

# York

## BULLETIN

UNIVERSITY

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

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

# York

## BULLETIN

UNIVERSITY

Published by  
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Department,  
Suite A  
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(416) 736-5010.

Thursday, August 3 (12:00 noon) - Thursday, August 10 (12:00 noon), 1989  
Volume 9, Number 58

### GENERAL:

Food Services - Civic Holiday Weekend: The Complex I (Founders/Vanier) food service outlet will be open August 5-7 from 7:30 a.m. to 6:30 p.m. each day. All other outlets will be closed.

The Parking Office wishes to inform members of the York community that, due to unexpected circumstances, they have been unable to process all the parking applications that arrived through the campus mail. As a result, the "grace period" has been extended to August 25.

York University Sports Seminars present the Basketball Coaches Certification Seminar, Level I and II, August 14-18. The Level I seminar emphasizes the mechanics of individual skills, basic elements of team play, and will include practice planning, drills and care of injuries. The Level II seminar will deal with offensive and defensive aspects of the game. For further information call -5649.

The Department of Human Resources announces the following appointments: Keith Hodges, Civil Engineer, Construction Division, Physical Resources, effective July 24; Simon Tse, Administrative Officer, York-Nankai Exchange Program, Administrative Studies, effective July 24; Frank Gaal, Electrical Technician, Construction Division, Physical Resources, effective July 31; Donald Stevenson, Associate to the Principal, Principal's Office, Glendon College, effective August 1. The following promotions/transfers have also recently taken place: Kieron Brunelle, Executive Assistant to the Assistant Vice-President (Physical Resources); Dale Hall, Advisor, Sexual Harassment Education & Complaint Centre; Anita Hermann, Financial Aid Administrator, Financial Aid; Polly MacFarlane, Counsellor, Counselling & Development Centre, Student Affairs; Patty-Jo McLellan-Shaw, Associate Director, Recruitment & Public Liaison; Sean O'Connor, Assistant Manager of Installation & Maintenance, Telecommunications, York Computing Services; Marion Perry, Associate Director "B" Education; Rudy Tyson, Supervisor (Nights), Caretaking, Physical Plant.

Dancemakers and York Summer Dance Students will perform at the Earl Bales' Skylight Theatre, August 9 & 10 at 8:00 p.m. as well as Burton Auditorium on August 11 at 12:00 noon.

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.

### EVENTS:

#### FRIDAY, AUGUST 4

9:00 a.m. - MSc Defence - [Graduate Program in Biology] Nathalie Lafontaine will defend her thesis entitled "Influence of Predation on the Food Web Structure of Two Small Ontario Lakes" - Room 203, Lumber's Museum

### STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Clerk Typist - Office of Student Programs, Atkinson [Sessional, March 1 to October 31] (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 50-55 wpm, accuracy essential; good oral communication skills; demonstrated ability to work accurately and effectively under pressure of high volume; word processing skills preferred or willingness to learn.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 399D

File Clerk - Registration, Atkinson [Flexible hours of work during peak periods, including some Saturday work] (High school graduation or equivalent; 1 year office experience; typing 40-45 wpm, accuracy essential; data entry skills required; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated good oral communications skills. Demonstrated ability to deal courteously with people.) GRADE: 3 (\$20,522) JOB NO: 400D

Craftsperson III - Technical Services, Science (College diploma in Electronics Technology or equivalent; minimum 3 years' related experience; Basic knowledge of: Machine Tools [i.e. drill press, bending brake, shear, milling machine]; a variety of equipment [i.e. oscilloscopes, signal generators, meters, probes, logic analyzers, frequency counters, printers]; programming [i.e. machine code, Assembler, Forth, Pascal, Basic, 'C']; Intermediate knowledge of: Microcomputers, including various microprocessors and single-chip microcomputers; modems; microcomputer interfaces, including the ability to design, construct, test and document; micro software related to controllers and data collection, including the ability to specify, design, code, debug and document; digital and analog circuits, including the ability to design, construct, test and document; digital integrated circuits [i.e. TTL, CMOS, ECL, LINEAR IC's]; operational and instrumentation amplifiers; V/F; F/V converters; A/D and D/A converters; ability to design and fabricate printed circuit boards using both manual and CAD methods; excellent analytical skills; demonstrated skill/ability in the following areas: displaying initiative, creativity, innovation, tact and diplomacy; dealing effectively with people to provide effective service; working independently under pressure; good oral communication skills, including the ability to interpret detailed instructions. Please submit a resume when making an application.) GRADE: CR3 (\$36,102) JOB NO: 401D

- continued

Counsellor: Aloma Mendoza

Word Processing Operator/Secretary - Secretarial Services, Arts (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience including experience in using a range of word processing functions; typing 45-55 wpm, accuracy essential; good oral and written communication skills; tact and diplomacy essential; good spelling and grammatical skills; demonstrated skill/ability in the following areas: adapting to a variety of tasks; working independently and setting priorities; working effectively under conditions of high volume; dealing courteously and effectively with people; attending accurately to detail; maintaining confidentiality; excellent organizational skills; ability to transcribe from dictation equipment an asset.) GRADE: 4 (\$21,638) JOB NO: 402E

Counsellor: Bruce Cater

Stacker - Circulation, Scott Library (High school graduation or equivalent; one year general office experience, including experience in use of complex filing systems, or 6 months' library experience; library experience preferred; experience in handling cash transactions preferred; ability to lift and bend while shelving books and to push heavy book trucks; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; ability to handle cash transactions.) GRADE: 2 (\$19,338) JOB NO: 403F

Shipping/Receiving Clerk B - Bookstores, Business Operations (Grade 11 high school education or equivalent; 1 year shipping/receiving experience preferred; ability to lift heavy materials; ability to respond to changing priorities; manual dexterity; demonstrated ability to attend accurately to detail; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 2 (\$19,338) JOB NO: 404F

Counsellor: Nancy Wallace

Registration Assistant - Student Affairs, Faculty of Administrative Studies (High school graduation with minimum 1 year post-secondary education or equivalent; 2 years' related experience [e.g., handling enrollment and fees exercises, front-line advising, etc.], preferably in a student programs, registrarial or student accounting area; typing 35-45 wpm; good word processing skills; supervisory skills; demonstrated skill/ability in the following areas: knowledge of on-line student record system; good oral communication to elicit accurate information and answer detailed enquiries; good written communication; dealing courteously and effectively with people; exercising tact and diplomacy; working independently with little supervision; attending accurately to detail under pressure of high volume; excellent organizational skills, including ability to set priorities and meet deadlines. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 405H

Enquiries Clerk/Receptionist - Student Affairs, Administrative Studies (High school graduation or equivalent; 1-2 years' related experience [e.g., reception, front-line contact in a student or public service area, etc.]; typing 40 wpm, accuracy essential; word processing skills an asset; clear and concise oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated ability to work effectively under pressure and to attend accurately to detail.) GRADE: 4 Provisional (\$21,638) JOB NO: 406H

Student Programs Assistant - Student Affairs, Administrative Studies (High school graduation with minimum 1 year post-secondary education or equivalent; 2 years' related experience [e.g., maintaining, inputting and monitoring data on a student records system, advising students, etc.], preferably in a student programs or registrarial area; typing 35-45 wpm; good word processing skills; demonstrated skill/ability in the following areas: detailed knowledge of on-line student records system; attending accurately and consistently to detailed work, under pressure of high volume; working accurately with figures; good oral communication to elicit accurate information and answer detailed enquiries; good written communication; exercising tact and diplomacy; dealing courteously and effectively with people; working independently with limited supervision. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 407H

\*Student Programs Officer - Student Affairs, Administrative Studies (University degree or equivalent; 3 years' related experience, including supervisory experience, preferably in a registrarial or student programmes area; demonstrated excellent supervisory and organizational skills; good communication and interpersonal skills; demonstrated ability to perform statistical analysis; ability to use computers, particularly word processing; spreadsheet skills preferred. Please submit a resume when making an application.) GRADE: P&M 5 (\$32,660-\$42,675) JOB NO: 408H

Administrative Secretary - Alumni Affairs, Administrative Studies (High school graduation with secretarial training or equivalent; minimum 2 years' related experience [e.g., administrative/secretarial, organizing events, contact with the public, etc.], preferably in a university environment; typing 45-50 wpm, accuracy essential; word processing skills; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed enquiries; good written communication, including spelling and grammar; attending accurately to detail under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; good interpersonal skills; excellent organizational skills, including ability to adapt to a variety of tasks, set priorities, and work independently; knowledge of computerized record systems and computer coding; skill in transcribing from dictation equipment an asset.) GRADE: 5 Provisional (\$23,278) JOB NO: 409H

Reposting - Counsellor: Aloma Mendoza

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

Correction to Bulletin of July 31, 1989

\*Master Planner - Planning, Physical Resources (Bachelor's degree in Engineering, Planning or Architecture; membership or eligibility for membership in suitable professional organization (APEO, OAA, The Ontario Professional Planners' Institute, or Canadian Institute of Planners; 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

SUMMER INTERCHANGE:

Sale - Box trailer, 7'x6', includes spare tire & cover, excellent condition -\$275 or best offer. Call George at 889-9969

# York

UNIVERSITY

## BULLETIN

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

Thursday, August 10 (12:00 noon) - August 14 (12:00 noon), 1989  
Volume 9, Number 59

### GENERAL:



Attention Members of the York Community: Preparations are underway for the construction of the new Calumet College and Residence, which will be situated immediately west of Stong and Bethune Colleges. Over the next couple of weeks, 8' hoarding will be erected around the site, and alternate footpaths will be created to facilitate safe pedestrian access during the construction period. Construction equipment should be mobilized on site by September to begin the excavation and grading process. The project is expected to be completed by September 1990.

