

York

BULLETIN

UNIVERSITY

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

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.

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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

Thursday, September 7 (12:00 noon) - Monday, September 11 (12:00 noon), 1989
Volume 9, Number 66

GENERAL:

Calumet College invites the York community to its Groundbreaking Ceremony, Friday, September 8 at 3:00 p.m. The ceremony will be held north of the Calumet Building site, adjacent to Norman Bethune and Stong Colleges.

The Student Accounts Office will soon be moving to Suite 123, Central Square. Effective September 11, all business should be directed to their new location as the old offices in the East Office Building will be closed.

Bookstore Hours (September 11-16):

York Campus		Glendon Campus	
Monday-Thursday	9:30 a.m.-9:00 p.m.	Monday-Thursday	9:30 a.m.-8:00 p.m.
Friday	9:30 a.m.-5:00 p.m.	Friday	9:30 a.m.-5:00 p.m.
Saturday	10:00 a.m.-3:00 p.m.	Saturday	10:00 a.m.-2:00 p.m.

Evening jobs are available on campus for \$8.00/hour. Interested persons must have an excellent telephone manner and qualify for the work/study program through the Financial Aid Office. For further information call Linda Keith at -5010.

CYSF invites members of the York community to pick-up a "Welcome to York" button at their office in Room 105, Central Square. Wearing this button over the next few weeks will identify a knowledgeable member of the York community. Assisting with directions would be most helpful. If unsure about something, please refer the student to the Office of Student Affairs, Room 124, Central Square (telephone -5144).

The Department of Human Resources announces the following appointments: Karen Kraft Sloan, Coordinator of External Liaison, Environmental Studies effective August 29; Richard Faryon, Director, Centre for Continuing Education, effective September 1. The following promotions/transfers have also recently taken place: Bill Bruce, Institutional Data Analyst, Office of the Vice-President (Institutional Affairs), effective September 5; Debra Glass, Assistant Director (Special Services), Student Affairs, August 8; Linda Hansen, Head of Circulations Services, Scott Library, August 8; John Wilson, Assistant Superintendent, Grounds & Vehicles, Physical Plant, August 21; Cheryl Peteherych, Student Programmes Officer, Student Affairs, Administrative Studies, August 28.

Applications are invited to the AUCC Micro-Fund for Planning Missions for the development of international projects. Funds are limited to \$5,000 for travel and living expenses. The applications and guidelines are available from York International, Room 110, Admin. Studies Bldg. The deadline for submitting applications to York International for the next competition is September 22.

Weight Watchers will hold an Open House on September 13 at 12:00 noon in Room 282, Atkinson. Pre-registrations will also be accepted. The next session will begin September 20.

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 costs 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.

EVENTS:

THURSDAY, SEPTEMBER 7

1:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Mary Guerriero Austrom, will present her colloquium entitled "Alzheimer's Disease Family Caregiver Well-Being a General Model" - Room 203, Behavioural Sciences

2:00 p.m. - MA Defence - [Graduate Program in Psychology] Barbara Dominic will defend her thesis entitled "The Impact of Highly Aggressive Cues on Perceptions of Stranger and Acquaintance Rape" - Room N927, Ross

FRIDAY, SEPTEMBER 8

9:00 a.m. - MSc Defence - [Graduate Program in Biology] Timothy B. Johnson will defend his thesis entitled "Size-Dependent Overwinter Mortality of Young-of-the-Year White Perch and Associated Invasion History in the Laurentian Great Lakes" - Room 203, Lumber's Museum

9:30 a.m. - MA Defence - [Graduate Program in Psychology] Rosie Grifone will defend her thesis entitled "Patient-Physician Interactions: A Comparison of Three Styles" - Room N927, Ross

12:00 noon - 2:00 p.m. - YUSA General Membership Meeting - Burton Auditorium

2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Mary Guerriero Austrom will defend her dissertation entitled "Alzheimer's Disease Family Caregiver Well-Being: A General Model" - Room N927, Ross

2:00 p.m. - PhD Defence - [Graduate Program in Social and Political Thought] John Sorenson will defend his dissertation entitled "An African Nightmare: Discourse on War and Famine in the Horn of Africa" - Room 256, Vanier

MONDAY, SEPTEMBER 11

12:00 noon - Unveiling of the Architectural Model of the Student Centre - East Bear Pit, Central Square

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than September 14, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Director - Department of Instructional Aid Resources (University graduation or equivalent combination of relevant education and experience; at least 5 years' directly related experience; strong management skills are essential; initiative, creativity, budgetary skills, strong technical knowledge of one or more areas of television and audio visual production; strong planning and organization skills; excellent oral communication skills; demonstrated training or teaching skills; ability to work cooperatively in an academic setting. Please submit a resume when making an application.) GRADE: P&M 10 (\$47,980-\$58,055) JOB NO: 468B

Counsellor: Mary Malyk

*Records Clerk "B" - Employee Records Information Centre, Human Resources (High school graduation or equivalent; 1-2 years' experience in a computerized records area; typing 30 wpm, accuracy essential; demonstrated ability to attend accurately and meticulously to detail; demonstrated skill in computerized coding and retrieval techniques; good oral communication skills; tact and diplomacy essential; accuracy in working with figures; good organizational skills.) GRADE: 4 (\$21,638) JOB NO: 469C

Counsellor: Gina Dunnett

Computing Advisor I - Computing Services (Minimum 2 years' of a university degree in Computer Science or equivalent; courses must have covered a variety of computer languages; some experience as a computer centre advisor or programmer, in an academic environment would be an asset; VM/CMS, VAX/VMS, UNIX and microcomputing experience preferred; clear and concise oral communication skills; good written communication skills; good organizational skills; demonstrated skill/ability in the following areas: problem solving; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; basic knowledge of a wide variety of languages (PL1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS, ASSEMBLER, C); a scientific language (eg. FORTRAN) a business language (eg. COBOL, BASIC); an academic language (e.g. PASCAL, C); operating system; application packages; utilities; Data Communications; System Level Commands; knowledge of microcomputing concepts, fundamentals and related software. Please submit a resume when making an application.) GRADE: CS4 (\$26,419) JOB NO: 470D

Computing Advisor I - Computing Services (Minimum 2 years' of a university degree in Computer Science or equivalent; courses must have covered a variety of computer languages; some experience as a computer centre advisor or programmer, in an academic environment would be an asset; VM/CMS, VAX/VMS, UNIX and microcomputing experience preferred; clear and concise oral communication skills; good written communication skills; good organizational skills; demonstrated skill/ability in the following areas: problem solving; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; basic knowledge of a wide variety of languages (PL1, FORTRAN, COBOL, APL, PASCAL, BASIC, SAS, SPSS, ASSEMBLER, C); a scientific language (eg. FORTRAN) a business language (eg. COBOL, BASIC); an academic language (eg. PASCAL, C); operating system; application packages; utilities; Data Communications; System Level Commands; knowledge of microcomputing concepts, fundamentals and related software. Please submit a resume when making an application.) GRADE: CS4 (\$26,419) JOB NO: 471D

