

# York

## BULLETIN

UNIVERSITY

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(416) 736-5010.

Monday, January 8 (12:00 noon) - Thursday, January 11, 1990  
Volume 10, Number 1

### GENERAL:



Members of the York community who were unable to attend the December 11 presentation on the concept design for the University Common, will be offered an opportunity to view the preliminary plan and model in the Office of the Master Planner, Room C19, EOB, between 12:00 noon and 1:00 p.m., January 8-11. Comments, questions, and concerns will be duly noted and taken into consideration before detailed design gets underway. The Common is a major open space that will extend from the St. Lawrence mound at the east, to the future New Academic Building and Entry Pavilion at the west. The Common will provide opportunities for formal uses as well as informal leisure activities.

Parking Lot "LL," situated at the south side of Vanier and Winters Colleges, is now open and will operate as a "daily fees only" lot. It will remain in its temporary, gravelled state until the summer, when it is planned to be rebuilt to final grade.

**OBITUARY:** It is with a deep sense of loss that we mark the passing of our colleague and friend Prof. Graham Reed on December 29, 1989. His wit, perception and humanity have contributed much to making the university a better community. Since joining York in 1970, Graham served as Chair of the Psychology Departments of both Atkinson and Glendon, and as Dean of the Faculty of Graduate Studies. He received the honour of a University Professorship in 1984, and most recently was a member of the Psychology Department at Glendon. Graham's colleagues, friends and students are invited to a memorial service to be held January 11 at 3:00 p.m. in the Scott Religious Centre. In recognition of Graham's long career as a dedicated teacher and administrator, a bursary/scholarship fund has been established in his name. Contributions to the "Graham Reed Memorial Fund" can be forwarded to Dianne Bates, Department of Private Funding, Suite A, WOB.

Applications are invited for the fourth annual Mariano A. Elia Chair Graduate Scholarships in Italian-Canadian Studies. Two \$1,000 awards will be granted for the 1989-90 academic year to York students currently pursuing a degree in any graduate program. The scholarships are intended to facilitate research which has the potential of contributing to our understanding of the Italian-Canadian (or related) experience. Applicants should submit a one-page research proposal, undergraduate and graduate transcripts, two letters of reference, and curriculum vitae by no later than February 9. Applications and enquiries should be addressed to the Administrative Office, Faculty of Graduate Studies, Room N922, Ross.

The Retirement Consultation Centre is now accepting registration for Planning Ahead: Long Term Financial Planning, to be held January 26. This morning workshop is for persons more than 10 years from normal retirement. For information call -66228.

A reception will be held to honour Mike London, Director of Construction, who has retired from York after 23 years of service. The reception will take place February 8 at 3:00 p.m. in the Faculty Club, Ross. Friends and colleagues can forward gift contributions to Debbie Kee, Room 112, CHB (-55445), or Anna Grant, Room C21, EOB (-77611) by February 1.

The Department of Human Resources announces the following appointments: Robert Flood Assistant Manager, Labour Relations, Department of Human Resources. The following promotions/transfers have also recently taken place: Fred Ash, Manager of Furnishings & Space Planning, Physical Resources; Irma Dotto, Promotions Coordinator Analyst, Executive Development, Administrative Studies; Peter Finch, Electrical Supervisor, Physical Plant; Ester Stoch, Manager, Research Accounting, Finance; Don Wallace, Assistant to the Associate Vice-President, (Faculties).

Members of the York community are asked to note that the following departments are located in #4 Assiniboine Road: Housing Operations; Housing Administration; Beverage Services; Food Services; and Director's Office. However, refrain from using #4 Assiniboine Road in the mailing address for inter-campus mail, as this is a Canada Post jurisdiction. The York Central Post Office will direct the mail by using the name and department of those involved. Please address all mail as follows: Person's name and Person's department.

Recreation York will offer the following courses this winter: New Revised Drop-In Fitness Class - Schedule details available in the January 11 issue of Excalibur; Free Stretch it to Your Limit Classes, January 9 & 11, 12:15 p.m.-12:45 p.m., at the Metro Toronto Track & Field Centre; Pre-Post Natal Fitness; Maintaining a Well-Back; Scuba; Sink or Swim; Basic Rescuer (CPR), January 22 & 24, 6:00 p.m.-1:00 p.m., (location tba), members \$40, non-members \$50; and CPR Recertification, January 23, 5:00 p.m.-10:00 p.m., (location tba), members \$30, non-members \$40. For further information call Recreation York at -55184.

York Computing Services will offer the following non-credit courses in January: An Introduction to the VMS Operating System - January 14; and An Introduction to the CMS Operating System - January 17 & 18. For information call Mary Tomei at local -55257.

The Centre for Continuing Education offers the following programs: Certificate Programs in Management Development and Marketing, commencing the week of January 29; an Entrepreneurship and Small Business Program, commencing the week of January 29; University Preparation Studies - GMAT Mathematics Preparation Course, beginning January 11; a GMAT Weekend Workshop, the weekends of January 12-14 or March 2-4; Bridging Courses - Humanities A: Tragedy - A Vision of Life, starting January 17; and Social Science A: Canadians and Their Society, starting January 16; a seminar on "The Secrets of Successful Investing", on January 27; and a ten-session course on "The Mismanagement of Our Planet: The Environmental Crisis is Now," offered in cooperation with the Faculty of Environmental Studies, beginning January 16. For further information, a copy of the Centre's calendar or brochures, call 736-5025.

**GENERAL** (cont'd.)

CHRY Community Radio invites volunteers to get involved in its new community access program. "Bread and Butter" will take a look at issues and problems affecting each of us and the community in our everyday life. All ages and backgrounds are welcome and no experience is necessary. For information call Lavinia or Andrew at 736-5293.

The York Yoga Club offers two instructional classes on Thursdays in Room 029, Vanier. Beginners are from 7:00 to 8:00 p.m., and Intermediates are from 8:00 to 9:00 p.m., January 4 to April 5. Beginner classes are also held Tuesdays from 5:15 to 6:15 p.m. in the Atkinson Common Room. The registration fee for 14 classes is \$60, late starters welcome. For further information call Axel Molema at 1-853-8776 or Nancy Burnham at 737-8900.

The submission date for the Centres of Excellence Program for the Advancement of International Development, Round Two, has been postponed to March 1. A program guide is available from the Office of York International, Room 110, Admin. Studies Bldg. (-5177), or from the Office of Research Administration, Room S414, Ross (-5055). Submissions should be received by York International, in draft form, by January 15, in order that they can be reviewed by the Advisory Committee on International Exchanges, Linkages and Development Agreements at its meeting on January 25 and then prepared for final consideration by the Advisory Committee at its meeting on February 22.

**EVENTS:**

**MONDAY, JANUARY 8**

4:00 p.m. - Philosophy Colloquium - "Free Will and the Laws of Nature" with Kadri Vihvelin, Dalhousie University  
- Senior Common Room, Vanier

**TUESDAY, JANUARY 9**

12:00 noon - Memorial Mass - for Prof. Yvonne Grabowski of the Department of Languages, Literatures and Linguistics; Division of Humanities; and Fellow of Stong College - reception to follow in the Master's Dining Room, Stong - anyone wishing to attend is asked to call Olga Cirak at 736-5132 (ext. 77305) - Scott Religious Centre

4:00 p.m. - Faculty Seminar Series - [Centre for the Support of Teaching & Critical Skills Program] "Some Alternatives for Evaluating Student Writing" with Karen Whalen - Room 201, Stong

4:00 p.m. - Physics Seminar Series - "Quincentenary Celebration of the Discovery of the Americas by Columbus" with S. Horvath, Canadian Space University - Room 317, Petrie

7:00 p.m. - Guest Speaker - "Barriers to Meeting Basic Needs in Rural India" by Dr. Surinder Jetley, Benares Hindu University (as part of ES 6268 class) - for information call Chris Furedy at -55252 - Room 329, Lumbers

8:15 p.m. - Yeowomen Basketball - York Yeowomen vs. Ryerson - Tait McKenzie Gym

**WEDNESDAY, JANUARY 10**

12:00 noon - Weight Watchers Open House - for the next 10-week "At Work" series which begins January 17  
- Room 106, Founders

4:00 p.m. - Chemistry Seminar Series - "Stereochemistry of the Thermal Rearrangement of trans-1-Vinyl-2-methylcyclopropane to 4-Methylcyclopentene" with Dr. John E. Baldwin, Syracuse University - Room 317, Petrie

**THURSDAY, JANUARY 11**

10:00 a.m. - Psychology Colloquium - "An Examination of Metabolically Inappropriate Relationships Among Cardiopulmonary Measures During Behavioural Stressors" with Dr. Michael T. Allen - Room 291, Behavioural Sciences

