

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.

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

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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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Department,
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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

- continued

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

Monday, July 17 (12:00 noon) - Thursday, July 20 (12:00 noon), 1989
Volume 9, Number 53

GENERAL:

The Student Centre Corporation has a newly created position for an energetic individual, combining excellent communication skills with good organizational ability. The individual must be capable of working with enthusiastic student body, in a fast paced office environment. The applicant must have an excellent phone manner and should have demonstrated experience with work processors using Word Perfect software. The individual will work directly for the General Manager, and will be responsible for maintaining the office operations. This position is well suited for an experienced individual who can work with a minimum of supervision in a vibrant creative atmosphere. Interested applicants should forward resumes to the Student Centre Corporation, Room 105, Central Square.

Members of the York community are asked to note that the administrative and faculty offices of the Department of Film & Video and the Department of Theatre will be moving August 1 to Fine Arts Phase III. For new phone numbers of faculty and staff and for further information, call Theatre at -5172 and Film & Video at -5149.

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.

EVENTS:

TUESDAY, JULY 18

1:00 p.m. - MA Defence - [Graduate Program in Psychology] Julie Chambers will defend her thesis entitled "Relationships Between Multidimensional Empathy and Burnout" - Room 203, Behavioural Sciences

WEDNESDAY, JULY 19

9:30 a.m. - 12:00 noon - Planning Ahead: Long-Term Financial Planning Workshop - [Retirement Consultation Centre] with Brian R. Metcalfe, Ph.D., C.A.; participation by registration only - for information call -6228

10:00 a.m. - PhD Defence - [Graduate Program in Psychology] S. Jane Margles will defend her dissertation entitled "Stress of Separated and Divorced Mothers" - Room N927, Ross

8:00 p.m. - Canadian Women Writers Series - [Atkinson] featuring Mary de Michele, poet and writer - Junior Common Room, Glendon

THURSDAY, JULY 20

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "The Business of Aging" (26 min.) - for information call -6228 - Room 105, Admin. Studies

STAFF POSITIONS:

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

Counsellor: Mary Malyk

*Program Administrator I (Academic Programs) - University Secretariat (University graduation or equivalent; some general work experience, preferably in a university environment; superior oral and written communication skills; advanced microcomputing, word processing, database, spreadsheet and electronic communication skills preferred or some knowledge and willingness to learn; ability to organize, establish priorities, meet deadlines and work accurately and effectively under pressure of high volume on a continuing basis; analytical and research skills; ability to develop consensus building skills. Please submit a resume when making an application.) GRADE: P&M 3 Under Review (\$28,000-\$33,880) JOB NO: 364C

*Program Administrator I (Policy/Process Programs) - University Secretariat (University graduation or equivalent; some general work experience, preferably in a university environment; superior oral and written communication skills; advanced microcomputing, word processing, database, spreadsheet and electronic communication skills preferred or some knowledge and willingness to learn; ability to organize, establish priorities, meet deadlines and work accurately and effectively under pressure of high volume on a continuing basis; analytical and research skills; ability to develop consensus building skills. Please submit a resume when making an application.) GRADE: P&M 3 Under Review (\$28,000-\$33,880) JOB NO: 365C

Counsellor: Bruce Cater

Secretary to Associate 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 word processing; 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) 366F

STAFF POSITIONS (cont'd)

Office Services Clerk/Receptionist - Financial Services, Physical Resources (High school graduation or equivalent; 1 year related experience (e.g., maintaining accurate records, clerical/reception experience, etc.); basic bookkeeping skills required; microcomputing skills or willingness to learn; good organizational skills; ability to attend accurately to detail; good oral communication skills; courteous telephone manner; ability to obtain and relay information accurately.) GRADE: 3 (\$20,522) JOB NO: 367F

Circulation Assistant - Steacie Science Library, Libraries Sessional from September 1, to April 30, hours of work 10 a.m-6 p.m. (High school graduation or equivalent; minimum 2 years' experience in providing front-line services; library experience preferred; experience in operation of a computer terminal preferred; demonstrated ability to deal calmly, effectively and courteously with a high volume of enquiries from patrons in person and by telephone; tact and diplomacy essential; good oral communication skills to handle service desk enquiries; basic keyboard skills to operate a computer terminal required; basic knowledge of integrated automated systems an asset.) GRADE: 4 Provisional (Based on an annual salary of \$21,638) JOB NO: 368F