Counsellor: Bruce Cater

Payroll Clerk II Miscellaneous - Payroll, Department of Human Resources (High school graduation or equivalent; some recent related experience (e.g., maintaining accurate records; processing forms, etc.) in a computerized payroll environment; basic typing, accuracy essential; demonstrated ability to attend accurately to details; demonstrated accuracy with figures; good organizational skills, including ability to meet deadlines; clear and concise oral communication skills; good written communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; data entry skills preferred or willingness to learn.) GRADE: 4 (\$21,638) JOB NO: 472F

Map Library Assistant "B" - Map Library, Scott Library, Libraries (Minimum two years' university education or equivalent, including at least three Geography related courses; minimum one year experience providing front-line public service, preferably in a library environment; basic typing skills required; word processing skills preferred; good organizational skills; demonstrated skill/ability in the following areas: good map skills ie. interpretation of map data and geographical terms; aptitude and accuracy in detail work; dealing courteously, cooperatively and effectively with people; good oral and written communication skills.) GRADE: 5 Provisional (\$23,278) JOB NO: 473F

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, making arrangements, etc.), typing 45-50 wpm, accuracy essential; file management skills required; minute taking skills; shorthand or speedwriting skills an asset; skill in transcribing from dictation equipment preferred; initiative; accuracy in working with figures; demonstrated skill/ability in the following areas: word processing 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: 474F (Formerly posted as JOB NO: 424F)

Assistant to Text Book Buyer I - Bookstores [Required to work one day per week from 11:30 a.m.-7:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., ordering, purchasing, providing information, etc.), preferably in a book store or library environment; good oral and written communication skills; good organizational skills; initiative; basic typing skills; microcomputing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working effectively under pressure of high volume; setting priorities.) GRADE: 4 (\$21,638) JOB NO: 475F

Circulation Assistant - Circulation, Scott Library, Libraries [Hours of work 10:00 a.m.-6:00 p.m.] (High school graduation or equivalent; 2 years' experience in providing front-line public service in a high volume area with some library public service 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; public relations skills required; demonstrated ability to answer enquiries clearly and concisely; basic keyboard skills to operate a computer terminal required; demonstrated ability to attend accurately to detail.) GRADE: 4 (\$21,638) JOB NO: 476F

STAFF POSITIONS (cont'd.)

Counsellor: Nancy Wallace

*Associate Director "A" of Student Programs - Office of Student Programs, Education (University degree or equivalent; several years' related experience, including administrative and supervisory experience; demonstrated ability to coordinate and supervise staff across complex and varied functions; ability to communicate effectively, both orally and in writing, with people at all levels; excellent counselling and interpersonal skills; tact and diplomacy essential; knowledge of spreadsheet, database and/or word processing programmes or a willingness to learn; proven ability to work effectively under pressure while directing concurrent activities. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270-\$42,675) JOB NO: 477H (Formerly posted as JOB NO: 318H)

Corrections to York Bulletin of August 31, 1989

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: 463D

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: 464F

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: 465H

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: 466H

Counsellor: Betty Vernassa

*Counsellor - Career & Development Centre, Glendon College [Sessional - September 1-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: 467

York

BULLETIN

UNIVERSITY

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

Monday, September 11 (12:00 noon) - Thursday, September 14 (12:00 noon), 1989
Volume 9, Number 67

GENERAL:



Attention Members of the York Community: Construction of the new Fire Access Route will begin on September 18. It will run from parking lot "DD" to Moon Road, along the south side of Central Square, Ross and Fine Arts II. The route is intended for emergency access only, and will be enhanced with interlock pavers, built-in courtyards, and detailed landscaping, to blend with the current walkway system. The first phase of road construction will be most critical, and is expected to last 8-10 weeks.

Since several footpaths throughout the walkway system in the area will be impeded by construction activity, the project will likely be achieved in three phases in order that some degree of pedestrian access can be maintained. Nevertheless, some inconvenience will inevitably be caused to the community, and your perseverance will be appreciated. The Construction Division would like to solicit the cooperation of the York Community, to observe all signs and safety barriers throughout. Questions, concerns, and suggestions about construction activities taking place on campus, can be directed to the Construction Hotline at 736-5445.



The Presidential Committee on the Administration of the York University Smoking Policy reminds all members of the York community that York has a policy on smoking. Smoking is permitted only in designated smoking areas (at least one per building or complex, in portions of some cafeterias, in pubs and outdoors. Look for the green signs indicating where smoking is permitted.

Smoking is not permitted in any other interior space including private offices, irrespective of the presence of "No Smoking" signs. The Smoking Policy applies across the University on both the York and Glendon campuses. No department, group, or person is exempt from the Policy. To date, York has chosen to rely on voluntary compliance and peer pressure as the means of enforcing the Policy. We hope the cooperative and accommodating spirit that has accompanied the implementation of the Policy to date may continue.

The Employment Section of Human Resources will hold an Open House on September 14 in Room 282, Atkinson between the hours of 1:00 p.m. and 7:00 p.m. Individuals with wordprocessing skills, preferably WordPerfect, who would like to work on a temporary or regular basis; people with Security or Parking Control experience; or looking for a career change, are invited to attend. Counsellors will be available to discuss the employment opportunities.

The York Ad Hoc Research Fund provides support for the publication of periodicals, for conferences which will make a contribution to scholarship and bring prestige to York, and for York faculty to attend scholarly or professional meetings to which they are to make a substantial contribution and for which they were unable to obtain alternate funding. It should be considered as a source of last resort. The next deadline for applications is September 15. Application forms may be obtained from the Office of Research Administration, Room S414, Ross (-5005).

Recreation York announces its First Annual United Way Classic Coed Softball Tournament to be held September 22-September 24. A Captains' meeting will be held September 11 at 7:00 p.m. in Room 225, Bethune. Deadline for entry is September 13 (before 4:00 p.m.). There will be a fee of \$40 per team. For further information, call Recreation York at -5184.

The Retirement Consultation Centre will sponsor Ourselves, Growing Older: A Conference on Women's Aging, scheduled for Saturday, November 4. There are a limited number of reserved spaces for York employees. For a brochure and registration form call -6228.

