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YORK UNIVERSITY

BULLETIN

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

Monday, October 30 (12:00 noon) - Thursday, November 2 (12:00 noon), 1989
Volume 9, Number 80

GENERAL:



Please support the 1989 United Way Campaign at York University. All donors will be eligible for raffle prizes of a weekend for two at the Triumph Hotel or brunch for two at the Park Plaza Hotel.

Members of the York community are asked to note that the November 2 meeting of the Faculty of Graduate Studies is cancelled.

York University, along with the University of Toronto and the Royal Ontario Museum, will host the 1989 Annual Meeting of the Middle East Studies Association of North America (MESA), November 15-18 at the Sheraton Centre Hotel. Canadian broadcaster Ann Medina is among the panelists of the conference plenary who will discuss "State and Society in the Middle East" on November 17. For further information call Prof. Richard Blackburn at the University of Toronto (978-3431).

Stong College will celebrate its 20th Birthday on November 21. Festivities planned for the occasion get underway at 5:30 p.m. and include: an exhibition of paintings and drawings entitled "New Colour Studies" by Merlin Homer in the Samuel J. Zacks Gallery; a reception in the Junior Common Room; entertainment by performer Michael Ross; greetings on behalf of the University by Elizabeth Hopkins, Provost; and "Reflections" by keynote Stong members. For further information call Olga Cirak at -7305.

Members of the York community are asked to note that the Parking Office will be closed November 8-10 due to computerization upgrading. Only temporary passes and payments of parking violations will be processed during this period.

EVENTS:

MONDAY, OCTOBER 30

2:30 p.m. - Lecture - [School of Translation] "La communication de masse et la question de la traduction" by Prof. Jose Lambert, Katholieke Unversiteit, Leuven, Belgium - Room B203, York Hall, Glendon

TUESDAY, OCTOBER 31

12:00 noon - University Skills Series - [Counselling and Development Centre] "How to Prepare for Exams: Questions and Answers" - Room 164, Behavioural Sciences

12:00 noon - Poetry Reading - [English Department, Canada Council] Penn Kemp will read from her poetry - Sylvester's (Room 201), Stong

12:00 noon - 2:00 p.m. - 2nd Annual Penny Auction - various items will be sold at garage sale prices - all proceeds will go towards the York University United Way Campaign; for information call Kasandra Sharpe at -5010 - Room D119, WOB

12:15 p.m. - Public Lecture - [Graduate Program in Dance] "Sculpted Light and Motion: The Theatre of Duncan and Craig" by dance historian Millicent Hodson, and art historian Kenneth Archer - Curtis Lecture Hall "M"

4:00 p.m. - Research Seminar - [Graduate Program in Dance] "Reconstructing Le Sacre du printemps: Research and Methodology" with dance historian Millicent Hodson, and art historian Kenneth Archer - Purple Lounge, Fine Arts Phase II

4:00 p.m. - MA Defence - [Graduate Program in Interdisciplinary Studies] Ingrid Mayrhofer will defend her thesis entitled "Nicaragua: Art and Culture in Resistance and Revolution" - Room N927, Ross

4:00 p.m. - Physics Seminar Series - "Resonance Fluorescence By Two-Level Atom (Dynamic Stark Effect) in an Intense Bichromatic Field" with Dr. Helen Freedhoff - Room 317, Petrie

8:00 p.m. - Yeomen Basketball - York Yeomen vs. Wilfrid Laurier University - Tait McKenzie Gym

WEDNESDAY, NOVEMBER 1

9:00 a.m. - Reconstruction Workshop - [Graduate Program in Dance] "Le Sacre du printemps" - movement and design workshops with dance historian Millicent Hodson, and art historian Kenneth Archer - FFA Studios I and III

12:00 noon - "Indoor Garage Sale" - proceeds will go towards the York University United Way Campaign - Room S873A, Ross

12:15 p.m. - Falconbridge Lecture on Commercial Law - [Osgoode Hall Law School] "Banking Law in the Eighties: Problems of Contemporary Litigation and Documentation" by Prof. E.P. Ellinger, National University of Singapore - Moot Court Room, Osgoode Hall Law School

3:00 p.m. - Lecture - [Founders, Women's Studies Program] "The International Women's Movement" by Margarita Papandreou - Curtis Lecture Hall "F"

EVENTS (November 1, cont'd.)

- 4:00 p.m. - Computer Science Seminar Series - "Programming Languages Considered Harmful: A Skeptical Look at the Central Dogma of Computer Science" with Peter Roosen-Runge - Curtis Lecture Hall "J"
- 4:00 p.m. - Chemistry Seminar Series - "Photophysical Properties of Metal Carbonyl Complexes" with Alistair J. Lees, State University of New York at Binghamton - Room 317, Petrie

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than November 6, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Donna Robbins

Student Liaison Assistant - Vanier College [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some post-secondary courses preferred; 3 years' related experience (e.g., administrative, advising, planning and implementing programs, conducting seminars, committee work, etc.) preferably in a student service area; typing 35-45 wpm; computerized spreadsheet skills or willingness to learn; demonstrated skill/ability in the following areas: explaining complex and detailed information clearly and concisely; advising skills; dealing courteously and effectively with people; excellent letter and report writing skills; exercising good judgement; taking initiative; attending to detail; accuracy in working with figures; bookkeeping; setting task priorities and working independently; excellent organizational skills; oral presentation and public speaking skills; microcomputer and wordprocessing skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 561K

External Liaison Coordinator - Environmental Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (University degree or equivalent; graduate degree in an area/field related to Environmental Studies desirable; minimum 2 years' related administrative experience (e.g., recruitment, organizing programmes, publications, student service, etc.); knowledge of publishing and printing procedures an asset; budgetary skills preferred; demonstrated skill/ability in the following areas: interviewing/advising; directing and coordinating projects; supervising others; excellent interpersonal skills; excellent oral communication, including making presentations; excellent written communication, including report writing; excellent organizational skills including ability to set priorities and manage concurrent activities. Please submit a resume when making an application.) GRADE: 8 Provisional (\$34,939) JOB NO: 563K

Counsellor: Karen Wright

Housing Assistant - Housing & Food Services, Business Operations [Temporary to April 30, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., secretarial, dealing with enquiries, maintaining accurate records, etc.) preferably in a public service area; basic typing skills, accuracy essential; wordprocessing or microcomputing skills required; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail and working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 564E

Accounting Clerk - Housing and Food Services, Business Operations [Temporary to April 30, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some accounting/bookkeeping courses preferred; 1-2 years' recent related experience (e.g., bookkeeping, maintaining accurate records, etc.) in a computerized accounting environment with public contact; basic typing skills, accuracy essential; demonstrated skill/ability in the following areas: word processing or microcomputing or data base systems; good oral communication; dealing courteously and effectively with people; handling cash; maintaining accurate records; attending accurately to detail and working effectively under pressure of high volume.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 565E

Counsellor: Nancy Wallace

Secretary - Economics, Administrative Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 50-55 wpm, accuracy essential; wordprocessing and technical typing skills required; statistical typing skills preferred; skill in transcribing from dictation equipment; good written communication skills; demonstrated skill/ability in the following areas: obtaining and providing information in a clear and concise manner; exercising tact and diplomacy; dealing courteously and effectively with people; working effectively under pressure of high volume; good organizational skills including setting priorities and meeting deadlines.) GRADE: 4 (\$23,582) JOB NO: 566H

Administrative Assistant - Policy, Faculty of Administrative Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 3 years' related experience (e.g., administrative, supervisory, budgeting, planning and coordinating activities, etc.), preferably in an educational environment; typing 50-55 wpm; good interpersonal skills; good written communication skills; skill in transcribing from dictation equipment an asset; demonstrated skill/ability in the following areas: supervising; budget monitoring; obtaining and explaining accurate information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; setting priorities and meeting deadlines; working effectively under pressure of high volume and conflicting priorities. Please submit a resume when making an application.) GRADE: 6 (\$27,692) JOB NO: 567H

Monday, November 6 (12:00 noon) - Thursday, November 9 (12:00 noon), 1989
Volume 9, Number 82

GENERAL:

Members of the York community are asked to note that the Parking Office will be closed November 8-10 due to computerization upgrading. Only temporary passes and payments of parking violations will be processed during this period.

To permit the connection of the new transformer station feeding the new South/West Student Housing complex, momentary power interruptions will take place as follows: Tuesday, November 7 between the hours of 6:30 a.m. and 8:00 p.m. The following buildings will be affected: Ross, Central Square, Osgoode, Hart House, Hoover Homestead, Curtis, Student Apartments - #2 & #8 Assiniboine Road, Fine Arts, Burton, and Atkinson Residence. Another interruption will take place Thursday, November 9 between the hours of 6:00 a.m. and 8:00 a.m. The following buildings will be affected: Ross, Central Square, Osgoode, Hart House, Hoover Homestead, Curtis, Student Apartments - #2, #4, #6 & #8 Assiniboine Road, Fine Arts, Burton, Atkinson College & Residence, Behavioural Sciences, Stedman, Scott Library, and Administrative Studies.

Mrs. Christine Robertson Sloan, former Administrative Assistant in the Department of Economics, passed away on October 19 after a brief illness. Chris joined the University in 1969 as a senior secretary in the Economics Department and a year later became the Administrative Assistant. She held that post for seventeen years until her retirement in 1987. During her tenure she was also Secretary to the Graduate Program Director. The Department of Economics has created the Chris Sloan Prize in her memory. The prize, open to graduate and undergraduate students, will be awarded annually. Members of the York community wishing to contribute, can send donations to the Department of Private Funding, Suite A, WOB. Donations can be payroll deducted and are tax deductible. For further information call -5010.

Convocation Robes: Members of the York community who have not yet submitted their robe request form by mail, are asked to call -5325. Visitors to the University are asked to park in Lots 5A and 6A, as these lots are closest to the Convocation site (Tait McKenzie Physical Education Centre).

Ross Rudolph will assume the position of Associate Vice-President (Faculties) effective January 1, 1990, and has for rent a furnished flat in London, England, from January 1. The flat which has 2/3 bedrooms and 2 bathrooms is one block from the British Museum and rents for £285/week, seven month minimum lease. For further information call 736-5396.

Art Galleries/Displays: The Samuel J. Zacks Gallery presents a collective exhibition of contemporary art from Ecuador until November 14. For gallery hours call -5355.

- The IDA Gallery presents "Sticks and Stones: Nature as Experience," an exhibition of installations by Visual Arts graduate students Lois Andison and Karen Baltgallis. The exhibition opens November 6 at 5:00 p.m. and continues until November 10. For gallery hours call -5533.

Telecommunications reminds the York community of the York University Fax Service located in Room 016, Steacie. It is available to all staff and faculty. The Fax number is 736-5700. Telecommunications will send a Fax within a local calling area free of charge. Charges will apply to long-distance transmissions. For further information call the Switchboard at -2777 or dial "0."

Stong College will celebrate its 20th Birthday on November 21. Festivities planned for the occasion get underway at 5:30 p.m. and include: an exhibition of paintings and drawings entitled "New Colour Studies" by Merlin Homer in the Samuel J. Zacks Gallery; a reception in the Junior Common Room; entertainment by performer Michael Ross; greetings on behalf of the University by Elizabeth Hopkins, Provost; and "Reflections" by keynote Stong members. For further information call Olga Cirak at -7305.