Parking Appeals Secretary - Security and Parking Services (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g. handling customer complaints, public or front-line service, secretarial, etc.); typing 40-45 w.p.m., word processing skills; database and spreadsheet skills an asset; minute taking skills an asset; oral presentation skills an asset; demonstrated skill/ability in the following areas: explaining regulatory information in a clear, concise and courteous manner; effective interpersonal relations; exercising tact and diplomacy; dealing courteously and effectively with people; providing a consistently high level of service; exercising good judgement; working accurately and effectively under pressure; good written communication and organizational skills.) GRADE: 5 Provisional (\$23,278) JOB NO: 369F

Counsellor: Gina Dunnett

Secretary - Bethune College Part time 27.5 hours per week (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a related area (e.g. international-oriented aid agency, journal/magazine, etc.); typing 50-55 w.p.m.; word processing skills required; minute taking skills; basic bookkeeping skills; demonstrated ability to deal courteously and effectively with people; good oral and written communication skills; tact and diplomacy essential; demonstrated ability to set priorities; supervisory skills.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 370D

SUMMER INTERCHANGE:

- Sale - Buick LeSabre 1980, excellent condition, new motor, power brakes & steering, air conditioning, FM/AM stereo radio -\$2,800; adult race bike -\$50; bike for 5-12 year-olds, -\$30; tricycle for 3-5 year-olds -\$20; laundry dryer wooden stand -\$5; garden chair, foldable -\$5; picnic cool box, 30 ltr. -\$20; coffee maker -\$15; toaster -\$10; 3 Tupperware bowls with lids \$10; transformer, 1000 Watt, 110< - >220V -\$15; Christmas outdoor lights -\$10; all items in excellent condition. Call Dr. F.J. Lubken at -6169 or 669-2280 (daytime), or 663-7387 (7-10 p.m.)
- Matching couch, loveseat, chair & ottoman, rust & beige colour, excellent condition -\$500 or best offer. Call Anne at -5654 or 661-7380 (after 5:00 p.m.)
 - Fiberglass cap for small truck, approx. 92x61 1/2 inches -\$200. Call Cliff at -5491 or 278-6137.
- Rent - Two-bedroom penthouse with fireplace -\$1,650/month. Call Prof. Cohen at 787-7077 or 960-1121.

Thursday, July 20 (12:00 noon) - Monday, July 24 (12:00 noon), 1989
Volume 9, Number 54**GENERAL:****University to Convert All Existing Internal 4-Digit Telephone Extension Numbers to 5-Digit Numbers**

Due to the rapid growth of the University, all internal telephone extension numbers will change from 4 digits to 5 digits during the early months of 1990. This conversion will not effect direct-in-dial (DID) numbers (736-XXXX). This information should be taken into consideration when addressing letterhead, business cards, and general publications. To date, the University has 300 spare 4-digit extension numbers which will be used by the end of this calendar year. The new 1989-90 edition of the York Telephone Directory will be issued this fall and will reflect the 5-digit extension numbers. Further information/details will be available in the upcoming months.

Members of the York community are advised that 1989/90 parking decals are now available at the Parking Office, Room D37, EOB. In order to maintain a self-sustaining parking operation, the following fees have been approved: Annual Reserved - \$245; Annual Unreserved - \$80; Sessional Reserved - \$45; Sessional Unreserved - \$25; Motorcycle - \$25; Pool (each additional car) - \$1. Effective July 31, the following daily rates will apply: Daily Reserved - \$5 Deposit; Daily Unreserved - \$3 Flat Rate; Evening Reserved - \$4 Flat Rate; Evening Unreserved - \$3 Flat Rate; Saturday/Sunday Reserved - \$3 Flat Rate; Meters - .25 for 15 minutes, maximum 2 hours. Note: The grace period will end July 30. Members of the York community are asked to note that payroll deduction will not commence until August 25. Reserved decals will not be held after August 15, unless a written request is received at the Parking Office, as there are waiting lists for all reserved lots. The change of dates is due to the delay of decal sales.

The Atkinson College Restaurant will be closed July 31 to August 7, inclusive. The restaurant will re-open August 8.

A farewell reception will be held to honour Peter Wood on the occasion of his retirement from York. The reception will take place August 16 at 3:00 p.m. in the Winters Masters' Dining Room. Contributions towards a gift can be forwarded to Jane Crescenzi, c/o Human Resources, Room A33, EOB.

The York University Faculty Association has a full-time position available for a receptionist/clerk typist, starting August 21. Duties include answering telephone, typing (knowledge of Wordperfect 5.0 essential), filing, mailings and general office duties. Knowledge of French an asset. Salary negotiable, commensurate with experience. Resumes should be submitted by July 21 to Brenda Hart or Suzanne Hethrington c/o YUFA, Room 241, Admin. Studies.

Members of the York community are asked to note that the administrative and faculty offices of the Department of Film & Video and the Department of Theatre will be moving August 1 to Fine Arts Phase III. For new office numbers of faculty and staff, call Theatre at -5172 and Film & Video at -5149.