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than January 15, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Donna Robbins

Secretary - Office of the Dean, Graduate Studies [Hours of work: 9:00 a.m.-5:00 p.m. or 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; no experience necessary; typing 45-50 wpm; wordprocessing skills preferred or willingness to learn; good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills.) GRADE: 3 (\$22,466) JOB NO: 001K

File Clerk II - Admissions, Graduate Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some office experience would be an asset; typing 45-50 wpm; wordprocessing skills preferred or willingness to learn; skill in transcribing from dictation equipment preferred or willingness to learn; clear and effective oral communication skills; good written communication skills; good spelling skills; demonstrated skill/ability in the following areas: dealing courteously and tactfully with people; attending accurately to detail under pressure of high volume; good organizational skills.) GRADE: 3 (\$22,466) JOB NO: 002K

Information Assistant - Graduate Studies [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some post-secondary courses preferred; minimum 2 years' related experience (e.g., dealing with the public, compiling information and statistical data, maintaining accurate records, etc.) preferably in a student service area; typing 45-50 wpm; wordprocessing and computerized spreadsheet skills required; tact and diplomacy essential; demonstrated skill/ability in the following areas: attending accurately to detail and working with figures; working independently and under pressure of high volume during peak periods; dealing courteously and effectively with people; answering enquiries and providing complex and detailed information in a clear manner; good written communication skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 003K

## STAFF POSITIONS (cont'd.)

Project Coordinator - Calumet College [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation; one year post-secondary education or equivalent; 1-2 years' related experience (e.g., researching and coordinating projects, microcomputing applications, writing papers/reports, organising and planning events, etc.) preferably in a university environment; basic typing skills; research and report-writing skills; budgetary skills; ability to assign and oversee the work of others; demonstrated skill/ability in the following areas: data base management, computerized spreadsheet and wordprocessing; knowledge of distributed networks and peripherals (e.g., scanner, plotter); basic knowledge and skill in graphic applications and electronic mail; basic knowledge of microcomputer operating systems, computer concepts and fundamental; working independently and setting priorities; exercising initiative and good judgement; problem solving; dealing courteously and effectively with people; assigning and overseeing the work of others; exercising tact and diplomacy; good oral and written communication skills; good organizational skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 004K

### Counsellor: Gina Dunnett

Secretary - Physical Education, Arts [Temporary from February 5, 1990 to May 15, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year related experience (e.g., secretarial, providing information, reception, etc.); typing 50-55 wpm, accuracy essential; wordprocessing skills required; good organizational skills; demonstrated ability to provide accurate information and answer enquiries in a clear and concise manner; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (Based on an annual salary of (\$22,466) JOB NO: 005D

\*Assistant Director - Office of Student Programs, Arts (University degree or equivalent; several years' related administrative experience, including supervisory, personnel administration, and budgetary responsibility, preferably in a post-secondary environment; demonstrated excellent oral and written communication skills; strong supervisory and personnel management skills; demonstrated ability to make good decisions quickly; excellent organizational and management skills including directing concurrent activities; familiarity with university environment, policy setting bodies and procedures, academic and non-academic policies and regulations; tact and diplomacy essential; excellent advising and interpersonal skills; proven analytical and planning ability; familiarity with on-line records system or willingness to learn; wordprocessing and spreadsheet skills would be an asset; familiarity with YUSA collective agreement would be an asset. Please submit a resume when making an application.) GRADE: P&M 6 (\$35,270-\$42,675) JOB NO: 006D

\*Coordinator - Research and Policy Development, Office of the Dean, Arts (Master's degree or equivalent required, including familiarity with research methodology; several years' experience in a university environment, including responsibility for policy analysis, formulation, and implementation; analytical and planning ability, including setting priorities; excellent communication and interpersonal skills, including flexibility, discretion, diplomacy, tact and judgement; excellent research, writing, editing, and organizational skills; proven ability to sustain significant research initiatives; adaptability in responding to a changing, high-pressure environment; ability to work both independently and collegially; demonstrated ability to initiate, develop, implement and monitor a variety of complex and sensitive projects, both long-term and short-term; thorough knowledge of the academic decision-making process; familiarity with microcomputers preferred. Please submit a resume when making an application.) GRADE: P&M 8 (\$41,140-\$49,780) JOB NO: 007D

Photocopy Clerk - Psychology, Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (Minimum Grade 10 high school education; one year related experience (e.g., clerical, photocopying, etc.); manual dexterity to operate duplicating machines; good oral communication skills; basic record-keeping skills required; skill in handling cash; demonstrated skill/ability in the following areas: attending accurately to detail and figures; dealing courteously and effectively with people; setting priorities; lifting heavy materials.) GRADE: 3 Provisional (\$22,466) JOB NO: 008D

### 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: 009H

### Counsellor: Susan Lanoue

Textbook Buyer - Bookstore, Business Operations [Hours of work: 9:00 a.m.-5:00 p.m.; Summer, 8:30 a.m.-4:30 p.m., 11:30 p.m.-7:30 a.m. one day/week; up to 2 days/week during peak periods; September, 7:00 p.m.-9:00 p.m.; 1-2 nights/week] (High school graduation; 1 year university education preferred; 3 years' related experience (e.g., purchasing, ordering, inventory control, etc.) including supervisory experience, preferably in a bookstore operation; basic keyboard skills to operate a computer terminal; familiarity with computerized textbook purchasing system required; demonstrated skill/ability in the following areas: supervising staff; attending to detail; working independently, setting priorities and meeting deadlines; providing a high level of customer service; exercising initiative and good judgement; working under pressure of high volume; providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; excellent organizational skills. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 010L

Room Allocation Clerk - Registrar [Temporary from February 5, 1990 to May 5, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year related experience (e.g., booking accommodation, providing information, clerical, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills; good organizational skills; demonstrated ability to provide accurate information in a clear and concise manner; tact and diplomacy; demonstrated ability to deal courteously and effectively with people in a high volume area.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 011L

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

\*Manager - Marketing and Special Projects, Business Operations (University degree in Business Administration or equivalent combination of education and experience; minimum 1 year related experience in financial planning and marketing; computerized spreadsheet, wordprocessing and other business planning software program skills required; effective interpersonal, consultative and leadership skills; superior written and oral communication skills, including report writing and making presentations; excellent organizational skills to plan, coordinate and evaluate various programs; market research and survey skills; analytical skills; initiative and creativity; skill in producing publications, including editing and layout would be an asset; budgetary skills desirable; demonstrated ability to provide a high level of service. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$35,270-\$42,675) JOB NO: 012L

**Counsellor: Karen Wright**

Cataloguing Assistant V - Bibliographic Services, Scott Library, Libraries [Hours of work: 9:00 a.m.-5:00 p.m.] (University degree or equivalent required; 3 years' copy cataloguing to AACR2 standards and bibliographic experience including on-line library systems, MARC coding procedures, LCSH and LC classification; CD-ROM bibliographic file maintenance experience preferred; basic typing skills, accuracy essential; good oral communication skills; demonstrated skill/ability in the following areas: reading and writing comprehension in one or more of the following languages: French, German, Italian, Russian; on-line data entry; attending accurately to detail; distributing and scheduling the work of others; exercising good judgement; problem solving; good organizational skills. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 013E

Assistant - Facilities, Scott Library, Libraries [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., maintaining records, bookkeeping, etc.), preferably in a public service area; typing 45-50 wpm, accuracy essential; wordprocessing skills required; computerized spreadsheet skills preferred; bookkeeping skills; demonstrated skill/ability in the following areas: working accurately with figures; handling cash; attending accurately to detail; working calmly, courteously and effectively with people; good oral communication skills.) GRADE: 4 (\$23,582) JOB NO: 014E

Shipping and Receiving Clerk - Scott Library, Libraries [Hours of work: 7:30 a.m.-3:30 p.m.] (Grade 10, high school graduation preferred; previous shipping/receiving or materials handling experience preferred; demonstrated ability to lift heavy materials; good coordination in working with several detailed manual operations (e.g., sorting and packing); good oral communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail; valid Ontario driver's licence with proven good driving record.) GRADE: 2 (\$21,282) JOB NO: 015E

Book and Invoice Processing Assistant - Acquisitions and Processing, Scott Library, Libraries [Temporary to June 30, 1990 [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some bookkeeping courses preferred; 2 years' related library experience (e.g., processing orders and invoices, acquisitions, bookkeeping, etc.); experience with on-line library systems preferred; ability to interpret written instruction in one or more of the following languages (French, German, Russian, Italian) would be an asset; basic typing skills; data entry skills; bookkeeping; good oral and written communication skills; good organizational skills; demonstrated skill/ability in the following areas: attending accurately to detail; working accurately with figures and maintaining records; solving problems and following tasks through to completion.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 016E

Shipping and Receiving Clerk - Scott Library, Libraries [Hours of work: 8:00 a.m.-4:00 p.m.] (Grade 10; high school graduation preferred; previous shipping/receiving or materials handling experience preferred; demonstrated ability to lift heavy materials; good coordination in working with several detailed manual operations (e.g., sorting and packing); good oral communication skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to attend accurately to detail; valid Ontario driver's licence with proven good driving record.) GRADE: 2 (\$21,282) JOB NO: 017E

Thursday, January 11 (12:00 noon) - Monday, January 15 (12:00 noon), 1990  
Volume 10, Number 2

### Clarification of Globe and Mail article

The January 10 Globe and Mail article "U of T approves plan for \$10.4 million deficit" indicated York is "planning across-the-board cuts of about 3 percent."