EVENTS:

MONDAY, NOVEMBER 6

3:30 p.m. - Graduate Program in Music Colloquium - "Re-cycling Methodologies? Complementary Perspectives on Eastern Woodlands Disc Rattles as Cultural Symbols" with Beverley Diamond-Cavanagh; "Jesse Walter Fewkes and 'Mr. Phonograph: An Early Recording-Based Musical Ethnography Revisited'" with J. Patrick O'Neill; and "'Bringing Music to the People: W.O.M.A.D. and the Democratization of World Music'" with Lise Waxer - Senior Common Room, Winters

4:00 p.m. - Physics Seminar Series - "Simulation of the Radiator and Chemical Changes in the Stratosphere Following the El Chicon Eruption" with Dr. Diane Michelangeli, NASA-AMES - Room 317, Petrie

TUESDAY, NOVEMBER 7

9:30 a.m. - PhD Defence - [Graduate Program in English] Nirmal Dass will defend his dissertation entitled "The Fall into Confusion: Babel, Translation, Auden" - Room 309, Stong

12:00 noon - Poetry Reading - [English Department] by Betsy Warland, author of A Gathering Instinct, Open Is Broken, Serpent (W)rite, and Double Negative - Sylvester's (Room 201), Stong

12:00 noon - Seminar Series - [ISR and Women's Studies Research Group] "Hallelujah Lassies: Working Class Women in the Salvation Army in English Canada, 1882-1892" with Lynne Marks, History Department - Senior Common Room, Founders

EVENTS (Tuesday, November 7, cont'd.)

- 12:00 noon - Guest Speaker - [LaMarsh Centre for Research on Violence and Conflict Resolution] "State Coercion and the Charter of Rights" with Prof. Michael Mandel, Osgoode Hall Law School - for information call Nicholas Bianchi at 630-9590 - Room 320, Norman Bethune
- 12:00 noon & 1:00 p.m. - Guest Speaker - [Retirement Consultation Centre] "Women's Aging" with Diana Laskin Siegal, author of Ourselves, Growing Older: Women Aging With Knowledge and Power - for information call -6228 - Senate Chamber (Room S915), Ross
- 2:00 p.m. - Lecture - [Creative Writing Program] Prof. Sy Gitin, Director of the Albright Institute for Archaeological Research, will describe his ongoing excavations at the Phillistine city of Ekron - Room 106, Winters
- 4:00 p.m. - Physics Seminar Series - "Recent Lidar Work at York University" with Dr. Allan Carswell, Physics - Room 317, Petrie
- 5:00 p.m. - Poetry Reading - [Creative Writing Program, Canada Council] featuring Christopher Wiseman - Senior Common Room, Vanier
- 9:00 p.m. - Yeomen Volleyball - York Yeomen vs. Ryerson - Tait McKenzie Gym

WEDNESDAY, NOVEMBER 8

- 12:00 noon - University Skills Series - [Counselling and Development Centre] "Time Management: Coping With the Load" - Room 163, Behavioural Sciences
- 12:15 p.m. - Laskin Lecture on Public Law - [Osgoode Hall Law School] "...Meech Lake to the Contrary Notwithstanding" by Roderick Macdonald, Visiting Professor, Osgoode - Moot Court Room, Osgoode Hall Law School
- 12:30 p.m. - Prime Time - [Faculty of Fine Arts] "Chinese Theatre After Tian'enmen Square" with Chinese playwright William Sun - Burton Auditorium
- 4:00 p.m. - Chemistry Seminar Series - "Phthalocyanines as Photosensitizers for the Photodynamic Therapy of Cancer" with Johan E. Van Lier, University of Sherbrooke - Room 317, Petrie

STAFF POSITIONS:

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Counsellor: Donna Robbins

Residence Assistant - Founders College [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g. secretarial, administrative, bookkeeping, dealing with the public, etc.), typing 40-45 wpm; demonstrated skill/ability in the following areas: wordprocessing; explaining information clearly and concisely; good written communication skills; dealing courteously and effectively with people; attending to detail; working accurately with figures; setting priorities; working independently; good organizational skills.) GRADE: 5 (\$25,222) JOB NO: 573K

Thursday, November 9 (12:00 noon) - Monday, November 13 (12:00 noon), 1989
Volume 9, Number 83

GENERAL:

Members of the York community are asked to note that the back room of the Faculty Club will be closed November 10 from 11:30 a.m. to 2:00 p.m. for the Chancellor's luncheon.

An interruption of utility service, affecting steam for heating and hot water, as well as compressed air for control systems, will take place November 10 between the hours of 10:00 p.m. and 2:00 a.m. The following buildings will be affected: Atkinson College and Residence, Behavioural Sciences, Fine Arts, Ross, Curtis, Administrative Studies, Burton Auditorium, Stedman, Central Square, Scott Library, Osgoode, and Student Apartments (#2, #4, #6 & #8 Assiniboine Road).

In order to improve service to the York community, the Caretaking section will be distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. Plastic garbage bags and tags may be obtained by calling Caretaking at -7606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -5502.

Glendon College will present a colloquium on "Twenty Years of Ontario-Quebec Relations - 1969-1989 - Past, Present and Future Relations." The colloquium which takes place November 11 from 8:30 a.m. to 9:00 p.m., will commemorate the Twentieth Anniversary of the Signing of the Ontario-Quebec Cultural Exchange Agreement of Premiers John P. Robarts and Jean-Jacques Bertrand. The registration fee is \$65. For further information call 487-6727.

The Institute for Space and Terrestrial Science has an opening for a Project Scientist. Qualifications: a PhD degree in Physics, Chemistry or Computer Science would be desirable; experience in UNIX system administration, C programming and developing device drivers and applications for OS/9 systems are required; experience in Fortran programming and a background in formal programming methods would be desirable; must be able to write supporting documentation; knowledge of Latex would be an asset; and ability to work in a team environment. The position is available beginning January 1, 1990. Salary commensurate with experience. Interested applicants should forward resumes to the Director of Human Resources, ISTS, 4850 Keele Street, 2nd floor, North York M3J 3K1 by November 17. Please quote Reference #STP-8911.

EVENTS:

THURSDAY, NOVEMBER 9

- 1:00 p.m. - Lecture - [CERLAC, LACS, Founders] "The Relevance of the Guevara's Political and Economic Ideas For Developing the Cuban Economy Today" by Carlos Tablada, an economist specializing in the management of state enterprises - Senior Common Room, Founders
- 3:00 p.m. - Computer Science Seminar Series - "Resolution Approximation of Resolution Logics" with Dr. Zbigniew Stachniak, York - Room 107, Stedman Lecture Halls
- 3:30 p.m. - Economics Seminar - "Vertical Control and Price vs. Non-Price Competition" with Prof. Ralph Winter, University of Toronto - Room S839, Ross
- 4:00 p.m. - Mathematics Colloquium - "Box Splines and Cardinal Interpolation" with Prof. Kurt Jetter, Duisburg University, West Germany - Room S201, Ross
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Brock - York Ice Arena

FRIDAY, NOVEMBER 10

- 9:00 a.m. - 4:00 p.m. - Symposia Series '89 - [Centre for Continuing Education] "Cooperative Learning" with Mark Brubacher, Consultant, Student-Centred Learning, Board of Education for the City of York - registration fee of \$85 - for further information call -5025 - Ground Floor, Admin. Studies
- 2:00 p.m. - Psychology Colloquium - "Homo Sovieticus -- Some Observations on the Psychological Make-Up of Today's Soviet Citizen" with Vello Sermat, York - Room 291, Behavioural Sciences
- 2:30 p.m. - Convocation Ceremonies: Glendon and Norman Bethune Colleges, Science, Osgoode, Administrative Studies, Environmental Studies, and Graduate Studies - Roy F. Bennett, President of Bennecon Ltd., will be awarded an honorary Doctor of Laws degree - Prof. John Francis Bosher will receive a Distinguished Research Professorship in recognition of his outstanding scholarship both within York and in international circles - Main Gym, Tait McKenzie
- 3:00 p.m. - Graduate Seminar - [Graduate Program in Exercise and Sports Science] "Arousal and Performance: Common Effects of Personality, Stimulants, Time of Day and Exercise" with Dr. William Revelle, Northwestern University - Gallery (Room 320), Norman Bethune

SATURDAY, NOVEMBER 11

- 10:30 a.m. - Convocation Ceremony: Atkinson College - Tait McKenzie
- 2:30 p.m. - Convocation Ceremonies: Founders, Stong and Calumet Colleges, Faculty of Education - An honorary Doctor of Letters degree will be conferred on Timothy Findley, author of many well-known novels and short stories - Main Gym, Tait McKenzie
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Queen's - York Ice Arena
- 8:00 p.m. - Convocation Ceremonies: McLaughlin, Vanier and Winters Colleges, Faculty of Fine Arts - Peter A. Herrndorf, Publisher of Toronto Life Magazine, will be awarded an honorary Doctor of Laws degree - Main Gym, Tait McKenzie

SUNDAY, NOVEMBER 12

- 1:00 p.m. - Yeomen Volleyball - York Yeomen vs. Queen's - Tait McKenzie Gym

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than November 16, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Program Secretary I - Psychology, Arts [Hours of work: 9:00 am-5:00 pm] (High school graduation with secretarial training or equivalent; minimum 1-2 years' related experience (e.g., secretarial, handling student enquiries, etc.), preferably in a post secondary environment; typing 45-50 wpm; good written communication skills; demonstrated skill/ability in the following areas: word processing; providing information and answering enquiries in a clear and concise manner; dealing effectively with a high volume of enquiries; exercising tact and diplomacy; dealing courteously and effectively with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 574D

*Data Base Administrator II - Computer Systems Development, Computing Services [Candidates exceeding job requirements are encouraged to apply.] (University degree in computer science or related field; minimum 8 years' experience in relational data base tech., interactive systems and 4GLs; intermediate to advanced level knowledge of: DB2 Internals, VSAM, TOTAL, COBOL, SAS, MVS/XA, VM/CMS, CICS and Roscoe; knowledge of CASE products and microcomputing systems preferred; excellent oral and written communication skills; good analytical skills; supervisory skills an asset. Please submit a resume when making an application.) GRADE: P&M 8 (\$41,140-\$49,780) JOB NO: 575D

*Programmer 5 - Computer Systems Development (Minimum twelve-eighteen months' as PROGRAMMER-4 OR University degree in Computer Science OR related field, plus 1-2 years' solid programming experience OR general university degree (or diploma in EDP) plus minimum four years of solid programming experience; practical ability in several On-Line EDP application areas, MVS/XA, CICS, Roscoe/Librarian, COBOL, Mark IV; excellent written and verbal communication skills combined with good analytical skills; experience in SAS, CSP or 4GLs a definite asset. Please submit a resume when making an application.) GRADE: P&M 6 (\$35,270-\$42,675) JOB NO: 576D

Counsellor: Karen Wright

Receptionist/Enquiry Clerk - Payroll, Human Resources [Hours of work: 8:30 am-4:30 pm] (High school graduation or equivalent; 1-2 years' related experience (e.g. reception, front-line contact in a public service area, etc.); basic typing skills, accuracy essential; good organizational skills; data entry skills preferred or willingness to learn; demonstrated skill/ability in the following areas: attending accurately to detail; accuracy with figures; meeting deadlines; dealing courteously and effectively with people; tact and diplomacy; clear and concise oral communication skills; good written communication skills.) GRADE: 3 Provisional (\$22,466) JOB NO: 577E

