

# York

UNIVERSITY

## BULLETIN

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

Monday, June 5 (12:00 noon) - Thursday, June 8 (12:00 noon), 1989  
Volume 9, Number 42

### 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.

Applications are being accepted for the AUCC Micro-Fund for planning missions for the development of international projects. Funds are limited to travel and living expenses. Application forms and guidelines are available from York International, Room 110, Admin. Studies. The deadline for submitting applications for the next competition is June 26.

York Computing Services will offer an Advanced WordPerfect Course, June 12 & 14. For further information call -5257.

The Centre for Continuing Education offers an Intensive English as a Second Language Course, beginning July 4. The four-week program which will take place Monday to Friday from 9:00 a.m. to 3:00 p.m., is designed to develop the fundamental skills of language learning-listening, speaking reading and writing. For a detailed brochure or for further information call -5025 or drop by 1315 Finch Avenue West, Suite 500.

### EVENTS:

#### TUESDAY, JUNE 6

9:00 a.m. - MA Defence - [Graduate Program in Exercise and Sports Science] Patricia Hastings will defend her thesis entitled "Exercise, Dieting and Neuroticism: A Study of Interrelationship" - Room N927, Ross

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than June 12, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

#### Counsellor: Irmgardt Duley

\*Coordinator of External Liaison - Environmental Studies (University degree required; graduate degree in an area/field related to Environmental Studies desirable; 2 years' related administrative experience desirable; demonstrated managerial skills, including the ability to supervise, direct, and coordinate; demonstrated excellent oral and written communication skills; excellent interpersonal skills; good public speaking skills; knowledge of publishing and printing procedures desirable; budgetary skills desirable; demonstrated ability to prioritize, and to manage concurrent activities. Please submit a resume when making an application.) GRADE: P&M 4 (\$28,000-\$33,880) JOB NO: 2788

#### Counsellor: Nancy Wallace

Secretary - Osgoode Hall Law School - Temporary from June 26, 1989 to November 3, 1989 (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g. secretarial, organizing conferences, bookkeeping, etc.); typing 40-50 wpm, accuracy essential; demonstrated word processing skills required; skill in transcribing from dictation equipment; demonstrated bookkeeping skills required; demonstrated accuracy in working with figures; good oral and written communication skills; good organizational skills; demonstrated ability to work independently; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 280H

#### Counsellor: Betty Vernassal

Administrative Secretary - Canadian Studies/International Studies, Glendon College (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. secretarial, administrative, organizing conferences, etc.), preferably in a university environment; typing 50-55 wpm, accuracy essential; word processing skills required; desktop publishing skills preferred; demonstrated good oral and written communication skills; demonstrated grammatical and spelling skills in both French and English required, accuracy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work independently and to set priorities; basic bookkeeping skills; demonstrated ability to adapt well to changing priorities; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate). GRADE: 5L Provisional (\$25,712) JOB NO: 2816

#### Correction to Bulletin of May 25, 1989

#### Counsellor: Gina Dunnett

Craftsperson 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 analysers, 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; demonstrated good 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

Thursday, June 8 (12:00 noon) - Monday, June 12 (12:00 noon), 1989  
Volume 9, Number 43

### GENERAL:

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.

- The IDA Gallery in the Fine Arts Building presents a "Convocation Show," an exhibition of works by graduating visual arts students. The exhibition continues until June 14. For gallery hours call -2081.

- The La Maison de la Culture presents "Magic Places" by Warabe Aska, Laszlo Gal, and Robin Muller. The exhibition opens June 8 at 7:00 p.m. and continues until June 27. For gallery hours call 487-6730.

York TD Visa cardholders are asked to check their recent billing statements carefully. Due to a problem at the bank, some cardholders have been billed for an annual fee. There is no annual fee in the first year, and no transaction fees. For further information call Alumni Affairs at -5010.

The Centres of Excellence Program for the Advancement of International Development, Round Two, has had the deadline rescheduled from June 30 to November 30. Modified guidelines will be available sometime later this summer to facilitate second round submissions. For further information call York International or the Office of Research Administration.

The deadline for Cycle III Program Proposals, under the Canada/China University Linkage Program (CCULP), is July 31. Information on the program can be obtained from York International or the Office of Research Administration. The submission date to the Office of Research Administration is July 18. The original should be submitted to ORA for signature with a copy to York International. These applications will be reviewed and forwarded to Ottawa by AUCC's deadline date.

### EVENTS:

#### THURSDAY, JUNE 8

12:00 noon & 1:00 p.m. - YUSA General Membership Meeting - Moot Court, Osgoode Hall Law School

1:00 p.m. - 6:00 p.m. - V International Conference on AIDS - broadcast via satellite; for information call Bob McKenzie at -5064 - Curtis Lecture Hall "D"

#### FRIDAY, JUNE 9

12:00 noon - YUSA General Membership Meeting - Senate Chamber, Glendon

#### SATURDAY, JUNE 10

10:00 a.m. - Convocation Ceremony: Glendon - Edouard Glissant, a Martinique-born French-language author will be awarded the honorary Doctor of Letters degree in honor of his distinguished career as a novelist and his public activism on behalf of the cultural and political integrity of his country - West Quadrangle Lawn

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than June 15, 1989.

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

Counsellor: Irmgardt Duley

\*Director, Occupational Health & Safety - Physical Resources (University degree or certificate in a relevant discipline (e.g. Occupational Hygiene), and/or five or more years' related experience at a senior level in a unionized environment; good working knowledge of the Occupational Health and Safety Act and regulations, WHMIS, Fire Safety and other related legislation; in-depth knowledge of and hands-on experience with Workers' Compensation and total loss control management; superior facilitative leadership skills; excellent interpersonal skills; excellent oral and written communication skills; tact and diplomacy; strong analytical skills; knowledge of personal computers and their capabilities, including database and spreadsheet skills, or willingness to learn; demonstrated ability to provide a high level of service. Please submit a resume when making an application.) GRADE: P&M 9 (\$39,830-\$48,195) JOB NO: 282B

Counsellor: Gina Dunnett

Installation Technician, Telecommunications - Computer Services (Community college diploma in Electronic Engineering or equivalent; telecommunications installation courses preferred; 1-2 years' experience in voice and data communications industry as a telephone installer; demonstrated good oral communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills; intermediate knowledge of installation techniques; demonstrated ability to work independently. Basic knowledge and skill in telephone company installation standards and techniques. Intermediate skill in all aspects of cross connections, testing and procedures, inside and outside cable plant, cable colour coding, wiring connecting blocks, main distribution frames (MDFs), telephone and data apparatus.) GRADE: CS5 (\$29,212) JOB NO: 284D

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## STAFF POSITIONS (cont'd.)

Counsellor: Aloma Mendoza

Graduation/Grades Assistant, Office of Student Programs - Arts (University degree or equivalent; minimum 3 years' related experience using computerized records (e.g. assessing academic records, advising, supervisory, etc.) in a student service area; demonstrated good interpersonal skills; tact and diplomacy essential; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated good organizational skills; demonstrated ability to attend quickly and accurately to detail under pressure of high volume; demonstrated ability to maintain confidentiality; demonstrated ability to work independently; initiative; demonstrated ability to supervise the work of others; wordprocessing skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 285E

Counsellor: Bruce Cater

Interlibrary Loan Clerk, Reference - Scott Library (High school graduation or equivalent; some library technician courses in community college preferred; one year general library experience (circulation, serials, searching, etc.) demonstrated good organizational skills; demonstrated ability to work independently and to set priorities under pressure of high volume; demonstrated good oral communication skills; ability to interpret written instructions in French and German preferred; basic keyboarding skills to operate a personal computer terminal; demonstrated ability to attend accurately to detail.) GRADE: 4 (\$21,638) JOB NO: 286F

Counsellor: Nancy Wallace

\*Financial Aid Administrator - Financial Aid - Evening hours are required until approximately 7:00 or 8:00 p.m. one evening per week during the fall period (University degree or equivalent; minimum three years' related administrative experience; excellent interviewing and counselling skills; excellent interpersonal and oral and written communication skills; good public speaking skills; demonstrated ability to exercise initiative and to make sound decisions and recommendations under pressure; supervisory and budgetary skills; working knowledge of micro and main frame computers. Please submit a resume when making an application.) GRADE: P&M 5 (\$29,960-\$36,250) JOB NO: 283H

Information York Assistant - Student Affairs - Temporary to June 18, 1990 (High school graduation or equivalent some university courses preferred; 3 years' related experience (e.g. customer service experience, experience in a high pressure environment and adapting to changing priorities, etc.), preferably in a university environment; typing 50 wpm, accuracy essential; microcomputing and word processing skills required; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated good oral and written communication skills; demonstrated ability to work independently and to exercise good judgement; initiative; demonstrated ability to attend accurately to detail; proofreading skills required; demonstrated good organizational skills; supervisory skills; pleasant telephone manner; demonstrated ability to maintain confidentiality; demonstrated ability to work well under pressure. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$25,712) JOB NO: 287H

