

York

BULLETIN

UNIVERSITY

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.

Counselor: 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: 3298

Counselor: 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, TI networking, TI 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

Counselor: 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: 3308

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

Counselor: 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

Counselor: 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

Counselor: 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

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Published by
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Suite A
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(416) 736-5010.

Thursday, July 6 (12:00 noon) - Monday, July 10 (12:00 noon), 1989
Volume 9, Number 50

GENERAL:

The Department of Human Resources announces the following appointments:

William Yasui, Facilities Planner, Department of Facilities Planning and Management, effective June 29. The following promotions/transfers have also taken place: Ulla Campbell, Assistant Manager, Information Services & Switchboard, Telecommunications, York Computing Services; Netta Rankin, Information Officer, Department of Human Resources; David Stadnicki, Student Programmes Officer, Administrative Studies; Frank Thiele, Assistant Student Programmes Officer, Office of Student Programmes, Arts; David Thompson, Project Co-ordinator, Construction Division, Physical Resources.

The Counselling and Development Centre will offer Relaxation Groups for staff members. There will be two groups meeting for four weekly one-hour sessions, beginning July 12 at 12:00 noon and again at 1:00 p.m. For further information, or to register in advance, call -5297 or go to Room 145, Behavioural Sciences Bldg.

Members of the York community are asked to note that due to unforeseen circumstances, the sale of 1989/90 parking decals will be delayed. Anyone in possession of a 1988/89 Full Time Reserved or Unreserved parking decal will be allowed to continue parking with their decals until July 28. Decal holders should receive a renewal package in the mail prior to July 28. An announcement will be made advising you of the date decals can be purchased.

Anyone storing materials in the Wildcat (Physical Plant storage) are asked to contact Keith Gouglas at -7607 to arrange for the relocation or disposal of these items. All items unclaimed by July 14 will be disposed of.

The Office of Student Affairs regrets any inconvenience or disruption of service resulting from the construction work taking place in the office area. Normal service is expected to resume on July 17.

EVENTS:

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

MONDAY, JULY 10

10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

STAFF POSITIONS:

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

Counsellor: Mary Malyk

*Administrative Secretary - Job Evaluation, Human Resources (High school graduation with secretarial training or equivalent; minimum 3 years' administrative and secretarial experience; typing 40-50 w.p.m., accuracy essential; spreadsheet and database skills required; bookkeeping skills; demonstrated skill/ability in the following areas: word processing and microcomputing; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; setting priorities and working independently; working with a budget; working accurately with detail work; good oral communication and excellent organizational skills.) GRADE: 5 (\$23,278) JOB NO: 338C

Counsellor: Gina Dunnett

Admissions Assessor - Atkinson, Admissions (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience (e.g., assessing applications/transcripts, counselling and advising, etc.), preferably in a student services area; demonstrated skill/ability in the following areas: exercising tact and diplomacy; dealing courteously and effectively with people; exercising good judgement; working independently; working accurately and effectively under pressure of high volume; attending accurately to detail; excellent interpersonal and organizational skills; excellent oral communication skills (e.g., public speaking and presentations); excellent written communication skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 339D

Counsellor: Aloma Mendoza

Secretary to the Chair - Social Science, Arts (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a university environment; typing 55-60 w.p.m., accuracy essential; word processing skills required; excellent interpersonal skills; demonstrated skill/ability in the following areas: exercising tact and diplomacy; dealing courteously and effectively with people; setting priorities; maintaining confidentiality; working accurately and effectively under pressure of high volume; good oral and excellent written communication skills; excellent organizational skills.) GRADE: 5 (\$23,278) JOB NO: 340E

Secretary - Office of the Dean, Arts (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a university environment; typing 45-55 w.p.m., accuracy essential; microcomputing skills an asset; pleasant telephone manner; demonstrated skill/ability in the following areas: word processing and computerized spreadsheets; setting priorities; adapting to changes in the work environment; maintaining confidentiality; dealing courteously and effectively with people; exercising tact and diplomacy; good oral communication and excellent organizational skills.) GRADE: 4 (\$21,638) JOB NO: 341E

- continued

STAFF POSITIONS (cont'd)