York members are reminded to exercise caution while travelling around construction zones. Concerns, questions and suggestions regarding construction activities on campus can be directed to the Construction Hotline at -5445.

Food Services Operations announces the following price increases of vended products: Cold drink-cups from .45 to .50; Cold drink-cans from .70 to .75; Juices from .80 to .90; Chocolate bars from .75 to .80; Chips from .75 to .80; Gum and Rolls from .65 to .70. The following average price increases are also in effect: Atkinson College Cafeteria - 6.9%; Central Square Cafeteria - 2.5%; Marky's Delicatessen - 11.8%; Marriott food service outlets - 6.6%; Osgoode Cafeteria - 4.2%; Glendon Cafeteria - 6.2%.

The Department of Security and Parking Services advises the York community that parking lots 3A and 6A will be closed due to the Ontario Special Olympics August 9-August 14. The Department regrets any inconvenience this may cause.

### EVENTS:

#### THURSDAY, AUGUST 10

3:00 p.m. - 5:00 p.m. - Farewell Reception - to honour Geoff on the occasion of his retirement from York, after 22 years of service - contributions towards a gift can be forwarded to Murielle White, c/o Department of Security and Parking Services, Room D25, EOB (-5352) - Senior Common Room, York Hall, Glendon

8:00 p.m. - Forum - [Norman Bethune College] "China In Crisis - How Should Canada Respond?" featuring York Prof. Diana Lary who had been in China conducting research; Graham Caswell, a Bethune College Alumnus who had been teaching at the Sichuan Institute of Foreign Languages; and a student from the People's Republic of China - Moderator: York Prof. Fred Morgan, Master of Norman Bethune College - for further information call Marie Boulanger at -5010 - Norman Bethune College Gallery

#### FRIDAY, AUGUST 11

10:00 a.m. - MA Defence - [Graduate Program in Exercise and Sports Science] John Mogk will defend his thesis entitled "Some Psychological Correlates of Excellence in Sport" - Room N927, Ross

### STAFF POSITIONS:

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

#### Counsellor: Irmgardt Duley

\* Assistant Manager - Labour Relations, Human Resources (University degree (preferably in Business Administration) or equivalent informal training and/or knowledge gained through experience; excellent oral and written communication skills; analytical skills; ability to work effectively with people at all levels; excellent organizational skills; ability to respond quickly and creatively in a variety of situations; demonstrated ability to deal effectively with all levels of the community, and to provide excellent service; extensive "hands-on" industrial relations experience including experience as employer spokes-person in contract negotiations, grievance handling, arbitration, and presentation; previous personnel administration experience in one or more of the following areas: recruitment, salary administration, job evaluation, benefits; previous exposure to working in a university or like organization. Please submit a resume when making an application.) GRADE:P&M 7 Under Review (\$38,090-\$46,090) JOB NO:4108

\* Special Assistant to the Vice-President and Associate Vice-President - VP (Academic Affairs) and Associate VP (Admissions and Recruitment) (University degree or equivalent; related senior administrative and research experience, preferably in an academic environment; excellent knowledge of research methodology; flexibility; initiative; demonstrated skill/ability in the following areas: conducting significant research; superior oral and written communication; exercising tact and diplomacy; report preparation, including analyzing, evaluating and commenting on projects/proposals/reports; monitoring and evaluating programs and services; developing policy; strong organizational skills including the ability to organize a multi-faceted enterprise, to establish priorities, and to work effectively under pressure; effective wordprocessing skills to produce complex documents without staff support; fluency in English and French would be an asset. Please submit a resume when making an application.) GRADE:P&M 8 Under Review (\$41,140-\$49,780) JOB NO:411B

#### Counsellor: Gina Dunnett

Administrative Assistant II - Computer Science, Science (High school graduation with secretarial training or equivalent; some post-secondary courses would be an asset; minimum 3 years' related experience (e.g., administrative, supervisory, secretarial, budgetary, etc.), preferably in a post-secondary environment; typing 50 w.p.m.; wordprocessing skills required; minute taking ability; spreadsheet and technical wordprocessing skills, including text formatting preferred; ability to upload and download files from computer systems preferred; budgetary skills preferred; demonstrated skill/ability in the following areas: clear and effective oral communication; excellent written communication; dealing courteously and effectively with people; exercising tact and diplomacy; supervision; bookkeeping; exercising good judgement and initiative; excellent interpersonal skills; excellent organizational skills, including ability to work independently. Please submit a resume when making an application.) GRADE:7 (\$28,617) JOB NO:412D

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

**Counsellor: Aloma Mendoza**

**Administrative Assistant I - Dean's Office, Arts** (High school graduation or equivalent; minimum of one year university education required; minimum 2 years' related secretarial/administrative experience (e.g., interpreting faculty legislation, acting as resource person for academic committees, etc.); typing 45-50 w.p.m.; wordprocessing skills required; ability to maintain confidentiality; short-hand or speedwriting an asset; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed enquiries; excellent written communication; taking minutes and preparing correspondence; exercising tact and diplomacy; dealing courteously and effectively with people; attending accurately to detail; exercising initiative; making good judgments and implementing decisions; excellent interpersonal skills; excellent analytical skills, including ability to communicate abstract concepts in a clear and concise manner; excellent organizational skills, including ability to set priorities and work independently under pressure of high volume. Please submit a resume when making an application.)

GRADE:6 (\$25,712-\$26,783) JOB NO:413E

**Secretary - Race and Ethnic Relations** Part-time sessional - September 1 to May 31, 25 hours per week (High school graduation with secretarial training or equivalent; 1 - 2 years' related office experience (e.g. secretarial, reception, public service, etc.), preferably in a university environment; typing 40-45 w.p.m., accuracy essential; demonstrated wordprocessing skills required; skill in transcribing from dictation equipment; demonstrated good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; demonstrated good organizational skills, including ability to set priorities; ability to maintain confidentiality.) GRADE:4 Provisional (Based on an annual salary of \$21,638) JOB NO:414E

**Counsellor: Bruce Cater**

**Circulation Assistant - Steacie Science Library, Libraries** (High school graduation or equivalent; minimum 2 years' experience in providing front-line services; library experience preferred; experience in operation of 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 (\$21,638) JOB NO:415F

**Stacker - Scott Library, Libraries** Sessional October 1 to May 31 Hours of work 8:00 a.m. - 4:00 p.m.; occasional evening and weekend work may be required (High school graduation or equivalent; one year general office experience including experience in use of complex filing systems, OR, 6 months' library experience; library experience preferred; experience in handling cash transactions preferred; ability to lift and bend while shelving books and to push heavy book trucks; demonstrated ability to deal calmly, effectively and courteously with library patrons; good oral communication skills; demonstrated ability to attend accurately to detail; ability to handle cash transactions.) GRADE:2 (Based on an annual salary of \$19,338) JOB NO:416F

**Counsellor: Nancy Wallace**

**Faculty Secretary - Osgoode** (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-50 w.p.m.; good wordprocessing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE:3 (\$20,522) JOB NO:417H

**Technical Secretary I - Chemistry, Science** (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-50 w.p.m., accuracy essential; demonstrated wordprocessing skills; technical wordprocessing skills preferred or willingness to learn; 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, including ability to set priorities; demonstrated ability to deal courteously and effectively with people.) GRADE:4 (\$21,638) JOB NO:418H