Secretary - Legal Research and Writing, Osgoode (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including experience organizing/arranging events; typing 40-50 wpm, accuracy essential; demonstrated word processing skills required; skill in transcribing from dictation equipment; good organizational skills; good oral and written communication skills; tact and diplomacy essential; demonstrated ability to set priorities and work independently; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$21,638) JOB NO: 288H

Counsellor: Betty Vernassal

Student Programs Assistant I, Office of Student Programs - Glendon College - Temporary from July 31, 1989 to November 24, 1989 (High school graduation or equivalent; minimum 1 year university education; minimum 2 years' related experience (e.g. scheduling/coordinating, gathering information, administrative experience, etc.), preferably in a university environment; typing or word processing skills required; demonstrated good oral and written communication skills; good organizational skills; good interpersonal skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to set priorities; minute taking skills preferred; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate). Please submit a resume when making an application.) GRADE: 6L (Based on an annual salary of \$28,617) JOB NO: 289G

## SUMMER INTERCHANGE:

- Sale**
- Two-bedroom condominium, Kennedy/Hwy. 401, indoor parking, recreational facilities, appliances, balcony, many extras -\$164,900. Call Karl at -5454
  - 1984 Pontiac 6000 LE, station wagon, 4 cyl., fuel injection, power steering and brakes, air, cruise control, AM/FM stereo, tape player, certified -\$5,300. Call Dale Watts at -2403
  - Top quality seasoned firewood, mostly maple, delivered and stacked - Face cord, \$72; Bush cord, \$250. Call Stephen Gentles at 485-2997
  - Facit 4560 Daisy wheel printer, cable, 24 ribbons -\$220. Call 663-4789 evenings
  - Super single waterbed, brown velvet caps, mahogany bookcase headboard -\$225; 30" fan, floor model -\$50. Call Angelo at -5027 or 636-4404
  - GE side-by-side fridge/freezer, 21 cu. ft., and double oven stove -\$125 for pair. Call Peter or Jan at 222-6858
  - Mason & Risch upright piano, good condition -\$850. Call 638-2860
  - 10-speed bicycle, white velo sport frame, Shimano 600 gears and brakes, 3 years old -\$250. Call -5264
  - Office coat rack, new, almond color -\$35. Call Pam Broley at 487-6709
- Rent**
- Three-bedroom detached house, Yonge/Lawrence, available July 1 for up to three years -\$1,500/month. Leave message at 482-5876
  - Restored stone house in quiet village in southwest France, one hour from Toulouse, fully furnished, near historic hill towns in wine-growing region, Fall and Winter rental. Call Louise Rockman at -8380 or (519) 846-8156
  - Bedroom in a three-bedroom house, short term accommodation -\$90/week. Call Karen at -6991 or 742-1442
  - Three-bedroom house, five appliances, Yonge/Eglinton, available August or September for one or two years -\$1,800. Call 486-6559 or -2407
- Wanted**
- Natural gas barbecue. Call Ian Gentles at 485-2997
  - Ride from Pickering Town Centre to and from York, Monday-Friday, 8:30 a.m.-4:30 p.m. Call Jean at -2777



**BULLETIN**

Monday, June 12 (12:00 noon) - Thursday, June 15 (12:00 noon), 1989  
Volume 9, Number 44

**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.

Applications are being accepted for the AUCC Micro-Fund for planning missions for the development of international projects. Funds are limited to travel and living expenses. Application forms and guidelines are available from York International, Room 110, Admin. Studies. The deadline for submitting applications for the next competition is June 26.

The carpeted room in the Faculty Club will be closed Wednesday, June 14 to Saturday, June 17 (inclusive) from 11:00 a.m. to 2:00 p.m. for the Chancellor's luncheons. For information call Dorothy Moore in the President's Office at -5200.

The Atkinson Petal Foods Restaurant and Dining Lounge will close at 2:00 p.m., Friday, June 16, for Convocation preparations.

The York University Sports Seminars Program will present a Hockey Coaching Symposium, June 23-25 at the York campus. The symposium is dedicated to the "Year of the Coach" and will feature the following guest speakers: Dave Chambers, Head Coach, Canadian Junior Team; Guy Charron, Head Coach, Canadian National Junior Team; Clare Drake, Head Coach, University of Alberta; Pierre Page, Head Coach, Minnesota North Stars; Ron Mason, Head Coach, Michigan State University; Graham Wise, Head Coach, York Yeomen; and E.J. Maguire, Assistant Coach, Chicago Black Hawks. For further information call -5649.

Campus tours will be offered this summer. The tours take place daily at 12:30 p.m. and at 2:45 p.m. and leave from Room S313, Ross. For further information call -5144 or -5022.

Applications are being accepted for the position of Assistant Manager at the Orange Snail Pub and Coffee Shop, in Stong. The deadline for receipt of applications is July 7. For further information call Olga Cirak at -7305.

**EVENTS:**

**MONDAY, JUNE 12**

1:30 p.m. - PhD Defence - [Social and Political Thought] Angus Taylor will defend his dissertation entitled "Structure and Theory in Marx's Theory of History" - Room N831, Ross

**TUESDAY, JUNE 13**

12:00 noon - MEd Defence - [Graduate Program in Education] Elaine Weitzman will defend her dissertation entitled "A Description of Three Families' Participation In and Perceptions of the Hanen-Geneva Centre Program For Parents of Autistic Children" - Room N831, Ross

2:30 p.m. - Convocation Ceremonies: Faculties of Science, Environmental Studies, Graduate Studies, and Norman Bethune College - President Harry W. Arthurs will address the graduates - north of Steacie

**WEDNESDAY, JUNE 14**

10:00 a.m. - Convocation Ceremonies: Faculty of Education and Vanier College - Dr. Walter G. Pitman, Director of OISE, will receive the honorary Doctor of Laws degree in honor of his outstanding contributions to the policy and practice of education in Ontario, and for his humanistic and progressive approach to social policy - north of Steacie

2:30 p.m. - Convocation Ceremonies: Faculty of Fine Arts and Winters College - Elias Wolf Mandel and Bruce Cockburn will receive the honorary Doctor of Letters degree in honor of their contributions to the cultural and political life of Canada - Eli Mandel, a brilliant and prolific poet, critic, essayist and champion of Canadian literature, is a former professor of English and Humanities at York - Bruce Cockburn is a folk-rock composer and performer of unique and vibrant music - Dr. Mandel will attend convocation, Dr. Cockburn will address the graduates - north of Steacie

**THURSDAY, JUNE 15**

10:00 a.m. - Convocation Ceremonies: McLaughlin and Stong Colleges - The Hon. William G. Davis, corporate counsel at Tory, Tory, Deslauriers & Binnington, and former Premier of Ontario, Minister of Education and Minister for University Affairs, will accept the honorary Doctor of Laws degree in honor of his contributions to the province, to Canada and to the cause of higher education - north of Steacie

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than June 19, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Student Programs Clerk - Office of Student Programs, Atkinson - Sessional - March 1-October 31 (High school graduation or equivalent; some university courses preferred; 1-2 years' related experience (e.g., answering enquiries, public service, etc.); preferably in a student service area; typing 50-55 w.p.m., accuracy essential; demonstrated good oral and written communication skills; demonstrated ability to attend accurately to detail under pressure of high volume; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (Based on an annual salary of (\$21,638) JOB NO: 290D

Counsellor: Nancy Wallace

Technical Secretary - Earth & Atmospheric Science (High school graduation with secretarial training or equivalent; 1-2 years' technical secretarial experience; typing 50 w.p.m., accuracy essential; demonstrated proficiency in technical word processing, including text formatting; word processing skills required; computer communication skills preferred or willingness to learn; good oral communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to attend accurately to detail and to work effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$21,638) JOB NO: 291H

Counsellor: Bruce Cater

Storekeeper III (Workshops) - Physical Resources - Temporary to December 20, 1989 (High school graduation or equivalent; 1-2 years' related experience (e.g. order desk, parts counter etc.); including responsibility for inventory control; demonstrated knowledge of inventory control and procurement procedures; knowledge of technical/mechanical inventory required; Class "G" license and ability to operate a fork-lift truck and other mechanical lifting equipment; demonstrated organizational skills essential; demonstrated ability to attend accurately to detail and to work effectively under pressure of high volume; good clerical skills; demonstrated accuracy in working with figures; good oral communication skills; demonstrated ability to deal courteously and effectively with people. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$25,712) JOB NO: 292F

**SUMMER INTERCHANGE:**

- Sale - Princecraft aluminum fishing boat with 2 motors - 18 hp Evinrude and 4 1/2 hp Johnson, Canadian Tire trailer, spare tire, 4 life jackets, anchor, extras -\$2,950. Call Felice at -7284 or 245-2311
- Bed sofa, mattress in excellent condition -best offer. Call Marcia at -2058 or 881-7769
  - Bic 210 windsurfer, everything included, 1 year old, excellent condition -\$700. Call Jane at 483-7047
- Wanted - Piano in good condition to be used by young girl starting lessons. Call Bruce at -8689
- Free to good home - Four kittens ready for adoption in 3-4 weeks. Call Barbara at -2787 or 663-2312

Thursday, June 15 (12:00 noon) - Monday, June 19 (12:00 noon), 1989  
Volume 9, Number 45**GENERAL:**

Members of the York community are invited to attend a farewell reception will be held to honor Tom Meininger as he completes his term as Provost (1984-89). The reception will take place June 22 at 3:00 p.m. in the Junior Common Room, Stong. Please RSVP to -5144.