*Civil Engineer - Construction Division, Physical Resources (A degree (or equivalent) in Civil Engineering with membership (or eligibility for membership) in A.P.E.O.; minimum of 3 years' related work experience; good surveying skills; good communication skills; ability to oversee the work of contractors; good organizational skills; demonstrated skill/ability in the following areas: producing engineering and technical reports, performing civil engineering design of site services; dealing effectively with all levels of a community, and providing excellent service. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$38,090 - \$46,090) JOB NO: 342E

Counsellor: Bruce Cater

Book Processor - Acquisitions and Processing, Scott Library, Libraries Temporary to May 31, 1990, 4 days/week, (High school graduation or equivalent; 1-2 years' related library experience (e.g. acquisitions, order processing), 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: 343F (Formally posted as 233F)

Interlibrary Loan Clerk - Reference Department, Scott Library, Libraries (High school graduation or equivalent; some library technician courses in community college preferred; some library experience required in interlibrary loan, circulation, serials or searching; one year's library experience preferred; basic keyboarding skills to operate a personal computer terminal; ability to interpret written instructions in French and German preferred; demonstrated skill/ability in the following areas: working independently and setting priorities under pressure of high volume; attending accurately to detail; good oral communication and good organizational skills.) GRADE: 4 (\$21,638) JOB NO: 344F

Counsellor: Nancy Wallace

Secretary - Facilities, Physical Education Temporary from July 24, 1989 to December 8, 1989 (High school graduation with secretarial training or equivalent; 2 years' related secretarial experience (e.g., scheduling and booking facilities, maintaining accurate records, customer service experience, etc.); typing 50-55 w.p.m., accuracy essential; basic accounting skills; minute taking skills; demonstrated skill/ability in the following areas: word processing; dealing courteously and effectively with people; exercising tact and diplomacy; working independently and setting priorities; working accurately and effectively under pressure of high volume; attending accurately to detail; good oral and written communication and excellent organizational skills.) GRADE: 3 Under Review (Based on an annual salary of \$20,522) JOB NO: 345H

Student Programmes/Admissions Assistant - Environmental Studies (High school graduation with secretarial training or equivalent; some university courses required; 2 years' related experience (e.g., record-keeping, handling enquiries, interpreting regulations, etc.), preferably in a student service area; typing 45-50 w.p.m., accuracy essential; word processing skills required; database skills required; good organizational skills; demonstrated skill/ability in the following areas: attending accurately to detail work; working accurately and effectively under pressure; dealing courteously and effectively with people; exercising tact and diplomacy; working independently; good oral and written communication skills.) GRADE: 5 (\$23,278) JOB NO: 346H

Secretary - Counselling and Development Centre, Student Affairs (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; some reception or public service experience preferred; typing 45-50 w.p.m., accuracy essential; demonstrated good word processing skills; spreadsheet and database skills or willingness to learn; demonstrated good organizational skills; good oral communication skills; ability to deal courteously and effectively with people; tact and diplomacy essential; ability to maintain confidentiality; knowledge of audiovisual and audio equipment or willingness to acquire familiarity). GRADE: 3 (\$20,522) JOB NO: 347H

Counsellor: Betty Vernassa

Security Manager - Glendon, Security & Parking Services (High school graduation or equivalent and willingness to undertake specialized training as required, plus 5 or more years' supervisory experience in a related environment or graduation from a community college Security and Law Enforcement Programme, with a minimum of 3 years' supervisory experience following; a sound knowledge of crime prevention, investigation techniques, physical security, disaster preparedness, patrol activities, traffic flow and parking planning; good budgetary and financial accounting skills; excellent oral and written communication skills; bilingual competency in English and French; demonstrated commitment to providing a consistently high level of service; micro-computer skills or willingness to learn; valid First Aid Certificate, D.D.C. and Ontario Driver's Licence preferred; demonstrated skill/ability in the following areas: superior interpersonal relations, including flexibility, tact and diplomacy, and good judgement; managing and inspiring personnel in their areas of responsibility; working independently, and working effectively for several different levels of administration.) GRADE: P&M 4 (\$30,240 - \$36,590) JOB NO: 348G

SUMMER INTERCHANGE:

- Sale**
- Three-bedroom condominium, 2 baths, Islington/Finch, central air, pool, indoor parking, babysitting services available on premises. Call Mary at 630-4897 or -6235
 - Queen size platform bed with less than year old mattress -\$325; Antique spring leaf dining table and four chairs -\$450. Call Steve at -8793 or 661-0852
 - 1985 Jetta VW, 65,000 km -\$7,500; Ladies' bicycle -best offer; Electric snowblower. Call Paola at -7717 or 832-3023
 - Electrolux up-right vacuum -\$350; Two Ultra-Sonic Humidifiers -\$30 each. Call -5128
 - 13 ft. Travel trailer, sleeps 4, hook-ups, very good condition. Call John at -2306
 - Chest freezer, 15 cu. ft., good condition -\$250. Call Paule at 487-6791
- Rent**
- Bedroom, shared washroom and kitchen to female, new home, Keele/Major Mackenzie -\$400 including utilities. Call Paola at -7717 or 832-3023
 - One-bedroom unit at timeshare resort in Cape Cod, sleeps 4, directly on ocean beach, indoor and outdoor pools, tennis, available August 26-September 2 -\$500 US. Call -3339 or 481-9496
 - One-bedroom apartment in Bloor West Village, private garden and deck -\$980/month including utilities. Call Marianne at -7189
 - Three-bedroom cottage + cabin, motor boat, canoe, small sailboat, Peninsula Lake, Muskoka, available August 14-September 6. Call 252-7572 or 252-4856 evenings or weekends

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

Monday, July 10 (12:00 noon) - Thursday, July 13 (12:00 noon), 1989
Volume 9, Number 51

GENERAL:

York International requires furnished accommodation for Dr. Surinder Jetley, Director of the Centre for Women's Studies in Benaras, India, who will be coming to York September 1 for four months with her husband. A reasonably priced one-bedroom apartment close to the campus would be ideal. Call Rosemarie Nielsen at -5177.

The Centre for Continuing Education offers:

"Mini-Course" in Mathematics, an 8-session course beginning August 3, for students who would like to acquire a basic knowledge of Elementary Algebra, and will serve students who wish to prepare for a university-level course in Fundamentals of Mathematics; and Intensive English as a Second Language, beginning July 31. This four-week program will take place Monday to Friday, 9:00 a.m. to 3:00 p.m. and is designed to develop 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.

York International has been advised by AUCC that submission dates for CCULP Cycle III Linkage Applications (submission by the Chinese partner to the State Education Commission by June 30 and by the Canadian partner to AUCC by July 31) will continue as planned. If applications are incomplete because of the situation in China, supplementary required detail can be sent as circumstances permit.

The Retirement Consultation Centre offers a Planning Ahead: Long-Term Financial Planning Workshop for persons 10 to 25 years from retirement, and will address budgeting, money management, mortgages and credit, tax planning, and investments (including RRSPs and mutual funds). This program will take place July 19 from 9:30 a.m. to 12:00 noon. Participation by registration only. To register and for further information, call -6228 or drop by Room D131, W.O.B.

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

Members of the York community are asked to note that due to unforeseen circumstances, the sale of 1989/90 parking decals will be delayed. Anyone in possession of a 1988/89 Full Time Reserved or Unreserved parking decal will be allowed to continue parking with their decals until July 28. Decal holders should receive a renewal package in the mail prior to July 28. An announcement will be made advising you of the date decals can be purchased.

The Counselling and Development Centre will offer Relaxation Groups for staff members. There will be two groups meeting for four weekly one-hour sessions, beginning July 12 at 12:00 noon and again at 1:00 p.m. For further information, or to register in advance, call -5297 or go to Room 145, Behavioural Sciences Bldg.

The Office of Student Affairs regrets any inconvenience or disruption of service resulting from the construction work taking place in the office area. Normal service is expected to resume on July 17.