**SUMMER INTERCHANGE:**

- Sale**
- Electric snowblower; various camping equipment, lantern, heater, sleeping bags, stove, roof-top car carrier; ladies' bicycle, girls's BMX bicycle. Call Paola at -7717 or 832-3023
  - IBM Turbo PC-XT, 10 MHz, 8088, 640k, includes an Nec Multisync 6S monitor (EGA/VGA), 20 MB hard drive, EGA colour card -\$2,200; 1 unused AdLib Music Composer for the IBM PC -\$325. Call Liana at -6183 or 727-6885 after 7:00 p.m. Prices negotiable
  - Playpen, crib, highchair, car seat, rocking seat, Snuggly carrier, carry-cot (up to 4 months), and other items for sale. Call Diane at -6981.
  - Apple II and clone, 64k Z80 card, 80 columns, detached keyboard, amber monitor, 2 disk drives, lots of software -\$400. Call Bob at -5202 or 731-2175
  - Drapes, large assortment -\$10 per panel. Call 663-6752.
  - 20" Zenith colour television, good condition -\$75; Dinette set - butcher-block style, wood grain with chrome trim, four leather chairs, neutral colour -\$250. Call 789-17785
  - Supersingle waterbed with heater -\$75. Call Tammy at -8811 or Margaret at 599-3286 after 5:00 p.m.
  - 19" apartment size Beach gas stove, glass oven-door, broiler/oven, very clean, white colour -\$190. Call Elaine at -5356 or 467-0155
  - 28" Sylvania table top, colour television -\$350; 6" portable television -\$100. Call Susan at -5212 or -6370
- Rent**
- Detached 3-bedroom house, 10 minute walk to Yonge & Lawrence, fully furnished and equipped, large livingroom with fireplace, dining room, new Hanover kitchen, six appliances, deck, garden, parking, available late August for one year -\$1200/month plus utilities. Call 481-6857 or 482-8429 or 491-5050, Ext.4700
  - Furnished bedroom for non-smoking female, Keele & Major Mckenzie, shared washroom and kitchen -\$350. Call Paola at -7717 or 832-3023
- Wanted**
- Good home for two cats, 4 1/2 year-old black and white male and 5 year-old Persian female. Call 651-3542
  - Ride to York to and from Woodbridge, daily, 8:30 a.m.-4:30 p.m., on paying basis. Call Marilyn at -3184
  - Ride to York to and from Aurora, daily, 8:30 a.m.-4:30 p.m., will share gas. Call Liana at -6183 or 727-6885 after 7:00 p.m.

Monday, August 14 (12:00) - Thursday, August 17 (12:00), 1989  
Volume 9, Number 60**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.

The Financial Aid Office announces that the Literature and Job Proposal forms for the Fall/Winter Work/Study Program have been distributed to all University departments. Participating departments could create part-time positions on campus for students on a 75%/25% cost-sharing basis. For further information contact Nevia Jelenic at #2185.

The Children's Fine Arts Program, Artstart, offers classes for children and teens from 3-16 years of age. The courses are offered in the fall and winter terms, beginning September 16 and include Drama, Orff Music, Creative and Modern Dance, Visual Arts, Physical Stage Techniques and Movement for Parents and Tots. Registration is September 9 in the Fine Arts Building Lobby. For further information, call #2100, Ext. 3817.

The Centre for Continuing Education offers the following courses: An Introduction to Public Relations, a 15-session course beginning September 5 held at the York campus; Effective Public Speaking, Level I, a 10-session course beginning September 13 at the Glendon campus; Effective Public Speaking, Level II, a 10-session course beginning September 12 at the Glendon campus; Effective Writing, Level I, a 10-session course held Saturdays from 9:30 a.m.-12:30 p.m. beginning September 16 at the Glendon campus; GMAT Mathematics Preparation Course, a 13-session course begins September 14 at the York campus; GMAT Weekend Workshop, a 20-hour workshop held the weekend of September 29, 30 and October 1 at the York campus; Bridging Courses (13 weeks): Humanities A: Tragedy-A Vision of Life beginning September 13 at the York campus and Social Science A: Canadians & Their Society beginning September 12 at the Glendon campus. For further information, call #5025.

The Parking Office wishes to inform members of the York community that, due to unexpected circumstances, they have been unable to process all the parking applications that arrived through the campus mail. As a result, the "grace period" has been extended to August 25.

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.

**EVENTS:****WEDNESDAY, AUGUST 16**

3:00 p.m. → Farewell Reception → to honour Peter Wood, on the occasion of his retirement from York → contributions towards a gift can be forwarded to Jane Crescenzi, c/o Human Resources, Room A33, EOB → Masters' Dining Room, Winters

**THURSDAY, AUGUST 17**

10:00 a.m. → MEd Defence → [Graduate Program in Education] Patricia Malfara will defend her thesis entitled "'The Hero Saves the Day': Heroes in the Special Programs Classroom" → Room N831, Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than August 21, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

\* Pension Assistant (Financial) - Human Resources (High school graduation plus related community college courses or equivalent; 2 years' related experience (e.g. pension, dealing with the public, financial, etc.) some of which is in a computerized area; typing 45-50 w.p.m., accuracy essential; wordprocessing skills preferred; basic bookkeeping knowledge and skills; pleasant telephone manner; knowledge of relevant legislation preferred; demonstrated skill/ability in the following areas: microcomputing and computerized spreadsheets; attending accurately to detailed work and calculations; setting priorities and working quickly and effectively under pressure; providing excellent customer service; good oral and written communication skills to communicate complex information; excellent interpersonal skills; excellent organizational skills.)  
GRADE:5 (\$23,278) JOB NO:419C

## STAFF POSITIONS (cont'd)

\* Pension Assistant (Secretarial) - Human Resources Temporary to March 16, 1990 (High school graduation plus related community college courses or equivalent; 2 years' related experience (e.g. pension, dealing with the public, secretarial, etc.) some of which is in a computerized area; typing 45-50 w.p.m., accuracy essential; computerized spreadsheet skills preferred; pleasant telephone manner; knowledge of relevant legislation preferred; demonstrated skill/ability in the following areas: wordprocessing and microcomputing; working accurately with figures; setting priorities and working quickly and effectively under pressure; providing excellent customer service; good oral and written communication skills to communicate complex information; excellent interpersonal skills; excellent organizational skills.) GRADE:5 (Based on an annual salary of \$23,278) JOB NO: 420C

Counsellor: Gina Dunnett

Administrative Clerk I - Administration, Graduate Studies (High school graduation with secretarial training or equivalent; minimum 1 year's office experience, preferably in an educational environment; typing 40-45 w.p.m.; wordprocessing and computerized spreadsheet skills required; basic bookkeeping skills; good written communication skills and ability to provide and explain information clearly and concisely; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working accurately with figures; attending accurately to detail under pressure of high volume.) GRADE:4 Provisional (\$21,638) JOB NO:421D

Counsellor: Aloma Mendoza

Clerk/Typist (Floater) - Psychology, Arts (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-50 w.p.m., accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: good oral communication; dealing courteously and effectively with people; pleasant telephone manner; adapting readily to a variety of jobs and situations.) GRADE:3 (\$20,522) JOB NO:422E

Administrative Secretary - Office of the Dean, Arts Limited term to June 30, 1991 (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. administrative, secretarial, scheduling meetings and appointments, coordinating arrangements, etc.); typing 50-55 w.p.m., accuracy essential; minute taking skills an asset; demonstrated skill/ability in the following areas: wordprocessing, including ability to merge for large mailings; working effectively under pressure of high volume; exercising initiative; attending accurately to detail; transcribing from dictation equipment; dealing courteously and effectively with people; exercising tact and diplomacy; working independently and setting priorities; excellent written communication; clear and effective oral communication.) GRADE:5 Provisional (\$23,278) JOB NO:423E

Counsellor: Bruce Cater

Administrative Secretary - Administration, Physical Resources (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. administrative, secretarial, scheduling meetings and appointments, coordinating arrangements, etc.); typing 45-50 w.p.m., accuracy essential; file management skills required; minute taking skills; shorthand or speedwriting skills; skill in transcribing from dictation equipment preferred; initiative; accuracy in working with figures; demonstrated skill/ability in the following areas: wordprocessing and computerized spreadsheets; working independently; setting priorities and meeting deadlines; dealing courteously and effectively with people; exercising tact and diplomacy; maintaining confidentiality; excellent organizational skills; good written communication; obtaining, relaying and explaining information accurately and effectively.) GRADE:5 (\$23,278) JOB NO:424F

Audio Visual Records Clerk - DIAR (High school graduation or equivalent; 1-2 years' clerical experience, preferably in an audio visual service area; typing 30-35 w.p.m.; microcomputing skills required; cash handling ability; good oral communication skills; good organizational skills; accuracy in working with figures; demonstrated ability to deal courteously and effectively with people; familiarity with photographic film types and audio visual terms preferred.) GRADE:4 (\$21,638) JOB NO:425F

Counsellor: Nancy Wallace

File Documents Clerk "B" - Office of Student Programmes, Education Overtime required during peak periods (High school graduation or equivalent; 1 year related experience (e.g., data entry, filing, general office, etc.), preferably in a high volume environment; typing 35-40 w.p.m., accuracy essential; data entry skills; good oral communication skills; demonstrated ability to attend accurately to detail under pressure of high volume on a continuing basis; demonstrated ability to work cooperatively with fellow employees; demonstrated ability to deal courteously and effectively with people.) GRADE:3 Provisional (\$20,522) JOB NO:426H