Information provided to the Globe indicated that York University had had to cut base budgets by 3 percent over the past two years in order to cover cost increases. This has allowed the University to successfully, with great effort, balance the budget.

The government's funding announcement for 1990-91 means very difficult budgetting for York. To keep the budget in balance would require cuts of close to 3 percent to base expenses, with severe negative consequences for many programs. On the other hand avoiding some or all of a cut by running a deficit would entail a stern discipline and the inevitable financing costs associated with debt.

York is still making every effort to persuade the government to rethink its funding announcement, and there is a small chance that the University may be able to secure a little relief. If significant cuts remain necessary they will be made only after careful exploration of all possibilities, and after ascertaining that there would be as little damage as possible to the academic vitality of the University.

Open lines of communication exist between the administration and the university community on financial matters, and the University is committed to keeping people fully informed as the situation develops.

### GENERAL:

The York Bookstores request that faculty wishing to place textbook orders for Summer courses do so as soon as possible, and in any case, no later than March 1. Faculty are also reminded that textbook orders for Winter/Summer Drop-in courses should be forwarded to the Bookstore as soon as possible.

Mr. J.A.S. McNeill, Director of Admissions, informs the York community that nominations for the annual "Class Builders' Award" are being accepted until February 10 at the Admissions Office, Room B101, WOB. The award is presented to those members of faculty who have gone far beyond the call of duty in their efforts to recruit students to York. The winners will be announced February 15.

Vision Care: To improve accuracy and timeliness in processing vision care claims, it is required that the back portion of the claim form be completed by the individual dispensing their glasses and/or contact lenses prior to submission to London Life.

Artstart: Classes in Dance, Music, Theatre and Visual Arts for children will commence on January 20. For further information call the Artstart Office at -33817.

The Electro-Optics Laboratory at the Institute for Space and Terrestrial Science has the following positions available: Calibration Technologist or Scientist (File: ELOPT 89-003) - An opto-mechanical technologist or a calibration scientist is required whose major responsibilities are development, installation and test of components within the optical calibration facility. The candidate will be expected to provide mechanical design and laboratory assistance that is customized for individual users. Experience with electronic circuits is a definite asset. Candidates should have a technology diploma or bachelor's degree in the physical sciences or engineering. Electrical Engineer (File: ELOPT 89-004) - The candidate will be responsible for analog and digital design, construction and testing of hardware required for testing, analysis and application of state of the art optical and IR imaging detector arrays. The candidate will aid in testing, characterization, and applying detector arrays and report on the results. Experience with low noise preamplifiers, analog to digital converters, sampling techniques, noise measurements, analysis in frequency and time domains, and Pascal or 'C' programming in UNIX and MSDOS environments are desired. Instrumentation engineering and computer interfacing would be assets. A degree in electrical engineering with experience or a post-graduate degree is desired. Detector Scientist or Engineer (File: ELOPT 89-005) - The candidate will conduct research on the characterization of focal plane arrays and their use in electro-optical systems. The candidate should have experience in the design and testing of infrared electro-optical systems or devices. Experience in the development and use of imaging sensors is strongly desired. Experience in the use of cryogenic systems, video systems, digital control or instrumentation engineering will be a definite asset. The candidate will have a post-graduate degree in a physical science or electrical engineering or equivalent experience. Candidates for all three positions will be expected to work in conjunction with other laboratory members. Salary is commensurate with experience. Excellent benefits. Applications, including a CV and references, should be sent to Ms M Li, ISTS, 4850 Keele Street, York Campus, M3J 3K1 before February 15. The Institute is an equal opportunity employer. In accordance with Canada Immigration requirements, these positions are directed to Canadian citizens and permanent residents.

**EVENTS:****THURSDAY, JANUARY 11**

- 3:00 p.m. - Memorial Service - for Prof. Graham Reed, who died on December 29, 1989 - Scott Religious Centre  
 4:00 p.m. - Philosophy Colloquium - "Epistemic Responsibility and Relevant Alternatives" with Randall Parker, University of California, Berkeley - Senior Common Room, Winters  
 4:00 p.m. - Mathematics Colloquium - "Operator Differentiable Functions" with Prof. Tom Barton, Memphis State University - Room S201, Ross

**FRIDAY, JANUARY 12**

- 10:00 a.m. - MSW Defence - [Graduate Program In Social Work] MSW candidate Beverley Stone will defend her thesis entitled "Parental Response and Emotional Disturbance: A Comparative Study of Adolescents With and Without Intellectual Handicaps" - Room N927, Ross  
 1:00 p.m. - MA Defence - [Graduate Program In Psychology] Diane Marie Lawless will defend her thesis entitled "Interns' Experience of Learning Psychotherapy: A Process Description" - Room N927, Ross  
 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Ottawa - York Ice Arena  
 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Bishop's - Tait McKenzie Gym

**SATURDAY, JANUARY 13**

- 3:00 p.m. - Yeomen Hockey - York Yeomen vs. Concordia - York Ice Arena  
 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Concordia - Tait McKenzie Gym

**MONDAY, JANUARY 15**

- 9:00 a.m. - MSc Defence - [Graduate Program In Biology] Laretta Lynn Williams will defend her thesis entitled "Chromatin Structure at the Adenosine Phosphoribosyl transferase gene in Chinese Hamster Ovary Cells" - Lumbers Museum  
 12:00 noon - Dancer's Forum - featuring internationally renowned dancer, choreographer and teacher, Richard Haisma - Studio 1, Fine Arts

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than January 18, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Registration Assistant - Registration, Atkinson College [Hours of work: 8:30 a.m.-4:30 p.m.; Overtime required (High school graduation or equivalent; some university courses preferred; minimum 2 years' related experience (e.g., coordinating activities, using on-line computerized records system, etc.) preferably in a student service area; on-line data entry skills required; excellent organizational skills; proof-reading skills required; wordprocessing skills; demonstrated skill/ability in the following areas: exercising good judgement, tact and diplomacy; dealing courteously and effectively with people; working independently, setting priorities and meeting deadlines; attending accurately to detail; working accurately and effectively under pressure; obtaining and providing information in a clear and concise manner; good written communication skills.) GRADE: 5 (\$25,222) JOB NO: 018D

Administrative Assistant (Operations) - Registration, Atkinson [Hours of work: 8:30 a.m.-4:30 p.m.; Overtime required during peak periods (University degree or equivalent; 3 years' related experience (e.g., coordinating diverse functions, scheduling activities, registration, using on-line computerized records system, etc.) in a student service area; familiarity with on-line computerized records system required; demonstrated skill/ability in the following areas: wordprocessing, microcomputing and data entry; supervising staff; attending accurately to detail; working accurately and quickly under pressure of high volume and frequent interruptions; exercising initiative; solving problems and exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; excellent organizational skills, including ability to plan and to meet deadlines; excellent written communication skills; excellent oral communication to provide and obtain detailed information in a clear manner. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 019D

Counsellor: Nancy Wallace

Secretary (Pre-Service) - Office of Student Programs, Education [Temporary to July 13, 1990; Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.; some overtime will be required from March-June (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, handling enquiries, preparing materials, etc.), preferably in a post-secondary environment; typing 40-50 wpm, accuracy essential; clear and effective oral communication to obtain and relay accurate information; good organizational skills; demonstrated skill/ability in the following areas: wordprocessing; working independently; working accurately and effectively under pressure of frequent interruptions; tact and diplomacy; dealing courteously and effectively with people.) GRADE: 4 (Based on annual an salary of \$23,582) JOB NO: 020H