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:

MONDAY, SEPTEMBER 11

12:00 noon - Unveiling of the Architectural Model of the Student Centre - East Bear Pit, Central Square

3:00 p.m. - Joint ISTS - Astrophysics & Physics Seminar - "Auroral Phenomena on Jupiter" with Dr. John Caldwell, Physics - Room 317, Petrie

4:00 p.m. - Guest Speaker - [Joint Centre for Asia Pacific Studies and Department of Anthropology] "The Invention of Ethnicity in China" with Dru Gladney, Academy for International and Area Studies, Harvard University - Purple Lounge (2nd floor), Fine Arts

STAFF POSITIONS (cont'd)

TUESDAY, SEPTEMBER 12

2:00 p.m. - Workshop - [Office of Research Administration] for faculty applying for SSHRC Research Grants - guest speakers will be Prof. Ruth King, Department of Languages, Literatures and Linguistics; and Patrick Mates, Chief of the Research Grants Division of SSHRC - Senate Chamber (Room S915), Ross

WEDNESDAY, SEPTEMBER 13

12:00 noon - Weight Watchers' Open House - the next 10-week session will commence September 20 - Room 282, Atkinson

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than September 18, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Mary Malyk

Student Affairs Assistant - Dance, Fine Arts (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., in a student related area, dealing with the public, etc.) preferably in a post-secondary environment; typing 40-45 wpm; wordprocessing skills required; skill in transcribing from dictation equipment preferred; demonstrated skill/ability in the following areas: good oral communication to answer detailed enquiries in a clear and concise manner; good written communication; dealing courteously and effectively with people; exercising tact and diplomacy; excellent interpersonal skills; good organizational skills including ability to set priorities and work independently; familiarity with computerized record systems preferred.) GRADE: 5 Provisional (\$23,278) JOB NO: 478C

Counsellor: Gina Dunnett

Research Assistant - Technical Services, Institute for Social Research (University degree or equivalent including courses in research, methodology and related computer methods; minimum 2 years' social and/or survey research experience using related computer methods; computer assisted telephone survey experience preferred; good oral and written communication skills; good organizational skills; demonstrated problem solving ability; basic understanding of French an asset; Basic knowledge of: Pure Programming languages (e.g., BASIC, FORTRAN), CATI (Q LANGUAGE), Local Area Network (e.g., 3 + Plus, 3-COM CORP, LAN), Computerized Spread Sheet (e.g., LOTUS 123), Data Communication (e.g., Y TERM, KERMIT), Intermediate knowledge of: Statistical Package (e.g., SPSSX, SAS, SPSS/PC), Microcomputer Operating Systems (e.g, DOS), Mainframe Operating System (e.g., MVS, CMS), WordProcessor (e.g., WORDPERFECT, WORDSTAR). Please submit a resume when making an application.) GRADE: CS6 (\$32,979) JOB NO: 479D

Student Programs Assistant II "A" - Office of Student Programs, Arts (University degree or equivalent; 1-2 years' related experience (e.g., assessing academic records, academic advising and counselling, etc.) in a student service area; excellent interpersonal skills; tact and diplomacy essential; knowledge of on-line records system preferred; wordprocessing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working independently and setting priorities; attending quickly and accurately to detail under pressure of high volume and in hectic conditions; exercising good judgement; good oral communication to explain complex, regulatory information; good written communication skills. Please submit a resume when making an application.) GRADE: 6 Under Review (\$25,712) JOB NO: 480D

Counsellor: Nancy Wallace

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: 481H

Monday, September 18 (12:00 noon) - Thursday, September 21 (12:00 noon), 1989
Volume 9, Number 69

GENERAL:

Art Galleries/Displays: - The AGYU presents an exhibition of works by German video artist Ulrike Rosenbach until October 1. For gallery hours call -5169.

- La Maison de la Culture presents a major collection of recent paintings and ceramics by Anna Cichy, Cynthia Short, Ann Roberts, and Michal Manson. The exhibition continues until September 29. For gallery hours call 487-6730.

- The Glendon Gallery is featuring an exhibition of works by Tom Forrestall until October 6. For gallery hours call 487-6721.

Stationery Stores is compiling a list of York community requirements for 1990 calendar items. Referring to the stationery catalogue for selection, members of the community are asked to complete a stationery requisition and forward to Stores, no later than September 30. Separate requisitions are required for subject items, do not integrate with other supply needs. Exchanges, alterations or cancellations cannot be accommodated.

A number of York's research centres and institutions will hold research orientation activities, September 22-29. Faculty, students, and staff affiliated with York's research units, as well as others who are interested in their activities, are invited to open houses, orientation sessions, and receptions. For further information, see individual listings in the York Bulletin, or call the Office of the Associate Vice-President (Research) at -5780.

Scott Library Orientation Tours: Walking tours of the Scott Library, followed by a brief introduction to Yorkline, will be offered until September 29 at 11:00 a.m., 2:30 p.m., and 6:15 p.m. The tours will leave from the main lobby and will last from 30-35 minutes. Sign-up sheets are located near the Reference Desk.

The guidelines for the SCOTL Teaching-Learning Development Fund and Release Time Teaching Fellowship are available from Chairs/Directors of academic departments and from Susan Terry, Room 140, Central Square (-3220). The application deadline is October 16.

The York University Gymnastics School will begin operation for the 1989-90 season on September 18 under the direction of Masaaki Naosaki and Tom Zivic. The school will offer a variety of gymnastics classes from educational and recreational gymnastics to competitive gymnastics for young children to adults. The first session runs from September 18 to December 8. The second session will begin January 8 and continue until April 6. For further information call Masaaki Naosaki at -5182.

York will present the 15th annual conference on Social Theory, Politics and the Arts from October 6 to 8. The conference will feature keynote speaker Mavor Moore, dean of Canadian arts and letters. His keynote address will also serve as the 1989 Wendy Michener Memorial Lecture, an annual event in commemoration of one of Canada's finest women journalists and arts critics. The conference will take place at the Glendon campus. Registration information is available from the Program in Arts and Media Administration (-5082).

The CERLAC Diploma Program along with the Faculty of Graduate Studies will host a reception on September 22 from 3:00 p.m. to 5:00 p.m. at the CERLAC Documentation Centre (Room 204), Founders. Interested persons are asked to RSVP to -5237 by September 20.

Applications are invited to the AUCC Micro-Fund for Planning Missions for the development of international projects. Funds are limited to \$5,000 for travel and living expenses. The applications and guidelines are available from York International, Room 110, Admin. Studies Bldg. The deadline for submitting applications to York International for the next competition is September 22.

The Retirement Consultation Centre will sponsor Ourselves, Growing Older: A Conference on Women's Aging, scheduled for Saturday, November 4. There are a limited number of reserved spaces for York employees. For a brochure and registration form call -6228.

The Non-Degree Studies Program of the Faculty of Environmental Studies will present a two-day course on Strategic Choice, a practical approach to the management of complexity and uncertainty in the urban environment. The course will feature John Friend, an international consultant in planning and management with experience in Britain, Canada, USA, Japan, and a number of developing countries. The course fee (which includes all materials, two lunches and a reception) is \$485. For further information or to register call Mary Bernard or Dianne Zecchino at -5285. Interested persons are asked to register by September 20.

In 1979, President Ian Macdonald established the Ronald Kent Medal, in memory of Ron Kent and his many years of devoted service to York. The medal is awarded periodically to honor unusual service to the University by a member of non-academic staff. Its recipients thus far have been Ron Kent (posthumously), Olga Cirak, Roy Witty, Joan Young and Nancy Accinelli. A selection committee chaired by Vice-President W.D. Farr receives nominations and makes recommendations to the President as to suitable recipients of the Medal. It is intended to award the Medal this winter. Members of the York community are invited to submit nominations for the award to Billie Mullick, Room S958A, Ross by Friday, September 29.