A reception will be held to honor Dennis Pilkey, Mechanical Engineer with the Department of Physical Plant since 1982, who is retiring from York effective July 1. The reception will take place June 29 from 3:00 to 5:00 p.m. in the Faculty Lounge, Ross. Contributions towards a gift may be sent to Debbie Kee, Room C30, EOB (-5445) or Dorothy Polack, Room C14, EOB (-7614) by June 23.

A reception will be held to honor Mary Lorimer, Financial Aid Administrator, who is retiring from York at the end of June after 18 years of service. Friends and colleagues are invited to an Open House on June 20 from 3:00 to 4:30 p.m. in the Financial Aid Office, EOB.

The Institute for Space and Terrestrial Science requires a Project Scientist for their Solar Terrestrial Physics Laboratory. Qualifications must include a PhD in atmospheric physics or chemistry and a strong background in numerical modeling and analysis, a working knowledge of UNIX and fluency in C and Fortran programming; ability to write supporting documentation; and knowledge of Latex would be an asset. The starting salary is approximately \$33,000 per annum. The deadline for applications is June 30. Interested applicants should forward resumes to the Human Resources Manager, ISTS, 4850 Keele Street, 2nd floor, North York M3J 3K1.

York TD Visa cardholders are asked to check their recent billing statements carefully. Due to a problem at the bank, some cardholders have been billed for an annual fee. There is no annual fee in the first year, and no transaction fees. For further information call Alumni Affairs at -5010.

The Centres of Excellence Program for the Advancement of International Development, Round Two, has had the deadline rescheduled from June 30 to November 30. Modified guidelines will be available sometime later this summer to facilitate second round submissions. For further information call York International or the Office of Research Administration.

The deadline for Cycle III Program Proposals, under the Canada/China University Linkage Program (CCULP), is July 31. Information on the program can be obtained from York International or the Office of Research Administration. The submission date to the Office of Research Administration is July 18. The original should be submitted to ORA for signature with a copy to York International. These applications will be reviewed and forwarded to Ottawa by AUCC's deadline date.

Campus tours will be offered this summer. The tours take place daily at 12:30 p.m. and at 2:45 p.m. and leave from Room S313, Ross. For further information call -5144 or -5022.

**EVENTS:****THURSDAY, JUNE 15**

2:30 p.m. - Convocation Ceremonies: Founders and Calumet Colleges - Rosemary Brown, a former member of the British Columbia legislature and a long-time advocate for women and community issues, will accept the honorary Doctor of Laws degree in honor of her crusading work in Canadian social politics and feminism - north of Steacie

**FRIDAY, JUNE 16**

10:00 a.m. - Convocation Ceremonies: Faculty of Administrative Studies - David M. Culver, Chairman and CEO of Alcan Aluminum Limited, will receive the honorary Doctor of Laws degree in recognition of his distinguished corporate career and keen interest in international management education - north of Steacie

2:30 p.m. - Convocation Ceremonies: Osgoode Hall Law School - Mr. Justice Walter Surma Tarnopolsky, Justice of the Supreme Court of Ontario, Appeal Division, will accept the honorary Doctor of Laws degree for his achievements in the field of human rights - Dr. Tarnopolsky will address the graduates. Nelson Rolihlahla Mandela, South African lawyer and politician has also been offered the honorary Doctor of Laws degree for his service to the cause of justice - the University hopes he will be able to accept - north of Steacie

**SATURDAY, JUNE 17**

10:30 a.m. - Convocation Ceremonies: Atkinson College - The Hon. Flora MacDonald, a pioneering Canadian politician, has held the posts of Minister of Communications, Minister of Employment and Immigration, and Secretary of State for External Affairs among others - She will receive the honorary Doctor of Laws degree in honor of her distinguished career - north of Steacie

**MONDAY, JUNE 19**

10:00 a.m. - MA Defence - [Graduate Program in Philosophy] Doreen Silver will defend her thesis entitled "An Evaluation of Philo's 'Lack of Caution' in The Dialogues Concerning Natural Religion by David Hume" - Room S921, Ross

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**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than June 22, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

**Counsellor: Gina Dunnett**

Thesis Secretary - Graduate Studies (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, records, etc.); typing 40-45 wpm; word processing skills required; willingness to learn data base software skills; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to attend accurately to detail; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: 293D

Administrative Secretary - Registration, Atkinson - Peak period overtime required (High school graduation with secretarial training or equivalent; some university courses preferred; 1-2 years' related experience (e.g., secretarial, public service, answering enquiries, etc.) preferably in a student service area; typing 45-50 wpm, accuracy essential; word processing skills required; demonstrated good oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated good organizational skills; demonstrated ability to work independently and to set priorities; ability to oversee the work of others.) GRADE: 5 Provisional (\$23,278) JOB NO: 294D

Registration Assistant I - Registration, Atkinson (High school graduation; minimum 2 years' university education or equivalent; minimum 2 years' related experience (e.g. assessing academic records, on-line computerized records experience, front-line advising, etc.) in an academic programme office or student service area; demonstrated good organizational skills; microcomputing skills required; demonstrated good oral and written communication skills; good interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to exercise good judgement; demonstrated ability to attend accurately to detail and to work well under pressure; demonstrated supervisory skills; basic typing skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 295D

**Counsellor: Aloma Mendoza**

Undergraduate Records Assistant - Economics, Arts (High school graduation with secretarial training or equivalent; some university courses preferred; 2 years' related experience (e.g. advising, preparing for enrolment, etc.) in an academic program area or student service area; typing 45-50 wpm; accuracy essential; word processing skills required; demonstrated good oral and written communication skills; demonstrated good organizational skills; demonstrated ability to work independently and to set priorities; sense of responsibility; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people; on-line data entry skills required.) GRADE: 5 (\$23,278) JOB NO: 296E

**Counsellor: Nancy Wallace**

Registration Assistant - Office of the Registrar (Minimum 2 years' university education or minimum 3 years' community college required; minimum 2 years' related experience (e.g. handling enquiries in a student or public service area, coordinating and completing exercises and activities, accessing and updating computerized records, etc.), preferably in a post-secondary environment; demonstrated ability to appreciate and maintain confidentiality; demonstrated proficiency in data entry techniques; demonstrated proficiency in computer procedures/practices required; microcomputing skills preferred or willingness to learn; demonstrated good oral and written communication skills, including report writing; skill in compiling and analyzing information; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively with a high volume of work and frequent interruptions; demonstrated ability to attend meticulously to detail; demonstrated ability to interpret and simplify complex, detailed regulatory statements; demonstrated skill in exercising good judgement; basic typing skills, accuracy essential. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 297H

Administrative Secretary - Recreation & Athletics, Physical Education - Temporary to December 4, 1989 (High school graduation with secretarial training or equivalent; minimum 3 years' secretarial and administrative experience required; typing 50-55 wpm, accuracy essential; technical typing skills an asset; demonstrated proficiency in word processing; demonstrated data base management skills required; bookkeeping skills an asset; minute taking skills; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated good organizational skills; demonstrated ability to work accurately and effectively under pressure of high volume; demonstrated ability to set priorities and to work independently; demonstrated supervisory skills.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: 298H

Secretary - Osgoode (High school graduation with secretarial training, or equivalent; minimum 2 years' related experience (e.g. proofreading, administrative, secretarial, etc.); typing 45-55 wpm, accuracy essential; demonstrated word processing skills; skill in transcribing from dictation equipment; demonstrated good oral and written communication skills; demonstrated bookkeeping skills; demonstrated good organizational skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work independently and to set priorities; demonstrated ability to work effectively under pressure of high volume; proofreading skills required; tact and diplomacy essential; shorthand skills would be an asset.) GRADE: 4 (\$21,638) JOB NO: 299H