EVENTS:**THURSDAY, JULY 20**

1:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate David G. Prendergast will present his colloquium entitled "Self-Awareness and Self-Consciousness in Persons With and Without Traumatic Brain Injury" - Room 204, Behavioural Sciences

FRIDAY, JULY 21

10:00 a.m. - PhD Defence - [Graduate Program in Psychology] David G. Prendergast will defend his dissertation (see Thursday's listing at 1:00 p.m. for title) - Room N927, Ross

3:00 p.m. - MEd Defence - [Graduate Program in Education] Katharine Manuel will defend her thesis entitled "A Qualitative Study of the Reading Demands in Secondary School Courses and Students' Use of Schemata When They Approach These Readings" - Room N927, Ross

MONDAY, JULY 24

10:00 a.m. - MA Defence [Graduate Program in Geography] Renato Salerno will defend his thesis entitled "The Transformation of A Small Urban Centre: A Case Study of Port Colborne, Ontario" - Room N401, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 27, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

*Employment Counsellor - Employment, Human Resources [Temporary to April 30, 1990; 4 days per week] (Community college certificate in personnel management or equivalent; minimum 3 years' related personnel experience with emphasis in the employment area, preferably in a unionized environment; excellent interpersonal skills, including a sensitivity to employment equity issues; tact and diplomacy essential; demonstrated skill/ability in the following areas: coping effectively in a high volume environment with strong service orientation; exercising tact and diplomacy; attending accurately to detail; interviewing; exercising judgement and initiative; dealing courteously and effectively with people; excellent communication skills and writing ability; excellent organizational skills. Please submit a resume when making an application.)
GRADE: 7 (Based on an annual salary of \$28,617) JOB NO: 371C

STAFF POSITIONS (cont'd)

Counsellor: Gina Dunnett

Software Programmer 2 (Micro) - Academic Computing, Computing Services (University degree or college diploma in Computer Science or equivalent combination of post-secondary courses and experience in microcomputer industry; minimum 2 years' experience with microcomputer hardware, operating systems, and applications software required; clear and concise oral communications skills; good written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills; Basic knowledge of System Level Commands (e.g. VM/CMS, VAX/VMS, UNIX), System Utilities, (e.g. VM/CMS, VAX/VMS, UNIX); Intermediate Knowledge of Microcomputer Operating Systems (MS-DOS, MacIntosh); Microcomputer Applications Software; Microcomputer Hardware; Datacommunications; Local Area Networks, (e.g. Novell Netware, IBM PC LAN, AppleShare.) Please submit a resume when making an application.) GRADE: CS6 (\$32,979) JOB NO: 372D

Counsellor: Bruce Cater

*Head of Circulation Services - Scott Library, Libraries (University degree or equivalent; 5 years' administrative experience in a library which includes experience with an automated library system; demonstrated leadership skills, ability to supervise, direct and co-ordinate the activities of several administrative units; demonstrated good oral and written communication skills; demonstrated interpersonal skills to handle sensitive personnel and patron situations; demonstrated budgetary or financial management skills. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270 - \$42,675) JOB NO: 373F

Secretary - Facilities Planning & Management, Physical Resources (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 45-50 wpm, accuracy essential; word processing skills; data-entry skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; courteous telephone manner; ability to work accurately and effectively under pressure of high volume and deadlines.) GRADE: 3 (\$20,522) JOB NO: 374F

College Residence Porter, Wood Residence - Business Operations, Glendon College (High school graduation or equivalent; 2 years' related experience (e.g. dealing with the public, observing and reporting problems, coordinating activities, etc.); clear and concise oral and written communication skills; good organizational skills; sense of responsibility; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to attend accurately to detail; ability to oversee the work of others. Bilingual Module I (Minimum) and III (Intermediate).] GRADE: 4L Provisional (\$23,278) JOB NO: 375F

College Residence Porter, Founders Residence - Housing Operations, Business Operations (High school graduation or equivalent; 2 years' related experience (e.g. dealing with the public, observing and reporting problems, coordinating activities, etc.); clear and concise oral and written communication skills; good organizational skills; sense of responsibility; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to attend accurately to detail; ability to oversee the work of others.) GRADE: 4 Under Review (\$21,638) JOB NO: 376F