The York University Cooperative Daycare Centre has five daycare spaces available. Due to the current subsidy crisis, subsidy is not available. Full fees range from \$513 to \$653/month. The Centre is also seeking students who would be interested in working at the Centre on a "on-call" basis. Experience with children ages six weeks to six years is preferred. For further information call -5190.

GENERAL (cont'd.)

Discounted hotel rates, offered to Ontario Government employees travelling on official business are extended, in most instances, to staff at Ontario universities under the same circumstances. A list of participating hotels/motels is available from senior officers and administrators in each Faculty and Division. The discounts are often fairly substantial, and business travellers are invited to use this privilege when practicable.

EVENTS:

MONDAY, SEPTEMBER 18

2:00 p.m. - Psychology Colloquium - "Why Are Extraverts Happy?" with Michael Argyle, University of Oxford - Room 291, Behavioural Sciences

3:00 p.m. - Physics Seminar Series - "The Greenhouse Effect -- Some Scientific Background" with Dr. E.J. Llewellyn, Institute of Space and Atmospheric Studies, University of Saskatchewan - Room 317, Petrie

TUESDAY, SEPTEMBER 19

10:30 a.m. - Med Defence - [Graduate Program in Education] Margaret Warren will defend her MED thesis entitled "Spelling Strategies Used By Learning Disabled Students" - Room N831, Ross

3:30 p.m. - Physics Seminar Series - "Computer Assisted Instruction (CAI) For Physics and ACMS" with Dr. Michael de Robertis and Dr. Marko Horbatsch, Department of Physics - Room 317, Petrie

4:00 p.m. - Meeting - for members of the York community who are interested in the proposed Graduate Program in Women's Studies - guest speakers include Sandra Pyke, Dean of Graduate Studies; and Thelma McCormack, Women's Studies Graduate Program Proposal Coordinator - Senate Chamber (Room S915), Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than September 25, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Circulation Services Secretary - Circulation, Scott Library, Libraries [Temporary to December 22, 1989] (High school graduation or equivalent; one year secretarial or clerk typist experience required; library experience preferred; some public service experience required; typing 45-50 wpm, accuracy essential; good organizational skills; good spelling skills; demonstrated skill/ability in the following areas: wordprocessing; working accurately with figures; relating calmly, courteously and effectively to a high volume of enquiries in person and on the telephone; good oral communication skills.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 494E

Counsellor: Gina Dunnett

Wordprocessing Operator - Secretarial Services, Arts (High school graduation with wordprocessing training or equivalent; 2 years' related experience (e.g., wordprocessing, secretarial, etc.), typing 45-55 wpm, accuracy essential; demonstrated proficiency in wordprocessing skill; in transcribing from dictation equipment preferred; foreign language and technical typing skills preferred; clear and concise oral communication skills; good spelling skills; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 495D

Counsellor: Bruce Cater

Computer Clerk - Housing Operations, Business Operations (High school graduation or equivalent; minimum 2 years' related experience (e.g., payroll, maintaining accurate records, entering information onto computer, etc.), experience with hourly payroll preferred; typing 40-45 wpm, accuracy essential; good organizational skills; initiative; good written communication skills; demonstrated skill/ability in the following areas: wordprocessing, computerized spreadsheets and database management; working independently, setting priorities and meeting deadlines; working accurately with figures; attending accurately to detail under pressure of high volume; dealing courteously and effectively with people; clear and courteous oral communication skills.) GRADE: 4 (\$23,582) JOB NO: 496F

Counsellor: Nancy Wallace

*Assistant to Associate Dean (In-Service) - Education (University degree or equivalent; several years' administrative experience in a large organization, including experience with facilities, budgets and contracts; excellent organizational, planning and coordinating skills; proven ability to work effectively under pressure while directing concurrent activities; excellent interpersonal and oral and written communication skills; tact and diplomacy essential; demonstrated budgetary skills, computerized spreadsheet skills preferred or willingness to learn; knowledge of Ontario educational system an asset. Please submit a resume when making an application.) GRADE: P&M 3 (\$28,000-\$33,880) JOB NO: 497H

Change to Bulletin of September 14, 1989

Counsellor: Mary Malyk

*Shipping and Receiving Clerk - Scott Library, Libraries [Part-time, 17 1/2 hours per week] (Grade 10; high school graduation or equivalent preferred; previous shipping/receiving or materials handling experience preferred; demonstrated ability to lift heavy materials; good coordination in working with several detailed manual operations (e.g. sorting and packing); good oral communication skills; demonstrated ability to deal courteously and effectively with people; valid driver's license with good driving record.) GRADE: 2 (Based on an annual salary of \$21,282) JOB NO: 486E

Thursday, September 21 (12:00 noon) - Monday, September 25 (12:00 noon), 1989
Volume 9, Number 70

GENERAL:



YORK BUILDS DAYS OCTOBER 4 & 5 Central Square, 10 a.m. - 4 p.m.

All members of the York community are invited to view the displays on each of the Building projects and learn more about York's Building Program.

Attention Members of the York Community

Construction of the Fire Access Route will take place over the next several weeks. The route will run along the south side of Fine Arts II, Ross, Central Square and Scott Library. Several footpaths in the vicinity will become impeded by construction activity, and some inconvenience will inevitably be caused to the community. The Construction Division will be giving full consideration to maintaining safe pedestrian access throughout the duration of the project, and would like to solicit the cooperation of the York community to observe all signs and safety barriers. Questions, concerns, and suggestions about construction activities, can be directed to the Construction Hotline at 736-5445.

A planned shut-down of high pressure steam for building heat and domestic hot water will take place Friday, September 22 between 7:00 p.m. and 11:00 p.m. The following buildings will be affected: Founders College & Residence; Vanier College & Residence; Winters College & Residence; Stong College, Kitchen & Residence; Bethune College & Residence; McLaughlin College & Residence; Atkinson College & Residence; Student Apartments #2, 4, 6 & 8 Assiniboine Road; Steacie; Ross; Central Square; Osgoode, Scott; Curtis; Stedman; Farquharson; Petrie; Tait; Behavioural Sciences; Administrative Studies; Fine Arts; KNIMR; PP Workshops; Construction Headquarters; Rideau Road Classrooms; EOB; WOB; and Lumbers.

Academic Fee Waiver Applications: All applications for this term are to be fully completed and signed then forwarded to the Department of Human Resources, Att: Benefits Section. Benefits will be auditing the forms to ensure that the applicant is an employee entitled to the benefit, and that any dependents are in fact the official dependent of the employee. Incomplete forms or ones for which there are no records available, will be returned to the originating department. Forms which pass the audit will be forwarded to Student Accounts for processing.

A number of York's research centres and institutes will hold research orientation activities, September 22-29. Faculty, students, and staff affiliated with York's research units, as well as others who are interested in their activities, are invited to open houses, orientation sessions, and receptions. For further information, see individual listings in the York Bulletin, or call the Office of the Associate Vice-President (Research) at -5780.