**Counsellor: Betty Vernassa**

Technical Coordinator - Dramatic Arts (English Department), Glendon College - This position requires overtime [Sessional - August 15 to May 15] (Community college diploma in theatre technology or equivalent; minimum 2 years' related experience (e.g., stage management, theatre production, etc.); demonstrated good oral and written communication skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated good interpersonal skills; demonstrated ability to train and to oversee the work of others; demonstrated good planning and organizational skills; demonstrated carpentry skills; demonstrated set and lighting design skills; demonstrated lighting and sound technology skills; demonstrated ability to attend accurately to detail; demonstrated budgeting skills; skill in exercising good judgement; Bilingual Module I (intermediate.) GRADE: MMT3 (Based on an annual salary of \$38,189) JOB NO: 300G

Monday, June 19 (12:00 noon) - Thursday, June 22 (12:00 noon)  
Volume 9, Number 46

### GENERAL:



Attention Members of the York Community: The structural work for the installation of a new freight elevator at Scott loading dock will begin Monday, June 19. The elevator will be constructed to operate between the first floor level of Central Square at the north side of the Student Affairs Office, and the basement level at the north side of Scott dock. Some demolition work will be necessary during the first stage of the project, which may cause some adverse effects and noisy conditions for those occupying space in the area. All construction activities will be restricted however, during the Winter/Summer exam writing hours in the week of June 26-30, so that noise is avoided. The entire project is expected to be completed by October.

The Director of Operations is forming an Advisory Committee to assist in the formulation of a University-wide Waste Recycling Policy. It is intended to submit the policy through the Physical Resources Group to the University Administration. After approval, a standard University-wide Waste Recycling Program will be developed. Anyone interested in serving on this committee should respond to Mr. Khursh Irani, Director of Operations (Room C34, EOB) no later than June 30, indicating interest, background and the constituency they are prepared to represent and/or deal with.

A farewell reception will be held to honour the retirement of Polly Wakelin. The reception will take place June 26 at 3:00 p.m. in the Winters' Senior Common Room. Contributions towards a gift can be forwarded to J. Silverthorne, Room 240, Fine Arts. For further information call -5137.

The Parking Office will close July 7 at 12:00 noon (rain date - July 14), in order that the staff of the Department of Security and Parking Services can attend the annual Physical Resources Barbeque.

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time Arts faculty for Faculty of Arts Fellowships. The Fellowships are intended to provide an opportunity to complete a research project by releasing the faculty member from all teaching responsibilities for one academic year. Up to six awards may be made each year. Further information and application forms may be obtained from the Dean's Office in the Faculty of Arts, Room S930, Ross (-5260). The deadline for applications is September 15.

York University Sports Seminars presents the seventh annual International Elite Hockey Coaching Symposium, June 23-25. The symposium features noted coaches such as Minnesota North Stars' Pierre Page, Canada's National Team assistant coach Guy Charron, University of Alberta's head coach Clare Drake, Canada's 1988 National Junior coach Dave Chambers and York University's head coach Graham Wise. The registration fee is \$190. For further information call -5649.

Weight Watchers will hold an Open House on June 28 at 12:00 noon in Room 282, Atkinson. The next 10-week session will begin July 5.

### EVENTS:

#### MONDAY, JUNE 19

1:30 p.m. - Faculty of Graduate Studies Council Meeting - Senate Chamber (S915), Ross

8:00 p.m. - Canadian Women Writers Series - [Atkinson] featuring Dionne Brand, poet, author and feminist  
- Junior Common Room, Glendon

#### TUESDAY, JUNE 20

3:00 p.m. - 4:30 p.m. - Reception - to honour Mary Lorimer, Financial Aid Administrator, who is retiring from York after 18 years of service - Financial Aid Office, EOB

#### WEDNESDAY, JUNE 21

10:00 a.m. - 1:00 p.m. - China in Crisis: An Informal Teach-in - [YUFA] First-hand accounts, reporting, background, context, analysis and commentary on the recent events in China, with Steven Endicott (History); K.T. Fann (Philosophy); Bernic Frolic (Political Science); Diana Lary (History); Ian Martin (English); Peter Mitchell (History); Don Willmott (Sociology); and representative(s) from the Association of Chinese Scholars and Students at York - informal discussion to follow; for further information call -5236 - Senate Chamber (9th floor), Ross

2:00 p.m. - Economics Seminar - "Stochastic Inflation, Costly Price Adjustment, and Social Welfare" with Prof. Leif Danziger, Bar-Ilan University - Room S839, Ross

### STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

\*Advisor, Sexual Harassment Education & Complaint Centre [2 year contract, 4 days per week] (University degree; several years' experience with the York community; demonstrated commitments in the following areas: violence against women, discrimination issues, human rights, advocacy work, oppression and power issues; demonstrated written and oral communication skills; good interpersonal skills; ability to work well under stress. Please submit a resume when making an application.) GRADE: P&M Ungraded (Based on an annual salary) JOB NO: 301B



Counsellor: Gina Dunnett

Equipment Administrator Analyst - Telecommunications, Computing Services (University degree, or community college graduate in a related field [Computer Science or Data Processing] or equivalent combination of education and experience; minimum 2-3 years' related experience in telecommunications, including a knowledge of computer techniques; working knowledge of operations of telecommunications computer/systems, including management of related software; project experience preferred; thorough knowledge of IBM 9751 hardware & software, including specialized software applications; ability to apply telecommunications' technologies a definite asset; excellent analysis capability; strong organizational skills; strong interpersonal skills; ability to deal effectively with all levels of management; intermediate knowledge of phonemail/hardware, data interfaces -DTI's,voice/data voice, Common carriers (network architecture), CBX Network Architecture - Trunking, Watts, T1, cabling system, Auto-Route Selection Software, Phonemail (Software, Hardware); advanced knowledge of CBX-II 8000 & 9000 Hardware and Software, Desk Top products, Digital Products, CRTC Tariff Structure, CMF Software, System Configuration Software. Please submit a resume when making an application.) GRADE: CS6 (\$32,979) JOB NO: 302D

Computer Records Assistant - Financial Aid, Student Affairs (High school graduation or equivalent, plus microcomputing courses; minimum 3 years' related experience [e.g., updating computerized records, batching files, processing applications, etc.], including some database management experience; advanced microcomputing skills; demonstrated database management skills required; demonstrated knowledge of microcomputer concepts and fundamentals; ability to maintain microcomputing software and hardware; data entry skills; demonstrated ability to pay meticulous attention to detail; demonstrated good oral and written communication skills; typing 40 wpm) GRADE: 5 (\$23,278) JOB NO: 309D

Counsellor: Aloma Mendoza

Senior Advisor - Advising Centre, Arts [Temporary to January 5, 1990] (University degree or equivalent; minimum 2 years' related experience [e.g., advising/counselling students, conducting training sessions, etc.]; demonstrated good oral and written communication skills; demonstrated good interpersonal skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; public speaking skills; analytical skills; researching skills; advising/counselling skills required; demonstrated skill in exercising good judgement; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to set priorities and work independently; demonstrated ability to maintain confidentiality; demonstrated good organizational skills; supervisory skills; word processing skills required; knowledge of data entry and retrieval techniques required; knowledge of degree programmes offered at York University would be an asset. Please submit a resume when making an application.) GRADE: 7 Provisional (Based on an annual salary of \$28,617) JOB NO: 303E

\*Supervisor (Night Shift) - Caretaking, Physical Plant [Hours of work - 11 p.m to 7:30 a.m.] (High school graduation or equivalent; minimum 3 years' related experience in caretaking operation, including supervisory experience; well developed knowledge of cleaning techniques, equipment, and cleaning compounds; a general knowledge of management principles, including supervisory skills in a unionized environment; good oral and written communication skills; good organizational skills; demonstrated ability to provide a high level of service to the York Community. Please submit a resume when making an application.) GRADE: P&M Ungraded JOB NO: 310E

Counsellor: Bruce Cater

Map Library Assistant B - Map Library, Scott Library (University graduation or equivalent with a minimum of 3 Geography courses required; one year general library experience; preference will be given to applicants with map or geography library experience; demonstrated good map skills [e.g. interpreting map information and geographical terms]; demonstrated good oral and written communication skills; demonstrated ability to deal courteously, cooperatively and effectively with people; good organizational skills; demonstrated aptitude and accuracy in detail work; typing 35-40 wpm required; demonstrated proficiency in word processing required.) GRADE: 5 Provisional (\$23,278) JOB NO: 304F