Duplicating Operator II - Duplicating, Science [Hours of work: 8:30 a.m.-4:30 p.m.] (Grade 10 high school education or equivalent; some experience operating offset press, photocopying and related equipment; operational knowledge of offset printing and photocopying equipment; mechanical aptitude; good organizational skills; demonstrated skill/ability in the following areas: manual dexterity; exercising good judgement; attending accurately to detail; dealing courteously and effectively with people.) GRADE: OP2/BIND2 (\$23,061) JOB NO: 021H

Counsellor: Donna Robbins

Secretary/Receptionist - Learning Disabilities Program, Counselling and Development Centre, Student Affairs Limited term appointment to August 31, 1991 - Hours of work: 9:00 a.m.-5:00 p.m. or 8:30 a.m.-4:30 p.m. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including some front-line reception experience; typing 40-45 wpm, accuracy essential; wordprocessing skills required; demonstrated good organizational skills, including ability to set priorities; good oral communication skills to obtain accurate information and answer enquiries; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; effective interpersonal skills.) GRADE: 4 (Based on an annual salary of (\$23,582) JOB NO: 022K

Receptionist - Office of Research Administration [Temporary to May 31, 1990 - Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; minimum 1 year reception and clerical experience, preferably in a post-secondary environment; basic typing skills; wordprocessing skills required; pleasant and effective telephone manner; clear oral communication; demonstrated ability to deal courteously and effectively with people; good organizational skills.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 023K

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Information provided to the Globe indicated that York University had had to cut base budgets by 3 percent over the past two years in order to cover cost increases. This has allowed the University to successfully, with great effort, balance the budget.

The government's funding announcement for 1990-91 means very difficult budgetting for York. To keep the budget in balance would require cuts of close to 3 percent to base expenses, with severe negative consequences for many programs. On the other hand avoiding some or all of a cut by running a deficit would entail a stern discipline and the inevitable financing costs associated with debt.

York is still making every effort to persuade the government to rethink its funding announcement, and there is a small chance that the University may be able to secure a little relief. If significant cuts remain necessary they will be made only after careful exploration of all possibilities, and after ascertaining that there would be as little damage as possible to the academic vitality of the University.

Open lines of communication exist between the administration and the university community on financial matters, and the University is committed to keeping people fully informed as the situation develops.

### GENERAL:

The York Bookstores request that faculty wishing to place textbook orders for Summer courses do so as soon as possible, and in any case, no later than March 1. Faculty are also reminded that textbook orders for Winter/Summer Drop-in courses should be forwarded to the Bookstore as soon as possible.

Mr. J.A.S. McNeill, Director of Admissions, informs the York community that nominations for the annual "Class Builders' Award" are being accepted until February 10 at the Admissions Office, Room B101, WOB. The award is presented to those members of faculty who have gone far beyond the call of duty in their efforts to recruit students to York. The winners will be announced February 15.

Vision Care: To improve accuracy and timeliness in processing vision care claims, it is required that the back portion of the claim form be completed by the individual dispensing their glasses and/or contact lenses prior to submission to London Life.

Artstart: Classes in Dance, Music, Theatre and Visual Arts for children will commence on January 20. For further information call the Artstart Office at -33817.

The Electro-Optics Laboratory at the Institute for Space and Terrestrial Science has the following positions available: Calibration Technologist or Scientist (File: ELOPT 89-003) - An opto-mechanical technologist or a calibration scientist is required whose major responsibilities are development, installation and test of components within the optical calibration facility. The candidate will be expected to provide mechanical design and laboratory assistance that is customized for individual users. Experience with electronic circuits is a definite asset. Candidates should have a technology diploma or bachelor's degree in the physical sciences or engineering. Electrical Engineer (File: ELOPT 89-004) - The candidate will be responsible for analog and digital design, construction and testing of hardware required for testing, analysis and application of state of the art optical and IR imaging detector arrays. The candidate will aid in testing, characterization, and applying detector arrays and report on the results. Experience with low noise preamplifiers, analog to digital converters, sampling techniques, noise measurements, analysis in frequency and time domains, and Pascal or 'C' programming in UNIX and MSDOS environments are desired. Instrumentation engineering and computer interfacing would be assets. A degree in electrical engineering with experience or a post-graduate degree is desired. Detector Scientist or Engineer (File: ELOPT 89-005) - The candidate will conduct research on the characterization of focal plane arrays and their use in electro-optical systems. The candidate should have experience in the design and testing of infrared electro-optical systems or devices. Experience in the development and use of imaging sensors is strongly desired. Experience in the use of cryogenic systems, video systems, digital control or instrumentation engineering will be a definite asset. The candidate will have a post-graduate degree in a physical science or electrical engineering or equivalent experience. Candidates for all three positions will be expected to work in conjunction with other laboratory members. Salary is commensurate with experience. Excellent benefits. Applications, including a CV and references, should be sent to Ms M LI, ISTS, 4850 Keele Street, York Campus, M3J 3K1 before February 15. The Institute is an equal opportunity employer. In accordance with Canada Immigration requirements, these positions are directed to Canadian citizens and permanent residents.

**EVENTS:****THURSDAY, JANUARY 11**

- 3:00 p.m. - Memorial Service - for Prof. Graham Reed, who died on December 29, 1989 - Scott Religious Centre  
 4:00 p.m. - Philosophy Colloquium - "Epistemic Responsibility and Relevant Alternatives" with Randall Parker, University of California, Berkeley - Senior Common Room, Winters  
 4:00 p.m. - Mathematics Colloquium - "Operator Differentiable Functions" with Prof. Tom Barton, Memphis State University - Room S201, Ross

**FRIDAY, JANUARY 12**

- 10:00 a.m. - MSW Defence - [Graduate Program In Social Work] MSW candidate Beverley Stone will defend her thesis entitled "Parental Response and Emotional Disturbance: A Comparative Study of Adolescents With and Without Intellectual Handicaps" - Room N927, Ross  
 1:00 p.m. - MA Defence - [Graduate Program In Psychology] Diane Marie Lawless will defend her thesis entitled "Interns' Experience of Learning Psychotherapy: A Process Description" - Room N927, Ross  
 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Ottawa - York Ice Arena  
 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Bishop's - Tait McKenzie Gym

**SATURDAY, JANUARY 13**

- 3:00 p.m. - Yeomen Hockey - York Yeomen vs. Concordia - York Ice Arena  
 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Concordia - Tait McKenzie Gym

**MONDAY, JANUARY 15**

- 9:00 a.m. - MSc Defence - [Graduate Program In Biology] Laretta Lynn Williams will defend her thesis entitled "Chromatin Structure at the Adenosine Phosphoryl transferase gene in Chinese Hamster Ovary Cells" - Lumbers Museum  
 12:00 noon - Dancer's Forum - featuring internationally renowned dancer, choreographer and teacher, Richard Haisma - Studio 1, Fine Arts

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than January 18, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Registration Assistant - Registration, Atkinson College [Hours of work: 8:30 a.m.-4:30 p.m.; Overtime required (High school graduation or equivalent; some university courses preferred; minimum 2 years' related experience (e.g., coordinating activities, using on-line computerized records system, etc.) preferably in a student service area; on-line data entry skills required; excellent organizational skills; proof-reading skills required; wordprocessing skills; demonstrated skill/ability in the following areas: exercising good judgement, tact and diplomacy; dealing courteously and effectively with people; working independently, setting priorities and meeting deadlines; attending accurately to detail; working accurately and effectively under pressure; obtaining and providing information in a clear and concise manner; good written communication skills.) GRADE: 5 (\$25,222) JOB NO: 018D

Administrative Assistant (Operations) - Registration, Atkinson [Hours of work: 8:30 a.m.-4:30 p.m.; Overtime required during peak periods (University degree or equivalent; 3 years' related experience (e.g., coordinating diverse functions, scheduling activities, registration, using on-line computerized records system, etc.) in a student service area; familiarity with on-line computerized records system required; demonstrated skill/ability in the following areas: wordprocessing, microcomputing and data entry; supervising staff; attending accurately to detail; working accurately and quickly under pressure of high volume and frequent interruptions; exercising initiative; solving problems and exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; excellent organizational skills, including ability to plan and to meet deadlines; excellent written communication skills; excellent oral communication to provide and obtain detailed information in a clear manner. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 019D

Counsellor: Nancy Wallace

Secretary (Pre-Service) - Office of Student Programs, Education [Temporary to July 13, 1990; Hours of work: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.; some overtime will be required from March-June (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, handling enquiries, preparing materials, etc.), preferably in a post-secondary environment; typing 40-50 wpm, accuracy essential; clear and effective oral communication to obtain and relay accurate information; good organizational skills; demonstrated skill/ability in the following areas: wordprocessing; working independently; working accurately and effectively under pressure of frequent interruptions; tact and diplomacy; dealing courteously and effectively with people.) GRADE: 4 (Based on annual an salary of \$23,582) JOB NO: 020H