Counsellor: Nancy Wallace

*Manager - Alumni Affairs, Administrative Studies [Evening and weekend work required] (University degree or equivalent required; York MBA or BBA preferred; several years' management/administrative and external relations, public relations or communications experience; fundraising or marketing experience preferred; demonstrated external relations skills; excellent interpersonal skills; demonstrated ability to work cooperatively and effectively with people; excellent oral and written communication skills, including public speaking; proven ability to develop, plan and coordinate programs; ability to organize and implement fundraising programs; excellent organizational skills; initiative and high energy level; excellent organizational skills; good analytical ability; supervisory and budgetary skills; skill in producing publications would be an asset; computing skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$38,090-\$46,090) JOB NO: 377H

Assistant Admissions Officer - Admissions, Administrative Studies (High school graduation or equivalent; minimum 2 years' university education required; university degree preferred; minimum 3 years' related experience (e.g. supervisory experience, assessing and advising experience, etc.) in a student service area; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; providing excellent service to the community; making oral presentations; supervision; working independently and setting priorities; exercising good judgement; good oral communication, including ability to elicit accurate information and answer detailed enquiries; good written communication skills; excellent interpersonal skills; excellent organizational skills; knowledge of on-line computerized record systems. Please submit a resume when making an application.) GRADE: 7 Provisional (\$28,617) JOB NO: 378H

Secretary - Student Affairs, Administrative Studies (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including some front-line contact; typing 50-55 wpm, accuracy essential; demonstrated word processing skills required; skill in transcribing from dictation equipment; ability to answer enquiries in a clear and concise manner; good written communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail.) GRADE: 4 Provisional (\$21,638) JOB NO: 379H

SUMMER INTERCHANGE:

Sale - Xerox photocopying machine, Model #2830, 4 years old, excellent condition, good quality clear copies - \$600. Call -3056 or 881-9951 (after 6:00 p.m.)

- Student painter with two summers' experience, reasonable rates (no middleman), professional standards. For free estimate call Stephen Gentles at 485-2997 (evenings & weekends)

- Lot for sale, Collingwood, overlooking Georgian Bay, fully serviced -\$129,900. Call 850-1447

- CAC brick bungalow, spacious, 4 bedrooms, 2 baths, new kitchen, fully furnished lower level, 2 fireplaces, 51x130 lot, trees, park-like setting, walk to Yonge/Finch, available August -\$409,000. For further information call 886-5460

Rent - One bedroom basement apartment, Richmond Hill, newly renovated, central air, laundry facilities, parking, available August 1 -\$600/month, utilities included. Call Lance at -7694 (after July 21, call 737-1391)

- Cottage on Lake Muskoka, 3 bedrooms, all amenities, available August 28-September 5 -\$600. Call Phyllis at -5442

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York

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

BULLETIN

Monday, July 24 (12:00 noon) - Thursday, July 27 (12:00 noon), 1989
Volume 9, Number 55

GENERAL:

Recreation York will offer the following fitness classes during the month of August:

- Earlybird Low Impact High Intensity: August 2-18; 7:45 a.m.-8:30 a.m.; 8 sessions; Monday, Wednesday, and Friday - Members \$13, Non-members \$23 (Judo Room)
- Noon Fitness - High/Low Impact Mix: August 2-18; 12:15 p.m.-12:45 p.m.; 8 sessions; Monday, Wednesday, and Friday - Members \$9, Non-members \$19 (Judo Room)

There will be a staff and faculty mail-out of the Fall/Winter handbooks. Early registration for Fall/Winter sessions will take place September 5-14 in Central Square from 11:00 a.m. to 2:00 p.m., Monday to Thursday only. For further information call -5184.

EVENTS:

THURSDAY, JULY 27

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "Something to Celebrate" (56 min.) - for information call -6228 - Room 105, Admin. Studies

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 31, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

*Secretary to the Vice-President - External Relations [Temporary to November 1, 1989] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. dealing with a variety of people, secretarial, reception, etc.), preferably in a university environment; word processing or microcomputing skills required; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; good organizational skills; demonstrated good oral and written communication skills; demonstrated ability to work independently and to set own priorities; initiative; typing 40-50 wpm) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 377C

Counsellor: Gina Dunnett

Administrative Assistant - Computer Science and Mathematics, Atkinson College (High school graduation with secretarial training or equivalent; minimum 3 years' administrative and secretarial experience, including budgetary experience; typing 45-50 wpm, accuracy essential; minute taking skills required; demonstrated skill/ability in the following areas: word processing; attending accurately to detail; working well under pressure of high volume; setting priorities and working independently; dealing calmly, courteously and effectively with people; exercising tact and diplomacy; overseeing the work of others; excellent organizational skills; excellent written communication skills and effective oral communication skills, including ability to obtain accurate information and answer enquiries in a clear and concise manner. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 378D