Counsellor: Nancy Wallace

Administrative Assistant II - Roberts Centre (High school graduation and 1 year university education or equivalent; 3 years' secretarial and administrative experience, preferably in a university environment; typing 45-50 wpm, accuracy essential; demonstrated word processing skills required; good organizational skills; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to work independently; demonstrated minute taking skills; budgetary or bookkeeping skills required; research skills preferred; ability to read and comprehend French preferred. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 305H

Graduate Program Assistant - Osgoode (High school graduation with secretarial training or equivalent; minimum 2 years' related experience [e.g. secretarial, administrative, registration, handling enquiries, etc.] preferably in a university environment; typing 40-45 wpm, accuracy essential; demonstrated word processing skills 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 independently, set priorities and meet deadlines; demonstrated ability to maintain confidentiality; skill in transcribing from dictation equipment an asset.) GRADE: 5 Provisional (\$23,278) JOB NO: 306H

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# York

## BULLETIN

UNIVERSITY

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

Monday, June 19 (12:00 noon) - Thursday, June 22 (12:00 noon)  
Volume 9, Number 46

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Thursday, June 22 (12:00 noon) - Monday, June 26 (12:00 noon), 1989  
Volume 9, Number 47

### GENERAL:

ATTENTION MEMBERS OF THE YORK COMMUNITY: On Thursday, June 29, York University will confer an honorary Doctor of Laws degree on Chaim Herzog, President of the State of Israel. Due to the special convocation exercise on June 29, parking lots AA and FF as well as St. Lawrence Blvd. west of the St. Lawrence Blvd./Fraser Drive Circle will be closed to all members of the community from 6:30 a.m. to 2:00 p.m. Bus service will also be suspended in this area from 10:30 a.m. to 2:00 p.m. Parking in lot 1B will also be closed to all members of the community from 6:30 a.m. to 2:00 p.m. Please note that on June 29, Canada Post will make one pick-up and delivery at 8:30 a.m. The afternoon schedule has been suspended.

The Soka Gakkai International (SGI), a non-governmental organization based in Japan, and the Municipality of Metropolitan Toronto, will present an exhibition of paintings and drawings by children from 108 countries around the world. The exhibition is titled "The World I Love: An International Celebration of Children's Art," and will be held at the Metro Toronto Convention Centre, 255 Front Street West, from June 24 to June 30. Admission is free. For further information call 656-2980.

Nominations are invited for the Prix Jacques Aubin-Roy. All University support staff are eligible for this prize. The value of the prize is approximately \$400. All nominations must be made in writing and accompanied by a letter of endorsement. The letter should describe how candidates for the award meet the following criteria and also include pertinent information and examples. The candidate for this prize should demonstrate excellence in performance of duties; possess bilingual skills and/or make an effort to attain those skills; attempt to develop harmony among the Glendon/York communities; demonstrate campus-wide cooperation and, where the nature of the job permits, enhance inter-campus relations; show interest in the aesthetic nature of the environment; and demonstrate loyalty to Glendon College and York University while working to promote their best interests. Nominations should be sent to the Personnel Office, Glendon College, by July 7.

York University Sports Seminars presents the following:

- Volleyball Athlete Development Camp, June 26-30. This seminar will help athletes develop a solid foundation in passing, digging, attacking, blocking and team play. The registration fee is \$150.
  - Track and Field Level II Coaching Certification Seminar in Throws, June 29-30. This seminar will cover in-depth instruction in shotput, discus, javelin and hammer throws. The registration fee is \$70.
- For further information on either seminar, call -5649.

DIAR Photography: Slide production, black and white printing, location photography and passport photographs will not be available from June 26 to July 14, due to summer vacation schedules. Colour services through Benjamin Film Laboratories will continue as usual.

A reception will be held to honour Dennis Pilkey, Mechanical Engineer with the Department of Physical Plant since 1982, who is retiring from York effective July 1. The reception will take place June 29 from 3:00 to 5:00 p.m. in the Faculty Lounge, Ross. Contributions towards a gift may be sent to Debbie Kee, Room C30, EOB (-5445) or Dorothy Polack, Room C14, EOB (-7614) by June 23.

The Institute for Space and Terrestrial Science has an immediate opening for a Project Engineer to work in the Space Geodynamics Laboratory. Qualifications must include a BSc (Electrical Engineering) degree or its equivalent. The successful candidate should be an enthusiastic self-starter, capable of working with minimum supervision on a wide variety of challenging tasks related to the design, development, and implementation of VLBI systems for Radio Astronomy, Geodynamics, and Geodetic applications. Salary commensurate with experience. Interested applicants should forward resumes to the Human Resources Director, ISTS, 4850 Keele Street, Second Floor, North York M3J 3K1 by June 30.

The Retirement Consultation Centre is holding a Focus Group to select topics for a conference on Women's Aging. Females, 50 or over, interested in participating in a discussion group are asked to call Kaela Jubas at -6228.

The Annual Report of the Retirement Consultation Centre is now available. For a copy call -6228

Applications are being accepted for the AUCC Micro-Fund for planning missions for the development of international projects. Funds are limited to travel and living expenses. Application forms and guidelines are available from York International, Room 110, Admin. Studies. The deadline for submitting applications for the next competition is June 26.

The Centres of Excellence Program for the Advancement of International Development, Round Two, has had the deadline rescheduled from June 30 to November 30. Modified guidelines will be available sometime later this summer to facilitate second round submissions. For further information call York International or the Office of Research Administration.

### EVENTS:

#### THURSDAY, JUNE 22

2:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross

3:00 p.m. - Farewell Reception - to honour Tom Meininger as he completes his term as Provost - Junior Common Room, Stong (RSVP to -5144)

**EVENTS (cont'd.)**

**FRIDAY, JUNE 23**

10:30 a.m. - PhD Defence - [Graduate Program in Sociology] Zoran Pejovic will defend his dissertation entitled "Boulevard of Dreams: Croatsians and Education in Ontario" - Room N831, Ross

2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Wa James Tam will defend his dissertation entitled "Saccadic Latency and an Oculomotor Unlocking Process" - Room N927, Ross

**MONDAY, JUNE 26**

9:00 a.m. - MSc Defence - [Graduate Program in Biology] Andrew S. Young will defend his thesis entitled "Hydroacoustic Assessment of Small Inland Lake Fish Populations" - Lumber's Museum

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than June 29, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

\*Assistant Manager - Installation and Maintenance, Telecommunications, Computing Services (University degree or community college diploma in Electronic Engineering or equivalent courses in telecommunications management, or certification in maintenance of large PBX systems; several years' experience in a telecommunications operating and maintenance environment, including supervisory skills, preferably in a large or complex environment; advanced level knowledge of communications systems, preferably IBM 9751, PBX systems, CBX 8000 and 9000 hardware and software; excellent oral, written and public relations skills; good human resource management skills, including the ability to direct, train and motivate staff; initiative and creativity; budgeting skills; good analytical skills. Please submit a resume when making an application) GRADE: P&M 8 Under Review (\$41,140-\$49,780) JOB NO: 311D

Project Coordinator - Calumet College (High school graduation; one year post-secondary education or equivalent; 1-2 years' related experience (e.g. researching and coordinating projects, microcomputing applications, writing papers/reports, organizing and planning events, etc.), preferably in a university environment; demonstrated skills in database management, computerized spreadsheets, and word processing; demonstrated knowledge of distributed networks and peripherals (e.g. scanner, plotter); basic knowledge and skill in graphics applications and electronic mail; basic knowledge of microcomputer operating systems, computer concepts and fundamentals; demonstrated good oral and written communication skills; research and report-writing skills; demonstrated good organizational skills; budgetary skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to work independently and to set priorities; initiative; demonstrated ability to exercise good judgement; basic typing skills required. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 312D

Registration Assistant - Registration, Atkinson [Sessional March 1, to October 31, overtime is required] (High school graduation or equivalent; 1-2 years' related experience (e.g., processing forms, answering enquiries, data entry, etc.); typing 30-35 wpm, accuracy essential; good oral communication skills; demonstrated ability to attend accurately to detail under pressure of high volume; ability to deal courteously and effectively with people; some knowledge of Student Records System preferred.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 313D

Student Records Processor - Office of the Registrar [Temporary to October 30, 1989] (High school graduation or equivalent, with courses in data processing (including at least one computer language course) and microcomputing; minimum 2 years' experience in data processing, preferably in a university environment; typing 40 wpm, accuracy essential; demonstrated proficiency in word processing and microcomputing skills; demonstrated good oral communication skills; good written communication skills; demonstrated ability to work independently, to set priorities and to meet deadlines; demonstrated ability to attend accurately to detail; demonstrated excellent organizational and record keeping skills; ability to prepare statistical reports; excellent customer service skills; demonstrated ability to deal tactfully and effectively in meeting the requirements of both technical staff and end users; demonstrated ability to deal courteously and effectively with people; demonstrated ability to maintain confidentiality; knowledge of Student Records System an asset; basic understanding of user operational requirements preferred. GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 321D