Duplicating Operator II - Duplicating, Science [Hours of work: 8:30 a.m.-4:30 p.m.] (Grade 10 high school education or equivalent; some experience operating offset press, photocopying and related equipment; operational knowledge of offset printing and photocopying equipment; mechanical aptitude; good organizational skills; demonstrated skill/ability in the following areas: manual dexterity; exercising good judgement; attending accurately to detail; dealing courteously and effectively with people.) GRADE: OP2/BIND2 (\$23,061) JOB NO: 021H

Counsellor: Donna Robbins

Secretary/Receptionist - Learning Disabilities Program, Counselling and Development Centre, Student Affairs Limited term appointment to August 31, 1991 - Hours of work: 9:00 a.m.-5:00 p.m. or 8:30 a.m.-4:30 p.m. (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including some front-line reception experience; typing 40-45 wpm, accuracy essential; wordprocessing skills required; demonstrated good organizational skills, including ability to set priorities; good oral communication skills to obtain accurate information and answer enquiries; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; effective interpersonal skills.) GRADE: 4 (Based on an annual salary of (\$23,582) JOB NO: 022K

Receptionist - Office of Research Administration [Temporary to May 31, 1990 - Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; minimum 1 year reception and clerical experience, preferably in a post-secondary environment; basic typing skills; wordprocessing skills required; pleasant and effective telephone manner; clear oral communication; demonstrated ability to deal courteously and effectively with people; good organizational skills.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 023K



Monday, January 15 (12:00 noon) - Thursday, January 18 (12:00 noon), 1990  
Volume 10, Number 3

### GENERAL:

All full-time faculty are reminded that the deadline for changes to the Full-Time Faculty Listing in the upcoming 1990/91 Undergraduate Programs Calendar was January 5. Each full-time faculty member should have received a letter from the Department of Human Resources, requesting corrections be returned to Employee Records, EOB. The full-time faculty file is now being updated. However, if any additional changes are to be made, please send them to Employee Records as soon as possible.

Glendon College Athletics urgently requires lifeguards and swim instructors. The department offers a good working environment and competitive wages. Interested persons are asked to contact Stephanie at 487-6717.

Members of the York community are asked to note that any inquiries concerning Accounts Payable can be sent on Profs as follows:

User ID	First Letter of Vendor
AP-A to C	A to C
AP-D to K	D to K
AP-L to R	L to R
AP-S to Z	S to Z

The Counselling and Development Centre offers workshops on "Relaxation Techniques" and "Managing Your Anxiety." The Relaxation sessions begin January 16 for six weeks. The Anxiety sessions begin January 22 for twelve weeks. Both sessions will take place from 1:00 to 2:00 p.m. To register, call -55297 or drop by Room 145, Behavioural Sciences.

The next ten-week "At Work" series for Weight Watchers, begins January 17 in Room 282, Atkinson.

Guidelines for the SCOTL Teaching-Learning Development Fund and Release Time Teaching Fellowship will be available to members of the YUFA Bargaining Unit on January 15. The deadline for applications is February 19. For further information or a copy of the guidelines, contact Susan Terry, Centre for the Support of Teaching, Room 140, Central Square (-33220).

The Centre for Continuing Education offers: Effective Public Speaking: Level I, beginning January 24; Effective Public Speaking: Level II, beginning January 23; Effective Writing: Level II, beginning January 20; Conversational French, beginning January 25 - In order to determine level of proficiency, interested persons should call and book an appointment for a Placement Test on January 18; Conversational Spanish: Levels I and II, beginning January 24; Introduction to Mandarin Chinese (Putonghua), beginning January 22; Introduction to Cantonese, beginning January 23; Conversational Italian I, beginning January 25; Introduction to Russian, beginning January 23; Introduction to Japanese, beginning January 23; and English as a Second Language - Conversational English beginning January 16 or 20; and Use of English as a Second Language, beginning January 20. For further information or a copy of the Centre's calendar, call 736-5025.

Graham Reed Memorial Fund: In recognition of his dedication to the education of his students, and of his administrative service to York, a bursary-scholarship fund has been established in memory of Prof. Graham Reed. Contributions to the "Graham Reed Memorial Fund" should be forwarded to Dianne Bates, Suite A, WOB.

Members of the York community are asked to note that the photocopier formerly located in Room 101B, Vanier is now located in Room 207B, Founders. Copy cards may be purchased from Printing Services, Room S174, Ross.

### EVENTS:

#### MONDAY, JANUARY 15

- 12:00 noon - Dancer's Forum - featuring internationally renowned dancer, choreographer and teacher, Richard Halsma - Studio 1, Fine Arts
- 4:00 p.m. - Philosophy Colloquium - "Rational Ends and the Demands of Integrity" with Susan Babbitt, Cornell University - Senior Common Room, Winters

#### TUESDAY, JANUARY 16

- 12:00 noon - TA Seminar Series - [Centre for the Support of Teaching] "Collaborative Inquiry" with Don Dippo - Master's Dining Room, Vanier
- 12:00 noon - Graduate Program in Geography Colloquium - "Daylight in Canada" with Dr. Bruce McArthur, Atmospheric Environment Service - Room S421, Ross
- 3:00 p.m. - EATS/Physics Seminar - "New Methods of Imaging Seismic Data" with Prof. Ernest R. Kanasewich, University of Alberta - Room 317, Petrie
- 4:00 p.m. - Career Development Series - [Faculty of Arts] "Getting into Law School" with Andrew Ranachan, Admissions Officer of Osgoode Hall Law School - Senate Chamber (Room S915), Ross

#### WEDNESDAY, JANUARY 17

- 12:30 p.m. - Lecture/Demonstration - [Music Department] by York Prof. James Tenney of his latest compositions - DACARY Hall, McLaughlin
- 4:00 p.m. - Graduate Program in Music Colloquium - "Hod Case: The Diaries, 1867-1940, of a New York State Fiddler" with Prof. James Kimball, State University of New York at Geneseo - Senior Common Room, Winters
- 6:00 p.m. - Workshop in Political Economy - "Frank Knight and the Ethics of Competition" with M. Burstein - Room S867A, Ross

## STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than January 22, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

- Information Clerk - Information Services, Atkinson [Hours of work: 12:00 a.m.-8:00 p.m., including some Saturdays; alternate hours will be required on occasion] (High school graduation or equivalent 1-2 years' experience in a customer service or front-line operations area, preferably in a university environment; basic typing skills; familiarity with on-line computerized records system; good organizational skills; demonstrated skill/ability in the following areas: effective public relations; working calmly and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good oral communication skills to elicit accurate information and answer detailed enquiries; pleasant telephone manner.) GRADE: 4 (\$23,582) JOB NO: 024D
- Secretary - Languages, Literatures & Linguistics, Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-55 wpm, accuracy essential; wordprocessing skills required; ability to type in a language other than English, or willingness to learn; knowledge of a language other than English (e.g., Italian, Spanish, German) an asset; good oral communication to answer enquiries in a clear and concise manner; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 025D
- Receptionist/Clerk - Language Laboratory, Arts [Temporary to June 30, 1990; Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1 year related experience (e.g., reception, front-line contact, clerical, etc.); experience with audio-visual equipment an asset; basic typing skills, accuracy essential; willingness to learn wordprocessing; ability to work independently and set priorities; ability to work accurately and quickly under pressure of high volume essential; demonstrated ability to provide information in a clear and concise manner; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 026D
- Wordprocessing Operator - Secretarial Services, Arts [Temporary to May 4 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year related experience (e.g., wordprocessing, secretarial, etc.); typing 40-50 wpm, accuracy essential; wordprocessing skills required; foreign language and technical typing skills an asset; clear and concise oral communication skills; good spelling skills; ability to work effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 027D
- Course Secretary - Social Science, Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, reception, dealing with the public, etc.) preferably in a post-secondary environment; typing 45-50 wpm, accuracy essential; wordprocessing skills required; technical typing skills an asset; pleasant telephone manner; demonstrated ability to obtain and provide accurate information; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 028D
- Information Clerk - Information Services, Atkinson [Hours of work: 12:00 a.m.-8:00 p.m., including some Saturdays; alternate hours will be required on occasion] (High school graduation or equivalent 1-2 years' experience in a customer service or front-line operations area, preferably in a university environment; basic typing skills; familiarity with on-line computerized records system; good organizational skills; demonstrated skill/ability in the following areas: effective public relations; working calmly and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good oral communication skills to elicit accurate information and answer detailed enquiries; pleasant telephone manner.) GRADE: 4 (\$23,582) JOB NO: 029D
- Secretary - Psychology, Arts [Part-time 25 hours/week; sessional; January 2 to October 31; Hours of work: 9:30 a.m.-3:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year related experience (e.g., secretarial, reception, etc.); typing 40-50 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; good organizational skills; demonstrated ability to answer enquiries and provide information; demonstrated ability to deal courteously and effectively with people; pleasant telephone manner.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 030D