EVENTS:

THURSDAY, SEPTEMBER 21

4:00 p.m. - Mathematics Colloquium - "On the Points of Inflection of Bessel Functions" with Prof. Roderick Wong, University of Manitoba - Room S201, Ross

FRIDAY, SEPTEMBER 22

3:00 p.m. - Graduate Seminar - [Graduate Program in Exercise and Sports Science] "Microcirculation in Cardiac Hypertrophy" with Dr. Karel Rakusan, MD, Department of Physiology, University of Ottawa - Room 321, Norman Bethune

3:00 p.m. - 5:00 p.m. - Reception - [Centre for Research on Latin America and the Caribbean & Faculty of Graduate Studies] for faculty and students in the CERLAC Diploma Program, and others interested in the Program - for information call -5237 - CERLAC Documentation Centre (Room 204), Founders

4:00 p.m. - Chemistry Seminar Series - "Ion/Molecule Bimolecular Association Reactions - An Experimental and Theoretical Study" with Dr. Murray J. McEwan, University of Canterbury - Room 317, Petrie

MONDAY, SEPTEMBER 25

10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Irwin J. Cooper will present his colloquium entitled "The Use of Study-Skills and Self-Hypnosis Training Groups to Enhance Academic Achievement in University Students" - Room 328A, Behavioural Sciences

10:00 a.m. - MA Defence - [Graduate Program in Psychology] Elizabeth Anne Bolger will defend her thesis entitled "Separation-Individual, Intimacy Capacity and Academic Achievement Motivation in Late Adolescents" - Room 101, Admin. Studies

10:00 a.m. - Open House - [Centre for the Study of Computers in Education] Prof. Ron Owston, Director of the Centre, will present information about the Centre's activities - interested persons are asked to call Mildred Jaeger at -5019 - Room N831, Ross

12:00 noon - Presentation - [Faculty of Environmental Studies] "Strategic Choice" with John Friend, International consultant in planning and management - for information call -5285 - Room 306, Lumbers

STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Undergraduate Program Assistant - Political Science, Arts (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., registration, handling enquiries, preparing for enrolment, etc.), preferably in an academic programme area or student service area; typing 45-50 wpm; wordprocessing or microcomputing skills required; demonstrated skill/ability in the following areas: eliciting accurate information and answering enquiries in a clear and concise manner; good written communication; dealing courteously and effectively with people; working accurately and effectively under pressure of high volume; excellent organizational skills.) GRADE: 5 (\$25,222) JOB NO: 498D

STAFF POSITIONS (cont'd.)

Administrative Secretary to the Chair - Humanities, Arts (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a post-secondary environment; demonstrated skill/ability in the following areas: typing 40-45 wpm, accuracy essential; wordprocessing; clear and effective oral communication; working accurately and effectively under pressure of high volume; minute taking; exercising tact, diplomacy, and good judgement; excellent organizational skills, including ability to set priorities; excellent interpersonal skills; shorthand skills preferred.) GRADE: 5 (\$25,222) JOB NO: 499D

Counsellor: Karen Wright

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 wpm, accuracy essential; microcomputing skills an asset; pleasant telephone manner; computerized spreadsheet skills preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; setting priorities; adapting to changes in the work environment; dealing courteously and effectively with people; exercising tact and diplomacy; good oral communication and excellent organizational skills.) GRADE: 4 (\$23,582) JOB NO: 500E

Course Secretary - Social Science, Arts (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 40-45 w.p.m., accuracy essential; wordprocessing skills required; clear and concise oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 501E

Counsellor: Bruce Cater

Secretary - Construction, Physical Resources (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience; experience in construction/engineering or related environment would be an asset; typing 45-50 wpm, accuracy essential; good oral communication skills; pleasant telephone manner; good spelling and grammatical skills; good organizational skills; skill in transcribing from dictation equipment preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; obtaining and relaying information accurately; dealing courteously and effectively with people; working independently.) GRADE: 4 Provisional (\$23,582) JOB NO: 502F

Accounting Clerk II "B" - Research and General Accounting, Office of the Comptroller (High school graduation or equivalent, including some accounting or bookkeeping courses; 1-2 years' recent general accounting experience in a large computerized environment; basic keyboard skills to operate a computer terminal; good oral communication skills; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: working accurately with figures; attending accurately to detail under pressure of high volume; dealing courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 503F

Accounting Clerk II "A" - Research and General Accounting, Office of the Comptroller (High school graduation or equivalent including some accounting or bookkeeping courses; 1-2 years' recent general accounting experience in a large computerized environment; basic keyboard skills to operate a computer terminal; good oral communication skills; good organizational skills; demonstrated skill/ability in the following areas: working accurately with figures; attending accurately to detail under pressure of high volume; dealing courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 504F

Cashier - Bookstores, Business Operations (Grade 10 high school education; high school graduation or equivalent preferred; 6 months' experience as a cashier in a high volume environment, bookstore experience preferred; ability to operate a computerized cash register; good oral communication skills; demonstrated skill/ability in the following areas: working accurately with figures; handling cash; dealing courteously and effectively with people; working accurately and quickly under pressure of high volume.) GRADE: 3 (\$22,466) JOB NO: 505F

Counsellor: Nancy Wallace

Counsellor - Counselling and Development Centre (Part-time, 3 1/2 days per week; Sessional - September 1 to April 30) (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. Please submit a resume when making an application.) GRADE: P&M 8 (Based on an annual salary of \$41,140) JOB NO: 506H

*Manager of Liaison Publications & Communications - Liaison, Admissions (University degree or equivalent in Journalism, Marketing or Business Communications; several years' related experience in publication design and production, professional writing and public relations; high school liaison or counselling experience would be an asset; superior written and oral communication skills, including public speaking; proven journalistic skills, including editing, publishing, layout and design, and creativity; excellent organizational skills to plan, coordinate and evaluate major communications/public relations activities, including liaison with a wide range of people; demonstrated interpersonal and counselling skills; budgetary and supervisory skills; knowledge of microcomputers preferred; valid Ontario driver's license and willingness to travel; knowledge of university program offerings and admission requirements, and a familiarity with Ontario secondary school systems preferred. Please submit a resume when making an application.) GRADE: P&M 7 (\$38,090-\$46,090) JOB NO: 507H

File Clerk I - Student Affairs, Administrative Studies (High school graduation or equivalent; 6 months' general office experience, preferably in a student service area; good oral communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to attend accurately to detail; typing 30 w.p.m.; on-line data entry skills preferred or willingness to learn.) GRADE: 3 (\$22,466) JOB NO: 508H

York

BULLETIN

UNIVERSITY

Published by
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Department,
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Monday, September 25 (12:00 noon) - Thursday, September 28 (12:00 noon), 1989
Volume 9, Number 71

GENERAL:

Attention Members of the York Community: Construction of the Fire Access Route will take place over the next several weeks. The route will run along the south side of Fine Arts II, Ross, Central Square and Scott Library. Several footpaths in the vicinity will become impeded by construction activity, and some inconvenience will inevitably be caused to the community. The Construction Division will be giving full consideration to maintaining safe pedestrian access throughout the duration of the project, and would like to solicit the cooperation of the York community to observe all signs and safety barriers. Questions, concerns, and suggestions about construction activities, can be directed to the Construction Hotline at 736-5445.