Counsellor: Bruce Cater

Postal Assistant - Delivery "A" - Postal Services, Physical Resources [Temporary to July 30, 1990; shifts on 4 week cycle: 8:00 a.m.-4:00 p.m. (3 weeks); 7:30 a.m.-3:30 p.m. (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 skill/ability in the following areas: adapting to changing priorities; attending accurately to detail; working quickly and effectively under pressure of high volume; good organizational skills with ability to meet deadlines.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 381F

Serials Assistant IV - Acquisitions and Processing, Scott Library, Libraries (High school graduation or equivalent; some community college courses in library techniques or some university courses preferred; minimum 3-4 years' library experience in technical services, preferably in an academic environment, including 2 years' serials experience (i.e. check-in, invoicing, claiming and resolution of problems); minimum one year supervisory experience; basic typing skills; data entry skills; word processing skills preferred; demonstrated knowledge of the following: bibliographic searching tools, automated acquisitions system, bibliographic detail; demonstrated skill/ability in the following areas: problem solving and completing tasks; attending accurately to detail; dealing calmly, courteously and effectively with people; excellent organizational skills to supervise, direct and coordinate a variety of activities and staff; good oral and written communication skills to deal with staff, vendors and publishers on complex matters. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 380F

Counsellor: Nancy Wallace

Job Posting Assistant - Career and Placement Centre, Student Affairs [Sessional from August 15 to April 15, part-time, 25 hours per week (High school diploma or equivalent preferred; 1 year clerical and/or reception experience, preferably in a public service area; demonstrated ability to work both cooperatively and independently; good organizational skills; demonstrated ability to work under pressure; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; word processing skills preferred or willingness to learn; ability to answer enquiries clearly and concisely.) GRADE: 3 Provisional (Based on an annual salary of \$20,522) JOB NO: 382H

SUMMER INTERCHANGE:

Sale - Three-bedroom, two-storey house, 1 1/2 bathrooms, 3 appliances, central air, finished basement, Bathurst/Weldrick in Richmond Hill, available August 15 (termination date of lease negotiable) -\$1,100/month. Call Joyce at -6456 or 223-5010 after 7:00 p.m.

York

UNIVERSITY

BULLETIN

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

Thursday, July 27 (12:00 noon) - Monday, July 31 (12:00 noon), 1989
Volume 9, Number 56

GENERAL:

University departments participating in the Summer Work/Study Program are reminded that a Work/Study application and appropriate copies of time sheets must be submitted to the Financial Aid Office for each student. For further information call Nevia Jelenic at -2185.

Members of the York community are asked to note that the Department of Facilities Planning and Management is now located in Suite C of the East Office Building.

York University Sports Seminars will present a Badminton Seminar, Player I and II Development and Level I and II Technical for coaches, August 7-11. The player development section is designed to be of benefit to both the recreational player and the competitive player. The program will focus on stroke development, game strategy, game analysis and game play. The Level I seminar will deal with basic strokes in badminton, game strategy and analysis. The Level II seminar emphasizes the intermediate level strokes and strategy, and the improvement of coaches to 'feed' shuttles for prescribed drills. For further information call -5649.

The Atkinson College Restaurant will be closed July 31 to August 7, inclusive. The restaurant will re-open August 8.

A farewell reception will be held to honour Peter Wood on the occasion of his retirement from York. The reception will take place August 16 at 3:00 p.m. in the Winters Masters' Dining Room. Contributions towards a gift can be forwarded to Jane Crescenzi, c/o Human Resources, Room A33, EOB.

The York University Faculty Association has a full-time position available for a receptionist/clerk typist, starting August 21. Duties include answering telephone, typing (knowledge of Wordperfect 5.0 essential), filing, mailings and general office duties. Knowledge of French an asset. Salary negotiable, commensurate with experience. Resumes should be submitted by July 21 to Brenda Hart or Suzanne Hethrington c/o YUFA, Room 241, Admin. Studies.

Members of the York community are asked to note that the administrative and faculty offices of the Department of Film & Video and the Department of Theatre will be moving August 1 to Fine Arts Phase III. For new office numbers of faculty and staff, call Theatre at -5172 and Film & Video at -5149. Note: Telephone numbers will remain unchanged.