Fire Inspector - Occupational Health & Safety [Position may require shift work: 12:00 pm-8:00 am; 8:30 am-4:30 pm; 4:30 pm-12:30 pm; Normal hours of work: 8:30 am-4:30 pm] (High school graduation or equivalent, certified Fire Safety Certificate an asset; minimum 3 years' directly related experience (e.g. fire protection, inspection, prevention, etc.); current first aid certificate; valid driver's licence; demonstrated skill/ability in the following areas: knowledge of current provincial building and fire codes; technical knowledge in working with electrical and mechanical components; exercising good judgement; dealing courteously and effectively with people; providing training; problem solving; working well independently; good oral and written communication skills. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 578E

Senior Accounting Clerk - Housing Administration, Business Operations [Hours of work: 8:30 am-4:30 pm] (High school graduation or equivalent and some post-secondary accounting/bookkeeping courses required; minimum 3 years' recent related experience (e.g. preparing and analyzing financial statements, accounting, collections, etc.) in a computerized accounting environment with public contact; basic typing skills, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing or microcomputing or data base systems; providing accurate information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact, diplomacy and good judgement; maintaining accurate computerized records; handling cash; bookkeeping and budgeting; training and overseeing the work of others; setting priorities; meeting deadlines; attending to detail and working accurately and effectively under pressure of constant high volume. Please submit a resume when making an application.) GRADE: 6 (\$27,692) JOB NO: 579E

Clerk - Stores, Physical Plant [Temporary to May 31, 1990 - Hours of work: 8:00 am-4:00 pm] (High school graduation or equivalent; minimum 6 months' related experience (e.g. maintaining detailed records, maintaining inventory control records, etc.); basic typing skills; demonstrated skill/ability in the following areas: working accurately with figures; attending to detail; working accurately and effectively under pressure of constant high volume.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 580E

Counsellor: Nancy Wallace

File/Documents Clerk 'A' - Office of Student Programs, Education [Hours of work: 8:30 am-4:30 pm or 9:00 am-5:00 pm] (High school graduation or equivalent; minimum 1 year related experience (e.g. data entry, filing, general office experience, etc.), preferably in a high volume environment; typing 35-40 wpm, accuracy essential; data entry skills required; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume on a continuing basis; working cooperatively with co-workers; dealing courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 581H

Undergraduate Program Secretary - Biology, Science [Hours of work: 9:00 am-5:00 pm, Summer - 8:30 am-4:30 pm] (High school graduation with secretarial training or equivalent; minimum 1-2 years' related experience (e.g., answering enquiries, wordprocessing, secretarial, etc.); typing 45-50 wpm, accuracy essential; wordprocessing and technical wordprocessing skills required; good oral communication skills to obtain and relay information accurately; good interpersonal skills; demonstrated skill/ability in the following areas: attending accurately to detail and working effectively under pressure of high volume and constant interruptions; setting priorities; exercising tact and diplomacy; dealing courteously with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 582H

Counsellor: Donna Robbins

Secretary/Receptionist - English, Stong [Hours of work: 9:00 am-5:00 pm] (High school graduation with secretarial training or equivalent; minimum 1 year secretarial and reception experience, preferably in a student related environment; typing 50 wpm; word processing skills required; good organizational skills; demonstrated skill/ability in the following areas: answering enquiries in clear and concise manner; dealing courteously and effectively with people; pleasant and effective telephone manner.) GRADE: 3 Provisional (\$22,466) JOB NO: 583K

Change to Bulletin of November 6, 1989

Residence Assistant - Founders [Hours of work: 8:30 am-4:30 pm] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (eg. secretarial, administrative, bookkeeping, dealing with the public); typing 40-45 wpm; demonstrated skill/ability in the following areas: wordprocessing; explaining info clearly and concisely; good written communication skills; dealing courteously and effectively with people; attending to detail; working accurately with figures; setting priorities; working independently; good organizational skills.) GRADE: 5 (\$25,222) JOB NO: 573K

York UNIVERSITY

BULLETIN

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In order to improve service to the York community, the Caretaking section will be distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. Plastic garbage bags and tags may be obtained by calling Caretaking at -7606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -5502.

Glendon College will present a colloquium on "Twenty Years of Ontario-Quebec Relations - 1969-1989 - Past, Present and Future Relations." The colloquium which takes place November 11 from 8:30 a.m. to 9:00 p.m., will commemorate the Twentieth Anniversary of the Signing of the Ontario-Quebec Cultural Exchange Agreement of Premiers John P. Robarts and Jean-Jacques Bertrand. The registration fee is \$65. For further information call 487-6727.

The Institute for Space and Terrestrial Science has an opening for a Project Scientist. Qualifications: a PhD degree in Physics, Chemistry or Computer Science would be desirable; experience in UNIX system administration, C programming and developing device drivers and applications for OS/9 systems are required; experience in Fortran programming and a background in formal programming methods would be desirable; must be able to write supporting documentation; knowledge of Latex would be an asset; and ability to work in a team environment. The position is available beginning January 1, 1990. Salary commensurate with experience. Interested applicants should forward resumes to the Director of Human Resources, ISTS, 4850 Keele Street, 2nd floor, North York M3J 3K1 by November 17. Please quote Reference #STP-8911.

EVENTS:

THURSDAY, NOVEMBER 9

- 1:00 p.m. - Lecture - [CERLAC, LACS, Founders] "The Relevance of the Guevara's Political and Economic Ideas For Developing the Cuban Economy Today" by Carlos Tablada, an economist specializing in the management of state enterprises - Senior Common Room, Founders
- 3:00 p.m. - Computer Science Seminar Series - "Resolution Approximation of Resolution Logics" with Dr. Zbigniew Stachniak, York - Room 107, Stedman Lecture Halls
- 3:30 p.m. - Economics Seminar - "Vertical Control and Price vs. Non-Price Competition" with Prof. Ralph Winter, University of Toronto - Room S839, Ross
- 4:00 p.m. - Mathematics Colloquium - "Box Splines and Cardinal Interpolation" with Prof. Kurt Jetter, Duisburg University, West Germany - Room S201, Ross
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Brock - York Ice Arena

FRIDAY, NOVEMBER 10

- 9:00 a.m. - 4:00 p.m. - Symposia Series '89 - [Centre for Continuing Education] "Cooperative Learning" with Mark Brubacher, Consultant, Student-Centred Learning, Board of Education for the City of York - registration fee of \$85 - for further information call -5025 - Ground Floor, Admin. Studies
- 2:00 p.m. - Psychology Colloquium - "Homo Sovieticus -- Some Observations on the Psychological Make-Up of Today's Soviet Citizen" with Vello Sermat, York - Room 291, Behavioural Sciences
- 2:30 p.m. - Convocation Ceremonies: Glendon and Norman Bethune Colleges, Science, Osgoode, Administrative Studies, Environmental Studies, and Graduate Studies - Roy F. Bennett, President of Bennecon Ltd., will be awarded an honorary Doctor of Laws degree - Prof. John Francis Bosher will receive a Distinguished Research Professorship in recognition of his outstanding scholarship both within York and in international circles - Main Gym, Tait McKenzie
- 3:00 p.m. - Graduate Seminar - [Graduate Program in Exercise and Sports Science] "Arousal and Performance: Common Effects of Personality, Stimulants, Time of Day and Exercise" with Dr. William Revelle, Northwestern University - Gallery (Room 320), Norman Bethune

SATURDAY, NOVEMBER 11

- 10:30 a.m. - Convocation Ceremony: Atkinson College - Tait McKenzie
- 2:30 p.m. - Convocation Ceremonies: Founders, Stong and Calumet Colleges, Faculty of Education - An honorary Doctor of Letters degree will be conferred on Timothy Findley, author of many well-known novels and short stories - Main Gym, Tait McKenzie
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Queen's - York Ice Arena
- 8:00 p.m. - Convocation Ceremonies: McLaughlin, Vanier and Winters Colleges, Faculty of Fine Arts - Peter A. Herrndorf, Publisher of Toronto Life Magazine, will be awarded an honorary Doctor of Laws degree - Main Gym, Tait McKenzie

SUNDAY, NOVEMBER 12

- 1:00 p.m. - Yeomen Volleyball - York Yeomen vs. Queen's - Tait McKenzie Gym

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than November 16, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Program Secretary I - Psychology, Arts [Hours of work: 9:00 am-5:00 pm] (High school graduation with secretarial training or equivalent; minimum 1-2 years' related experience (e.g., secretarial, handling student enquiries, etc.), preferably in a post secondary environment; typing 45-50 wpm; good written communication skills; demonstrated skill/ability in the following areas: word processing; providing information and answering enquiries in a clear and concise manner; dealing effectively with a high volume of enquiries; exercising tact and diplomacy; dealing courteously and effectively with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 574D

*Data Base Administrator II - Computer Systems Development, Computing Services [Candidates exceeding job requirements are encouraged to apply.] (University degree in computer science or related field; minimum 8 years' experience in relational data base tech., interactive systems and 4GLs; intermediate to advanced level knowledge of: DB2 Internals, VSAM, TOTAL, COBOL, SAS, MVS/XA, VM/CMS, CICS and Roscoe; knowledge of CASE products and microcomputing systems preferred; excellent oral and written communication skills; good analytical skills; supervisory skills an asset. Please submit a resume when making an application.) GRADE: P&M 8 (\$41,140-\$49,780) JOB NO: 575D

*Programmer 5 - Computer Systems Development (Minimum twelve-eighteen months' as PROGRAMMER-4 OR University degree in Computer Science OR related field, plus 1-2 years' solid programming experience OR general university degree (or diploma in EDP) plus minimum four years of solid programming experience; practical ability in several On-Line EDP application areas, MVS/XA, CICS, Roscoe/Librarian, COBOL, Mark IV; excellent written and verbal communication skills combined with good analytical skills; experience in SAS, CSP or 4GLs a definite asset. Please submit a resume when making an application.) GRADE: P&M 6 (\$35,270-\$42,675) JOB NO: 576D

Counsellor: Karen Wright

Receptionist/Enquiry Clerk - Payroll, Human Resources [Hours of work: 8:30 am-4:30 pm] (High school graduation or equivalent; 1-2 years' related experience (e.g. reception, front-line contact in a public service area, etc.); basic typing skills, accuracy essential; good organizational skills; data entry skills preferred or willingness to learn; demonstrated skill/ability in the following areas: attending accurately to detail; accuracy with figures; meeting deadlines; dealing courteously and effectively with people; tact and diplomacy; clear and concise oral communication skills; good written communication skills.) GRADE: 3 Provisional (\$22,466) JOB NO: 577E

Fire Inspector - Occupational Health & Safety [Position may require shift work: 12:00 pm-8:00 am; 8:30 am-4:30 pm; 4:30 pm-12:30 pm; Normal hours of work: 8:30 am-4:30 pm] (High school graduation or equivalent, certified Fire Safety Certificate an asset; minimum 3 years' directly related experience (e.g. fire protection, inspection, prevention, etc.); current first aid certificate; valid driver's licence; demonstrated skill/ability in the following areas: knowledge of current provincial building and fire codes; technical knowledge in working with electrical and mechanical components; exercising good judgement; dealing courteously and effectively with people; providing training; problem solving; working well independently; good oral and written communication skills. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 578E

Senior Accounting Clerk - Housing Administration, Business Operations [Hours of work: 8:30 am-4:30 pm] (High school graduation or equivalent and some post-secondary accounting/bookkeeping courses required; minimum 3 years' recent related experience (e.g. preparing and analyzing financial statements, accounting, collections, etc.) in a computerized accounting environment with public contact; basic typing skills, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing or microcomputing or data base systems; providing accurate information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact, diplomacy and good judgement; maintaining accurate computerized records; handling cash; bookkeeping and budgeting; training and overseeing the work of others; setting priorities; meeting deadlines; attending to detail and working accurately and effectively under pressure of constant high volume. Please submit a resume when making an application.) GRADE: 6 (\$27,692) JOB NO: 579E