Counsellor: Nancy Wallace

- Undergraduate Program Secretary - Biology, Science [Hours of work: 9:00 a.m.-5:00 p.m.; Summer, 8:30 a.m.-4:30 p.m.] (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 skills required; technical wordprocessing skills preferred or willingness to learn; 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 and effectively with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 031H (Previously posted as JOB NO: 582H)
- Graduate Program Assistant - Computer Science, Science [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, maintaining records, handling enquiries, etc.) preferably in a student service or academic programme area; typing 40-45 wpm, accuracy essential; skills in advanced text formatting systems preferred; familiarity with text editing on mainframe would be an asset; familiarity with computer communications network an asset; demonstrated skill/ability in the following areas: wordprocessing, including technical wordprocessing; maintaining accurate records; setting priorities; dealing courteously and effectively with people; good organizational skills; good oral and written communication skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 032H

Counsellor: Susan Lanoue

- Courier/Clerk - Accounting, Finance [Temporary - one year; Hours of work: 8:30 a.m.-4:30 p.m.] (Grade 10 high school education or equivalent; some previous experience preferred; clear oral communication skills; good organizational skills; demonstrated ability to attend accurately to detail and work quickly under pressure of high volume; demonstrated ability to deal courteously and effectively with people; ability to lift heavy cartons and walk/push a cart.) GRADE: 2 (\$21,282) JOB NO: 033L

STAFF POSITIONS (cont'd.)

Accounting Clerk I - General Accounting, Finance [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year general office experience, preferably in an accounting environment; good oral communication skills; good organizational skill; demonstrated ability to set priorities; tact and diplomacy essential; demonstrated ability to attend accurately to detail and work quickly under pressure of high volume; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 034L

Changes to Bulletin of January 8, 1990

Counsellor: Karen Wright

Records Assistant - Facilities, Scott Library, Libraries [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., maintaining records, bookkeeping, etc.), preferably in a public service area; typing 45-50 wpm, accuracy essential; wordprocessing skills required; computerized spreadsheet skills preferred; bookkeeping skills; demonstrated skill/ability in the following areas: working accurately with figures; handling cash; attending accurately to detail; working calmly, courteously and effectively with people; good oral communication skills.) GRADE: 4 (\$23,582) JOB NO: 014E

Project Coordinator - Calumet College [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation; one year post-secondary education or equivalent; 1-2 years' related experience (e.g., researching and coordinating projects, microcomputing applications, writing papers/reports, organizing and planning events, etc.) preferably in a university environment; basic typing skills; research and report-writing skills; budgetary skills; ability to assign and oversee the work of others; demonstrated skill/ability in the following areas: data base management, computerized spreadsheet and wordprocessing; knowledge of distributed networks and peripherals (e.g., scanner, plotter); basic knowledge and skill in graphic applications and electronic mail; basic knowledge of microcomputer operating systems, computer concepts and fundamentals; working independently and setting priorities; exercising initiative and good judgement; problem solving; dealing courteously and effectively with people; exercising tact and diplomacy; good oral and written communication skills; good organizational skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 004K

Change to Bulletin of January 11, 1990

Counsellor: Nancy Wallace

Duplicating Operator II - Duplicating, Science [Temporary to May 15, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (Grade 10 high school education or equivalent; some experience operating offset press, photocopying and related equipment; operational knowledge of offset printing and photocopying equipment; mechanical aptitude; good organizational skills; demonstrated skill/ability in the following areas: manual dexterity; exercising good judgement; attending accurately to detail; dealing courteously and effectively with people.) GRADE: OP2/BIND2 (Based on an annual salary of \$23,061) JOB NO: 021H

Thursday, January 18 (12:00 noon) - Monday, January 22 (12:00 noon), 1990  
Volume 10, Number 4**GENERAL:**

Members of the York community are asked to note that a momentary power interruption will take place January 19 between the hours of 6:30 a.m. and 8:00 a.m. The following buildings will be affected: Founders College and Residence; Vanier College and Residence; Winters College and Residence; Stong College, Kitchen & Residence; KNIMR; Computer Methods; Lumbers; Ross; Behavioural Sciences; Stedman; Atkinson; Central Square; Osgoode; Hart House; Hoover Homestead; Curtiss; Fine Arts; #22 Moon Road Residence; #2, #4, #6 & #8 Assiniboine; Scott Library; and Admin. Studies.

A Search Committee has been established for a Dean of the Faculty of Education. The committee invites applications and nominations of both internal and external candidates for the position of Dean from members of the York community. The successful candidate should have significant academic qualifications and experience, offer the faculty members both academic and administrative leadership, and be capable of maintaining the Faculty's positive internal and external relationships. The appointment is for a five-year term, commencing July 1, 1990. Applications and nominations should be submitted by January 26 to the Secretary of the Search Committee for a Dean of the Faculty of Education, Room S923, Ross.

Art Galleries/Displays: The Art Gallery of York University presents "Diagnosis" by Marc De Guerre, Mark Lewis, Kiki Smith and Jana Sterbak until February 18. For gallery hours call -55109.

- The Glendon Gallery presents "Winter Wraps" by Charlotte Lindgren. The exhibition opens January 21 at 2:00 p.m. and continues until February 9. For gallery hours call 487-6721.

- The Samuel J. Zacks Art Gallery presents a solo exhibition of art works by Ecuadorian artist Sonia Mejia. The exhibition opens January 18 at 6:00 p.m. and continues until February 2. The gallery is located in Room 109A, Stong. For gallery hours call -55355.

- The Faculty of Fine Arts presents a Drawing Area Exhibition in the IDA Gallery until January 19. The exhibition features a group show of drawings by second, third and fourth year students.

The Institute for Space and Terrestrial Science has an immediate opening for a Technician in the Space Laboratory. Qualifications must include: a basic knowledge of workshop practice, including turning, milling and welding; an aptitude for designing and fabricating mechanical and electromechanical devices for novel applications in a research laboratory, using a variety of materials including metal, plastics and wood; a knowledge of servo motors and electronic and computer control of mechanical systems would be beneficial; and an elementary knowledge of optics. 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 applications is February 1. Please quote reference #HP9001.

**EVENTS:****THURSDAY, JANUARY 18**

- 1:00 p.m. - Performance - [Stong] featuring Maja Bannerman in songs, poems and performance pieces - Room 201, Stong
- 2:00 p.m. - PhD Defence - [Graduate Program in Geography] Andy Swiderski will defend his dissertation entitled "Development Planning in the Eastern Arctic: The Role of Communities in a Comprehensive Development Strategy" - Room N401, Ross
- 2:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Kenneth William Dunn will present his colloquium entitled "Staff Development Versus Staff Training in a Long Term Care Institution" - Room S301, Ross
- 4:00 p.m. - Philosophy Colloquium - "Conventional Naturalism: An Account of Pictorial Representation" with Sonia Sedivy, University of Pittsburgh - Senior Common Room, Vanier
- 4:00 p.m. - Mathematics Colloquium - "Finitely Based Quasivarieties of Algebras" with Prof. Janusz Czelakowski, Polish Academy of Sciences - Room S201, Ross
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. University of Toronto - York Ice Arena

**FRIDAY, JANUARY 19**

- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Denise Vallance will defend her thesis entitled "Children's Use of Reference Terms in the Representation of Spatial Relations" - Room S736, Ross
- 12:00 noon - Guest Speaker - [Faculty of Administrative Studies] "The Political Economy of Work" by Dr. Walter Nord, Washington State University - Dean's Conference Room (4th floor), Admin. Studies
- 12:00 noon - Student Chamber Music Concert - [Music Department] featuring a wood-wind quintet, brass choir, trio with trumpet clarinet and piano, voice and piano and others - DACARY Hall, McLaughlin
- 1:00 p.m. - Computer Science Seminar - "Optimal Deadline Scheduling in Real-Time Systems" with Alexander David Stoyenko, IBM T.J. Watson Research Center - Room 258, Petrie (Note: Time Change)
- 2:00 p.m. - Psychology Colloquium - "Brain Size, Intelligence and the Sociobiological Message of Salvation" with Michael Peters, University of Guelph - Room 291, Behavioural Sciences
- 3:00 p.m. - Graduate Seminar - [Graduate Program in Exercise and Sports Science] "G Tolerance in F18 Pilots" with Dr. J. Duncan MacDougall, McMaster University - Gallery (Room 320), Norman Bethune
- 4:00 p.m. - Philosophy Colloquium - "Persons and Their Traits: Why Some Empiricists Have No Character" with Douglas Butler, University of Dayton - Senior Common Room, Vanier