Counsellor: Aloma Mendoza

Assistant to Petitions Secretary - Office of Student Programs, Arts (University degree or equivalent; minimum 2 years' related experience (e.g., student service, interpreting/explaining faculty legislation, student advising, etc.); demonstrated good organizational skills; demonstrated ability to exercise good judgement; initiative; demonstrated good oral and written communication skills; skill in giving oral presentations of complex material; demonstrated good interpersonal skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; ability to maintain confidentiality; demonstrated ability to work independently, to set priorities, and to meet deadlines; supervisory skills; demonstrated ability to work quickly and accurately under pressure of high volume; demonstrated analytical skills; microcomputing and word processing skills required; familiarity with a computerized student records system preferred. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 314E

Counsellor: Nancy Wallace

Student Affairs Floater - Student Affairs [Temporary to October 31, 1989] (High school graduation or equivalent; 1 year related experience (e.g., front-line service, reception experience, etc), preferably in a student services area; typing 35-40 wpm; demonstrated good oral communication skills; 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 effectively under pressure in a public service area; microcomputer skills or willingness to learn.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 315H

Faculty Secretary - Osgoode [Temporary to June 29, 1990] (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: 316H

- continued

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

- \*Associate Director "B" - Student Programs, Education (University degree or equivalent; several years' related experience, including administrative and supervisory experience; demonstrated ability to coordinate and supervise staff across complex and varied functions; ability to communicate effectively, both orally and in writing, with people at all levels; tact and diplomacy essential; knowledge of spreadsheet, database and/or word processing programs or a willingness to learn; proven ability to work effectively under pressure while directing concurrent activities. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270-\$42,675) JOB NO: 317H
- \*Associate Director "A" - Student Programs, Education (University degree or equivalent; several years' related experience, including administrative and supervisory experience; demonstrated ability to coordinate and supervise staff across complex and varied functions; ability to communicate effectively, both orally and in writing, with people at all levels; excellent counselling and interpersonal skills; tact and diplomacy essential; knowledge of spreadsheet, database and/or word processing programs or a willingness to learn; proven ability to work effectively under pressure while directing concurrent activities. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270-\$42,675) JOB NO: 318H
- Student Programs Clerk - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience (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 good organizational skills; demonstrated ability to work cooperatively and effectively with co-workers; good oral communication skills; tact and diplomacy; demonstrated ability to work quickly and accurately under pressure and to handle a high volume of work on a continuing basis; demonstrated ability to deal courteously and effectively with people. GRADE: 4 (\$21,638) JOB NO: 319H
- Student Programs Assistant II "A" - Office of Student Programs, Education (High school graduation with some university courses or equivalent; minimum 3 years' related experience (e.g., advising, records, etc.), preferably in a student service area; some supervisory experience required; typing 40 wpm, accuracy essential; word processing skills required; data entry skills required; demonstrated good oral and written communication skills; demonstrated good organizational skills; demonstrated ability to work accurately and effectively under pressure and to 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 student records system would be an asset. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 320H

**SUMMER INTERCHANGE:**

- Sale**
- 1982 Yamaha Virago, 920 cc, 7,000 km, mint condition, limited edition with LCD instrument cluster, certified -\$2,800. Call Jamie at -5256
  - Dinette set: 48" round table, wood grain arborite top, 4 swivel chairs, red leatherette upholstery, black metal frame -\$200. Call -6130 or 832-1858 after 5:00 p.m.
  - Crossroads condominium, Sheppard/DVP, 1 bedroom plus den, large eat-in kitchen, walk-out to balcony, recreation centre, tennis courts, laundry ensuite, security. Call 493-4709 evenings
  - 1984 Ford Escort GL, automatic, 83,000 km -\$3,300. Call 663-3791
  - Manual ditto machine -\$50; reel to reel tape recorder -\$40; slide projector -\$35; film strip projector -\$35; Phillips dicta machine -\$35. Call Neye at 663-3731
  - Wedding dress/veil, size 10 -\$100; traditional style wedding ring set -\$300; amethyst ring -\$75; aqua marine, cubic zircon ring -\$40 (all size 5); long burgundy dress, size 10 -\$50; collector plates: Symphony in Steam -\$350; Little Miss Muffet -\$80; Rhett -\$35; Melaine -\$35; Stop & Smell the Roses -\$80 (all with boxes and certificates). Call Susan at -5153 or 729-2652 after 6:00 p.m.
  - 1969 Triumph GT6, restored -\$4,000. Call 635-2148 or 1-478-2721
  - 1985 Ford Mustang LX, 4 cyl., 88,000 km, grey on grey, power steering, brakes, locks, cruise control, new brakes, tires and muffler -\$5,500. Call 741-1154
  - 1987 Chevrolet Spring, 5-speed standard, red, 33,000 km, still under warranty, mint condition -\$5,000. Call -5135 or 631-0557
  - 1981 Ford F150 pick-up truck with cap, V8, automatic, power steering and brakes, certified -\$3,000. Call Keith at -7607 or Sherry at -4538
- Rent**
- Four-bedroom house in Brampton, 2 1/2 bathrooms, family room with fireplace, fenced yard, fridge, stove, washer, dryer, close to schools, park, shopping, transportation, 2,100 sq. ft., Hwy 10/Steeles, available July 1 -\$1,300/month plus utilities. Call Gord at 738-4182 after 6:00 p.m.
  - Clean rooms, all include cable, parking and laundry -\$95/week or \$375/month. Call Laurie or Jayne at -4078 before 4:00 p.m. or 769-4942 after 5:00 p.m.
  - Two-bedroom apartment, fully furnished, underground parking, Bloor/Spadina, available August 15/89 to July/90 -\$1,250/month. Call 920-2588
  - Three-bedroom home in Richmond Hill, new, unfurnished, 2,100 sq. ft, garage, central air, available August 1 for 6-12 months -\$1,300. Call Robert at 738-9777
  - Cottage, sleeps 5, clean, private lakefront, 120 miles north. Call 238-9830 after 6:00 p.m.
  - Large basement apartment, Yonge/Finch, large bedroom with fireplace, extra storage, backyard, air conditioning, private bath, kitchen and entrance, shared laundry and parking is negotiable, prefer non-smokers, available July 3 -\$700. Call Julie at -7297 from 9:00 a.m. to 3:00 p.m.
- Free**
- Eight-month old, black/grey, neutered kitten to a good home, needs to be outdoors/indoors. Call Carole at -3109
  - Two black/white kittens, approximately 6 weeks old to a good home. Call Maxine at -6323
- Wanted**
- Two or three-bedroom apartment for faculty member with a wife and two young children, needed for mid-July. Call Lynda at -2362

Monday, June 26 (12:00 noon) - Thursday, June 29 (12:00 noon), 1989  
Volume 9, Number 48

### GENERAL:

Canada Day: University offices will be closed Monday, July 3.

The Director of Operations is forming an Advisory Committee to assist in the formulation of a University-wide Waste Recycling Policy. It is intended to submit the policy through the Physical Resources Group to the University Administration. After approval, a standard University-wide Waste Recycling Program will be developed. Anyone interested in serving on this committee should respond to Mr. Khursh Irani, Director of Operations (Room C34, EOB) no later than June 30, indicating interest, background and the constituency they are prepared to represent and/or deal with.

The Department of Postal Services will close July 7 at 12:00 noon (rate date - July 14), in order that the staff can attend the annual Physical Resources Barbeque. Hours of service will be as follows: Counter Operation & Central Mailroom - 8:00 a.m.-12:00 noon; and Admin. Studies & WOB - 8:30 a.m.-11:00 a.m. There will be one on-campus mail delivery and pick-up scheduled to begin at 8:30 a.m. The Parking Office will also close July 7 at 12:00 noon, in order that the staff of the Department of Security and Parking Services can attend the annual barbeque.

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time Arts faculty for Faculty of Arts Fellowships. The Fellowships are intended to provide an opportunity to complete a research project by releasing the faculty member from all teaching responsibilities for one academic year. Up to six awards may be made each year. Further information and application forms may be obtained from the Dean's Office in the Faculty of Arts, Room S930, Ross (-5260). The deadline for applications is September 15.

The Atkinson Computer Club will offer the following seminars/workshops: DeskTop Publishing - June 30, July 7 & 14; How to set up a Bulletin Board System - September 14; PC Boards Tips and Tricks - July 6 & September 8; Introduction to the Mac/Aniga - August 17; Micro-to-Mainframe Links, PC Networks and connectivity - June 28-30; Introduction to DOS - October 19; Advanced WordPerfect; and Hard Disk Management. Interested persons are asked to call 736-9748.