Clerk - Stores, Physical Plant [Temporary to May 31, 1990 - Hours of work: 8:00 am-4:00 pm] (High school graduation or equivalent; minimum 6 months' related experience (e.g. maintaining detailed records, maintaining inventory control records, etc.); basic typing skills; demonstrated skill/ability in the following areas: working accurately with figures; attending to detail; working accurately and effectively under pressure of constant high volume.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 580E

Counsellor: Nancy Wallace

File/Documents Clerk 'A' - Office of Student Programs, Education [Hours of work: 8:30 am-4:30 pm or 9:00 am-5:00 pm] (High school graduation or equivalent; minimum 1 year related experience (e.g. data entry, filing, general office experience, etc.), preferably in a high volume environment; typing 35-40 wpm, accuracy essential; data entry skills required; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume on a continuing basis; working cooperatively with co-workers; dealing courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 581H

Undergraduate Program Secretary - Biology, Science [Hours of work: 9:00 am-5:00 pm, Summer - 8:30 am-4:30 pm] (High school graduation with secretarial training or equivalent; minimum 1-2 years' related experience (e.g., answering enquiries, wordprocessing, secretarial, etc.); typing 45-50 wpm, accuracy essential; wordprocessing and technical wordprocessing skills required; good oral communication skills to obtain and relay information accurately; good interpersonal skills; demonstrated skill/ability in the following areas: attending accurately to detail and working effectively under pressure of high volume and constant interruptions; setting priorities; exercising tact and diplomacy; dealing courteously with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 582H

Counsellor: Donna Robbins

Secretary/Receptionist - English, Stong [Hours of work: 9:00 am-5:00 pm] (High school graduation with secretarial training or equivalent; minimum 1 year secretarial and reception experience, preferably in a student related environment; typing 50 wpm; word processing skills required; good organizational skills; demonstrated skill/ability in the following areas: answering enquiries in clear and concise manner; dealing courteously and effectively with people; pleasant and effective telephone manner.) GRADE: 3 Provisional (\$22,466) JOB NO: 583K

Change to Bulletin of November 6, 1989

Residence Assistant - Founders [Hours of work: 8:30 am-4:30 pm] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (eg. secretarial, administrative, bookkeeping, dealing with the public); typing 40-45 wpm; demonstrated skill/ability in the following areas: wordprocessing; explaining info clearly and concisely; good written communication skills; dealing courteously and effectively with people; attending to detail; working accurately with figures; setting priorities; working independently; good organizational skills.) GRADE: 5 (\$25,222) JOB NO: 573K

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YORK UNIVERSITY

BULLETIN

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

Monday, November 13 (12:00 noon) - Thursday, November 16 (12:00 noon), 1989
Volume 9, Number 84

GENERAL:

Art Galleries/Displays: The Samuel J. Zacks Gallery presents a collective exhibition of contemporary art from Ecuador until November 14. For gallery hours call -5355.

- The IDA Gallery presents "3250 Roman Miles," an exhibition of paintings and mixed media by Visual Arts graduate students Oliver Heinrich, Michael Trommer, and David McFarlane. The exhibition opens November 14 at 5:00 p.m. and continues until November 17. For gallery hours call 736-5533.
- The Glendon Gallery presents works by Rose Lindzon until November 26. For gallery hours call 487-6721.

York will present a satellite teleconference on "AIDS in the College Community: From Crisis to Management" on November 16 from 1:00 p.m. to 4:00 p.m. in the Stedman TV Studio. The teleconference is designed to encourage interprofessional problem solving, planning and sharing. The program will also be broadcast on the YUTVDS Information Channel 10. For further information call Jim Poole in DIAR at -5064.

Canada's refugee policy vis-a-vis Eastern Bloc countries is currently under review. To ensure that the latest concerns and scholarship have an impact on this review, four workshops are being set up by the Centre for Refugee Studies and the Centre for International and Strategic Studies. The workshops which will discuss current issues in the following countries will be held as follows: Poland - January; Hungary - February; Soviet Jews - March; and Czechoslovakia - April. Interested participants are asked to call Andrew Goodman at -6662 or Joe Mackenzie at -7039.

The York University Cooperative Daycare Centre will host its 4th Annual Holiday Bazaar on November 29 from 10:00 a.m. to 2:00 p.m. in the West Bear Pit of Central Square. Items for sale include baked goods, crafts, books, etc. A raffle for a trip for two to Atlantic City will take place. Children's art will also be on display.

A farewell reception will be held to honour Peggy Mercer on the occasion of her retirement from York. The reception will take place November 30 from 3:00 to 5:00 p.m. in the Faculty Club, Ross. Anyone wishing to attend is asked to call Shelley Leatch at -6465 by November 23. Contributions towards a gift can be forwarded to Shelley Leatch, Computing Services, Room 030, Steacie.

Weight Watchers will hold an open house on November 22 at 12:00 noon in Room 282, Atkinson. A five-week "At Work" session commences November 29. The cost is \$45. The next ten-week session will commence January 10.

The Canadian Training Institute, located in the Kinsmen Building, requires a part-time accounting/bookkeeping clerk. The hours are flexible, requiring approximately eight hours per week. Applicants should have some knowledge of the following: AccPac General Ledger, Lotus 1-2-3, maintaining records in a small business environment (bank and G/L account reconciliations), cheque writing, and payroll accounts. The hourly rate is \$12. Interested persons are asked to forward resumes to John Sawdon, Executive Director.

The Service Excellence Program office (Finance & Administration) is now established in Room 64, EOB. The program includes Business Operations, Occupational Health and Safety, Security and Parking, Finance, Human Resources and Physical Plant. For further information about the program, call the coordinator, Pat Ouchterlony or the administrative assistant, Judy Currell at -4022.

EVENTS:

MONDAY, NOVEMBER 13

- 12:00 noon - Choreographic Workshop - [Faculty of Fine Arts] Dance students will present new works - Studio 1, Fine Arts II
- 12:30 p.m. - Guest Speaker - [Department of Film & Video] "The Financing of German Films" by Wolf Donner, a film critic from West Germany - Nat Taylor Cinema (Room N102), Ross
- 1:30 p.m. - 3:30 p.m. - Forum - [Faculty of Environmental Studies, International Council for Adult Education] "Environmental Education Network" - for information call Mary Bernard or Dianne Zecchino at -5285 - Room 227, Lumbers
- 3:00 p.m. - McLaughlin Public Policy Symposium - "Gorbachev and Glasnost -- Survival Till 1994?" with Profs. R. Gekker, Economics; O. Subtelny, History and Political Science; T. Karmo, Philosophy; and H. Flakierski, Economics and Social Science - Senior Common Room, McLaughlin
- 4:00 p.m. - Earth and Atmospheric Science Seminar Series - "Numerical Simulation of the Meso-B-Scale Structure and Evolution of an Intense Squall Line During 10-11 June, 1985 PRE-STORM" by Da-Lin Zhang - Room 317, Petrie

TUESDAY, NOVEMBER 14

- 2:00 p.m. - Film - [Norman Bethune] to commemorate the 50th anniversary of Norman Bethune's death, an NFB documentary titled "Bethune" will be shown, preceded by a presentation on Bethune's life - Speaker: Prof. Ioan Davies - Junior Common Room, Norman Bethune
- 4:00 p.m. - Career Development Series - [Faculty of Arts] "Getting into the BBA Program" with admissions staff of the BBA program in the Faculty of Administrative Studies - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Economics Seminar - "Pricing a New Product" with David Hanly, York - Room S839, Ross
- 5:00 p.m. - Poetry Reading - [Creative Writing Program, Canada Council] featuring Lorna Crozier - Senior Common Room, Vanier
- 7:00 p.m. - Guest Lecture - [Office of the Master, Atkinson and Croatian Heritage and Croatian Students' Federation] "The Popular Democratic Movement in Croatia Today" by Dr. Franjo Tudman of Zagreb, Croatia - Moot Court Room, Osgoode Hall Law School

EVENTS (cont'd.)

WEDNESDAY, NOVEMBER 15

- 12:00 noon - University Skills Series - [Counselling and Development Centre] "Stress Management and Procrastination" - Room 163, Behavioural Sciences
- 12:30 p.m. - CJRT Soloists Series - [Faculty of Fine Arts] featuring a recital by violinist Mark Lupinski and pianist Larissa Kroyt - DACARY, McLaughlin
- 3:00 p.m. - Career Conversation - [Career and Placement Centre] "How To Start Your Own Business" - for information call -5351 - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Chemistry Seminar Series - "Atmospheric Chemistry and Toxicology of Peroxyacyl Nitrates" with Paul B. Shepson, York - Room 317, Petrie
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. Guelph - York Ice Arena

THURSDAY, NOVEMBER 16

- 12:00 noon - Dance Concert - [Faculty of Fine Arts] by the York Dance Ensemble in a concert featuring choreography by Donna Krasnow, Jean-Louis Morin and Holly Small - Philip Drube of Dancemakers will be a guest dancer - Winters Dining Hall

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Assistant to Associate V-P Faculties - Office of the Associate Vice-President-Faculties (University degree or equivalent; several years' experience in an administrative position, preferably in an academic environment; knowledge of academic decision-making processes preferred; superior oral and written communication skills; demonstrated skill in drafting and analyzing reports, position papers, and other complex documents; demonstrated ability to initiate, develop, implement and monitor a variety of complex and sensitive subjects, both long-term and short-term; excellent organizational skills; ability to work effectively in a changing, high-pressured environment; excellent interpersonal skills; tact and discretion; ability to work independently and cooperatively, handling volume and variety of tasks under pressure; familiarity with computers and interest in functioning in a highly computerized environment; familiarity with spreadsheet and database software would be an asset; bilingual competency in English and French an asset; familiarity with the relationship of universities to external government and professional bodies would be an asset. Please submit a resume when making an application.) GRADE: P&M 9 (\$44,430-\$53,760) JOB NO: 584B

Counsellor: Gina Dunnett

Faculty Secretary - Economics, Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 1-2 years' secretarial experience; typing 45-50 wpm, accuracy essential; wordprocessing skills required; technical wordprocessing skills or willingness to learn; demonstrated skill/ability in the following areas: answering enquiries and providing information in a clear and concise manner; dealing courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 585D

Counsellor: Karen Wright

Payroll Clerk III - Payroll, Human Resources [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; minimum 2 years' recent payroll experience using a computerized system; basic typing skills required, accuracy essential; basic bookkeeping skills required; good organizational skills; on-line data entry skills preferred; wordprocessing skills and computerized spreadsheet skills or willingness to learn; demonstrated skill/ability in the following areas: working accurately with figures; attending accurately to detail under pressure of high volume; setting priorities and meeting deadlines; maintaining confidentiality; good oral and written communication skills; good organizational skills.) GRADE: 5 (\$25,222) JOB NO: 586E