## SUMMER INTERCHANGE:

- Sale - 20" Zenith Colour TV, good condition - \$75 or best offer; dinette set, butcher block style, wood grain with chrome trim, four leather chairs, neutral colour - \$250. Call 789-1785  
- Three year-old Budgie, excellent health, comes with case on stand - \$20. Call Jean at 248-5023  
- 1977 Audi Fox, low mileage, cream colour, manual, certifiable - \$1,000 or best offer. Call Dawn at -6102  
- Cuisinart with attachments - \$70; sheepskin coat, size 16 - \$40; men's brown suit, size 42-44 - \$20; Franklin Mint collectors' cars - \$50 each. Call 492-0218 (evenings)  
- Fridge, excellent condition; and couch, loveseat & chair set, chrome & brown - best offer. Call 881-6269
- Rent - Three-bedroom detached home, Dufferin & Steeles, available September 1. Call 738-3622 or 479-1296 after 5:00 p.m.  
- Three bedroom house, Dufferin & Steeles, quiet area, private lot, finished basement, 1 1/2 baths & shower in basement, garage, central air, 5-10 mins. to York, available November 1 - \$1,300 plus utilities. Call Shan at -2418 or 669-4719
- Wanted - Home for 4 cats, ages 4-7 years old, neutered, declawed, immunized. Call -6102



Thursday, August 17 (12:00) - Monday, August 21 (12:00), 1989  
Volume 9, Number 61**GENERAL:**

Attention Members of the York Community: Construction is underway to expand parking lots 8A and 1B. Approximately 525 new parking spaces will be achieved in both lots combined. A new entrance and stacking lane will be created at the north side of lot 8A, to help reduce traffic congestion on Niagara Boulevard. These projects are expected to be completed by September 1.

York members are also asked to note that parking Lot DD will be closed all day for repainting on August 19, weather permitting. (Rain date August 26)

York's Construction Division would like to remind all members of the York Community about the potential dangers of construction zones. Please observe all signs, walk around fenced off areas, and use only those footpaths and roadways which have been designated for use during the construction period.

Applicants to the forthcoming 1989/1990 CIDA/ICDS Competition are asked to note that the University has been asked to submit no more than two projects for consideration in the competition. The Committee on International Exchanges, Linkages and Development Agreements will review proposed submissions and will make recommendations to the President and Vice President (Academic Affairs) for their approval. In order that the CIDA deadline of October 8 may be met, the Committee must receive copies of proposed submissions no later than September 15 through the Office of York International, Room 110, Administrative Studies Building. Normal procedures of the Office of Research Administration will apply to the preparation and eventual submission of all proposals.

CHRY 105.5 FM, North York's non-profit community radio station, is preparing to launch its second annual fundraising campaign beginning September 13 at 7:00 a.m. and continuing until the end of the programming day on September 24. CHRY programmers will appeal to listeners for pledges. The station's goal for its On-Air Fundraising '89 is set at \$25,500. The monies collected will go towards paying for the escalating costs of operating the radio station. For further information, and for a tour of the station, contact Edward Skira or Lisa Roosen-Runge at -5293.

**EVENTS:****FRIDAY, AUGUST 18**

1:00 p.m. - PhD Defence - [Graduate Program in Sociology] Sally Humphries will defend her dissertation entitled "Modernizing Maya Agriculture: A Case Study of Present Entrepreneurship in Northern Yucatan" - Room N927, Ross

**STAFF POSITIONS:**

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

Counsellor: Gina Dunnett

Technician, Design Area - Visual Arts, Fine Arts Sessional August 15 to May 15 (2 years' community college education or equivalent, including some courses in printing and computing; 2 years' related experience (e.g. handling and operation of equipment, inventory and scheduling, demonstration, etc.); demonstrated working knowledge of equipment and supplies, including printing equipment, stat camera, darkroom, small offset press, metal type process and computers used for graphics; demonstrated ability to deal courteously and effectively with people; demonstrated ability to clearly explain and demonstrate equipment and procedures. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary of \$29,812) JOB NO: 427D

Film Equipment Room Technician - Film, Fine Arts Temporary to May 31, 1990 (3 years' post-secondary education in film and video production, or equivalent; 2 years' related technical experience, (e.g., assessing repairs needed, making routine repairs, providing advice to users of equipment, etc.) in a film and video production environment; demonstrated knowledge of film making, video and sound recording equipment, including the ability to evaluate repair work required; demonstrated ability to deal courteously and effectively with people; skill in providing advice in a clear and concise manner. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary of \$29,812) JOB NO: 428D

Counsellor: Bruce Cater

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: 429F

\* Administrative and Production Supervisor - Communications (University degree or equivalent formal training in graphic design/print production and computing/wordprocessing/desktop publishing applications; several years' production management experience in a graphic design, advertising, or printing environment including experience in tendering projects, negotiating contracts and monitoring costs; proven ability to work under pressure to meet deadlines and budgets; thorough understanding of the printing industry and various printing processes; familiarity with film preparations including separations; thorough understanding of graphic design, finished art and paste up, layout, illustration and photography; demonstrated ability to "spec" type; knowledge of computerized typesetting and electronic publishing systems; proven administrative, budgetary and supervisory skills; service oriented management skills; demonstrated ability to exercise tact and diplomacy in dealing with clients; excellent interpersonal and communication skills; microcomputing skills an asset. Please submit a resume when making an application.) GRADE: P&M 5 (\$32,660-\$39,520) JOB NO: 430F

## STAFF POSITIONS:

Accounting Clerk II/Cashier - Student Accounts, Comptroller Temporary to December 3, 1989 (High school graduation or equivalent; 1 years' related experience (e.g., maintaining accurate records; working with figures; providing public service, etc.), including 6 months in handling cash; experience in a computerized accounting area preferred; experience in a post-secondary environment would be an asset; familiarity with basic keyboard required; good oral communication skills; ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail; accuracy with figures essential; demonstrated ability to work effectively under pressure of high volume; familiarity with computerized record systems would be an asset.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 431F

Fees Registration Clerk II "C" - Student Accounts, Comptroller Temporary to December 3, 1989 (High school graduation or equivalent including some bookkeeping or accounting courses; 1-2 years' related experience (e.g., bookkeeping, balancing cash transactions, maintaining accurate records, etc.), including experience in a computerized accounting area and some experience in handling cash, preferably in a post-secondary environment; typing 30 w.p.m.; good oral communication to answer enquiries; ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills including ability to meet deadlines; demonstrated ability to attend accurately to detail and figure work under pressure of high volume; familiarity with computerized record systems an asset.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 432F

Script Clerk - Food Services, Business Operations Part-time sessional - 25 hours/week - August 15 to May 15 (High school graduation or equivalent; 2 years' related experience (e.g., handling cash, maintaining accurate records, public service, etc.); typing 40-45 w.p.m.; clear and concise oral communication skills; basic bookkeeping skills; good organizational skills; demonstrated ability to work accurately and effectively under pressure; demonstrated ability to deal courteously and effectively with people; demonstrated accuracy in working with figures; sense of responsibility.) GRADE 4 (Based on an annual salary of \$21,638) JOB NO: 433F

Secretary - Alumni Affairs (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including experience in a public service area, preferably in a university environment; typing 40-45 w.p.m., accuracy essential; demonstrated wordprocessing skills required; demonstrated ability to obtain and relay information clearly, concisely and courteously; good written communication skills; good organizational skills; pleasant telephone manner; good spelling and grammatical skills; tact and diplomacy essential; skill in transcribing from dictation equipment preferred or willingness to learn.) GRADE: 4 (\$21,638) JOB NO: 434F

Counselor: Nancy Wallace

Secretary - Office of the Dean, Osgoode Part-time 24 1/2 hours/week (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a university environment; typing 40-45 w.p.m.; good organizational skills; good oral communication skills; tact and diplomacy essential to deal effectively and courteously with people; demonstrated word processing and microcomputing skills; ability to transcribe from dictation equipment; demonstrated ability to attend accurately to detail.) GRADE: 3 Provisional (Based on an annual salary of \$20,522) JOB NO: 435H

Student Programmes Assistant II "B" - Office of Student Programmes, Science Temporary to May 11, 1990 (High school graduation with 1 year university or equivalent; 2 years' related experience in a student service area (e.g., answering student enquiries and assessing student records, dealing with a variety of competing priorities, etc.); typing 45-50 w.p.m., accuracy essential; data entry skills preferred; wordprocessing skills required; demonstrated skill/ability in the following areas: good oral communication to obtain accurate information and answer detailed enquiries; giving oral presentations; excellent written communication; exercising initiative and good judgement; working quickly and accurately under constant pressure; paying meticulous attention to detail; dealing courteously and effectively with people; exercising tact and diplomacy; excellent interpersonal skills; good organizational skills including ability to set priorities and work independently. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$25,712) JOB NO: 436H