**SATURDAY, JANUARY 20**

- 10:00 a.m. - York Track & Field Invitational - Track & Field Centre
- 2:00 p.m. - Yeowomen Hockey - York Yeowomen vs. Queen's - York Ice Arena

## STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than January 25, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

### Counsellor: Gina Dunnett

Receptionist - Office of Student Programs, Arts [Temp. to April 30/90; Hours: 8:30 am-4:30 pm] (High school graduation or equivalent; one year's related experience (e.g., reception, public service, handling enquiries, etc.); good oral communication skills; pleasant telephone manner; ability to obtain and relay information accurately; demonstrated ability to deal courteously and effectively with people under pressure of high volume; tact and diplomacy essential.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 035D

Student Programs Info. Clerk - Office of Student Programs, Arts [Temp. to April 30/90; Hours: 8:30 am-4:30 pm] (High school graduation or equivalent; minimum 1 year university education; 2 years' related experience (e.g., answering detailed enquiries, front-line customer service, handling complaints/problems, etc.), preferably in an academic program office or student service area; ability to maintain confidentiality; pleasant telephone manner; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed enquiries in a clear and complete manner; attending accurately to detail; exercising tact, diplomacy and good judgement; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; good organizational skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 036D

### Counsellor: Nancy Wallace

Technical Secretary - Biology, Science [Hours: 9:00 am-5:00 pm; Summer, 8:30 am-4:30 pm] (High school graduation with secretarial training or equivalent; 1 year's related experience (e.g., wordprocessing, secretarial, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills required; technical wordprocessing skills preferred or willingness to learn; clear oral communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 037H

Student Programs Asst. I (Records) - Office of Student Programs, Education [Hours: 8:30 am-4:30 pm and periodically 10:00 am-6:00 pm; overtime required during peak periods] (High school graduation or equivalent; 1 year post-secondary education preferred; 2 years' related experience (e.g., maintaining computerized records, reviewing files, etc.) preferably in a student service area; typing 40-45 wpm, accuracy essential; data entry skills required; knowledge of computerized records system required; demonstrated skill/ability in the following areas: overseeing the work of others; obtaining and providing accurate information in a clear manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working accurately and effectively under pressure of high volume on a continuing basis; good organizational skills; good written communication skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 038H

### Counsellor: Susan Lanoue

Receptionist/Typist - Occupational Health & Safety [Hours: 8:00 am-4:00 pm] (High school graduation or equivalent; 1 year's experience in reception and/or dealing with the public; some secretarial experience preferred; basic typing skills; wordprocessing skills preferred or willingness to learn; clear oral communication skills to obtain and relay accurate information; pleasant telephone manner; ability to work independently; demonstrated ability to deal calmly, courteously and effectively with people.) GRADE: 3 Provisional (\$22,466) JOB NO: 039L

Conference Coordinator - Hospitality York [Temporary to September 1, 1990; Hours: 9:00 am-5:00 pm; overtime may be required; must be available to work evenings and weekends; no vacation during summer months] (High school graduation or equivalent; community college diploma in Hotel Management would be an asset; 2 years' related experience (e.g., implementing conference details, hotel-type front desk coordination, food service and conference sales, etc.) preferably in the hospitality industry; basic typing skills, accuracy essential; wordprocessing and microcomputing skills required; computerized spreadsheet skills required; demonstrated skill/ability in the following areas: providing excellent customer service; dealing courteously and effectively with people; accurately obtaining and explaining information clearly; exercising good judgement and initiative; working both independently and as a team member; excellent organizational skills; good written communication skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 040L

Accounting Clerk III - Research Accounting, Finance [Hours: 8:30 am-4:30 pm] (High school graduation with some post-secondary accounting courses or equivalent; minimum 2 years' related experience (e.g., accounting, working with a variety of contracts, monitoring related expenses and allowability, etc.) in a computerized accounting/finance area, preferably in a university environment; good oral and written communication skills required; computerized spreadsheet skills preferred; accuracy in working with figures essential; demonstrated skill/ability in the following areas: exercising good judgement; working independently, setting priorities and meeting deadlines; attending accurately to detail and working quickly under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; good organ. skills.) GRADE: 5 (\$25,222) JOB NO: 041L

Student Affairs Assistant - Visual Arts, Fine Arts [Hours: 8:30 am-4:30 pm, can be flexible] (High school graduation or equivalent; 2 years' related experience (e.g., advising, enrolling, scheduling & organizing meetings, etc.) in a University environment; typing 45-50 wpm, accuracy essential; word-processing skills required; familiarity with communication functions of computers; familiarity with computerized records system; demonstrated skill/ability in the following areas: obtaining and relaying accurate information in a clear manner; attending accurately to detail; dealing courteously and effectively with people; exercising tact and diplomacy; good organizational skills including setting priorities and meeting deadlines; working accurately and effectively under pressure of high volume; good written communication skills.) GRADE: 5 (\$25,222) JOB NO: 042L

### Changes to Bulletin of January 15, 1990

Information Clerk - Information Services, Atkinson [Hours: 12:00 noon-8:00 pm, including some Saturdays; alternate hours will be required on occasion] (High school graduation or equivalent 1-2 years' experience in a customer service or front-line operations area, preferably in a university environment; basic typing skills; familiarity with on-line computerized records system; good organizational skills; demonstrated skill/ability in the following areas: effective public relations; working calmly and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good oral communication skills to elicit accurate information and answer detailed enquiries; pleasant telephone manner.) GRADE: 4 Provisional (\$23,582) JOB NO: 024D

Information Clerk - Information Services, Atkinson [Hours: 12:00 noon-8:00 pm, including some Saturdays; alternate hours will be required on occasion] (High school graduation or equivalent 1-2 years' experience in a customer service or front-line operations area, preferably in a university environment; basic typing skills; familiarity with on-line computerized records system; good organizational skills; demonstrated skill/ability in the following areas: effective public relations; working calmly and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good oral communication skills to elicit accurate information and answer detailed enquiries; pleasant telephone manner.) GRADE: 4 Provisional (\$23,582) JOB NO: 029D

# York

## BULLETIN

UNIVERSITY

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

Monday, January 22 (12:00 noon) - Thursday, January 25 (12:00 noon), 1990  
Volume 10, Number 5

### GENERAL:



Construction of the New Academic Building and Entry Pavilion will begin near February 1. The site for the project is situated directly in front of the Ross Building, and will be cordoned off with 8' hoarding until the expected project completion date of Fall '91. This will have resulting impacts on current vehicular/pedestrian access in the area. York members are advised to review the details of access impacts and alternatives in the next York Builds newsletter, which should reach University offices by the end of this week. The Construction Division regrets any inconvenience to the community throughout the duration of this project. Questions, concerns, or suggestions regarding construction on campus can be directed to the Construction Hotline, 736-5445.

The Grounds and Vehicles Department has for sale: 1 - Model H610 1974 Melroe Bobcat. To arrange inspection, call -55502. Offers to purchase, in writing only, should be forwarded to D. Watts, Purchasing, Room 39, EOB. Refer to File #PSD-425. Note: There is a reserve bid on this machine. The unit will be sold "as is, where is" condition.

The Staff Development Office has received application forms for the United Kingdom Travel Grants sponsored by the Canadian Association of University Business Officers (CAUBO). The grants are open to all university administrators who wish to undertake relevant projects at universities in the United Kingdom in 1990-91. The deadline date for receipt of applications is February 19. For further information or an application form, call Margaret Miceli, Staff Development (-22597).

The Faculty of Fine Arts is organizing a trip to New York City during Reading Week (February 14-18). Prices for bus and hotel are \$215. Members of the York community are welcome. For further information call the Fine Arts Liaison Office, Room 216, Fine Arts II (-55135).

Members of the York community are asked to note that the following departments are located in #4 Assiniboine Road: Housing Operations; Housing Administration; Beverage Services; Food Services; and Director's Office. However, refrain from using #4 Assiniboine Road in the mailing address for inter-campus mail, as this is a Canada Post jurisdiction. The York Central Post Office will direct the mail by using the name and department of those involved. Please address all mail as follows: Person's name, Person's department, Housing and Food Services.