Counsellor: Betty Vernassal

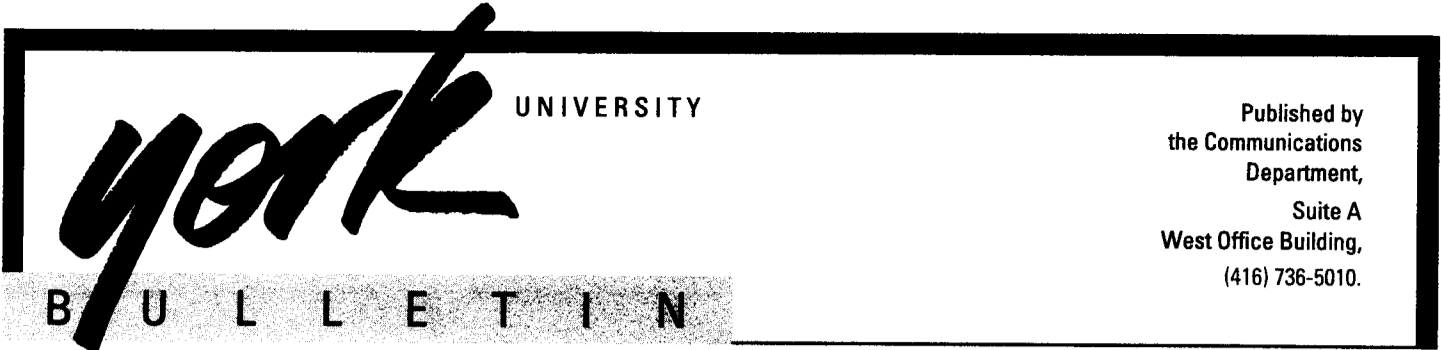
*Assistant to Personnel Officer - Personnel Office, Glendon College [Hours of work: 9:00 a.m.-5:00 p.m.; Summer hours 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial and administrative experience; typing 45-50 wpm, accuracy essential; accurate spelling and grammatical skills; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III (Intermediate) and IV (Advanced); demonstrated skill/ability in the following areas: wordprocessing; attending accurately to detail and meeting deadlines; dealing courteously and effectively with people; working independently and setting priorities; maintaining confidentiality; excellent organizational skills; good oral and written communication skills to relay complex information and instructions.) GRADE: 5L (\$27,692) JOB NO: 587G

Counsellor: Donna Robbins

Secretary (Graduate & Undergraduate) - Visual Arts, Fine Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience; typing 45-50 wpm, accuracy essential; wordprocessing skills required; good organizational skills; demonstrated skill/ability in the following areas: taking dictation (80 wpm) or transcribing from dictation equipment; providing accurate information and answering enquiries in a clear and concise manner; exercising tact and diplomacy; dealing effectively with conflicting priorities; dealing courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 588K

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 wordprocessing; 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: 589K Formerly posted as JOB NO: 517H

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

Thursday, November 16 (12:00 noon) - Monday, November 20 (12:00 noon), 1989
Volume 9, Number 85

GENERAL:

York President Harry Arthurs has called together a University Task Force on the Department of Physical Education, Recreation and Athletics. The task force has been asked to examine 1) the mandate and governing principles of the Department, and 2) the organization of its service activities, most particularly those related to recreation. Composed of internal and external consultants, the task force will meet November 20-23 and invites written submissions from members of the York community who might wish to comment upon issues related to the organization of the Department and/or the provision of recreation services at York. Please send submissions to the Office of the Provost, Room S920, Ross

The Employment Equity Office will present a play entitled "I Don't Mind" by Le Theatre Parminou on November 23 from 12:00 noon to 1:30 p.m. in the Stong Master's Dining Room. The play deals with an office worker faced with an interesting challenge. The French version of the play "L'Egalite brille pour tout le monde" will be performed on November 21 starting at 12:00 noon in Theatre Glendon. For further information call -5706.

CHRY 105.5 FM has been selected by the 1989 Vanier Cup organizing committee to be the flagship station for University-based radio stations across the country. On Saturday, November 18, stations will have the opportunity to carry the CIAU football championship game on the CHRY-FM radio network. On Friday, November 17, CHRY-FM will be at Esther Shiner Stadium to provide live coverage of the Metrobowl championship. The pre-game show starts at 1:55 p.m. Then at 7:25 p.m. CHRY-FM Sports will be on the air again with live coverage of the two time defending national hockey champions, the York Yeomen. On Saturday beginning at 1:40 p.m., the Vanier Cup will be broadcast live from the Skydome. For further information call Michael Krestell at -5293.

Stong College will celebrate its 20th Birthday on November 21. Festivities planned for the occasion get underway at 5:30 p.m. and include: an exhibition of paintings and drawings entitled "New Colour Studies" by Merlin Homer in the Samuel J. Zacks Gallery; a reception in the Junior Common Room; entertainment by performer Michael Ross; greetings on behalf of the University by Elizabeth Hopkins, Provost; and "Reflections" by keynote Stong members. For further information call Olga Cirak at -7305.

In order to improve service to the York community, the Caretaking section will be distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. Plastic garbage bags and tags may be obtained by calling Caretaking at -7606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -5502.

Canada's refugee policy vis-a-vis Eastern Bloc countries is currently under review. To ensure that the latest concerns and scholarship have an impact on this review, four workshops are being set up by the Centre for Refugee Studies and the Centre for International and Strategic Studies. The workshops which will discuss current issues in the following countries will be held as follows: Poland - January; Hungary - February; Soviet Jews - March; and Czechoslovakia - April. Interested participants are asked to call Andrew Goodman at -6662 or Joe Mackenzie at -7039.

EVENTS:

THURSDAY, NOVEMBER 16

- 12:00 noon - Dance Concert - [Faculty of Fine Arts] by the York Dance Ensemble in a concert featuring choreography by Donna Krasnow, Jean-Louis Morin and Holly Small - Philip Drube of Dancemakers will be a guest dancer - Winters Dining Hall
- 1:00 p.m. - 4:00 p.m. - Satellite Teleconference - "AIDS in the College Community: From Crisis to Management," a live, interactive teleconference, designed to encourage interprofessional problem solving, planning and sharing - the program will also be broadcast on the YUTVDS Information Channel (10) - for further information call Jim Poole in DIAR at -5064 - TV Studio, Stedman Lecture Halls
- 3:30 p.m. - Economics Seminar - "Thin Competitive Markets" with Prof. Myrna Wooders, University of Toronto - Room S839, Ross
- 4:00 p.m. - Research Colloquium - [Robarts Centre for Canadian Studies] "Perspectives of Canadian Landscape: Native Traditions" with Joan M. Vastokas, 1989-90 Robarts Professor; Paul Tacon, Trent University; and Jordan Paper, Religious Studies - Discussant: Tom Hill, artist and curator, Woodland Indian Cultural Education Centre - for information call -5499 - Senior Common Room, Vanier
- 4:00 p.m. - Mathematics Colloquium - "Positivity, Polynomials, Polytopes and Probability" with Prof. David Handelman, University of Ottawa - Room S201, Ross

FRIDAY, NOVEMBER 17

- 12:00 noon - Student Ensemble Concert - [Music Department] featuring student ensembles and soloists - DACARY, McLaughlin
- 12:00 noon - 2:00 p.m. - YUSA Annual General Meeting - Moot Court Room, Osgoode Hall Law School
- 7:00 p.m. - Philosophy Visiting Speaker Program - "The Pseudo-Problem of Creation in Physical Cosmology" with Adolf Grunbaum, University of Pittsburgh - Senior Common Room, Glendon
- 7:00 p.m. - Yeowomen Swim Meet - York Yeowomen vs. Laurentian/Ryerson - Tait McKenzie Pool

EVENTS (November 17, cont'd.)

7:30 p.m. - Yeomen Hockey - York Yeomen vs. Western Ontario - York Ice Arena

9:00 p.m. - Yeomen Volleyball - York Yeomen vs. Royal Military College - Tait McKenzie Gym

SATURDAY, NOVEMBER 18

2:00 p.m. - Yeomen Hockey - York Yeomen vs. Windsor - York Ice Arena

MONDAY, NOVEMBER 20

12:00 noon - Distinguished York Faculty Speakers Series - [Faculty of Arts] "Flirting With Marx and Mao: A Career in Understanding, but not Making, the Revolution" with Bernie Frolic, Political Science - Senate Chamber (Room S915), Ross

12:00 noon - Dancers' Forum - [Faculty of Fine Arts] a lecture-demonstration in music and dance, featuring traditional musical instruments, folk dances, costumes and textiles from Tadjikistan - Studio 1, Fine Arts

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than November 23, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

*Programmer Analyst 1 - Computer Systems Development (University degree in computer science or related field; minimum 6 years' programming experience with at least 3 years' experience in programming and analysis; excellent oral and written communication skills; good analytical skills; Basic knowledge of: Variety of Languages, Written Communication, Intermediate knowledge of: MARK IV, Supervision Skills, Advanced knowledge of: COBOL, Librarian/Roscoe, Operating System (MVS/XA), TOTAL. Please submit a resume when making an application.) GRADE: P&M 7 (\$38,090-\$46,090) JOB NO: 590D

Counsellor: Karen Wright

Student Liaison Coordinator - Housing & Food Services, Business Operations [Temporary to April 30, 1990 - Hours of work: Flexible and varied hours of work including evenings and weekends are required. Specific hours of work can be discussed with the Manager of Food Services Operations.] (High school graduation or equivalent; minimum 2 years' related experience (e.g., customer service, monitoring food services, handling complaints, committee work etc.) in a food service operation, preferably in a university environment; basic typing skills; microcomputing or wordprocessing skills required; excellent written communication skills, including report writing; demonstrated skill/ability in the following areas: obtaining and providing information in a clear and concise manner; dealing calmly, courteously and effectively with people; exercising tact and diplomacy; effective service and liaison skills; working independently, setting priorities and meeting deadlines; working effectively under pressure of high volume; excellent organizational skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 591E

Clerical Assistant - Liaison, Admissions [Hours of work: 8:30 a.m.-4:30 p.m. - Occasional overtime and weekend work required] (High school graduation or equivalent; 1-2 years' relevant experience (e.g., distribution, providing information, dealing with the public etc.) preferably in a student service area; typing 35-40 wpm, accuracy essential; microcomputing and wordprocessing skills required; good written communication skills; good organizational skills; valid Ontario driver's licence required and preferably own car; ability to train and oversee the work of others preferred; demonstrated skill/ability in the following areas: providing regulatory information and answering enquiries in a clear and concise manner; attending accurately to detail and working effectively with a high volume of work under hectic conditions; dealing courteously and effectively with people; lifting heavy boxes (max. 50 lbs.) GRADE: 4 (\$23,582) JOB NO: 592E

Monday, November 20 (12:00 noon) - Thursday, November 23 (12:00 noon), 1989
 Volume 9, Number 86

GENERAL:

Art Galleries/Displays: The IDA Gallery presents an exhibition of paintings and photographs by Visual Arts graduate students Phyllis Alter, Liz Arger and Linda Dike. The exhibition runs November 20-24. For gallery hours call 736-5533

- The Glendon Gallery presents works by Rose Lindzon until November 26. For gallery hours call 487-6721.
- The Samuel J. Zacks Gallery presents works by Merlin Homer. The exhibition opens November 22 and continues until December 8. For gallery hours call 736-5132

The "York U Can Recycle Committee" will have a display set up in Central Square the week of November 20-24. Information will be available on recycling.

Members of the York community are asked to note that December 5 is the next date for disposing of unwanted confidential material. The material is delivered to a paper recycling company who will bale such material and deliver it to a paper mill. Users of this service should also note the following timetable: November 23 - Date to order cartons from Grounds & Vehicles (-5502) - Cartons will be delivered by November 24; November 30 - Date to request pickup, specifying location and number of cartons to be collected; December 5 - Collection Day.