EVENTS:

TUESDAY, JULY 11

10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

WEDNESDAY, JULY 12

2:00 p.m. - PhD Defence - [Graduate Program in Social and Political Thought] Colin Duncan will defend his dissertation entitled "The Centrality of Agriculture: Between Humankind and the Rest of Nature"
- Room N927, Ross

THURSDAY, JULY 13

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "A Chronic Problem" (12 min.), "The Old Persons Friend" (12 min.), and "George and Rosemary" (8 min.) - for information call -6228 - Room 105, Admin. Studies

STAFF POSITIONS:

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

Counsellor: Mary Malyk

*Clerk/Typist (Floater) - Economics, Arts Sessional from August 15 to May 15; part time 17.5 hours per week (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 50-55 w.p.m., accuracy essential; word processing skills required; demonstrated ability to deal courteously and effectively with people; ability to adapt to a variety of jobs and situations; pleasant telephone manner and good oral communication skills.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 349C

- continued

STAFF POSITIONS (cont'd)

Counsellor: Aloma Mendoza

Secretary, Languages - Literatures and Linguistics, Arts Temporary to November 30, 1989 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-55 w.p.m., accuracy essential; word processing skills required; good oral and written communication skills; pleasant telephone manner; ability to type in a language other than English, or willingness to learn; knowledge of a language other than English (e.g. Italian, Spanish, German) preferred; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 350E

Student Programmes Information Clerk - Office of the Student Programmes, Arts Temporary to April 30, 1989 (High school graduation or equivalent; minimum 1 year university education required; 2 years' related experience (e.g., dealing with the public, answering enquiries, etc.), preferably in an academic program office or student service area; ability to maintain confidentiality; pleasant telephone manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working accurately and effectively under pressure of high volume; exercising tact, diplomacy, and good judgement; good oral communication including ability to elicit accurate information and answer detail inquiries; good organizational skills.) GRADE: 5 (Based on an annual salary of \$23,278) JOB NO: 351E

Student Programmes Clerk - Office of Student Programmes, Arts (High school graduation or equivalent; 1 year clerical experience; some experience in a public service area preferred; pleasant telephone manner; ability to maintain confidentiality; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; good oral communication; dealing courteously and effectively with people; exercising tact and good judgement; basic clerical skills.) GRADE: 3 (\$20,522) JOB NO: 352E

Counsellor: Nancy Wallace

Registration Assistant - Registrar's Office, Osgoode Temporary to December 30, 1989 (High school graduation or equivalent; one year university education required; 3 years' recent related experience (e.g. coordinating and scheduling major activities, front-line contact in a student or public service area, administrative, etc.), preferably in a university environment; typing 50-55 w.p.m., accuracy essential; supervisory skills; demonstrated skill/ability in the following areas: dealing courteously, effectively and knowledgeably with people; exercising tact and diplomacy; exercising initiative; working independently and setting priorities to meet deadlines; working well under pressure; maintaining confidentiality; exercising good judgement; word processing and microcomputing; excellent written communication and excellent organizational skills. Please submit a resume when making an application.) GRADE: 6 Provisional (Based on an annual salary of \$25,712) JOB NO: 353H

SUMMER INTERCHANGE:

- Sale - Persona computer, 64k, Nelma Data, Wordstar & Calstar, not IBM compatible -\$250. Call Anoma at 264-4861 after 6:00 p.m.
- 1987 Chevrolet Sprint, 5-speed standard, red, 33,000 km, still under warranty, mint condition -\$5,000. Call -5135 or 631-0557
- Meat grinder, crepe pan, black crochet shawl with silver threads, plastic hammock, stainless steel toast rack, kit for wall hanging, unfinished kit for wall hanging, all never used; used clock radio -all items \$5 each. Call Anne at -5264 or 489-9447
- Two full-size female mannequins -\$99/each; solid pine queen-size headboard -\$99; ten new baseball hats (black/gold trim) -\$2/each; 25-gallon fish tank -\$7; and large indoor plant box -\$10. Call Don at -4529 or 661-3836
- Queen size waterbed, 2 years old, excellent condition -\$200. Call Anne Marie at -5333 or 455-7529
- Rent - Three-bedroom house, fully furnished, Christie/Davenport, available for month of August. Call 532-7406
- Two-bedroom furnished apartment, sublet for one year, near York -\$950. Call 665-1082
- Two-bedroom upper duplex in Bloor/West Village, 2 bedrooms, sitting room, eat-in kitchen, large deck, quiet street close to village & subway, available September 18, \$1150/month. Call Sheila Cann at -5104 or 762-8738 (evening)
- Two bedrooms in Brampton -\$400/each including utilities; shared kitchen & bathroom. Call Anne Marie at -5333 or 455-7529
- Wanted - Used stationary cabinet, approx. 48" high for Glendon department. Call Aileen or Candace at 487-6742
- Small tractor-style riding lawn mower, preferably with snow blower/shovel attachment. Contact Alison at -5202
- Live-in full-time mother's help, July to September, must have experience with young children and housework; bilingual French family in Unionville; own room, own bathroom and meals -\$500/month. Call Betty at 487-6790

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Published by
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(416) 736-5010.