Secretary - Office of the Associate Vice-President (Research) Temporary September 11, 1989 to April 30, 1990 (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; good oral and written communication skills; pleasant telephone manner; skill in transcribing from dictation equipment preferred; demonstrated skill/ability in the following areas: wordprocessing; compiling and summarizing information; accurately handling a variety of tasks under pressure of high volume and changing priorities; dealing courteously and effectively with people; exercising tact and diplomacy; maintaining confidentiality.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 437H

\* Assistant to Personnel Officer - Personnel, Glendon College (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience; typing 45-50 w.p.m., accuracy essential; accurate spelling and grammatical skills; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III (Intermediate), and IV (Advanced); demonstrated skill/ability in the following areas: wordprocessing; attending accurately to detail and meeting deadlines; dealing courteously and effectively with people; working independently and setting priorities; maintaining confidentiality; excellent organizational skills; good oral and written communication skills to relay complex information and instructions.) GRADE 5L (\$25,712) JOB NO: 438G

## SUMMER INTERCHANGE:

Safe - Baby's low feeding table, converts to a playing table - \$10; 2 foldable, portable playpens, can be attached to form a large play area - \$15 each. Call Julie at -6726 or 487-2527 (evenings)

- Two twin beds, two night tables, 9-drawer dresser and mirror, Scandinavian style with rosewood trim - \$500; sofa, sofa chair, and coffee table - \$150. Call Chawla at 482-3353

- IBM Proprinter I, Dot-Matrix, almost new - \$400. Call Helene at -8201

Rent - Condo, three-bedroom, central air, pool, weight room, indoor parking, babysitting services available on premises, available immediately. Call Mary at -8811 or 630-4897

- Three-bedroom house, Mississauga, Eglington & 403 area, 2 1/2 baths, fireplace, available September 1 - \$1200. Call -7215

Wanted - One-bedroom apartment (preferably furnished) Jan.-June 1990, for professor with family coming to U of T from Hungary. Call Julie at -6726 or 487-2527 (evenings)

Monday, August 21 (12:00 noon) - Thursday, August 24 (12:00 noon), 1989  
Volume 9, Number 62

## GENERAL:

The Department of Security and Parking Services advises the York community that parking lot 3B will be closed during the Player's Challenge Tennis Championships from August 17 to August 27. Holders of York University decals may park in any other parking lot to which their parking permit gives them entitlement.

The Centre for Continuing Education offers the following language courses: Conversational French, offered in three levels, Level I: Elementary, Level II: Intermediate, and Level III: Advanced. To determine level of proficiency, call to book appointment for a Placement Test held September 7. These courses are 12 weeks long and begin September 14; Conversational Spanish, Levels I & II, both courses are 10 weeks and begin September 13; Introduction to Mandarin Chinese (Putonghua), a 12-week course beginning September 11; Introduction to Cantonese, a 12-week course beginning September 12; Conversational Italian I, a 12-week elementary course beginning September 14; Introduction to Russian, a 12-week course beginning September 12; and Japanese, an introductory 12-week course beginning September 12. All courses are taught at the Glendon campus. For further information call -5025.

Attention Members of the York Community: Construction is underway to expand parking lots 8A and 1B. Approximately 525 new parking spaces will be achieved in both lots combined. A new entrance and stacking lane will be created at the north side of lot 8A, to help reduce traffic congestion on Niagara Boulevard. These projects are expected to be completed by September 1. York's Construction Division would like to remind all members of the York Community about the potential dangers of construction zones. Please observe all signs, walk around fenced off areas, and use only those footpaths and roadways which have been designated for use during the construction period.

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Applicants to the forthcoming 1989/1990 CIDA/ICDS Competition are asked to note that the University has been asked to submit no more than two projects for consideration in the competition. The Committee on International Exchanges, Linkages and Development Agreements will review proposed submissions and will make recommendations to the President and Vice President (Academic Affairs) for their approval. In order that the CIDA deadline of October 8 may be met, the Committee must receive copies of proposed submissions no later than September 15 through the Office of York International, Room 110, Administrative Studies Building. Normal procedures of the Office of Research Administration will apply to the preparation and eventual submission of all proposals.

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## STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than August 28, 1989. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

\* Secretary - Fine Arts, Music (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including experience dealing with the public, preferably in an educational environment; typing 40-45 w.p.m., accuracy essential; demonstrated skill/ability in the following areas: word processing; good oral communication to answer enquiries and obtain accurate information; dealing courteously and effectively with people both on the telephone and in-person; exercising tact and diplomacy; good organizational skills, including ability to set priorities and work independently.) GRADE: 3 (\$20,522) JOB NO: 439C

\* Employment Counsellor - Department of Human Resources Temporary to April 30, 1990 (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: 440C

Counsellor: Aloma Mendoza

Student Programmes Clerk - 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 judgment; basic clerical skills.) GRADE: 3 (\$20,522) JOB NO: 446E

**STAFF POSITIONS:****Counsellor: Nancy Wallace**

**Administrative Assistant I - CRESS, Science** (High school graduation with secretarial training or equivalent; some post-secondary courses required; minimum 3 years' secretarial and administrative experience including experience in administering a budget, preferably in a university environment; typing 45-50 w.p.m., electronic communication, data base, and computerized spreadsheet skills preferred or willingness to learn; demonstrated skill/ability in the following areas: word processing and technical word processing; bookkeeping; minute taking; clear and effective oral communication; excellent written communication; exercising good judgement; working accurately and effectively under pressure of high volume; supervision; dealing courteously and effectively with people; good interpersonal skills; excellent organizational skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 442H

**Lab Assistant II - Biology, Science Temporary to May 31, 1990** (Minimum grade 10; high school graduation or equivalent preferred; some chemistry courses would be an asset; six months' related experience (e.g., mixing stock solutions; maintaining records, washing glassware and equipment, etc.) in a laboratory setting; demonstrated ability to handle delicate equipment and glassware; good organizational skills.) GRADE: LAB ASST 2 (Based on an annual salary of \$21,243) JOB NO: 443H

**Information Officer - Office of Research Administration** (University degree or equivalent; 2 years' related experience (e.g., obtaining and disseminating information, writing, researching, etc.), preferably in a university setting; experience in a funding or research environment would be an asset; word processing and/or microcomputing skills; computerized spreadsheet skills preferred or willingness to learn; demonstrated skill/ability in the following areas: explaining and interpreting complex, detailed information clearly and accurately analyzing statistics; working accurately with figures; exercising tact and diplomacy; exercising initiative; excellent organizational skills; excellent oral communication, including effective presentation and promotional ability; excellent written communication, including report writing and editing skills. Please submit a resume when making an application.) GRADE: 8 Provisional (\$32,559) JOB NO: 444H

**Placement Program Assistant - Career and Placement Centre, Student Affairs** Occasional weekend and evening work required (University degree or equivalent with some courses in personnel, business or social sciences preferred; minimum 2 years' related career development/placement experience (e.g., recruiting, advising, conducting seminars, developing programs, etc.), preferably in a post-secondary institution; initiative; microcomputing skills preferred or willingness to learn; knowledge of career development and recruitment methods and practices; demonstrated skill/ability in the following areas: group leadership, including seminar presentation and advising; marketing and public relations; exercising tact and diplomacy; working independently and co-operatively; excellent organizational skills, including planning, developing programs, and supervising projects; excellent oral and written communication, including public speaking; excellent interpersonal skills. Please submit a resume when making an application.) GRADE: 7 (\$28,617) JOB NO: 445H

Reposting of position originally posted July 6, 1989

**Counsellor: Aloma Mendoza**

**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

**Counsellor: Bruce Cater**

**Office Service Clerk/Receptionist - Financial Services, Physical Plant Temporary to February 28, 1990** (High school graduation or equivalent; minimum 6 months' related experience (e.g., maintaining accurate records, computerized data entry, reception, etc.), preferably in an accounting area; costing experience preferred; basic bookkeeping skills; microcomputing and computerized spreadsheet skills required; data entry skills; accuracy essential; good organizational skills; good oral communication skills; courteous telephone manner; demonstrated skill/ability in the following areas: figure work and calculations; working accurately and quickly under pressure to meet deadlines; attending accurately to detail; obtaining and relaying information accurately.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 441F (Reposting of job 388F)