EVENTS:

MONDAY, NOVEMBER 20

- 12:00 noon - Distinguished York Faculty Speakers Series - [Faculty of Arts] "Flirting With Marx and Mao: A Career In Understanding, but not Making, the Revolution" with Bernie Frolic, Political Science - Senate Chamber (Room S915), Ross
- 12:00 noon - Dancers' Forum - [Faculty of Fine Arts] a lecture-demonstration in music and dance, featuring traditional musical instruments, folk dances, costumes and textiles from Tadzhikistan - Studio 1, Fine Arts
- 12:30 p.m. - Discussion and Slide Presentation - [Faculty of Environmental Studies] "Temagami: Our Forests - Our Future" with Brian Back, Exec. Dir., Temagami Wilderness Society; and Dr. Peter Quinby, Tall Pines Project - Room 306, Lumbers
- 4:00 p.m. - Chemistry Seminar Series - "Copper Cluster Active Sites: Structure/Function Correlations" with Edward I. Solomon, Stanford University - Gallery (Room 320), Norman Bethune
- 4:00 p.m. - Special Lecture - [Earth and Atmospheric Science] "Scientific Simulation and Visualization" with Clem Lau, Floating Point Systems - Room 317, Petrie
- 7:00 p.m. - Performance - [Theatre Department] of William Shakespeare's "Othello" by the 4th year acting ensemble - for reservations call -5157 - Burton Auditorium
- 7:30 p.m. - Colloquium - [Atkinson College] "Jews and Germany Since the Holocaust" - guest speakers include Michal Bodeman - "Post-1945 Jewish Organizations in the Federal Republic;" Wolfgang Herzberg - "Living as a Jew in East Germany;" Robin Ostow - "The Jewish National Resurgence in East Germany: Church and State Today;" Frances Henry - "A German Community Reflects on the Nazi Expulsion of the Jews;" and Ronald Webster - "Why They Returned: Jewish Resettlement in West Germany After 1945" - for information call Ronald Webster at 440-1680 - Harry S. Crowe Room, Atkinson

TUESDAY, NOVEMBER 21

- 9:00 a.m. - 12:00 noon - Masterclass - [Faculty of Fine Arts] a workshop for music students - DACARY, McLaughlin Hall
- 12:00 noon - Performance - [Office of Employment Equity] featuring the French version of the play "L'Egalite brille pour tout le monde," performed by Le Theatre Parminou - Theatre Glendon
- 12:15 p.m. - Guest Speaker - [Osgoode Hall New Democrats] featuring Audrey McLaughlin, NDP Federal leadership candidate - Moot Court, Osgoode Hall Law School
- 1:00 p.m. - Illustrated Lecture - [CERLAC, Department of Sociology, Graduate Program in Social Anthropology] "The Construction of a Brazilian Favela" by Geert Banck, University of Utrecht - Senior Common Room, Founders
- 4:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Eموke Erzsebet Jozsvai will present her colloquium entitled "Analysis of Individual Differences in the Drinking of Rats: The Role of Subject Characteristics in Schedule-Induced Drinking" - Room 164, Behavioural Sciences
- 7:00 p.m. - Performance - [Theatre Department] of William Shakespeare's "Othello" by the 4th year acting ensemble - tickets are \$7 adults, \$5 students, \$4.50 group rate - for reservations call -5157 - Burton Auditorium
- 8:30 p.m. - Yeowomen Hockey - York Yeowomen vs. University of Toronto - York Ice Arena

WEDNESDAY, NOVEMBER 22

- 12:00 noon - University Skills Series - [Counselling and Development Centre] "Reading a Textbook: What's the Point?" - Room 163, Behavioural Sciences
- 12:00 noon - Seminar Series - [ISR and Women's Studies Research Group] "Feminism and Native Studies?" with Beverley Diamond-Cavanagh, Music Department - Senior Common Room, Founders
- 12:00 noon - Weight Watchers' Open House - concerning a five-week "At Work" series to commence November 29 - registration is \$45 - Room 282, Atkinson
- 12:15 p.m. - Guest Speaker - [Osgoode Hall New Democrats] featuring Dave Barrett, NDP Federal leadership candidate - Moot Court, Osgoode Hall Law School
- 1:00 p.m. & 7:00 p.m. - Performance - [Theatre Department] see Tuesday's listing at 7:00 p.m.

EVENTS (Wednesday, November 22, cont'd.)

8:00 p.m. - Performance - [Faculty of Fine Arts] a full-length feature performance of traditional Tadjik music and dance by The Hisor Folkloric Ensemble - tickets are \$10, \$4.50 for students - for information call the Box Office at -5137 - DACARY, McLaughlin Hall

8:00 p.m. - Play - [Theatre Department] "The Love Talker," performed by York theatre students - admission \$3 - Samuel Beckett Theatre, Stong

THURSDAY, NOVEMBER 23

12:00 noon - 1:30 p.m. - Presentation - [Office of Employment Equity] by Le Theatre Parminou entitled "I Don't Mind" - for information call -5706 - Masters Dining Room, Stong

STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Administrative Assistant 1 - Dean's Office, Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (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 wpm; wordprocessing skills required; ability to maintain confidentiality; shorthand 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 (\$27,692) JOB NO: 593D

Software Programmer 4 - Computing Services [Hours of work: 8:30 a.m.-4:30 p.m.] (University degree or community college diploma in Computer Science, preferably VMS based; 1 year's experience as a Software Programmer III in a clustered homogeneous VMS environment or 3-4 years' related experience (e.g., systems support, designing, coding and testing software, etc.), in a VMS environment; exposure to UNIX and networking an asset; good oral communication skills, including ability to advise in a clear and concise manner; good written communication skills, including ability to document programs; demonstrated ability to deal courteously and effectively with people; good problem solving skills; ability to work under pressure and to meet deadlines; Basic knowledge of: DEC Hardware, TCP/IP, X.25/Datapac, UNIX Externals, VM/CMS Externals; Intermediate knowledge of: VAX Assembly language, Communications/Networking, Ethernet/IEEE 802.3, DECnet, Communications Hardware, Statistics; Advanced level of: VAX/VMS Externals, VAX/VMS Internals, VAX/VMS Tuning, High level languages (e.g., C, etc). Please submit a resume when making an application.) GRADE: CS8 (\$43,363) JOB NO: 594D

Programmer 2 - Library, Computing Services [Hours of work: 9:00 a.m.-5:00 p.m.] (Graduation from university or community college in Computer Science or equivalent; minimum 1-2 years' experience as a mainframe programmer, including some microcomputing programming; experience in library computing an asset; knowledge of current programming methodologies (structured programming, pseudo-code, etc.); good oral and written communication skills, including ability to write manuals and documentation; good analytical and problem-solving skills; ability to deal cooperatively and effectively with people; Basic knowledge of: PL/I, micro based languages (ie. BASIC), MSDOS, PC DOS, VM/CMS, Micro based utility software, VM/CMS utility software, CICS, ROSCOE, VSAM; Intermediate knowledge of: 370 Assembly language, MVS/XA, MVS utility software. Please submit a resume when making an application. GRADE: CS6 (\$35,383) JOB NO: 595D

Counsellor: Karen Wright

Circulation Assistant - Scott Library, Libraries [Hours of work: 10:00 a.m.-6:00 p.m.] (High school graduation or equivalent; 1-2 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; public relations skills required; basic keyboard skills to operate a computer terminal required; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with a high volume of enquiries from patrons in person and by telephone; answering enquiries clearly and concisely; attending accurately to detail.) GRADE: 4 (\$23,582) JOB NO: 596E

Counsellor: Donna Robbins

Secretary - Office of the Master, Founders College [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, making arrangements, dealing with the public, etc.); typing 40-45 wpm, accuracy essential; skill in transcribing from dictation equipment or willingness to learn required; demonstrated skill/ability in the following areas: wordprocessing; taking minutes; dealing courteously and effectively with people; good organizational skills; good oral communication skills.) GRADE: 4 Provisional (\$23,582) JOB NO: 597K

Change to Bulletin of November 16, 1989

Counsellor: Karen Wright

Clerical Assistant - Liaison, Admissions [Hours of work: 8:30 a.m.-4:30 p.m., Occasional overtime and weekend work required (High school graduation or equivalent; 1-2 years' relevant experience (e.g., distribution, providing information, dealing with the public etc.) preferably in a student service area; typing 35-40 wpm, accuracy essential; microcomputing and wordprocessing skills required; good written communication skills; good organizational skills; ability to train and oversee the work of others preferred; demonstrated skill/ability in the following areas: providing regulatory information and answering enquiries in a clear and concise manner; attending accurately to detail and working effectively with a high volume of work under hectic conditions; dealing courteously and effectively with people; lifting heavy boxes (max. 50 lbs.) GRADE: 4 (\$23,582) JOB NO: 592E

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YORK UNIVERSITY BULLETIN

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

Thursday, November 23 (12:00 noon) - Monday, November 27 (12:00 noon), 1989
Volume 9, Number 87

GENERAL:

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. New applications and guidelines are available from York International, Room 110, Administrative Studies. The deadline for submitting applications to York International is January 5, 1990. Applications are also invited to the AUCC Micro-Fund for follow-up missions to support post-project links. Funds are limited to \$15,000 and must be spent within the year following approval. Applications and guidelines are available from York International. The deadline for submitting applications to York International is also January 5, 1990.

York President Harry Arthurs has called together a University Task Force on the Department of Physical Education, Recreation and Athletics. The task force has been asked to examine 1) the mandate and governing principles of the Department, and 2) the organization of its service activities, most particularly those related to recreation. Composed of internal and external consultants, the task force will meet November 20-23 and invites written submissions from members of the York community who might wish to comment upon issues related to the organization of the Department and/or the provision of recreation services at York. Please send submissions to the Office of the Provost, Room S920, Ross

The Council of the York Student Federation Inc. invites donations of food to the North York Harvest Food Drive. For further information call Sherri Sherk or Paul Vendrasco at the CYSF office (-5324).

The Institute for Space and Terrestrial Science has an immediate opening for a Project Scientist. Qualifications: a PhD degree in experimental psychology, physiology or biophysics required; computer skills and experience with psychophysical methods of the oculomotor system are advantages. Salary commensurate with experience. Interested applicants should forward resumes to Dr. I.P. Howard, Director, Human Performance in Space Laboratory, ISTS, Room 103, Farquharson. The deadline for receipt of applications is December 6. Please quote Ref. No. HP8911. In accordance with Canadian immigration requirements, this position is directed to Canadian citizens and permanent residents.

Members of the York community are asked to note that effective immediately, enquiries about booking the Glendon Senior Common Room Inc. facilities (main lounge, fireside room) should be made to Isabel Egurem, Computer Science, Room 339, York Hall (-6706).

The York University Cooperative Daycare Centre will host its 4th Annual Holiday Bazaar on November 29 from 10:00 a.m. to 2:00 p.m. in the West Bear Pit of Central Square. Items for sale include baked goods, crafts, books, etc. A raffle for a trip for two to Atlantic City will take place. Children's art will also be on display.

A farewell reception will be held to honour Peggy Mercer on the occasion of her retirement from York. The reception will take place November 30 from 3:00 to 5:00 p.m. in the Faculty Club, Ross. Anyone wishing to attend is asked to call Shelley Leatch at -6465 by November 23. Contributions towards a gift can be forwarded to Shelley Leatch, Computing Services, Room 030, Steacie.