Thursday, July 13 (12:00 noon) - Monday, July 17 (12:00 noon), 1989
Volume 9, Number 52

GENERAL:



Members of the York community are asked to note that construction to widen the north-south alignment of Moon Road will commence July 17. The project is expected to last two to three weeks, depending on the weather. Once completed, the road will yield an additional 12 feet of space at the east side for short-term parking lay-by's, and to facilitate safer vehicular access. Interim access for vehicles and pedestrians will be provided, but limited. The Construction Division apologizes for any inconvenience, and would appreciate the perseverance of York community members throughout.

ART GALLERIES/DISPLAYS: The Art Gallery of York University presents an exhibition of 24 major sculptures by American sculptor Louise Bourgeois until August 20. For gallery hours call 736-5169.

The Educational Development Office was renamed the Centre for the Support of Teaching. For further information contact Dr. Pat Rogers or Susan Terry at -3220 or by E-mail at TEACHING@Yorkvm2.

York International has been advised by AUCC that submission dates for CCULP Cycle III Linkage Applications (submission by the Chinese partner to the State Education Commission by June 30 and by the Canadian partner to AUCC by July 31) will continue as planned. If applications are incomplete because of the situation in China, supplementary required detail can be sent as circumstances permit.

Anyone storing materials in the Wildcat (Physical Plant storage) are asked to contact Keith Gouglas at -7607 to arrange for the relocation or disposal of these items. All items unclaimed by July 14 will be disposed of.

EVENTS:

THURSDAY, JULY 13

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "A Chronic Problem" (12 min.), "The Old Persons Friend" (12 min.), and "George and Rosemary" (8 min.) - for information call -6228 - Room 105, Admin. Studies

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Assistant Director (Special Services) - Student Affairs (Honours degree or equivalent from university; Master's degree preferred; some courses in counselling, social sciences or human services; several years' experience, including familiarity with a university environment, policy setting bodies and procedures, academic and non-academic policies and regulations; experience in a public relations position; some public speaking experience; supervisory experience; demonstrated excellent oral and written communication skills; mediation/negotiation skills; excellent interpersonal skills; demonstrated ability to make good decisions quickly; good organizational and management skills; budgetary, spreadsheet and word processing skills an asset. Please submit a resume when making an application.) GRADE: P&M 8 (\$41,430-\$49,780) JOB NO: 354B

Counsellor: Gina Dunnett

Consultant 1 - Academic Computing, Computing Services (University degree or community college diploma in Computer Science or equivalent, including courses in a wide variety of languages; 1 year experience as an advisor or programmer, preferably in an academic environment; demonstrated skill/ability in the following areas: clear and concise oral communication; good written communication; problem solving; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good organizational skills; Basic knowledge of a wide variety of languages (e.g., PL I, FORTRAN, COBOL, APL, Basic, SAS, SPSS, Assembler, Pascal, etc.), a statistical language (e.g., SAS, SPSS, etc.), operating, systems (e.g., UNIX, VM, CMS, MVS, etc.), application packages, Utilities, mainframe and dial-up communications, system level commands, knowledge of microcomputing concepts, fundamentals, and related software; Intermediate knowledge of a scientific language (e.g., FORTRAN etc.), a business language (e.g., COBOL, Basic, etc.), an academic language (e.g., Pascal, etc.) Please submit a resume when making an application.) GRADE: CS5 (\$29,212) JOB NO: 355D

Counsellor: Bruce Cater

Senior Shipper and Receiver - Facilities, Scott Library, Libraries (High school graduation or equivalent; 1-2 years' shipping/receiving or materials handling experience; at least 3 months' supervisory experience; familiarity with freight expediting preferred; good oral communication skills; valid driver's license with good driving record; good coordination in working with several detailed manual operations (e.g., sorting and packing); demonstrated skill/ability in the following areas: lifting heavy materials; maintaining accurate records; dealing courteously and effectively with people; supervision; good organizational skills.) GRADE: 4 Provisional (\$21,638) JOB NO: 356F