Members of the York community are asked to call -2401 for maintenance during regular hours and for emergency maintenance service after hours and on weekends.

The annual Alumni Fund Raising Campaign is continuing. Volunteers are needed to call York alumni to ask for donations to the University. Faculty, staff and students are invited on the evenings of September 27, October 2, 4, 10 & 11. Full training and a light meal are provided. For further information or to volunteer, call Alumni Affairs at -5010.

In 1979, President Ian Macdonald established the Ronald Kent Medal, in memory of Ron Kent and his many years of devoted service to York. The medal is awarded periodically to honor unusual service to the University by a member of non-academic staff. A selection committee chaired by Vice-President W.D. Farr receives nominations and makes recommendations to the President as to suitable recipients of the Medal. It is intended to award the Medal this winter. Members of the York community are invited to submit nominations for the award to Billie Mullick, Room S958A, Ross by Friday, September 29.

EVENTS:

MONDAY, SEPTEMBER 25

- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Elizabeth Anne Bolger will defend her thesis entitled "Separation-Individual, Intimacy Capacity and Academic Achievement Motivation in Late Adolescents" - Room 101, Admin. Studies
- 10:00 a.m. - Open House - [Centre for the Study of Computers in Education] Prof. Ron Owston, Director of the Centre, will present information about the Centre's activities - Interested persons are asked to call Mildred Jaeger at -5019 - Room N831, Ross
- 12:00 noon - Presentation - [Faculty of Environmental Studies] "Strategic Choice" with John Friend, international consultant in planning and management - for information call -5285 - Room 306, Lumbers
- 3:00 p.m. - Open House - [Centre for International and Strategic Studies] - Room 016, McLaughlin
- 4:00 p.m. - Career Development Series - [Faculty of Arts] "Applying to Graduate School" with Deborah Hobson, Associate Dean, Faculty of Arts - Senate Chamber (Room S915), Ross

TUESDAY, SEPTEMBER 26

- 12:00 noon - Presentation - [Faculty of Environmental Studies] "Strategic Choice and Inter-Organizational Planning" with John Friend, international consultant in planning and management - for information call -5285 - Room 306, Lumbers
- 12:30 p.m. - Lecture - [CERLAC & Founders] "The State, Drug Cartels, and Social Movements in Colombia: A Political-Economic Analysis of the Current Crisis" with Fernando Rojas, Centro de Investigacion y Educacion Popular, Bogota, Colombia - Senior Common Room, Founders
- 2:00 p.m. - Open House - [LaMarsh Research Program on Violence and Conflict Resolution] - Room 216, Bethune
- 3:30 p.m. - Graduate Program in Music Colloquium - "Feminism and the Study of Women in Music" with Dr. Jane Bowers, University of Wisconsin-Milwaukee - Room 207A, McLaughlin
- 4:00 p.m. - Physics Seminar Series - "Classical Nuclear Trajectories in Ion-Atom Collisions Influenced by Quantum Mechanics" with Dr. Marko Horbatsch, Department of Physics - Room 317, Petrie

WEDNESDAY, SEPTEMBER 27

- 12:00 noon - McLaughlin Public Policy Symposium - "Canadian Economy" with panellists: John Grant, Chief Economist, Wood Gundy Ltd.; Robert Christie, Asst. Deputy Minister of Treasury and Economics, Ontario; and York Profs. James Gillies, Brigitte Kitchen, Fred Lazar, and Myer Burstein - Moderator: Lloyd Robertson, Senior News Editor, CFTO-TV - Junior Common Room, McLaughlin
- 12:15 p.m. - Kimber Seminar - [Osgoode Hall Law School] "The Structure of Corporation Law" with Kimber Fellow, Prof. Melvin Eisenberg, Koret Professor of Law, University of California at Berkeley - Room 207, Osgoode
- 2:00 p.m. - Orientation - [Centre for Refugee Studies] "History of the Centre for Refugee Studies and Current Research Plan," with Howard Adelman, Director; "International Networking" with Noreen Spencer-Nimmons; "Data Base Liaison with the Immigration and Refugee Board Documentation Centre" with Anna Pratt, IRBDC Documentalist; "CRS Data Base System: The CRS Resource Centre" with Tony Spiteri, CRS Documentalist; "Refuge, the CRS publication" with Alex Zisman - due to space limitations, attendance is by registration only - please call Helen Gross at -5663
- 2:00 p.m. - Open House - [Robarts Centre for Canadian Studies] - Room 503, Scott
- 3:00 p.m. - Open House - [Centre for Refugee Studies] - Room 237, Admin. Studies

THURSDAY, SEPTEMBER 28

- 10:00 a.m. & 2:00 p.m. - Open House - [ISR] - for information call -5061 - Room 253A, Admin. Studies

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than October 2, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Assistant to the Provost - Office of the Provost (University degree; several years' administrative experience in a university environment, in a context requiring policy formulation and implementation, independent decision-making, and considerable interpersonal interaction; demonstrated analytical and planning skills, including setting priorities; demonstrated strong communication and interpersonal skills, including discretion, diplomacy, and judgement; excellent research, policy analysis, writing, editing and organizational skills; demonstrated ability to work effectively with politically sensitive issues; initiative; ability to work independently and to meet deadlines; flexibility in adapting to constantly changing priorities, and ability to work well under pressure; budgetary skills; familiarity with standard computer technology, including wordprocessing and spreadsheet skills; capability in French preferred (ability to carry on a conversation, read documents, and compose simple letters. Please submit a resume when making an application.) GRADE: P&M 9 (\$44,430-\$53,760)

JOB NO: 509B

Counsellor: Gina Dunnett

Clerk/Typist (Floater) - Psychology, Arts [Hours of work: 9:00 am-5:00 pm] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-50 wpm, 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 (\$22,466) JOB NO: 510D

Secretary - Social Work, Atkinson College [Hours: 8:30 am-4:30 pm or 9:00 am-5:00 pm; Temporary to April 30, 1990] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 50-55 wpm; wordprocessing and/or microcomputing skills required; database and computerized spreadsheet skills preferred or willingness to learn; good oral communication skills; good organizational skills; tact and diplomacy essential; ability to work well independently; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 4 (Based on annual salary of \$23,582) JOB NO: 511D

Media Operations Technicians II - DIAR [Hours: 8:00 am-4:00 pm] (High school graduation or equivalent; some media arts courses preferred; minimum 1 year related experience (e.g., in a media centre); manual dexterity; demonstrated ability to communicate effectively; good organizational skills; sense of responsibility; demonstrated ability to deal courteously with people; some knowledge of computers an asset; demonstrated ability to work accurately and effectively under pressure of high volume. Please submit a resume when making an application.) GRADE: MOT 2 (\$27,306) JOB NO: 512D