EVENTS:

THURSDAY, NOVEMBER 23

- 12:00 noon - 1:30 p.m. - Presentation - [Office of Employment Equity] by Le Theatre Parminou entitled "I Don't Mind" - for information call -5706 - Masters Dining Room, Stong
- 12:15 p.m. & 8:00 p.m. - Play - [Theatre Department] "The Love Talker," performed by York theatre students - admission \$3 - Samuel Beckett Theatre, Stong
- 2:00 p.m. - 6:00 p.m. - Open House - [Nellie Langford Rowell Library] - for information call -3219 - Room 202C, Founders
- 3:30 p.m. - Economics Seminar - "Approximations to the Distribution of the Durbin-Watson Statistic: Some New Results" with Prof. A.L. Nagar, Delhi School of Economics - Room S839, Ross
- 3:30 p.m. - Senate Meeting - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Electronic Music Seminar - [Calumet] a demonstration of electronic music production - Room 109, Atkinson
- 4:00 p.m. - Mathematics Colloquium - "Subdirect Representations of Combinatorial Objects" with Prof. Ales Pultr, Charles University, Prague - Room S201, Ross
- 7:00 p.m. - Performance - [Theatre Department] of William Shakespeare's "Othello" by the 4th year acting ensemble - tickets are \$7 adults, \$5 students, \$4.50 group rate - for reservations call -5157 - Burton Auditorium
- 7:00 p.m. - Philosophy Visiting Speaker Program - "Parts of Classes" with David Lewis, Princeton University - Room 204, York Hall, Glendon
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. McMaster - York Ice Arena

FRIDAY, NOVEMBER 24

- 9:00 a.m. - 4:00 p.m. - Symposia Series '89 - [Centre for Continuing Education] "Manipulative Math" with Nancy Weinman and Marion Castle, Primary Resource Teachers, Peel Board of Education - registration fee of \$85 - Ground Floor, Admin. Studies
- 10:00 a.m. - 12:00 noon - Glendon Fair - [Glendon Gallery] featuring art, baked goods, entertainment, etc. - Garigue Room, Glendon
- 12:00 noon - Student Ensemble Concert - [Music Department] featuring a program of chamber music - DACARY, McLaughlin

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EVENTS (Friday, November 24, cont'd.)

- 1:00 p.m. & 7:00 p.m. - Performance - [Theatre Department] see Thursday's listing at 7:00 p.m.
2:00 p.m. - Cognitive Science Seminar Series - "Pattern Recognition For Rotated Objects" with Dr. Michael Corballis, University of Auckland, New Zealand - Senior Common Room, Vanier
2:00 p.m. - Psychology Colloquium - "Studying Relapse In Remitted Unipolar Depressed Patients: Are Cognitive Predictors Sufficient" with Zindel V. Segal, Clarke Institute of Psychiatry - Room 291, Behavioural Sciences
8:00 p.m. - Play - [Theatre Department] see Thursday's listing at 12:15 p.m.

SATURDAY, NOVEMBER 25

- 7:00 p.m. - Performance - [Theatre Department] see Thursday's listing at 7:00 p.m.
2:00 p.m. - 5:00 p.m. - Glendon Fair - [Glendon Gallery] continues from Friday

MONDAY, NOVEMBER 27

- 12:00 noon - YUSA All-Candidates Meeting - Senate Chamber, Glendon

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than November 30, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Wordprocessing Operator/Secretary - Secretarial Services, Arts [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience including using a range of wordprocessing functions; typing 45-55 wpm, accuracy essential; clear and concise oral communication skills; good spelling and grammatical skills; technical and foreign language typing/wordprocessing skills preferred; skill in transcribing from dictation equipment required; demonstrated skill/ability in the following areas: wordprocessing; adapting to a variety of tasks; working independently and setting priorities; meeting deadlines; attending accurately to detail; working effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; good organizational skills.) GRADE: 4 Provisional (\$23,582) JOB NO: 598D

Counsellor: Karen Wright

Secretary/Clerk - Steacie Science Library, Libraries [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' secretarial and clerical/bookkeeping experience, preferably in a library environment; typing 45-50 wpm, accuracy essential; good organizational skills; wordprocessing skills required; good oral communication skills; demonstrated skill/ability in the following areas: working accurately with figures; relating calmly, courteously and effectively with a high volume of enquiries in person and on the telephone; accuracy in record-keeping.) GRADE: 3 (\$22,466) JOB NO: 599E

Bibliographic Searcher - Acquisitions, Law Library, Libraries [Part-time, 25 hours per/week; Hours of work: 8:30 a.m.-1:30 p.m. (some flexibility allowed)] (High school graduation or equivalent; library technician's diploma preferred; 2 years' related library experience (e.g., bibliographic searching, book processing, acquisitions, etc.); experience with government documents or legal materials preferred; experience with MARC coding procedures preferred; keyboarding 30-40 wpm, accuracy essential; familiarity with bibliographic searching tools required; basic knowledge of computerized library systems preferred; demonstrated skill/ability in the following areas: attending accurately to detail; solving problems and following tasks through to completion; working accurately and efficiently; dealing courteously and effectively with people; good oral and written communication skills; reading comprehension (equivalent to high school graduation level) of French.) GRADE: 5 Provisional (Based on an annual salary of \$25,222) JOB NO: 600E

Payroll Clerk III (Plant) - Payroll, Human Resources [Temporary from January 2, 1990 to August 31, 1990 [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' recent payroll experience using a computerized system; basic typing skills, accuracy essential; basic bookkeeping skills required; on-line data entry skills preferred or willingness to learn; wordprocessing skills and computerized spreadsheet skills preferred or willingness to learn; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; setting priorities and meeting deadlines; maintaining confidentiality; maintaining accurate records; working accurately with figures; good organizational skills; good oral and written communication skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 601E

Counsellor: Nancy Wallace

*Manager - Alumni Liaison and Services, Alumni Affairs [Must be willing to work evenings and weekends, occasional travel involved] (University degree or equivalent; York degree preferred; several years' related administrative and public relations experience, in a large institutional or public relations environment, including committee work, editorial experience and experience in marketing or fundraising; excellent public relations skills; effective interpersonal skills including ability to liaise/relate with a wide range of groups; demonstrated excellent organizational skills to plan, develop, and coordinate programs; excellent written and oral communication skills including public speaking; demonstrated supervisory skills; demonstrated ability to work effectively with volunteers; microcomputing skills preferred. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270-\$42,675) JOB NO: 602H

Student Programs Assistant "C" - Office of Student Programs, Science [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with 1 year university education or equivalent; 2 years' related experience (e.g., dealing with competing priorities, answering student enquiries, assessing student records, assessing transfer credits, etc.) in a student service area; typing 45-50 wpm, accuracy essential; wordprocessing skills required; good analytical skills; demonstrated skill/ability in the following areas: obtaining accurate information and answering detailed enquiries clearly and concisely; excellent written communication skills; working accurately and quickly under pressure of constant high volume; working independently and setting priorities; exercising initiative and good judgement; dealing courteously and effectively with people; excellent interpersonal skills; exercising tact and diplomacy; good organizational skills. Please submit a resume when making an application.) GRADE: 6 (\$27,692) JOB NO: 603H

Counsellor: Donna Robbins

Client Intake Assistant - Career and Placement Centre [Hours of work: 8:30 a.m.-4:30 p.m., occasional evening and weekend work] (High school graduation or equivalent; 1-2 years' reception and front-line experience, preferably in a placement or career environment; typing 35-40 w.p.m.; wordprocessing skills required; demonstrated skill/ability in the following areas: providing customer service; answering enquiries and providing information clearly and concisely; pleasant telephone manner; dealing courteously and effectively with people; working independently and cooperatively; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 604K

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York

BULLETIN

UNIVERSITY

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

Monday, November 27 (12:00 noon) - Thursday, November 30 (12:00 noon), 1989
Volume 9, Number 88

GENERAL:

Gary D. MacDonald, a member of the Interlibrary Loan section of the Reference Department in Scott Library, passed away on November 21 after a brief illness. Gary joined York University Libraries in 1967. A memorial service will be held on December 5 at 12:00 noon in the Scott Religious Centre.

Members of the York community are asked to note that a therapist-led group for women sexually abused as children will begin in January 11, 1990. For further information call Dr. Karen Solomon at the Counselling and Development Centre (-5297).

The York University Waste Recycling Advisory Committee invites submissions for a "Recycling Logo" to be used in all recycling endeavours at the York and Glendon campuses. A prize will be awarded for the selected logo. The logo should be York identifiable, be comprised of universal symbol(s), contain the three-arrow recycling symbol, and be easy to reproduce. The deadline for submissions is December 18. All entries will be judged by the Waste Recycling Advisory Committee. Submissions, including name and telephone numbers, should be sent to Paul Mayol, Office of Student Programs, Faculty of Arts, York Campus, or Julie Parna-Stief, Liaison Office, Room C105, York Hall, Glendon Campus. The winner will be announced in the Excalibur in January. All entries become the property of York University.

EVENTS:

MONDAY, NOVEMBER 27

- 2:30 p.m. - Physics Seminar Series - "Experimental Consequences of Supergravity" with Prof. C.S. Kalman, Concordia University - Room 317, Petrie
- 4:00 p.m. - Guest Speaker - [Norman Bethune] "Sex, Intelligence, Darwin and Culture" by Jerome Barkow, Dalhousie - Room 320, Norman Bethune
- 4:30 p.m. - Glendon Professorial Lecture Series - "The Preferable Beverage: Beer as Business in Canada's Past" with Albert V. Tucker, Glendon - Room 204, York Hall

TUESDAY, NOVEMBER 28

- 8:00 p.m. - Play - [Theatre Department] "The Jones Boy," performed by York student actors - admission \$3 - Samuel Beckett Theatre, Stong

WEDNESDAY, NOVEMBER 29

- 10:00 a.m. - 2:00 p.m. - Fourth Annual Holiday Bazaar - [York Cooperative Daycare Centre] featuring an exhibition and sale of original art by children - West Bear Pit, Central Square
- 12:00 noon - University Skills Series - [Counselling and Development Centre] "How to Prepare for Exams: Questions and Answers" - Room 163, Behavioural Sciences
- 12:15 p.m. - Centennial Faculty Seminar Series - [Osgoode Hall Law School] "Race, Gender and Representation" with Prof. Bell Hooks, Oberlin College, Ohio - Room 207, Osgoode Hall Law School
- 12:30 p.m. - CJRT Soloists Series - featuring Canadian pianist Francine Raye - DACARY, McLaughlin
- 2:00 p.m. - Guest Lecture - [Women's Studies Program & Master's Office, Atkinson] "Women and Development: The Impact of Agricultural Modernization on the Rural Female Labour Force" with Surinder Jetley, Banaras Hindu University, India - Fellows' Lounge (Room 004A), Atkinson
- 2:00 p.m. - MSc Defence - [Graduate Program in Biology] Lee Russell Shekter will defend his thesis entitled "Spontaneous Mutagenesis in the Aprt Gene of CHO Cells Carried on a Retroviral Shuttle Vector" - Room 320, Farquharson
- 3:00 p.m. - Topics in Social Research - "The Affluent Society: Some Reflections on Housing Migration Research and the Supply of Data Material in Sweden" with Lars-Erik Borgestad - Resource Centre, ISR, Admin. Studies (Interested persons are asked to call Mary Johnston at -5061 before November 28)
- 4:30 p.m. - Guest Speaker - [Ontario Centre for International Business] "Human Resource Management in U.S. and Japanese Multinationals" with Simcha Ronen, Tel Aviv University - Room 722, 246 Bloor Street West (University of Toronto)
- 7:00 p.m. - Philosophy Visiting Speaker Program - "Four-Dimensional Objects" with Peter Van Inwagen, SUNY, Syracuse - Senior Common Room, Vanier
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. Guelph - York Ice Arena
- 8:00 p.m. - Play - [Theatre Department] see Tuesday's listing at 8:00 p.m.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than December 4, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Manager, Research Accounting - Finance (Minimum 2 years' university education, including accounting and business administration courses; university degree or equivalent preferred; several years' progressive accounting experience with specific involvement in most accounting functions, including fund accounting experience; minimum 3 years' supervisory experience; demonstrated ability to supervise and direct staff; budgetary skills; effective interpersonal and communication skills; proven analytical/research and report writing skills; excellent organizational skills; proven ability to work effectively and independently under pressure while ensuring day-to-day targets are met; tact and diplomacy; microcomputing skills desirable; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$38,090-\$46,090) JOB NO: 605B

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STAFF POSITIONS (cont'd.)

