further information call Recreation York at -5184.

The York University Faculty Association has an immediate opening for a part-time receptionist/typist, until mid-August (some flexibility in hours). Duties include: answering telephones; typing; filing; mailings; and other general office duties. Knowledge of WordPerfect 5.0 is essential. Salary: \$8.00/hour (minimum). For information call Brenda Hart or Suzanne Hethrington at -5236.

A full-time salaried position is available for a general manager in a University pub, beginning mid-August. Food and beverage supervisory experience is necessary. Interested persons are invited to send a letter of application, resume and salary expectations to the Office of the Master, Room 254, Vanier, by June 12.

Members of the York community are asked to note the following change to the York Telephone Directory:
Mary P. Yates, Purchasing, Room 39, EOB -6541

EVENTS:

THURSDAY, MAY 25

1:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross

FRIDAY, MAY 26

2:00 p.m. - Computer Science Seminar - "Circular Brushing" with Dr. W.D. Fellner, University of Technology, Graz, Austria - Room 258, Petrie

3:00 p.m. - Astronomy Colloquium - [Institute for Space & Terrestrial Science] "Properties of the Interstellar Dust" with Dr. Doug Whittet, York/CITA - Space Astrophysics Laboratory (2700 Steeles Avenue West)

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Assistant Superintendent - Grounds & Vehicles, Physical Resources (Post-secondary degree or diploma in the field of horticulture; exterminator licence class 01 and 03 required; diploma or certificate for vehicle and equipment repairs would be an asset; a minimum of 5 years' combined practical and supervisory experience in the horticultural field; demonstrated ability to direct, motivate, and control a work force in a unionized setting; excellent organizational skills and ability to determine priorities; excellent supervisory and interpersonal skills; good oral and written communication skills; strong skills in estimating and interpreting tender documents; ability to prepare landscape drawings; good budgetary skills; demonstrated ability to provide a high level of service to the York community. Please submit a resume when making an application.) GRADE: P&M 6 (\$32,060-\$38,795) JOB NO: 264B

- continued

STAFF POSITIONS (cont'd.)

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; data entry skills; demonstrated micro-based database skills; 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: 265D

Craftsman IV (Electronic) - Psychology, Arts (Community College diploma in Electronics or equivalent combination of education and experience; minimum 3-5 years' related experience, including some micro or mini computer interfacing; demonstrated expertise with circuit board design, construction and repair; mechanical skills; demonstrated proficiency in selection and installation of specialized electronic equipment including computer hardware and software, lab equipment such as oscillators, logic analyzers, signal generators, meters, probes, and breakout boxes; demonstrated knowledge of data communications and interconnections of computerized electronic equipment such as printers, plotters in analog to digital converters and modems; operational knowledge of audio and visual systems; excellent oral communication skills; initiative; ingenuity; sense of responsibility; ability to work independently; demonstrated ability to deal effectively with people. Please submit a resume when making an application.) GRADE: CR4 (\$40,506) JOB NO: 266D

***Institutional Data Analyst - Office of the Assistant Vice President, Management Information** (University degree or equivalent, preferably in a mathematics or related discipline, including courses in statistics; 3-5 years' related experience in an environment which uses computer tools for data processing and statistical analysis; thorough and detailed knowledge of computer packages and capabilities with specific experience using statistical software (e.g. SAS and LOTUS); demonstrated ability to use both mainframe and microcomputers to expedite routines and reports; demonstrated ability to attend accurately to detail; excellent communication and interpersonal skills to deal effectively with all levels of the community; demonstrated ability to work cooperatively and independently; demonstrated ability to prioritize diverse functions; excellent analytical skills. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$34,470-\$41,710) JOB NO: 267D

Counsellor: Aloma Mendoza

Student Programs Assistant I - Office of Student Programs, Science (High school graduation with 1 year university education or equivalent; two years' related experience in a student service area (e.g. experience in answering student enquiries and assessing student records, experience dealing with a variety of competing priorities, etc.); typing minimum 45-50 wpm, accuracy essential; word processing skills required; demonstrated ability to work accurately and quickly under constant pressure; demonstrated ability to work independently and to set priorities; good organizational skills; demonstrated ability to exercise good judgement; initiative; excellent oral and written communication skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 5 Under Review (\$23,278) JOB NO: 268E

Counsellor: Karen Wright/Bruce Cater

Stacker - Scott Library (High school graduation or equivalent; one year general office experience including experience in use of complex filing systems or six months' library experience; library experience preferred; experience in handling cash transactions preferred; ability to lift and bend while shelving books and to push heavy book trucks; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; ability to handle cash transactions.) GRADE: 2 (\$19,338) JOB NO: 269F