EVENTS:

THURSDAY, JULY 27

12:00 noon & 1:00 p.m. - Lunchtime Film Series - [Retirement Consultation Centre] "Something to Celebrate" (56 min.) - for information call -6228 - Room 105, Admin. Studies

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than August 3, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Executive Officer - Physical Education, Recreation and Athletics (University degree or equivalent in Business Administration; MBA would be an asset; several years' related administrative, budgetary and supervisory experience; demonstrated ability to supervise and direct staff; budgetary skills; effective interpersonal and communication skills; demonstrated analytical/research and report-writing skills; excellent organizational skills; proven ability to work effectively under pressure while directing concurrent activities; tact and diplomacy; working knowledge of computers would be an asset. Please submit a resume when making an application.) GRADE: P&M 9 (\$44,430-\$53,760) JOB NO: 3898

Counsellor: Mary Malyk

*Departmental Secretary - Department of Human Resources (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, including experience dealing with the public; typing 40-50 wpm; microcomputing and word processing skills required; clear and concise oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; excellent customer service skills; excellent organizational skills; demonstrated ability to set priorities and to work quickly and effectively under pressure.) GRADE: 4 Provisional (\$21,638) JOB NO: 383C

Administrative Assistant II - Dance, Fine Arts (High school graduation and one year post-secondary education required; university degree or equivalent with some courses in Fine Arts preferred; 3 years' secretarial and administrative experience required, preferably in a university environment; some exposure to dance organizations would be an asset; typing 45-50 wpm; word processing skills required; excellent organizational skills; initiative; knowledge of written and oral French preferred; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; setting priorities; supervising; excellent written communication and clear, effective and diplomatic oral communication skills to explain and present information. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 384C

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STAFF POSITIONS (cont'd.)

Counsellor: Gina Dunnett

Media Operations Technician II - Department of Instruction Aid Resources (High school graduation or equivalent; some media arts courses preferred; minimum 1 year related experience (e.g. in a media centre); manual dexterity; demonstrated ability to communicate effectively; good organizational skills; sense of responsibility; demonstrated ability to deal courteously with people; some knowledge of computers an asset. Please submit a resume when making an application.) GRADE: MOT II (\$25,347) JOB NO: 385D

Media Operations Technician II - Department of Instruction Aid Resources [Temporary from September 1, 1989 to April 30, 1990] (High school graduation or equivalent; some media arts courses preferred; minimum 1 year related experience (e.g. in a media centre); manual dexterity; demonstrated ability to communicate effectively; good organizational skills; sense of responsibility; demonstrated ability to deal courteously with people; some knowledge of computers an asset. Please submit a resume when making an application.) GRADE: MOT II (Based on an annual salary of \$25,347) JOB NO: 386D

Duplicating Operator II - Materials Distribution Centre, Osgoode (Grade 10 education or equivalent; 6-12 months' experience in operating photocopying, binding and related equipment; demonstrated manual dexterity; mechanical aptitude; demonstrated ability to deal courteously and effectively with people; good oral communication skills; ability to lift heavy objects.) GRADE: OP2/BIND 2 (\$21,117) JOB NO: 387D

Counsellor: Bruce Cater

Day Superintendent - Housing Operations, Business Operations (High school graduation or equivalent; minimum 1 years' experience in the upkeep of institutional or residential buildings; sense of responsibility; knowledge of Landlord and Tenant Act of Ontario an asset; valid driver's license; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; providing customer service; performing basic cleaning functions and using cleaning equipment; working independently; good oral and written communication skills.) GRADE: 5 (\$23,278) JOB NO: 334F

Day Superintendent - Housing Operations, Business Operations (High school graduation or equivalent; minimum 1 years' experience in the upkeep of institutional or residential buildings; sense of responsibility; knowledge of Landlord and Tenant Act of Ontario an asset; valid driver's license; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; providing customer service; performing basic cleaning functions and using cleaning equipment; working independently; good oral and written communication skills.) GRADE: 5 (\$23,278) JOB NO: 335F

*Academic/Liaison Officer - Bethune College/Faculty of Science (University degree or equivalent; MA or MSc preferred; minimum 3 years' related administrative experience; strong communication skills, including excellent writing and editing skills; excellent interpersonal, counselling and public speaking skills; strong analytical and planning skills, including the ability to design courses; excellent organizational skills, including the ability to set priorities and to coordinate seminars or conferences; good supervisory skills; demonstrated ability to exercise discretion and good judgement; microcomputing skills, including spreadsheet skills. Please submit a resume when making an application.) GRADE: P&M 5 Under Review (\$32,660-\$39,520) JOB NO: 390H

Correction to Bulletin of July 24, 1989

*Secretary to the Vice-President - External Relations [Temporary to November 30, 1989] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. dealing with a variety of people, secretarial, reception, etc.), preferably in a university environment; word processing or microcomputing skills required; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; good organizational skills; demonstrated good oral and written communication skills; demonstrated ability to work independently and to set own priorities; initiative; typing 40-50 wpm) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 377C

SUMMER INTERCHANGE:

- Sale**
- Fiberglass cap for small truck, approx. 92 x 61 1/2" - \$200. Call Cliff at -5491 or 278-6137
 - Seven-drawer dresser -\$150; Floor fan -\$50; Curtains and valance -\$150. Call Angela at 638-5994
 - Two matching upholstered chairs and ottoman, navy with rust, salmon and light green design, good condition - \$250. Call Mel at -5106 or 225-1322 after 5:00 p.m.
 - Camel coloured sectional couch, good condition -\$225. Call Linda at -7597 or 663-5883 after 6:00 p.m.
 - Two Bauhaus velvet love seats, excellent condition, dusty rose colour -\$200/each. Call -5025 or 851-5676 after 6:00 p.m.
 - 1987 Grand Am, excellent condition, 54,000 km, automatic, two-door, stereo, flip sunroof, blue exterior/interior. Call -5100
 - Queen-size waterbed, dark wood finish, complete with base, heater, hose attachments -\$200. Call Christine at 671-2185
 - Yamaha RZ 350 Twin, custom fairing, set up for racing -\$800. Call Donna at 824-4769
 - Atari 2600 with paddles (\$30) and 19 games (from \$2-\$15), two new joysticks (\$28/each), compatible with Commodore 64 - games and joysticks can be sold separately -\$125 for package (not including joysticks); Junior bed, excellent condition, new foam mattress -\$75. Call 222-8385
 - TEC F10-40 wide carriage printer, in common use throughout University, high speed, letter quality, daisy wheel, push/pull tractor and carbon film ribbon for high quality printing, excellent condition, maintained under service contract, includes parallel cable, user manual, extra print wheels and ribbons -\$300; Sound cover w/exhaust fan and power switch for above printed, like new -\$200. Call Tony Cichan at -5147
 - Ladies' 10-speed, CCM bicycle, purple. Call Ella Spanjer at -2640 or 445-7863
 - King-size bed, Sealy posturepedic mattress, with box spring and frame if desired, brand new -\$595. Call Pat at -2394 or 961-8831 after 6:00 p.m.
 - 1984 Mazda GLC, 5-speed, 85,000 km, air, stereo, very good condition -\$3,300. Call 793-3299
- Rent**
- One-bedroom basement apartment, Lawrence/Jane, newly renovated, laundry facilities available, parking, available August 15. Call Cathy at 249-1090
 - Cottage on Lake Rosseau -\$900/week (July & August), \$500/week (September). Call 731-3563 and leave message
- Lease**
- Three-bedroom, two-storey house, 1 1/2 bathrooms, 3 appliances, central air, finished basement, Bathurst/Welldrick in Richmond Hill, available August 15 (termination date of lease negotiable) -\$1,100/month. Call Joyce at -6456 or 223-5010 after 7:00 p.m.

Monday, July 31 (12:00 noon) - Thursday, August 3 (12:00 noon), 1989
Volume 9, Number 57**GENERAL:**

The York University Libraries wish to inform all faculty and graduate students with Extended Loan Privileges that, due to complications in the switch of the circulation system to the Yorkline, no one has been receiving courtesy alert notices with advanced warning that 100-day loans are coming due. Until this temporary situation is rectified and alert notices are produced on a regular basis, faculty and graduate students are asked to check the due dates of library materials to avoid accumulating overdue fines.

A farewell reception will be held to honour Geoff MacLeod on the occasion of his retirement from York, after 22 years of service with the Department of Security and Parking Services at both the York and Glendon campus. The reception will take place August 10 from 3:00 to 5:00 p.m. in the Senior Common Room, York Hall, Glendon. Contributions towards a gift can be forwarded to Murielle White, c/o Department of Security and Parking Services, Room D25, EOB (-5352).

SUMMER INTERCHANGE:

- Sale** - 1985 Hyundai Pony, 5-speed, AM/FM stereo cassette, 4-door, new rad, brakes, tires and clutch, excellent condition - \$3,500 certified. Call Maureen at -3904 or 661-5330 after 6:00 p.m.
- Free** - 2 cats: one black female, spayed, about 2 years old, shy; one grey with white markings, affectionate, about 10 months old - either or both free to a loving family or individual. Call Lynne at -3203
- Rent** - 26' Corsair motorhome, sleeps 6, all conveniences, available some weeks September-May. Call Ted at -2271 or 1-853-4250 and leave message
- Wanted** - Ride to and from York, will share gas, hours are 8:30 a.m.-4:30 p.m. Call Liana Becker at -6183
- Couple looking to rent a 1-bedroom apartment in Woodbridge area, or anywhere half-way between York and Caledon East, required for September 1. Call Jill at -5392 or 739-0294

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Master Planner - Planning, Physical Resources (Bachelor's degree in Engineering or Architecture; membership or eligibility for membership in suitable professional organization (APEO or OAA); a minimum of seven years' experience in urban design, preferably in the public sector; well-developed design skills; superior report-writing and communication skills; demonstrated ability to deal effectively with all levels of the community, and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 11 Under Review (\$51,820-\$62,700) JOB NO: 391B