Counsellor: Karen Wright

Supervisor of Drafting Office - Special Projects, Physical Resources [Temporary to December 1, 1990] Hours of work: 8:30 a.m.-4:30 p.m.] (Community college diploma in Architectural Drafting or equivalent; minimum five years' related experience (e.g., drafting, surveying, etc.), including 1-2 years' supervisory experience, preferably in an Architect's office; demonstrated architectural drafting and design skills to develop design sketches, construction drawings and specifications from users' requirements and outline information; advanced expertise in reading and interpreting architectural, structural, mechanical and electrical drawings and specifications to coordinate related project work; maintaining a large drawings and specifications filing system; maintaining and securing drafting room equipment; demonstrated advanced knowledge and interpretation of all building, fire and related codes; skilled operational knowledge of surveying; estimating knowledge preferred; skill in use of CAD system preferred; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; attending accurately to detail; billing and budget control; good oral communication skills; good organizational skills. Please submit a resume when making an application.) GRADE: D4 (Based on an annual salary of \$40,625) JOB NO: 606E

Accounts Payable Clerk II - Accounts Payable, Comptroller [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' recent general accounting experience, including some accounts payable experience, preferably in a computerized area; basic typing skills; on-line data entry skills; good oral communication skills; tact and diplomacy; initiative; good organizational skills; demonstrated skill/ability in the following areas: working accurately and quickly in a high volume area; attending accurately to detail.) GRADE: 4 (\$23,582) JOB NO: 607E

Counsellor: Nancy Wallace

Secretary (In-Service) - Office of Student Programs, Education [Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, making arrangements, ordering and coordinating resources, etc.), preferably in an educational environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good written communication skills; demonstrated skill/ability in the following areas: providing accurate information and answering enquiries clearly and concisely; working effectively under pressure of constant high volume; dealing courteously and effectively with people.) GRADE: 4 (\$25,222) JOB NO: 608H

Administrative Secretary - Osgoode [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some university courses preferred; minimum 2 years' related experience (e.g., editing and proofreading experience, administrative and secretarial experience, etc.); typing 45-50 w.p.m., accuracy essential; microcomputing skills required; desktop publishing skills preferred; skill in transcribing from dictation equipment required; effective telephone manner; editing and proofreading skills required; demonstrated skill/ability in the following areas: wordprocessing proficiency; dealing courteously and effectively with people; exercising tact and diplomacy; bookkeeping; working independently and setting priorities; working effectively under pressure; excellent organizational skills; good oral and written communication skills.) GRADE: 5 (\$25,222) JOB NO: 609H

Secretary/Typist - Osgoode [Temporary - January 2, 1990 to April 25, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-50 wpm, accuracy essential; skill in transcribing from dictation equipment required; good organizational skills; good oral communication skills; demonstrated skill/ability in the following areas: wordprocessing; dealing courteously and effectively with people; exercising tact and diplomacy.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 610H

Program Assistant I - Office of Student Programs, Education [Temporary from January 2, 1990 to July 15, 1990; Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation with some university courses or equivalent; 3 years' related experience (e.g., handling enquiries, accessing and updating computerized records, supervising staff, etc.), preferably in a student service area; typing 45-50 w.p.m., accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: obtaining, providing and explaining detailed information in a clear and concise manner; working independently, setting priorities and meeting deadlines under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; good written communication skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 611H

Counsellor: Mary Malyk

Typist Receptionist/Floater - Employment, Human Resources [Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m., according to the assignment] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial and clerical experience required; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; pleasant telephone manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; adapting readily to changing work environments and assignments.) GRADE: 3 Provisional (\$22,466) JOB NO: 612C

Secretary/Floater - Employment, Human Resources (Four positions) [Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m., according to the assignment] (High school graduation with secretarial training or equivalent; 2 years' secretarial and clerical experience, preferably in an educational environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet or database skills an asset; bookkeeping skills an asset; technical wordprocessing/typing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; adapting readily to frequent change in work environments and assignments; working accurately and effectively under pressure of changing priorities and high volume; obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; good written communication skills; good organizational skills including setting priorities and meeting deadlines.) GRADE: 4 Provisional (\$23,582) JOB NO: 613C, 614C, 615C, 616C

Administrative Secretary/Floater - Employment, Human Resources [Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m. according to the assignment] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., administrative and secretarial, etc.) preferably in an educational environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet or database skills preferred; bookkeeping skills; demonstrated skill/ability in the following areas: advanced wordprocessing; training and overseeing the work of others; working accurately and effectively under pressure; working independently and setting priorities; dealing courteously and effectively with people; exercising initiative; adapting readily to changing work environments and assignments; explaining and providing information in a clear and concise manner; good written communication skills; excellent organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 617C

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YORK UNIVERSITY

BULLETIN

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(416) 736-5010.

Thursday, November 30 (12:00 noon) - Monday, December 4 (12:00 noon), 1989
Volume 9, Number 89

GENERAL:



Construction of the new Pedestrian/Fire Access Route, which runs along the south side of Ross, Central Square and Fine Arts II, from parking lot DD to Moon Road, is now complete except for some landscape work. The Construction Division would like to remind members of the York community that this route is intended for use by pedestrians and vehicles responding to emergency situations only. The Department of Security and Parking will process violators by issuing tickets to, and towing any unauthorized vehicles which are observed using this route.

Students in a Nutrition and Health course at York are organizing a Christmas Food Drive for the North York Harvest Food Bank. Non-perishable food items can be left in affiliated or college offices. The food will be collected on December 8 and 15. Donations in lieu of food will be gladly accepted. Cheques can be made out to the North York Harvest Food Bank, 3640 Weston Road, Unit 11, North York M9L 1W2. Tax receipts will be issued.

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. New applications and guidelines are available from York International, Room 110, Administrative Studies. The deadline for submitting applications to York International is January 5, 1990. Applications are also invited to the AUCC Micro-Fund for follow-up missions to support post-project links. Funds are limited to \$15,000 and must be spent within the year following approval. Applications and guidelines are available from York International. The deadline for submitting applications to York International is also January 5, 1990.

Members of the York community are asked to note that effective immediately, enquiries about booking the Glendon Senior Common Room Inc. facilities (main lounge, fireside room) should be made to Isabel Egurem, Computer Science, Room 339, York Hall (-6706).

In order to improve service to the York community, the Caretaking section will be distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. Plastic garbage bags and tags may be obtained by calling Caretaking at -7606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -5502.

EVENTS:

THURSDAY, NOVEMBER 30

- 3:00 p.m. - 5:00 p.m. - Farewell Reception - to honour Peggy Mercer who is retiring from York - anyone interested in attending is asked to call Shelley Leitch at -6454 by November 23 - contributions towards a gift can be forwarded to Shelley Leitch, Room 030, Steacie - Faculty Club, Ross
- 4:00 p.m. - Mathematics Colloquium - "Some Improvements on the Normal Approximation, Or a Faster Fourier Transform" with Prof. D.A.S. Fraser - Room S201, Ross
- 4:00 p.m. - Special Meeting - of the Council of the Faculty of Arts - Room S203, Ross
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Guelph - York Ice Arena
- 8:00 p.m. - Play - [Theatre Department] "The Jones Boy," performed by York student actors - admission \$3 - Samuel Beckett Theatre, Stong

FRIDAY, DECEMBER 1

- 12:00 noon - PhD Colloquium - [Graduate Program in Psychology] Chleko M. Murasugi, PhD candidate, will present her colloquium entitled "Ecologically Significant Asymmetries in the Human Optokinetic Response" - Room 061, Behavioural Sciences
- 12:00 noon - Piano Marathon Concert - [Music Department] Eighteen pianists from the studios of Christina Petrowska and Stephanie Sebastian will present a mammoth concert - DACARY, McLaughlin
- 2:00 p.m. - Cognitive Science Seminar Series - "A Neuropsychological View of Development" with Dr. Sid Segalowitz, Brock University - Room 291, Behavioural Sciences
- 2:00 p.m. - Graduate Seminar - [Graduate Program in Exercise and Sports Science] "Regulation of Blood Flow During Exercise" with Dr. Harold Laughlin, University of Missouri - Gallery (Room 320), Norman Bethune
- 7:00 p.m. - Yeomen Swim Meet - York Yeomen vs. McMaster - Tait McKenzie Pool
- 8:00 p.m. - Play - [Theatre Department] see Thursday's listing at 8:00 p.m.
- 8:00 p.m. - Yeomen Volleyball - York Yeomen vs. Laurentian - Tait McKenzie Gym

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than December 7, 1989. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

*Records Clerk "A" - Employment Records Information Centre, Human Resources [Temporary from January 8, 1990 to June 1, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' experience in a computerized records area; typing 30 wpm, accuracy essential; demonstrated skill/ability in the following areas: attending accurately and meticulously to detail; computerized coding and retrieval techniques; exercising tact and diplomacy; working accurately with figures; dealing courteously and effectively with people; maintaining confidentiality; good oral communication skills; good organizational skills.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 618E

STAFF POSITIONS (cont'd.)

Counsellor: Donna Robbins

Administrative Clerk I - Graduate Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 1 year clerical or office experience, preferably in an educational environment; typing 35-40 wpm, accuracy essential; 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 (\$23,582) JOB NO: 619K

Operations Supervisor - Facilities, Physical Education [Hours of work: 10:00 a.m.-6:00 p.m., but flexible, evening and weekend hours regularly required] (Post secondary courses or equivalent in recreational/sports facilities and equipment administration; successful completion of basic pool and spa maintenance certificate program and/or Ontario Arena Association basic Refrigeration certificate, preferably both; 3 years' related experience (e.g., facilities, recreation/athletics, supervisory, maintaining sports equipment, etc.); thorough knowledge of sports equipment and outfitting of athlete; demonstrated knowledge of athletic equipment and related distribution and recovery systems; demonstrated knowledge in use and repair techniques for a variety of sports equipment; excellent organizational skills, including scheduling ability; demonstrated skill/ability in the following areas: supervising staff; assessing and solving problems; exercising judgement and initiative; exercising tact and diplomacy; good oral and written communication skills. Please submit a resume when making an application.) GRADE: 7 Provisional (\$30,766) JOB NO: 620K

Change to Bulletin of November 27, 1989

Counsellor: Nancy Wallace

Secretary (In-Service) - Office of Student Programs, Education [Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, making arrangements, ordering and coordinating resources, etc.), preferably in an educational environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good written communication skills; demonstrated skill/ability in the following areas: providing accurate information and answering enquiries clearly and concisely; working effectively under pressure of constant high volume; dealing courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 608H