**SUMMER EXCHANGE:**

- Sale**
- 20" RCA Solid State, push-button TV, wooden console -\$100. Call Janie at -6236
  - Child's two-wheel bike, good condition, for children up to 7 years-old -\$35; child's tricycle, good condition, for children up to 5 years-old -\$20. Call Cheryl at -2316
  - Townhouse, three-bedroom, finished basement, central air, parking, Bathurst Steeles -\$209. Call and leave message at 764-3869
- Rent**
- Semi three-bedroom house, Bramalea/Steeles, finished basement, fridge, stove, dishwasher, broadloomed, available August 15 or September 1 -\$1,150/month plus utilities. Call -2428 or 747-6786
  - Furnished apartment, Don Valley and Eglinton, one bedroom plus den, well-kept building, pool, one parking space, prefer non-smoker, no pets allowed, available September 1 for up to one year -\$1,000/month. Call 391-1026
- Wanted** - 1982-85 Toyota Celica Liftback, good condition. Call Bruce at -8689

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Thursday, August 24 (12:00 noon) - Monday, August 28 (12:00 noon), 1989  
Volume 9, Number 63**GENERAL:**

Recreation York will offer the following this Fall:

- Early registration - September 12 & September 14 - Central Square, West Bear Pit, 11:00 am-2:00 pm
- One week of Free Noon Aerobic Classes - September 11-15 - Tait McKenzie Main Gym, 12:15 pm-12:45 pm
- Staff & Faculty Fitness Classes at Founders:
  - FC-1 Low Impact High Intensity (Inter.) M/W/F - Founders College Res. Games Room, 12:15 pm-12:45 pm  
September 25-December 8 (32 sessions) - Members \$35, Non-member \$45
  - FC-2 Stretch 'N' Strength (Beg.) T/R - Founders College Res. Games Room, 12:15 pm-12:45 pm  
September 26-December 7 (22 sessions) - Members \$25, Non-members \$35

The Student Centre Corporation invites the York community to the Unveiling of the Architectural Model of the Student Centre. The unveiling will take place September 11 at 12:00 noon in the East Bear Pit. Refreshments will be provided. The display of the model will continue September 11-15, September 25-29 in the East Bear Pit, and September 18-22 in the Post Office Square.

All students enrolled in a language course requiring laboratory sessions must register in the Language Laboratory (Room S-117, Ross) September 5 - September 14, 9:30 a.m.-3:30 p.m. Please also note that the Language Laboratory is now hiring Monitors for the academic year 1989-1990. Interested applicants fluent in Chinese (Mandarin), French, Italian, Japanese, Spanish or Ukrainian, are to apply before September 8, Room S-117, Ross.

The Institute for Space and Terrestrial Science has an immediate opening for a Project Scientist to work in the Earth Observations Laboratory of the Institute. Qualifications include: an MSc or PhD in physics or space physics with experience in quantitative remote sensing interpretation methods and experience with EASI/PACE image processing software are all essential. A working knowledge of Fortran is required and computer system manager experience would be an asset. The starting salary is \$27,000 to \$35,000 depending on qualifications. A comprehensive benefits package and salary commensurate with experience. Interested applicants should forward resumes by September 6 to the Human Resources Director, Institute for Space and Terrestrial Science, 4850 Keele Street, 2nd Floor, North York, Ontario, M3J 3K1.

**EVENTS:****MONDAY, AUGUST 28**

10:30 a.m. - MA Defence - [Graduate Program in Sociology] Anna Leslie will defend her dissertation entitled "Social Policy, Ideology, and the Legal Regulation of Youth" - Room N927, Ross

**STAFF POSITIONS:**

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

Counsellor: Mary Malyk

Slide Library Clerk "A" - Visual Arts, Fine Arts [Temporary to February 28, 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: 447C

Counsellor: Gina Dunnett

Mover - Facilities, Atkinson College (Minimum grade 10 high school education or equivalent; previous related experience (e.g., packing/moving, shipping/receiving, materials handling, etc.) preferred; demonstrated ability to lift heavy materials; good coordination in working with several detailed manual operations (e.g., sorting and packing); ability to respond to changing priorities; good oral communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 2 Provisional (\$19,338) JOB NO: 448D

Counsellor: Aloma Mendoza

Student Enquiries Secretary - Mathematics, Arts (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., in a student-service area, handling enquiries, etc.), preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; word processing skills required; good oral communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; ability to attend accurately to detail under pressure of high volume; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: 449E

Faculty Secretary - Mathematics, Arts (High school graduation or equivalent; 1 year reception and secretarial experience, preferably in a university environment; typing 40-50 wpm, accuracy essential; word processing skills required; technical typing skills preferred or willingness to learn; clear, courteous and effective oral communication skills; demonstrated ability to obtain and relay information accurately; good organizational skills.) GRADE: 3 (\$20,522) JOB NO: 450E

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

**Counsellor: Bruce Cater**

**Parking Appeals Assistant - Security and Parking Services** (High school graduation or equivalent; minimum 2 years' related experience (e.g., solving problems and interpreting policies, preparing written information, committee work, etc.); experience in a front-line service area preferred; word processing skills, or typing 30-35 wpm and willingness to learn word processing; minute taking skills an asset; demonstrated skill/ability in the following areas: excellent interpersonal skills; exercising tact and diplomacy; exercising good judgement; excellent written communication skills; excellent oral communication skills, including making presentations; eliciting accurate information and answering detailed enquiries in a clear, concise and courteous manner; excellent organizational skills; working independently and setting priorities; initiative; providing a consistently high level of service.) GRADE: 5 Provisional (\$23,278) JOB NO: 451F

**Counsellor: Nancy Wallace**

**Enquiries Clerk/Receptionist - Student Affairs, Administrative Studies** (High school graduation or equivalent; 1-2 years' related experience (e.g., reception, front-line contact in a student or public service area, etc); typing 40 wpm, accuracy essential; word processing skills an asset; demonstrated clear and concise oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; excellent organizational skills; demonstrated ability to work effectively under pressure and to attend accurately to detail.) GRADE: 4 Provisional (\$21,638) JOB NO: 452H

**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; demonstrated good oral communication skill, including 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; excellent organizational skills; demonstrated ability to attend accurately to detail.) GRADE: 4 Provisional (\$21,638) JOB NO: 453H

**Secretary/Receptionist - Counselling & Development Centre, Student Services** [Limited Term - October 1, 1989 to August 31, 1991 (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including some front-line reception experience; typing 40-45 wpm, word processing skills required; demonstrated good organizational skills including ability to set priorities; good oral communication skills to obtain accurate information and answer enquiries; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; effective interpersonal skills.) GRADE: 4 (Based on an salary of \$21,638) JOB NO: 454H

**Secretary - Institute for Social Research** (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, making arrangements, scheduling meetings, etc.); typing 40-45 wpm; word processing skills required; skill in editing text, formatting documents and producing tables preferred or willingness to learn; skill in transcribing from dictation equipment; clear and concise oral communication skills; demonstrated accuracy in obtaining and relaying information; good written communication skills; excellent organizational skills; tact and diplomacy essential; minute taking ability required.) GRADE: 4 (\$21,638) JOB NO: 455H

**Correction to bulletin of August 21, 1989**

**Counsellor: Mary Malyk**

**Secretary - Fine Arts, Music** (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including experience dealing with the public, preferably in an educational environment; typing 40-45 wpm, accuracy essential; demonstrated skill/ability in the following areas: word processing; good oral communication to answer enquiries and obtain accurate information; dealing courteously and effectively with people both on the telephone and in-person; exercising tact and diplomacy; good organizational skills, including ability to set priorities and work independently.) GRADE: 3 (\$20,522) JOB NO: 439C

**SUMMER INTERCHANGE:**

- Sale**
- 1986 Scirocco, black, grey int., 2-way sunroof, 5-speed, premium AM/FM cassette, cruise control, computerized dash, well-maintained, certified. Call Henry at -0744 or 274-3482 after 6:00 p.m.
  - Child's tricycle, excellent condition -\$15. Call Debbie at -5010
  - Zenith computer with hard disk, monitor and keyboard less than one year old, double pedestal desk, black with woodgrain top, excellent condition; 3-drawer filing cabinet; Sunbeam food processor. Call 727-0790 after 6:00 p.m.
  - Five-piece Pearl drum set, throne, Pearl and Sabian cymbals, wood block and cowbell, excellent condition, hardly used -best offer. Call Jeannine at -5065 or 733-8092 after 5:00 p.m.
  - Baby carriage; baby car seat, good condition. Call -5087 until 4:30 p.m. or 246-0679 after 6:00 p.m.
  - 1984 Audi 5000S, low mileage, fully loaded, excellent body and running condition -\$12,000. Call 886-7203 after 6:00 p.m.
  - IBM Proprinter X-24 printer, excellent condition -\$600. Call J. Pelletier at -6090.
  - Baby carriage, baby car seat, good condition. Call -5087 or 246-0679 after 6:00 p.m.
- Rent**
- Two-storey, 4-bedroom house close to York on quiet dead-end street, to share with 2 others, use of all amenities, including washer/dryer. Call 398-6652
  - Furnished country house, 2 miles from Aix-en-Provence, south of France, available September 1, 1989 for 1 year, or 9 months if more convenient, large living room, fireplace, mezzanine, 5 bedrooms, 1 bathroom, garden of 1 acre - £800 (\$1,500)/month. Call Prof. J.D. McCamus at 736-5569 or Prof. Chris P. Korthals-Altes, 7 Les Hauts des Pinchinats, Fontaine des Tuiles, 13100 Aix, France (Telephone: 42.96.25.60)
  - Two-bedroom unfurnished apartment, Lawrence/Jane, available September 1, top floor of house, separate entrance, includes utilities (cable and parking), non-smokers preferred and no pets -\$925/month. Call -5087 or 246-0679 after 6:00 p.m.
- Wanted**
- Ride from downtown area to York in the event of a TTC strike. Call Greg at -2264