Administrative Assistant I - Business Operations (High school graduation with secretarial training or equivalent; some post-secondary bookkeeping or accounting courses required; minimum 3 years' administrative and secretarial experience, preferably in a business-related environment; typing 45-50 wpm, accuracy essential; demonstrated word processing and computerized spreadsheet skills required; demonstrated budgetary skills; demonstrated ability to work accurately with figures and to attend accurately to details minute taking skills required; skill in transcribing from dictation equipment an asset; good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to set priorities and to work independently; initiative; ability to assemble and analyze information preferred. Please submit resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 270F

SUMMER INTERCHANGE:

- Sale**
- Trisha Romance prints - "The Pathway" -\$650; "Garden Wedding" - \$750. Call Heather at -5442 or David at 661-5016
 - Vespa scooter, 200cc, 7,500 miles, like new -\$2,000; Princecraft aluminum boat, equipped with 18 hp. Evinrude and 4 1/2 hp. Johnson, Canadian Tire trailer, extras -\$3,000. Call -7284 from 2:00-3:00 p.m. or 245-2311 evenings
 - Gas dryer, 10 months old -\$250. Call Louis at -3551 or 850-2664
 - Ballet tickets, 1 for Kirov (July 1), and 1 for English National (July 15), GG49 -\$55 & \$45. Call 921-3813
 - Used clothing, drapes & linens (large volume), bicycles, baby needs, plastic flowers & a domino set. Call 663-6752
- Rent**
- Three-bedroom cottage, fully equipped, cozy and clean, private lakefront on beautiful lake 200km north of Toronto. Call Helga at -3628 or 661-2828
 - Three-bedroom apartment, quiet residential area, Keele/Hwy. 7, upper level of house, with garage, kitchen, living and dining facilities, large backyard. Call Carol at -5218
 - One-bedroom luxury condominium with solarium/den, Windfield Terrace (Don Mills/Lawrence), available June 1 -\$1,050. Call Stephen at -5212
 - Timeshare condominiums in various locations, furnished -\$750/week. Call Margaret at -2428 or 747-6786

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YORK UNIVERSITY

BULLETIN

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(416) 736-5010.

Monday, May 29 (12:00 noon) - Thursday, June 1 (12:00 noon), 1989
Volume 9, Number 40

GENERAL:

Parking Lots and Road Closures: Convocation ceremonies will take place June 12-17 in "KK" lot. To allow adequate preparation time for the ceremonies, "KK" lot will be closed June 8-19. In addition, six parking spaces in "JJ" lot will be designated as handicapped parking for the convocation ceremonies. Parking on Ottawa Road will not be permitted from June 9 to 19. Ottawa Road will also be closed to through traffic from "BB" lot west to Fraser Drive. To allow for deliveries to Complex 1, Lumbers and Farquharson, Ottawa Road east of "BB" lot will be converted to two-way traffic with "BB" lot being used as a turn around point. Decal holders for these parking lots should note that arrangements have been made for these people to park in "DD" lot or any of the unreserved lots for the duration of the closures.

The Faculty of Graduate Studies Council Meeting regularly scheduled for June 1 has been changed to June 19 at 1:30 p.m. in the Senate Chamber.

The York University English Language Institute will offer a CIDA course for graduate students from Thailand from July 17 to August 25. Part of the program will involve a homestay weekend with a Canadian family. Anyone wishing to take part in this cultural exchange is asked to call -5353.

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.

EVENTS:

WEDNESDAY, MAY 31

12:00 noon - CrownLife Participaction Challenge - [Department of Physical Education, Recreation and Athletics] a one-day Canada-wide fitness challenge in support of a physically healthy lifestyle - Tait McKenzie Gym

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than June 5, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Communications Manager - Communications, Institute for Space and Terrestrial Science - Temporary to June 30, 1990 (A university degree in journalism/communications; several years' progressive public relations experience, preferably in an area related to science; demonstrated ability to plan, execute and evaluate major communications/public relations activities; proven leadership and managerial skills; excellent verbal and written communication skills; administrative and supervisory skills; professional background in the areas of interviewing, newswriting, copy editing, proofreading, as well as a knowledge of layout and design; current working relationships with members of the media across Canada are essential; demonstrated ability to work under pressure and to work effectively and diplomatically with a wide range of people, groups and situations is essential; familiarity with word processing systems and knowledge of French is preferred. Please submit a resume when making application.) GRADE: P&M 6 Under Review (Based on annual salary of \$32,060-\$38,795) JOB NO: 271B

Counsellor: Gina Dunnett

*Assistant Manager, Information Services and Switchboard - Telecommunications (University degree or equivalent combination of education and experience required; two years' related experience in micro based communication information systems, including supervisory experience, preferably in a large or complex environment; advanced level knowledge in communications information and transmission systems (e.g. facsimile, Telex, call processor, switchboard, information look-up systems, etc); good knowledge of communication systems applications; excellent public relations, interpersonal and communication skills; tact and diplomacy; demonstrated ability to prepare reports and make recommendations; good human resource management skills, including the ability to direct, train, and motivate staff; initiative and creatively; budgetary skills. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$32,060-\$38,795) JOB NO: 272D