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STAFF POSITIONS (cont'd)

Payroll Clerk II - Payroll, Human Resources (High school graduation or equivalent; some recent related experience (e.g., maintaining accurate records, processing forms, etc.) in a computerized payroll environment; basic typing, accuracy essential; demonstrated ability to attend accurately to detail; demonstrated accuracy with figures; good organizational skills, including ability to meet deadlines; clear and concise oral communication skills; good written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; data entry skills preferred or willingness to learn.)
GRADE: 4 (\$21,638) JOB NO: 357F

Accounts Payable Clerk II - Accounting, Finance (High school graduation or equivalent; 1-2 years' recent general accounting experience, including some accounts payable experience, preferably in a computerized area; basic typing skills; on-line data entry skills; good oral communication skills; tact and diplomacy; initiative; good organizational skills; demonstrated ability to work accurately and quickly in a high volume area; demonstrated ability to attend accurately to detail. GRADE: 4 (\$21,638)
JOB NO: 358F

Counsellor: Nancy Wallace

Enquiries Clerk/Receptionist - Financial Aid (High school graduation or equivalent; 2 years' related experience (e.g. reception, processing forms, front-line contact, etc.) in a student service or public service area; basic typing skills, accuracy essential; microcomputing skills preferred; excellent organizational skills; tact and diplomacy; pleasant telephone manner; demonstrated skill/ability in the following areas: explaining regulatory information and answering enquiries clearly and concisely; dealing courteously and effectively with people; working accurately and effectively in a high volume area under hectic conditions.) GRADE: 4 (\$21,638) JOB NO: 359H

Project Secretary - Environmental Studies (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a university environment; typing 45-50 w.p.m., accuracy essential; skill in transcribing from dictation equipment or willingness to learn; good oral communication skills; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: word processing; dealing courteously, effectively and cooperatively with people; working well under pressure of high volume; spelling and grammar; good organizational skills.) GRADE: 4 Provisional (\$21,638) JOB NO: 360H

Secretary - Office of the Master, Winters College (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including some experience making arrangements, preferably in a university environment; typing 50 w.p.m., accuracy essential; word processing skills required; computerized spreadsheet skills preferred; skill in transcribing from dictation equipment preferred or willingness to learn; minute taking skills; basic bookkeeping skills; pleasant telephone manner; demonstrated skill/ability in the following areas: working independently and cooperatively; dealing courteously and effectively with people; exercising tact and diplomacy; informative and concise oral communication; good written communication and good organizational skills.) GRADE: 4 Provisional (\$21,638)
JOB NO: 361H

Secretary - Office of the Master, Founders College (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a post-secondary environment; typing 40-45 w.p.m., accuracy essential; word processing skills; skill in transcribing from dictation equipment; minute taking skills; good oral and written communication skills; bookkeeping skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; exercising initiative and setting priorities; excellent organizational skills.) GRADE: 4 Provisional (\$21,638) JOB NO: 362H

Counsellor: Betty Gunning

Parking Office Clerk - Parking and Security, Glendon College (High school graduation or equivalent; 1-2 years' related experience (e.g., dealing with the public, balancing monies, etc.); typing 35-40 w.p.m. in French and English, accuracy essential; pleasant telephone manner; microcomputing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: customer service skills; dealing with people calmly, courteously and effectively under pressure; exercising tact and diplomacy; working accurately with figures; working independently and setting priorities; good oral and written communication skills; Bilingual Module I (Advanced), II, III (Intermediate) and IV (Intermediate.) GRADE: 4L Provisional (\$23,278)
JOB NO: 363J

SUMMER INTERCHANGE:

- Sale - Genuine IBM PC/XT, hard drive, printer, color monitor, modem, software and manuals - \$2400. Call Paul at -2647 or 465-5367 Evenings/Weekends
- Crossroads condominium, Sheppard/DVP, one bedroom plus den, large eat-in kitchen, recreation centre, tennis courts, laundry ensuite, 24-hr. security. Call Nevia Jelenic at 493-4709 evenings/weekends