

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

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

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
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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: Atoma 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, Snuggli 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