Counsellor: Karen Wright/Bruce Cater

Graphic Artist - Communications (Community College Diploma in Graphic Arts or equivalent combination of formal training and experience; minimum 1 year layout and/or assembly experience in a professional studio environment, including some experience dealing directly with clients; demonstrated fast and accurate mechanical art skills; demonstrated ability to specify type, mark up jobs, and fit copy; demonstrated skill in operating a photostat camera; good oral communication skills; demonstrated ability to work cleanly, accurately and quickly on a number of jobs; demonstrated ability to meet deadlines; some basic design skills required; computer graphic skills preferred.) GRADE: 5 Provisional (\$23,278) JOB NO: 273F

Counsellor: Nancy Wallace

Secretary - OBIR, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a university environment; typing 50-55 wpm; statistical typing skills preferred; demonstrated word processing skills required; skill in transcribing from dictation equipment required; demonstrated good oral and written communication skills; demonstrated good organizational skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to work well under pressure; demonstrated ability to set priorities.) GRADE: 4 (\$21,638) JOB NO: 274H

STAFF POSITIONS (cont'd.)

Counsellor: Betty Vernassa

Research Typist - Principal's Office, Glendon (High school graduation with secretarial training or equivalent; some post-secondary word processing courses required; 2 years' related experience (e.g. experience in a library, secretarial experience, etc.); typing 60 wpm, accuracy essential; demonstrated proficiency in word processing; demonstrated ability to attend accurately to detail; demonstrated good organizational skills; demonstrated ability to work effectively under pressure; demonstrated ability to work courteously and effectively with people; tact and diplomacy; demonstrated good oral communication skills; Bilingual Modules I (advanced), II, III (intermediate.) GRADE: 3L (\$21,638) JOB NO: 2756

SUMMER INTERCHANGE:

- Sale**
- 1987 LeBaron GTS, 5-speed standard, power steering/brakes, air, AM/FM stereo, 4 speakers, excellent condition, certified. Call 791-0648
 - Living room suite, 3-seat couch, love seat and arm chair, caramel color velveteen -\$100. Call Terry at -5368
 - Two-storey condominium, Thornhill, 2 + 1 bedrooms, 1 1/2 baths, fridge, stove, 2 balconies, a/c, pool, underground parking -\$186,500. Call 883-4304
 - Ladies' 10-speed bicycle, excellent condition, new seat, rims and handle bars -best offer; French, German and other textbooks, paperbacks. Call Grace at -6712
 - Mountain bike, 1 1/2 years old, needs some minor adjustment, appropriate for 13-15 year old boy -\$75. Call 489-5556
 - 1987 Volkswagen Fox GL, 4-speed, grey, excellent condition; 1986 Ford Thunderbird, red, a/c, 8 cyl., fuel injected, excellent condition. Call 850-1447
 - Schummacher print cotton drapes for 8' ceiling, tie-backs, traditional style, tobacco brown background, lined; Matching set of drapes for 3'x4' window -\$95 for set; Girls' twin-size bedspread, Waverley cotton print with matching lined drapes, pink elephant pattern on white -\$50 for set. Call Alicia at -5075
 - IKEA 2 and 3-seat sofa in 100% cotton corduroy, garnet color, excellent condition -\$275 for pair. Call Jill at 444-1319
- Sale/Rent**
- New 2-bedroom luxury condominium, 1 1/2 baths, 1,350 sq. ft., fully broadloomed, overlooking park in Guelph -\$147,500 or \$1,150/month to rent. Call 223-4901 after 6:00 p.m.
- Rent**
- Three-bedroom fully furnished house, 2 bathrooms, finished basement, sauna, 6 appliances, large cedar deck, Yonge/Eglinton, available December 1/89 to June 30/90 -\$2,000/month + utilities. Call -5163 or 486-0510
 - One-bedroom in a 3-bedroom house, available June 1 -\$350/month. Call Robert at 665-3727 evenings
 - Two-bedroom luxury condominium, Warden/Steeles, all appliances, solarium, recreational facilities, security, 2 indoor parking spaces, new carpeting and paint -\$1,150/month including utilities. Call Karl at -5454
 - Kodak carousel projector or projector body. Call Huw Pritchard at -7768
- Wanted**
- House or apartment to rent, furnished or unfurnished, for 2 adults (non-smoking, no pets), prefer August 15-December 15 but some flexibility is possible. Call Mary Jane at -5547 or 482-2630
 - Kodak carousel projector or projector body. Call Huw Pritchard at -7768
- Exchange**
- Seeking cottage or country place near city for August 1989 in exchange for small apartment (couple, or with crowding 3) in Rome near Coliseum, would also include Fiat 500 in exchange for car in Canada. Call Barbara Godard at -2147 or 929-5919