# York

## BULLETIN

UNIVERSITY

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

Monday, August 28 (12:00 noon) - Thursday, August 31 (12:00 noon), 1989  
Volume 9, Number 64

### GENERAL:

#### Bookstore Hours:

##### York Campus

September 4-9

Monday closed  
Tuesday-Thursday 9:30 a.m.-9:30 p.m.  
Friday 9:30 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

September 11-16

Monday-Thursday 9:30 a.m.-9:00 p.m.  
Friday 9:30 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

##### Glendon Campus

September 4-9

Monday closed  
Tuesday-Thursday closed  
Friday 9:30 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-2:00 p.m.

September 11-16

Monday-Thursday 9:30 a.m.-8:00 p.m.  
Friday 9:30 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-2:00 p.m.

The Centre for Continuing Education offers English as a Second Language courses. Conversational English will be offered on Tuesday evenings from 6:30 p.m. to 9:30 p.m., beginning September 12 for 10 sessions as well on Saturday mornings from 9:00 a.m. to 1:00 p.m., beginning September 16. The course is offered at three levels: elementary, intermediate, and intermediate/advanced, and take place at the Glendon Campus. Use of English as a Second Language is also offered on Saturday mornings beginning September 16. The Centre also offers The Entrepreneurship and Small Business Program - Accounting and Financial Management - a 10 course, beginning September 26 on the York Campus; and Business Planning and Strategy, another 10-week course, beginning September 27 at the York Campus. For further information on any of these courses, call the Centre at -5025.

CHRY 105.5 FM, North York's non-profit community radio station, is preparing to launch its second annual fundraising campaign beginning September 13 at 7:00 a.m. and continuing until the end of the programming day on September 24. CHRY programmers will appeal to listeners for pledges. The station's goal for its On-Air Fundraising '89 is set at \$25,500. The monies collected will go towards paying for the escalating costs of operating the radio station. For further information, and for a tour of the station, contact Edward Skira or Lisa Roosen-Runge at -5293.

### STAFF POSITIONS:

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

#### Counsellor: Bruce Cater

Information Clerk/Typist - Construction, Physical Resources (High school graduation or equivalent; 1-2 years' related experience (e.g., secretarial, reception, filing, etc.), typing 40-45 wpm, accuracy essential; word processing skills preferred; clear and courteous oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; good organizational skills; knowledge of filing and information control systems.) GRADE: 3 Provisional (\$20,522) JOB NO: 456F

#### Counsellor: Aloma Mendoza

Receptionist - Office of Student Programs, Arts [Temporary to April 30, 1990] (High school graduation or equivalent; one year related experience (e.g., receptionist, public service, handling enquiries, etc.), good oral communication skills; pleasant telephone manner; ability to obtain and relay information accurately; demonstrated ability to deal courteously and effectively with people under pressure of high volume; tact and diplomacy essential.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 457E

Student Programs Clerk/Typist - Office of Student Programs, Arts [Temporary to June 30, 1990] (High school graduation or equivalent; 1 year secretarial experience, including some public service experience; typing 50-55 wpm, accuracy essential; skill in transcribing from dictation equipment; word processing skills preferred or willingness to learn; clear and concise oral communication skills; pleasant telephone manner; basic clerical/filing skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively under pressure; good organizational skills, including ability to set priorities.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 458E

Petitions Clerk - Office of Student Programs, Arts [Temporary to December 31, 1989] (High school graduation or equivalent; 1-2 years' related experience (e.g., maintaining a computerized records system, answering enquiries, preparing/compiling information for meetings, etc.), preferably in a student service area; demonstrated skill/ability in the following areas: exercising good judgement; good oral communication to obtain accurate information and answer complex enquiries in a clear and concise manner; excellent written communication; dealing courteously and effectively with people; exercising tact and diplomacy; working quickly and accurately under pressure of high volume.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 459E

Academic Records Clerk II - Office of Student Programs, Arts [Temporary to September 7, 1990] (High school graduation or equivalent; 1-2 years' related experience (e.g., inputting data on computer, maintaining records, etc.), preferably in a post-secondary environment; demonstrated ability to work quickly, accurately, and efficiently on detail work, under pressure of high volume; excellent organizational skills including ability to work independently; data entry skills; filing skills; good oral communication skills; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$21,638) JOB NO: 460E

- continued

## STAFF POSITIONS (cont'd.)

### Counsellor: Nancy Wallace

**Assistant Information Officer - Office of Research Administration** (Minimum 2 years' university education or equivalent; university degree preferred; 2 years' related experience (e.g., obtaining and disseminating information, researching, processing applications, etc.), preferably in a university environment; experience in a funding or research environment would be an asset; word processing skills and/or microcomputing skills; computerized spreadsheet skills preferred or willingness to learn; demonstrated skill/ability in the following areas: explaining and interpreting complex, detailed information clearly and accurately; researching information; exercising tact and diplomacy; exercising initiative; excellent organizational skills; good oral communication and excellent written communication skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$25,712) JOB NO: 461H

**Admissions Assessor (Non-Grade 13) - Admissions** (High school graduation or equivalent; minimum one year university education required; minimum 2 years' related experience (e.g., assessing applications/transcripts, academic advising, etc.), in a student service area; demonstrated skill/ability in the following areas: working independently and setting own priorities; exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail under pressure of high volume; excellent oral communication to obtain accurate information and answer detailed enquiries; excellent written communication; excellent interpersonal skills; excellent organizational skills. Please submit a resume when making an application.) GRADE: 6 (\$25,712) JOB NO: 462H

### Correction to York Bulletin of August 24, 1989

**Enquiries Clerk/Receptionist - Student Affairs, Administrative Studies** (High school graduation or equivalent; 1-2 years' related experience (e.g., reception, front-line contact in a student or public service area, etc.); typing 40 wpm accuracy essential; word processing skills an asset; pleasant telephone manner; tact and diplomacy essential; demonstrated skill/ability in the following areas: clear and concise oral communication skills; dealing courteously and effectively with people; working effectively under pressure and attending accurately to detail; excellent organizational skills.) GRADE: 4 Provisional (\$21,638) JOB NO: 452H

**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; skill in transcribing from dictation equipment; good written communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated skill/ability in the following areas: word processing; dealing courteously and effectively with people; attending accurately to detail; excellent organizational skills; good oral communication skill, including ability to answer enquiries in a clear and concise manner.) GRADE: 4 Provisional (\$21,638) JOB NO: 453H

### SUMMER INTERCHANGE:

- Sale**
- Four-bedroom backsplit house, Oakville West, family room, 2 1/2 baths, 2-car garage, laundry room, cold cellar - \$289,900. Call Sam at 842-8131
  - 1985 Citation, 5-door, air, new tires, exhaust system, good condition inside and out, certified - \$3,500. Call Mike at 764-6062 before 3:00 p.m.
  - Two, never used, vinyl, high-backed van seats with bases, burgundy colour - \$50 each. Call Sandy at -5652 or 749-0932 after 6:00 p.m.
  - 1986 Scirocco, black, grey interior, 2-way sunroof, 5-speed, AM/FM cassette, cruise control, computerized dash, certified. Call Henry at 736-0744 or 274-3482 after 6:00 p.m.
- Rent**
- Condominium at base of Mont St. Anne Ski Centre, available November 1 to May 1, sleeps up to 7 people - \$5,400 for season or \$500, \$700/week, low or high season respectively. Call P. Canonne at (418) 656-3087
  - Four-bedroom house, Finch/Victoria Park, 2 - 4 piece baths, 5 appliances, finished basement. Call Rudy at 491-1213 or -2045
  - Four-bedroom house, Yonge/Finch, central air, appliances, own entry, kitchen, bath, living - Upper 2 levels (plus garage): 4 bedrooms - \$1,229 + utilities; Lower 2 levels (main floor & high basement): 2 bedrooms - \$784 + utilities. Call 226-4665





BULLETIN

Thursday, August 31 (12:00 noon) - Thursday, September 7 (12:00 noon), 1989 Volume 9, Number 65

GENERAL:

University offices will return to regular hours on Tuesday, September 5 (9:00 a.m. to 5:00 p.m.). Friday, September 1 is the end of Summer Hours and university offices will close at 3:30 p.m. on that day.