*Assistant Registrar (Enrollment) - Registration, Atkinson (University degree or equivalent; several years' related work experience, including administrative and supervisory experience in a student service area; demonstrated ability to coordinate and supervise staff across complex and varied functions; proven ability to communicate effectively, both orally and in writing; demonstrated excellent organizational skills; excellent interpersonal skills; tact and diplomacy essential; knowledge of database and/or wordprocessing preferred; proven ability to work effectively under pressure while directing concurrent activities. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270- \$42,675) JOB NO: 513D

Counsellor: Karen Wright

Bibliographic Searcher - Acquisitions and Processing, Scott Library, Libraries [Hours of work: choice of 8:00 am-4:00 pm, 8:30 am-4:30 pm, or 9:00 am-5:00 pm] (High school graduation or equivalent; 2 years' related library experience (e.g., bibliographic searching, book processing, acquisitions, etc.); bibliographic searching experience preferred; basic typing skills; familiarity with bibliographic searching tools required; working knowledge of computerized library systems preferred; demonstrated skill/ability in the following areas: reading and writing comprehension (equivalent to high school level) of one or more of the following languages - French, German, Italian, or Russian; attending accurately to detail; solving problems and following tasks through to completion; working accurately and efficiently; good oral and written communication skills.) GRADE: 5 (\$25,222) JOB NO: 514E

Counsellor: Bruce Cater

Secretary - Security and Parking (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; data entry skills; microcomputing and wordprocessing skills required; clear and concise oral and written communication skills, including ability to summarize written information accurately; good organizational skills, including ability to set priorities and work independently; demonstrated ability to meet deadlines and to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential.) GRADE: 4 (\$23,582) JOB NO: 515F

Counsellor: Nancy Wallace

Secretary - Office of Student Programs, Education (High school graduation with secretarial training or equivalent; 1 year secretarial experience; typing 40-45 wpm; wordprocessing skills preferred; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively under pressure of high volume; good organizational skills.) GRADE: 3 (\$22,466) JOB NO: 516H

Research Secretary - Environmental Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation and one year university education or equivalent; some editing courses preferred; minimum 2 years' related experience (e.g., secretarial, bibliographic preparation and formatting, etc.), preferably in a faculty or research environment; good editing and bibliographic preparation skills; demonstrated skill/ability in the following areas: advanced word-processing; working independently and setting priorities under pressure to meet deadlines; exercising tact and diplomacy; dealing courteously and effectively with people to encourage a congenial team environment; clearly explaining detailed information; good written communication; excellent organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 517H

Receptionist/Registration Assistant - Executive Development, Administrative Studies [Hours of work: 8:30 a.m. - 4:30 p.m. and once or twice per week, on average, from 8:00 a.m.-4:00 p.m.] (High school graduation or equivalent; minimum 2 years' related experience (e.g., promotion or sales, reception, registration, etc.) in a customer service area, including direct experience dealing with the public; telephone sales or experience in a profit-oriented environment preferred; typing 40 wpm; wordprocessing skills; ability to promote activities and services; good organizational skills; initiative; willingness and ability to learn computerized registration program; demonstrated skill/ability in the following areas: attending accurately to detail; providing a high level of customer service; ascertaining, interpreting and providing information in a clear and informed manner; dealing courteously and effectively with people at all levels; working under pressure of high volume and constantly changing priorities; effective and pleasant telephone manner.) GRADE: 4 Prov. (\$23,582) JOB NO: 518H

Thursday, September 28 (12:00 noon) - Monday, October 2 (12:00 noon), 1989
Volume 9, Number 72

GENERAL:



YORK BUILDS DAYS
OCTOBER 4 & 5
Central Square,
10 a.m. - 4 p.m.

All members of the York community are invited to view the displays on each of the Building projects and learn more about York's Building Program.

Attention Members of the York Community: A new entrance and stacking lane to parking lot 8A off Fraser Drive has been created, and will open for operation on Monday, October 2. The Niagara Blvd. entrance will also remain open in order to expedite entry into the parking lot and reduce congestion on Niagara Blvd.

Stationery Stores is compiling a list of York community requirements for 1990 calendar items. Referring to the stationery catalogue for selection, members of the community are asked to complete a stationery requisition and forward to Stores, no later than September 30. Separate requisitions are required for subject items, do not integrate with other supply needs. Exchanges, alterations or cancellations cannot be accommodated.

The Institute for Space and Terrestrial Science has the following openings available immediately:

- Project Engineer: Qualifications - Master's degree in Computing Science with speciality in multi-processors real-time application or its equivalence; strong background in Computer Science; familiarity with the real-time computing environment, the design of real-time operating systems, the design and operation of VLBI Correlators as well as the signal processing algorithms used in extracting VLBI observables from correlated data. The successful applicant for this position will be an enthusiastic self starter capable of working with minimum supervision on a wide variety of challenging tasks related to the design, development, and implementation of VLBI systems for Radio Astronomy, Geodynamics, and Geodetic applications. Salary commensurate with experience. Interested applicants should forward resumes to the Director of Human Resources, ISTS, 4850 Keele Street, North York, M3J 3K1 by October 2. Reference No. SG8909

- Technologist: Qualifications - Bachelor's degree or a three-year diploma course in a technical field and three or more years of experience as a technologist or its equivalence; ability to work independently with minimum supervision; ability to work in a research group environment; working knowledge of programming languages: C and Fortran; familiarity with different operating systems (DOS, UNIX) and data transfer protocols. Salary - approx. \$25,000 per annum or more depending on qualifications. Interested applicants should forward resumes to the Director of Human Resources, ISTS, 4850 Keele Street, North York, M3J 3K1 by October 13. Reference No. E08909

EVENTS:

THURSDAY, SEPTEMBER 28

- 1:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate M. Melanie Saplenza will present her colloquium entitled "Cognitive Deficits in the Post-Concussion Syndrome" - Room 204, Behavioural Sciences
- 1:30 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Diane L. Addie, will present her colloquium entitled "The Effect of Relationship and Violence Variables on Perceptions of Rape" - Room 204, Behavioural Sciences
- 2:00 p.m. - MA Defence - [Graduate Program in Geography] John Morris will defend his thesis entitled "The Geographical Experience of Refugees Resettling in Toronto" - Room N401, Ross
- 2:00 p.m. - Open House - [Institute for Social Research] for students, faculty, and staff to learn about survey research, technical services, statistical consulting, and data archiving - for information call -5061 - Room 253A, Admin. Studies
- 2:00 p.m. - Open House - [Office of Research Administration] - Room S414, Ross
- 4:00 p.m. - Senate Meeting - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Mathematics Colloquium - "Arc-Analytic Functions" with Prof. Edward Bierstone, University of Toronto - Room S201, Ross