### EVENTS:

#### MONDAY, JUNE 26

- 1:00 p.m. - MA Defence - [Graduate Program in Psychology] Brian James Cox will defend his thesis entitled "Clinical and Nonclinical Manifestations of Panic Attacks: A Test of the Panic-Anxiety Continuum Model" - Room 203, Behavioural Sciences
- 3:00 p.m. - Reception - to honour the retirement of Polly Wakelin; contributions towards a gift may be sent to J. Silverthorne, Room 240, Fine Arts; for further information call -5137 - Senior Common Room, Winters
- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

#### WEDNESDAY, JUNE 28

- 12:00 noon - Weight Watchers' Open House - the next 10-week session will begin July 5 - Room 282, Atkinson
- 1:30 p.m. - MA Defence - [Graduate Program in Psychology] Malini Singh will defend her thesis entitled "The Effect of Hatha Yoga in the Reduction of Anxiety: And The Role of Locus of Control" - Room N927, Ross
- 8:00 p.m. - Canadian Women Writers Series - [Atkinson] featuring Janis Rapoport, currently writer-in-residence at the Beeton Public Library - Junior Common Room, Glendon

#### THURSDAY, JUNE 29

- 12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "Mr. Nobody" (35 min.) - the film examines the issue of what should be done when reclusive seniors refuse help - Room 105, Admin. Studies Bldg.

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 4, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Technician/Demonstrator - Interdisciplinary Computer Centre, Fine Arts [Sessional: August 15 to May 15]  
(2 years' post-secondary education, including several computer programming courses; 2 years' related micro/mainframe experience (e.g. demonstration, equipment maintenance, troubleshooting, etc.), including experience in the fine arts, preferably in a post-secondary environment; working knowledge of various fine arts computer applications, including hardware (i.e. scanners, CD-ROM, video taping, music samplers, keyboard/synthesizers, plotters); microcomputing, graphics, computerized spreadsheets, computer-aided design, visual arts/film/video/music/dance - related software, and scripting/screenwriting program skills required; skill in writing or modifying mainframe and microcomputing programs required; server programming (e.g. MacJanet) required; knowledge of data security methods; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; bookkeeping skills required; good organizational and scheduling skills; demonstrated ability to train and oversee the work of others; initiative. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary of \$40,482) JOB NO: 322D

## STAFF POSITIONS (cont'd.)

### Counsellor: Bruce Cater

Postal Assistant, Delivery "A" - Postal Service, Physical Plant [Shifts on 4 week cycle: 8:00 a.m.-4:00 p.m. for 3 weeks; 7:30 a.m.-3:30 p.m. for 1 week] (High School graduation or equivalent; 1 year related experience (e.g., delivery, sorting, courier, etc.), preferably in a large, complex organization; valid "F" or "G" driver's licence with good driving record; ability to lift heavy mail bags; demonstrated good organizational skills with ability to meet deadlines; demonstrated ability to adapt to changing priorities; demonstrated ability to attend accurately to detail; demonstrated ability to work quickly and effectively under pressure of high volume. GRADE: 4 (\$21,638) JOB NO: 323F

Secretary - Office of the Director, Scott Library, Libraries (High school graduation with secretarial training or equivalent; minimum 2 years' related secretarial experience (e.g. scheduling meetings and appointments, making arrangements, committee support, etc.), preferably in an educational environment; typing 50 w.p.m., accuracy essential; demonstrated proficiency in wordprocessing; demonstrated spreadsheet skills required; good oral and written communication skills; good organizational skills; demonstrated ability to work accurately and effectively under pressure; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential.) GRADE: 4 (\$21,638) JOB NO: 324F

Stacker (Acquisitions and Lists) - Law Library, Libraries (High school graduation or equivalent; 1 year library experience or 1 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: 325F

Sound Recordings Assistant "B" - Sound Recordings Library, Libraries [Sessional August 15-April 15 (Minimum of one year of university music or related fine arts program; Intermediate level (Grade 6 Conservatory) of music training or equivalent demonstrated knowledge; minimum 1 year library experience, high volume public service experience preferred; demonstrated knowledge of audio equipment repair and maintenance procedures; basic keyboard skills to operate a computer terminal; good interpersonal skills; demonstrated good oral communication skills; demonstrated ability to deal courteously, effectively and calmly with a high volume of enquiries; reading comprehension of German language preferred; wordprocessing skills or willingness to learn.) GRADE 4 Provisional (Based on an annual salary of \$21,638) JOB NO: 326F

Conference Coordinator - Business Operations, Glendon College [Weekend and evening work required] (Community college diploma in hospitality/hotel management or equivalent; minimum 3 years' related experience (e.g. conference planning and implementation, sales and marketing, etc.) in the hospitality/hotel industry; demonstrated good oral and written communication skills; demonstrated good grammatical and spelling skills in French and English; demonstrated customer service skills essential; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated good interpersonal skills; demonstrated ability work effectively under pressure in a high volume area; demonstrated good organizational skills; demonstrated report writing and minute taking skills; demonstrated budgetary, record-keeping, and accounting skills required; demonstrated supervisory skills; demonstrated ability to work independently, set priorities and meet deadlines; microcomputing, computerized spreadsheet, wordprocessing, database and software program skills required; typing 40-45 wpm; Bilingual Modules I (Advanced), III (Intermediate), and IV (Advanced). Please submit a resume when making an application.) GRADE: 6L Provisional (\$28,617) JOB NO: 329F

### Counsellor: Mary Malyk

\*Shipping and Receiving Clerk - Facilities, Scott Library, Libraries [Part-time 17-1/2 hours per week] (Grade 10; high school graduation or equivalent preferred; previous shipping/receiving or materials handling experience preferred; demonstrated ability to lift heavy materials; good coordination in working with several detailed manual operations (e.g., sorting and packing); good oral communication skills; demonstrated ability to deal courteously and effectively with people; valid driver's license with good driving record.) GRADE: 2 (Based on an annual salary of \$19,338) JOB NO: 327C

### Counsellor: Nancy Wallace

Voice Response Coordinator - Student Records, Office of the Registrar (Community college diploma or university degree or equivalent, preferably with coursework pertaining to management information technology; minimum 3 years' related experience (e.g. experience in enrolment processes, working with systems, data analysis, etc.), preferably in a university environment; demonstrated proficiency in wordprocessing, microcomputing, and computerized spreadsheets required; excellent oral and written communication skills; demonstrated good public speaking skills; demonstrated ability to deal tactfully and effectively, to meet the requirements of both technical staff and end users; demonstrated ability to deal courteously and effectively with people; demonstrated excellent organizational skills; demonstrated ability to work independently, to set priorities and meet deadlines; demonstrated ability to work accurately and attend to detail; demonstrated good analytical skills; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to maintain confidentiality essential; knowledge of a computerized student records system and an in-depth understanding of its applications in a university environment preferred. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: 328H

## SUMMER INTERCHANGE:

- Sale - Synthesizer, Roland Alpha Juno 2, fully programmable, memory for 128 sounds, full MIDI implementation, mint condition -\$950. Call Tim at -4642 or 663-4156
- 1987 Volkswagen Fox GL, 4-speed, 4-door, excellent condition -\$8,300. Call 850-1447
  - 1984 Grand Prix, V6 engine, automatic, air conditioning, wire wheels, good condition, certified -\$5,900. Call Lynda at -2246
  - 1981 Camaro, good running condition, no rust -best offer. Call Ed Morris at 631-2659
  - 1980 Malibu Wagon, V6, power steering & brakes, new tires, exhaust and shocks - \$1,300. Call Joyce at 223-5010
  - 1974 Apache Trailer, sleeps 8, forced-air furnace, stove, icebox, new drapes, pull-out awning, cushions and bed -\$3,650. Call Guy at 841-1873
- Rent - Furnished 4-bedroom house, 3 baths, family room, central air, available August 1 for 1 year. Call 222-9810
- 2-bedroom condominium, available immediately, Weston/Sheppard -\$975/month. Call 850-1447



# York

UNIVERSITY

## BULLETIN

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

Thursday, June 29 (12:00 noon) - Thursday, July 6 (12:00 noon), 1989  
Volume 9, Number 49

### GENERAL:

Canada Day: University offices will be closed Monday, July 3.

Food Services Hours (July 1-3): Complex I (Founders/Vanier) food service outlet will be open from 7:30 am-6:00 pm. All other outlets will be closed.

Members of the York community are asked to note that effective July 1 the rate of mileage reimbursement allowance will increase to 23 cents per kilometre. The revised rate of mileage is based on data published by the Canadian Automobile Association and reflects recent increases in the costs of gasoline and other automobile operating expenses.