*Manager of Furnishings and Space Planning - Construction, Physical Resources (University degree or college diploma in Industrial Design or equivalent; a working knowledge and a minimum of 5 years' (combined) proven experience in the following specific areas: the furniture and furnishings industry in the areas of design, fabrication and space planning; interior design experience including, furniture and furnishings layouts, colour and material selection; design of architectural space planning and alterations within new and existing structures, with reference to space relationships, materials, construction techniques and aesthetics, both interior and exterior; ability to manage construction and alteration projects, including the provision of furniture and furnishings; preparation of specifications, drawings and contract documents; administration of total projects, dealing with all levels of the community as users, consultants and/or suppliers, and supervision of staff; proficiency in other areas of product or industrial design including corporate image design; ability to prepare freehand sketches and drawings, presentations, and use of related equipment. Please submit a resume when making an application.) GRADE: P&M 8 Under Review (\$41,140-\$49,780) JOB NO: 392B

*Associate Director - Centre for the Support of Teaching, Academic Affairs (Minimum of Master's degree in a field related to higher education or equivalent combination of education and work/research experience; doctorate degree in higher education or related field preferred; several years' related administrative experience, preferably in a post-secondary environment; teaching experience preferred; research and publishing experience an asset; some familiarity in maintaining a library or resource centre; broad knowledge of teaching strategies; some familiarity with formative evaluation of teaching, courses and programs; demonstrated ability to train, motivate and develop skills in others; ability to communicate effectively and tactfully at all levels; report/proposal writing and editing skills; analytical and research skills, including the ability to search literature and compile annotated bibliographies; demonstrated good organizational skills and priority setting ability; demonstrated ability to work both independently and cooperatively; supervisory and budgetary skills; initiative and ability to design, plan and monitor programs and services; fluency in French and English would be an asset. Please submit a resume when making an application.) GRADE: P&M 9 (\$44,430-\$53,760) JOB NO: 393B

Counsellor: Aloma Mendoza

Faculty Secretary "A" - French Studies and Languages, Literature, and Linguistics, Arts (High school graduation or equivalent; some secretarial training preferred; 6-12 months' secretarial experience preferred; some reception experience an asset; typing 40-45 wpm, accuracy essential; ability to type in several foreign languages preferred, or willingness to learn; word processing skills required; demonstrated good oral communication skills in French and English; ability to obtain and relay information accurately in French and English; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$20,522) JOB NO: 394E

STAFF POSITIONS (cont'd.)

Counsellor: Bruce Cater

Reserve Assistant "B" - Circulation, Scott Library, Libraries [Sessional - September 1-April 30; hours of work - Monday to Friday: 10:00 a.m.-6:00 p.m. (High school graduation or equivalent; minimum 2 years' experience in providing front-line public service; library experience preferred; reserves experience an asset; demonstrated skill/ability in the following areas: dealing calmly, effectively, and courteously with a high volume of enquiries from patrons, in person and by telephone; exercising tact and diplomacy; good oral communication skills; basic keyboarding to operate a terminal; knowledge of automated systems preferred.)
GRADE: 4 Provisional (Based on an annual salary of \$21,638) JOB NO: 395F

Counsellor: Nancy Wallace

Technical Secretary - Earth and Atmospheric Science, 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: 396H

Registration Clerk - Registrar's Office, Osgoode Hall [Temporary to December 22, 1989 (High school graduation or equivalent; 1-2 years' secretarial experience, including some front-line contact; typing 40-45 wpm, accuracy essential; word processing skills would be an asset; ability to maintain confidentiality; demonstrated skill/ability in the following areas; good oral communication; dealing courteously and effectively with people; attending accurately to detail under pressure of high volume; good organizational skills.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 397H

*Advisor "B" - Sexual Harassment Education and Complaint Centre [Temporary from September 1, 1989 to April 30, 1990, 3.5 days per week; some evening work may be required] (University degree or equivalent; some related experience (e.g. advocacy, conducting educational workshops, crisis intervention, etc.); knowledge of issues relating to some of the following areas: violence against women, human rights, discrimination, advocacy work, oppression and power dynamics, etc.; demonstrated skill/ability in the following areas: developing and conducting educational workshops; exercising tact and diplomacy; working well under stress; excellent oral communication to answer detailed enquiries in a clear and concise manner; excellent interpersonal and written communication skills; some counselling skills would be an asset; working knowledge of unions and contracts preferred. Please submit resume and two references when making an application.) GRADE: P&M Ungraded JOB NO: 398H