FRIDAY, SEPTEMBER 29

- 9:30 a.m. - PhD Defence - [Graduate Program in Psychology] M. Melanie Saplenza will defend her dissertation entitled "Cognitive Deficits in the Post-Concussion Syndrome" - Room 116, Rideau Road
- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Steven P. Knish will defend his thesis entitled "The Relationship Between Procrastination and Self-Handicapping: Do Procrastinators Act Like Self-Handicappers?" - Room 001, Admin. Studies
- 10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Timothy K.K. Quek, will present his colloquium entitled "An Interactive Approach to Competitive-Cooperative Threat, Anxiety and Type A" - Room 163, Behavioural Sciences
- 11:00 p.m. - PhD Defence - [Graduate Program in Psychology] Irwin J. Cooper will defend his dissertation entitled "The Use of Study-Skills and Self-Hypnosis Training Groups to Enhance Academic Achievement in University Students" - Room 102, Behavioural Sciences
- 2:00 p.m. - Guest Speaker - [Philosophy Departments of Arts, Glendon & Atkinson] "Wittgenstein: Whose Philosopher?" by Elizabeth Anscombe, Cambridge University - Room S169, Ross
- 2:00 p.m. - Information Session & Reception - [Faculty of Graduate Studies] - Senate Chamber (Room S915), Ross

STAFF POSITIONS:

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

Counsellor: Karen Wright

Development Clerk - Private Funding, External Relations [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1 year general office experience; typing 40-45 wpm; wordprocessing, data entry, and spreadsheet skills or willingness to learn; good oral communication skills; pleasant telephone manner; ability to deal courteously and effectively with people; accuracy in working with figures; attending accurately to detail; good organizational skills.) GRADE: 3 (\$22,466) JOB NO: 519E

Counsellor: Bruce Cater

Administrative Secretary - Physical Resources [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' senior secretarial experience; typing 45-50 w.p.m., accuracy essential; skill in transcribing from dictation equipment; shorthand skills an asset; pleasant telephone manner; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: excellent wordprocessing and microcomputing; dealing courteously and effectively with people; adapting to a variety of tasks within a busy environment; excellent organizational skills; clear and concise oral communication; good written communication, spelling and grammatical skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 520F

Admissions Assistant A - Admissions [Temporary to February 16, 1990 - Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., reviewing and examining applications, data verification, etc.), preferably in a student service area; basic familiarity with keyboard to operate a terminal; data entry skills required; knowledge of computerized student record system preferred; demonstrated ability to attend accurately to detail; good oral and written communication skills; tact and diplomacy essential; excellent organizational skills; demonstrated ability to work well under pressure of high volume; demonstrated ability to exercise good judgement.) GRADE: 5 (Based on annual salary of \$25,222) JOB NO: 521F

Secretary - Renovations, Physical Resources [Temporary to February 12, 1990 - Hours of work: 8:30 a.m.-4:30 p.m., (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience; typing 40-50 wpm; excellent microcomputing and wordprocessing skills; computerized spreadsheet skills preferred or willingness to learn; good oral communication skills; pleasant telephone manner; excellent organizational skills; demonstrated ability to adapt to a variety of tasks within a hectic environment; good spelling and grammatical skills; minute taking or shorthand skills.) GRADE: 4 Under Review (Based on an annual salary of \$23,582) JOB NO: 522F

*Supervisor - Machine Shops, Technical Services, Science (High school graduation or equivalent combination of education and experience; General Machinist's or Toolmaker's Licence required; several years' machine shop training and experience, including drafting, production, maintenance, design, and supervision, preferably in instrument making, toolmaking, or model making; proven knowledge of general machine shop practice, using metals, plastics, wood, etc.; skilled knowledge of the operation and maintenance of all types of general machine shop equipment, and in the choice and use of materials used in manufacturing; demonstrated ability to supervise and train others; costing, ordering, and inventory control ability; excellent organizational skills; communication skills to establish the needs and allocate the priorities for clients; tact and diplomacy essential. Please submit resume when making an application.) GRADE: P&M 6 (\$35,270-\$42,675) JOB NO: 523F

Administrative Secretary - Hospitality York, Housing and Food Services, Business Operations [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (administrative, secretarial, etc.), preferably in a related hospitality/special events/conference environment; demonstrated skill/ability in the following areas: typing 40-45 wpm; wordprocessing, database, and spreadsheets; transcribing from dictation equipment; good oral communication to elicit accurate information and answer detailed questions; good written communication, including grammar; attending accurately to detail under pressure of high volume; exercising tact and diplomacy; dealing courteously and effectively with people; setting priorities and working independently; good organizational skills, including ability to adapt to a variety of tasks; good interpersonal skills, including ability to work as a team member; working knowledge of oral and written French an asset.) GRADE: 5 Provisional (\$25,222) JOB NO: 524F

*Occupational Hygienist (Radiation Safety) - Occupational Health and Safety (Certification as an Industrial Hygienist with the American Board of Industrial Hygiene or an undergraduate degree in Engineering or the Sciences with a diploma in Occupational Health and Safety/Industrial Hygiene; 3 - 5 years' related experience in an institutional, consulting or governmental environment, including experience in conducting workplace surveys; excellent oral and written communication skills and public speaking skills; excellent interpersonal skills; demonstrated ability to deal effectively with the public at all levels; tact and diplomacy; demonstrated knowledge of computer systems and their capabilities; knowledge of radiation safety preferred. Please submit a resume when making an application.) GRADE: P&M 6 (\$35,270-\$42,675) JOB NO: 527E

Counsellor: Nancy Wallace

*Promotions Coordinator/Analyst - Executive Development [Temporary 1 year contract] (University degree or equivalent; some Business courses or Graphic Arts courses or equivalent work experience would be an asset; several years' related experience in a customer service oriented environment, including experience in overseeing the production and distribution of promotional materials; experience in mailing list management; experience in a profit-oriented business environment preferred; working knowledge of all aspects of promotional material production and distribution, including design, editing, and printing; proven ability to assess problem situations and use good judgement to devise creative solutions; superior oral and written communication skills; negotiating skills; excellent organizational skills; proven ability to work under pressure and adhere to deadlines while adapting to changing priorities; supervisory skills; demonstrated ability to deal effectively with staff and the public, and to provide a consistently high level of service; demonstrated accuracy with figures and attention to detail work; good knowledge of computer systems and functions; microcomputing skills including basic typing. Please submit a resume when making an application.) GRADE: P&M 4 Under Review (\$30,240-\$36,590) JOB NO: 525H

Information Services Assistant - Career Centre, Student Affairs [Hours of work: 9:00 a.m.-5:00 p.m., some evenings hours required] (High school graduation and some courses towards a Library Technician certificate or equivalent; 2 years' related experience (e.g., in a placement or recruitment environment, library experience, experience dealing with the public, etc.); basic typing skills; microcomputing and wordprocessing skills required; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising initiative; working independently and with others; overseeing the work of others; excellent organizational skills; excellent oral and written communication skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 526H