Red Cross Blood Donor Clinics: July 10 and 11, 10:00 am-4:00 pm, East Bear Pit, Central Square.

York University Sports Seminars presents: Track and Field Level I Coaching Certification Seminar, July 4-7. The course includes instruction in sprints, relays, hurdles, distance running, vertical and horizontal jumping, throwing and race walking. Registration fee is \$110; Track and Field Level II Coaching Certification Seminar in Sprints/Hurdles, July 6 and 7. This seminar will cover techniques and training methods for the 100m to 400m sprints and the 100m, 110m and 400m hurdles. Registration fee is \$70; Volleyball Level I and II Coaching Certification Seminar, July 10-13. The Level I course is designed for coaches of beginner and novice athletes. The Level II course is designed for the coach of slightly more advanced and experience teams. Registration fee is \$150. For further information call -5649.

A University department has available: 1-NP-3725 Canon photocopier, auto feed, 20 bin collator, two-sided copies, 27 copies per minute. The existing lease of \$318 per month can be assumed for 24 months with a purchase option of approximately \$900 at lease end. For further information call D. Watts at -2403.

The following surplus equipment is available on campus: AEL Plus Terminal (2); Qume Printer, Acousticover for printer, Sheetfeeder, Miscellaneous supplies (ribbons, diskettes, etc.); and a Ditto machine, model #9E21. For further information call D. Watts at -2403.

Nominations are invited for the Prix Jacques Aubin-Roy. All University support staff are eligible for this prize. The value of the prize is approximately \$400. All nominations must be made in writing and accompanied by a letter of endorsement. The letter should describe how candidates for the award meet the following criteria and also include pertinent information and examples. The candidate for this prize should demonstrate excellence in performance of duties; possess bilingual skills and/or make an effort to attain those skills; attempt to develop harmony among the Glendon/York communities; demonstrate campus-wide cooperation and, where the nature of the job permits, enhance inter-campus relations; show interest in the aesthetic nature of the environment; and demonstrate loyalty to Glendon College and York University while working to promote their best interests. Nominations should be sent to the Personnel Office, Glendon College, by July 7.

Members of the York community are asked to note that the telephone number for the Atkinson Computer Club is 736-9748.

### EVENTS:

#### THURSDAY, JUNE 29

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "Mr. Nobody" (35 min.)  
- the film examines the issue of what should be done when reclusive seniors refuse help - Room 105, Admin. Studies Bldg.

3:00 p.m. - 5:00 p.m. - Reception - to honour Dennis Pilkey, Mechanical Engineer, Department of Physical Plant since 1982, who is retiring from York - contributions towards a gift may be sent to Debbie Kee, Room C30, EOB (-5445) or Dorothy Polack, Room C14, EOB (-7614) - Faculty Lounge, Ross

#### TUESDAY, JULY 4

4:00 p.m. - MEd Defence - [Graduate Program in Education] Susan Hiraishi will defend her dissertation entitled "Learning Disabled Adolescents' Perceptions of Conditions Critical To Their Academic Success"  
- Room N831, Ross

#### WEDNESDAY, JULY 5

8:00 p.m. - Canadian Women Writers Series - [Atkinson] featuring Adele Wiseman, one of Canada's leading fiction writers - Junior Common Room, Glendon

#### THURSDAY, JULY 6

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "A House Divided: Caregiver Stress & Elder Abuse" (35 min.) - this film examines the tragedy of elder abuse, the anguish of the victim, the complexity of family relationships, and the need for community support - for further information call -6228 - Room 105, Admin. Studies

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**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than July 7, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

\*Administrative Officer - Joint Centre for Asia Pacific Studies [This position will be posted at York and the University of Toronto] The successful candidate will remain on the compensation schedule including benefits of his/her institution. The position will be located on the main campus of York University at Keele and Finch. University graduation or equivalent; several years' office management/administrative experience; supervisory and budget/financial experience required; demonstrated excellent oral and written communication skills; excellent interpersonal and public relations skills; tact and diplomacy; excellent organizational skills, including the ability to coordinate and monitor a number of projects. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$38,090-\$46,090) JOB NO: 329B

Counsellor: Gina Dunnett

Senior Telecommunications Maintenance Technician - Telecommunications, Computing Services (Community college diploma in Electronic Engineering or equivalent: certification in maintenance of large PBX systems (preferably IBM 9751); minimum three years' related experience installing and repairing large PBX systems, including all support hardware and software; demonstrated good oral and written communication skills; demonstrated good analytical skills; demonstrated ability to deal courteously and effectively with people; good organizational skills; Advanced proficiency in maintenance of large private branch exchange systems; Advanced level of knowledge of CBX-11 8000/9000, and IBM 9751 hardware and software, voice processing/messaging systems and associated software (i.e. ARS, ACD), data communications hardware and software as it relates to a large PBX system; Intermediate knowledge of testing equipment and peripheral hardware and software (i.e., voice announcers, T1 networking, long distance networking.) Please submit a resume when making an application.) GRADE: CS7 (\$36,748) JOB NO: 331D

Departmental Secretary - Sociology, Atkinson (High school graduation with secretarial training or equivalent; minimum 2 years' related secretarial experience (e.g., wordprocessing, microcomputing, answering enquiries, etc.), preferably in a university environment; typing 50-55 wpm, accuracy essential; data entry skills required; wordprocessing and basic spreadsheet skills required; demonstrated microcomputing skills and knowledge of computer concepts and fundamentals; demonstrated ability to work independently, set priorities and meet deadlines; good oral and written communication skills; excellent interpersonal skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with people; demonstrated good organizational skills; demonstrated ability to maintain confidentiality; skill in transcribing from dictation equipment; demonstrated ability to attend accurately to detail.) GRADE: 4 (\$21,638) JOB NO: 332D

Counsellor: Aloma Mendoza

\* Administrative Officer - York-Nankai Exchange Program [Temporary from July 24 to November 24, 1989] (University degree or equivalent; 1-2 years' related administrative experience; excellent oral and written communication skills; excellent interpersonal skills; strong organizational and planning skills; good budgetary skills; supervisory skills; excellent wordprocessing and microcomputer skills, including spreadsheet skills; knowledge of Mandarin required. Please submit a resume when making an application.) GRADE: P&M 4 (Based on an annual salary of \$30,240-\$36,590) JOB NO: 330B

Secretary - Psychology, Arts Part time Sessional January 1 to October 31, 25 hours per week 9:30 a.m.- 3:30 p.m. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; experience working in a university environment an asset; typing 40-50 wpm; wordprocessing skills preferred or willingness to learn; good organizational skills; demonstrated ability to deal courteously and effectively with people; pleasant telephone manner.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 333E

Counsellor: Mary Malyk

Slide Library Clerk B - Visual Arts, Fine Arts [Temporary from August 1, 1989 to July 31, 1990] (University degree or equivalent with a concentration in Art History; some related experience (e.g., working with slides and related audio-visual equipment, library experience, etc.), preferably in an educational environment; meticulous approach to detail; demonstrated accuracy in detail work; demonstrated good oral communication skills; excellent organizational skills; demonstrated ability to deal courteously and effectively with people; basic typing skills; microcomputing skills preferred or willingness to learn.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 336C

Counsellor: Nancy Wallace

Technical Secretary I - Chemistry, Science (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including some technical wordprocessing experience; typing 45-50 wpm, accuracy essential; demonstrated advanced wordprocessing skills; skill in transcribing from dictation equipment preferred; good oral communication skills; demonstrated ability to attend accurately to detail under pressure of high volume; demonstrated good organizational skills; ability to set priorities; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$21,638) JOB NO: 337H

Correction to Bulletin of June 26, 1989

Counsellor: Gina Dunnett

Technician/Demonstrator - Interdisciplinary Computer Centre, Fine Arts Sessional August 15 to May 15 (two years' post-secondary education, including several computer programming courses; 2 years' related micro/mainframe experience (e.g. demonstration, equipment maintenance, troubleshooting, etc.), including experience in the fine arts, preferably in a post-secondary environment; working knowledge of various fine arts computer applications, including hardware (i.e. scanners, CD-ROM, video taping, music samplers, keyboard/ synthesizers, plotters); microcomputing, graphics, computerized spreadsheets, computer-aided design, visual arts/film/video/music/dance - related software, and scripting/screenwriting program skills required; skill in writing or modifying mainframe and microcomputing programs required; server programming (e.g. MacJanet) required; knowledge of data security methods; demonstrated good oral and written communication skills; demonstrated ability to deal courteously and effectively with people; bookkeeping skills required; good organizational and scheduling skills; demonstrated ability to train and oversee the work of others; initiative. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary of \$29,812) JOB NO: 322D