For the Labour Day Holiday weekend (September 2-4), the Complex 1 (Founders/Vanier) food service outlet will be open from 8:00 a.m. to 6:00 p.m. All other outlets will be closed.

Teaching Assistants in the Faculties of Arts, Fine Arts, Science, and Environmental Studies are invited to attend TA Days '89, to be held September 5 & 6. The September 5th workshop will be directed towards TAs teaching in Arts, Fine Arts, and Environmental Studies while the September 6th workshop will be directed towards TAs teaching in Science. For further information, call Susan Terry, Centre for the Support of Teaching, at -3220.

Bookstore Hours:

York Campus

September 4-9

Monday closed
Tuesday-Thursday 9:30 a.m.-9:30 p.m.
Friday 9:30 a.m.-5:00 p.m.
Saturday 10:00 a.m.-3:00 p.m.

Glendon Campus

September 4-9

Monday closed
Tuesday-Thursday 9:30 a.m.-8:00 p.m.
Friday 9:30 a.m.-5:00 p.m.
Saturday 10:00 a.m.-2:00 p.m.

[Note change of hours for the Glendon Campus]

The Student Centre Corporation invites the York community to the Unveiling of the Architectural Model of the Student Centre. The unveiling will take place September 11 at 12:00 noon in the East Bear Pit. Refreshments will be provided. The display of the model will continue September 11-15, September 25-29 in the East Bear Pit, and September 18-22 in the Post Office Square.

ART GALLERIES/DISPLAYS: The AGYU presents an exhibition of works by German video artist Ulrike Rosenbach. The exhibition opens September 6 and continues until October 1. On opening night, Ulrike Rosenbach will present a performance at 7:30 p.m. A reception will follow. For gallery hours, call 736-5169.

Recreation York will offer the following swimming programs this fall: Discover Scuba - a free introduction, on September 28 from 5:30 p.m.-9:00 p.m.; Scuba - begins September 28 from 5:30 p.m.-9:00 p.m. The cost is \$95 for members or \$105 for non-members; CPR - September 18 and 25 from 6:00 p.m.-10:00 p.m. The cost is \$40 for members. A CPR recert will be held September 26 from 5:00 p.m.-10:00 p.m. with a cost of \$30. Early registration for Fall/Winter sessions will be held September 11-14 in the West Bear Pit of Central Square from 11:00 a.m. to 2:00 p.m.

All students enrolled in a language course requiring laboratory sessions must register in the Language Laboratory (Room S117, Ross) between September 6 and 14, from 9:30 a.m.-3:30 p.m. Please also note that the Language Laboratory is now hiring Monitors for the academic year 1989-1990. Interested applicants fluent in Chinese (Mandarin), French, Italian, Japanese, Spanish or Ukrainian, are to apply before September 8, Room S117, Ross.

The Institute for Space and Terrestrial Science has the following openings: Secretary - Qualifications: A mature individual with high school education; 3-4 years' secretarial experience; typing 60 wpm; word processing (WordPerfect preferred); and microcomputing skills required; excellent oral and written communication skills, organizational and interpersonal skills; demonstrated ability to work well under pressure and ability to work independently. Starting salary - approx. \$22,000 per annum depending on qualifications. Interested applicants should forward resumes by September 15. Receptionist - Qualifications: High school education; typing 45-50 wpm; word processing and microcomputing skills would be an asset; ability to deal courteously and effectively with people both on the telephone and in person; exercising tact and diplomacy; excellent organizational and interpersonal skills; ability to work independently and to work well under pressure. Starting salary - approx. \$18,500 per annum depending on qualifications. Interested applicants should forward resumes by September 6. The Solar Terrestrial Physics Laboratory is seeking a team for its scientific program on the dynamics of the mesosphere and thermosphere. Three positions will be available after January 1, 1990. Applicants should have a PhD obtained in the field of upper atmospheric science as well as subsequent experience. The team as a whole will cover these areas of knowledge and experience: optical instrumentation methods, theoretical knowledge of atmospheric dynamics, applications of atmospheric dynamics to the mesosphere and thermosphere, and photochemistry of the airglow and aurora. The program requires a melding of these skills in order to execute current programs and establish future research directions for the laboratory. Salary for the positions offered is approx. \$37,500 per annum, depending on experience. Applications, including a resume and the names of three references, should be sent by September 30 to the Human Resources Director, ISTS, 4850 Keele Street, North York, M3J 3K1.

## STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Duplicating Operator 2 - Duplicating Services, Administrative Studies (Grade 10 high school education or equivalent; minimum 6 months' experience in operating duplicating or printing and related equipment; skilled operational knowledge of duplicating centre equipment (i.e. photocopy machines, cutters, punchers, collating and binding equipment, etc.); demonstrated manual dexterity; mechanical aptitude; demonstrated ability to deal courteously and effectively with people; good oral communication skills; demonstrated ability to lift heavy objects.) GRADE: OP2/BIND 2 (\$21,117) JOB NO: 457D

Counsellor: Bruce Cater

\*Project Coordinator - Physical Resources (High school graduation with post-secondary education in Engineering Technology, or equivalent combination of education and work experience; several years' construction and/or maintenance experience in institutional buildings or similar complex; experience with lock systems and hardware required; some estimating or tendering experience required; thorough knowledge of specification preparation; demonstrated ability to read architectural drawings and prepare sketches; current knowledge of engineering principles, construction practices and regulatory codes; ability to perform inspections and adhere to current safety codes and regulations; general knowledge of skilled trades; effective oral and written communication skills; good organizational skills; demonstrated ability to deal effectively with all levels of the community to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 5 Under Review (\$32,660-\$39,520) JOB NO: 458F

Counsellor: Nancy Wallace

Faculty Secretary - Osgoode [Temporary to December 21, 1989] (High school graduation with secretarial training or equivalent; minimum 6 months' secretarial experience; typing 40-50 wpm; good word processing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 459H

Faculty Secretary - Osgoode [Temporary to June 29, 1990] (High school graduation with secretarial training or equivalent; minimum 6 months' secretarial experience; typing 40-50 wpm; good word processing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$20,522) JOB NO: 460H

Counsellor: Betty Vernassal

\*Counsellor - Career & Development Centre, Glendon College [Sessional, September 1 to April 30, part-time - 24 1/2 hours weekly] (Registered PhD in Psychology required; several years' demonstrated clinical and counselling effectiveness in human service agencies and counselling services; well developed knowledge of the principles of human psychology and the processes that lead to change and personal development; expertise in the area of human interaction and interpersonal communications; a proven ability to apply this expertise and knowledge in the provision of a variety of counselling services; demonstrated skill in the training and supervision of counsellors-in-training; organizational and administrative skills with particular application to the facilitation and evaluation of interpersonal communications in groups; knowledge of community resources and the consultative skills to maximize their utilization; fluency in French and English required. Please submit a resume when making an application.) GRADE: P&M 8 (Based on an annual salary of \$41,140) JOB NO: 461G

## SUMMER INTERCHANGE:

- Sale - 1982 Toyota Corolla, automatic, 4-door, silver colour, excellent running condition - \$2,800 or best offer. Call Grace at -2716 or 886-7203 after 6:00 p.m.
- Waterbed, super-single, with bookcase, headboard, and heater, good condition -\$100 or best offer. Call 663-1842 after 6:00 p.m.
  - Accordian, 188 keys, good condition -best offer; Pool, 12 ft. diameter, 3 ft. deep, with pump, ladder & vacuum attachments, excellent condition -\$200 or best offer. Call Nancy at -6274 or 7561 during day or 736-7701, evenings
  - 2 Kitchen lights, 3 bulbs each. For information call Lora at 851-9945 after 6:00 p.m.
- Rent - Unfurnished room in 3-bedroom townhouse, Finch/Sentinel, share with 2 mature female students, parking, cable, washer/dryer, telephone and utilities included, non-smoker preferred, available immediately. Call Penney or Terry-Lynn at 739-8381
- Fully furnished apartment for faculty member, 2-bedrooms plus sunroom, 5 appliances, parking, Bathurst/Finch. Call 633-2062 after 6:00 p.m.
- Wanted - Ride to and from downtown Toronto in the event of a TTC strike, will share gas, expenses. Call -2717 or 929-1059 after 6:00 p.m.
- Ride to and from Woodbridge daily, hours of 8:30 a.m.-4:30 p.m., on paying basis. Call Marilyn at -3184