### EVENTS:

#### MONDAY, JANUARY 22

4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

#### TUESDAY, JANUARY 23

- 10:30 a.m. - MA Defence - [Graduate Program in Psychology] Cindy L. Ford will defend her thesis entitled "Effects of Intimate Self-Disclosure in Marital Therapy" - Room 204, Behavioural Sciences
- 12:00 noon - Seminar Series - [ISR and Women's Studies Research Group] "The Medicalization of Violence Against Women" with Gina Feldberg, Social Science - Senior Common Room, Founders
- 12:00 noon - McLaughlin Public Policy Symposium - [Sociology Undergraduate Student Association & Department of Sociology] "The Job Market: What Can You Expect" with panelists: Prof. John Myles, Carleton University; and York Prof. Pat Armstrong, Sociology - Junior Common Room, McLaughlin
- 12:00 noon - Stress Management Session - [Staff Development] conducted by Dr. Harold Minden - open to all YUSA/YUSA Exempt staff, no pre-registration is necessary; for further information, refer to the latest issue of Initiatives - Senate Chamber, Ross
- 12:15 p.m. - Public Presentation - [Faculty of Environmental Studies] "Tropical Forests: Conservation and Management on the Yucatan Peninsula" by Dr. Michael Keyes, Centre for Research in Quintana Roo, Mexico - Room 306, Lumbers
- 4:00 p.m. - Physics Seminar Series - "High-Temperature Superconductivity" with Dr. E.W. Fenton, National Research Council of Canada - Room 317, Petrie
- 6:00 p.m. - Workshop in Political Economy - [Economics Department] "Keynes on Rationality" with Ted Winslow - Room S839, Ross

#### WEDNESDAY, JANUARY 24

- 12:00 noon - Distinguished York Faculty Speakers Series - [Faculty of Arts] "From Physical Education to Sports Medicine" with Norman Gledhill, Physical Education - Senate Chamber (Room S915), Ross
- 12:15 p.m. - Prime Time - [Faculty of Fine Arts] Actor Al Waxman, Adjunct Asst. Prof. in the Theatre Department, will discuss his distinguished career on stage and on television in Canada and the United States and how York graduates might prepare for a professional career in the theatre - Burton Auditorium
- 12:30 p.m. - Concert - [Music Department] of North and South Indian Music with Aruna Narayan (sarangi) and Muthulakshmi Ranganathan (vina) - DACARY, McLaughlin
- 4:00 p.m. - Faculty Seminar Series - [Centre for the Support of Teaching & Critical Skills Program] "How to Discourage Bought Essays" with Shirley Katz and Janice Newton - Master's Dining Room, Vanier
- 4:30 p.m. - ISR Lecture Series - "Women, Unions and a Feminist Leadership Politic" with Linda Brisken, Research Fellow, ISR - Room 284, Admin. Studies
- 4:30 p.m. - Doctoral Workshop - [Ontario Centre for International Business] "A New Perspective on Foreign Exchange Risk Management" with Dr. Laurence Booth, University of Toronto - Room 722, Faculty of Management, University of Toronto (246 Bloor Street West)

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

5:00 p.m. - Special Lecture - [School of Translation] "A Translator's Perspective on Technical Writing" by Gisele Foucault, Senior National Language Planner, Communication and Language Services, IBM Canada Limited - Room 204, York Hall, Glendon

**THURSDAY, JANUARY 25**

10:00 a.m. - Computer Science Seminar - "Parallelizing Programs With Recursive Data Structures" with Laurie J. Hendren - Room 258, Petrie

12:00 noon - McLaughlin Public Policy Symposium - [Public Policy and Administration Students Association] "Who Shall Be a Refugee in Canada?" with Robert Shropshire, Toronto Refugee Affairs Council - Junior Common Room, McLaughlin

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than January 29, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Programmer 2 - Computer Systems Development, Computing Services [Hours of work: 8:30 a.m.-4:30 p.m.] (University degree or community college diploma in Computer Science or equivalent; minimum 2 years' mainframe programming experience with on-line interactive systems; good oral and written communication skills; good analytical and problem solving skills; demonstrated ability to deal courteously and effectively with people; intermediate level knowledge of: COBOL, MARK IV, MVS/XA operating system, and CICS; knowledge of 4GLs and/or DB2 preferred. Please submit a resume when making an application.) GRADE: CS6 (\$35,383) JOB NO: 043D

Programmer 4 - Computer Systems Development, Computing Services [Hours of work: 8:30 a.m.-4:30 p.m.] (University degree or community college diploma in Computer Science or equivalent; minimum 4 years' mainframe programming experience with on-line interactive systems; good oral and written communication skills; good analytical and problem solving skills; demonstrated ability to deal courteously and effectively with people; Advanced level knowledge of: COBOL, MARK IV, MVS/XA operating system, and CICS; knowledge of 4GLs and/or DB2 preferred. Please submit a resume when making an application.) GRADE: CS8 (\$43,363) JOB NO: 044D

Typist/Receptionist/Floater - Secretarial Services, Arts [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 45-55 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to adapt readily to frequent change in work environments.) GRADE: 3 (\$22,466) JOB NO: 045D

Counsellor: Susan Lanoue

Admissions Assessor (Non-Grade 13) - Admissions [Temporary to August 30, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (Minimum 2 years' university education required; university degree preferred; minimum 2 years' related experience (e.g., assessing applications/transcripts, academic advising, etc.) in a student service or comparable area; knowledge of large computerized records system; basic familiarity with keyboard to operate a computer terminal; demonstrated skill/ability in the following areas: analyzing and presenting information; exercising good judgement; attending accurately to detail under pressure of high volume; excellent oral communication to obtain accurate information and answer detailed enquiries; excellent written communication; dealing courteously and effectively with people; exercising tact and diplomacy; excellent interpersonal skills; excellent organizational skills, including ability to set priorities and work independently. Please submit a resume when making an application.) GRADE: 6 Under Review (Based on an annual salary of \$27,692) JOB NO: 046L

Mail/Filing Clerk - Admissions [Temporary to August 30, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 6 months to 1 year filing and basic clerical experience required; demonstrated accurate filing skills; good organizational skills; proofreading skills; demonstrated ability to attend accurately to detail under pressure of high volume.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 047L

Accounting Clerk II 'A' - Bookstores, Business Operations [Temporary to June 30, 1990; Hours of work: 9:00 a.m.-5:00 p.m., Summer 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' experience in a computerized accounts payable environment; basic typing skills; data entry skills preferred or willingness to learn; demonstrated skill/ability in the following areas: basic bookkeeping; working accurately with figures; attending accurately to detail; working accurately and quickly under pressure of high volume; dealing courteously and effectively with people; good oral and written communication skills; good organizational skills, including ability to meet deadlines.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 048L

Shipping/Receiving Assistant - Bookstores, Business Operations [Hours of work: 9:00 a.m.-5:00 p.m., Summer 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., shipping, receiving, etc.); data entry skills preferred or willingness to learn; clear oral communication skills; ability to lift heavy materials; manual dexterity; ability to respond to changing priorities; good organizational skills; demonstrated ability to attend accurately to detail and work effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 049L

Wordprocessing Operator - Admissions [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training plus an additional course in wordprocessing, or equivalent; 1-2 years' related experience (e.g., wordprocessing, handling enquiries, etc.); typing 50-55 wpm, accuracy essential; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: proficiency in wordprocessing; answering enquiries and explaining information in a clear and concise manner; setting priorities and working effectively under pressure.) GRADE: 4 (\$23,582) JOB NO: 050L

Admissions Assessor (Non-Grade 13) - Admissions [Temporary August 30, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (Minimum 2 years' university education required; university degree preferred; minimum 2 years' related experience (e.g., assessing applications/transcripts, academic advising, etc.) in a student service or comparable area; knowledge of large computerized records system; basic familiarity with keyboard to operate a computer terminal; demonstrated skill/ability in the following areas: analyzing and presenting information; exercising good judgement; attending accurately to detail under pressure of high volume; excellent oral communication to obtain accurate information and answer detailed enquiries; excellent written communication; dealing courteously and effectively with people; exercising tact and diplomacy; excellent interpersonal skills; excellent organizational skills, including ability to set priorities and work independently. Please submit a resume when making an application.) GRADE: 6 Under Review Based on an annual salary of \$27,692) JOB NO: 051L

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# York UNIVERSITY

## BULLETIN

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

Thursday, January 25 (12:00 noon) - Monday, January 29 (12:00 noon), 1990  
Volume 10, Number 6

### GENERAL:

Members of the York community are asked to note that rapid business and residential growth within the boundary of the 416 area code is depleting the supply of available telephone numbers. To accommodate the continuing need for numbers, Bell Canada will use numbers which have been traditionally reserved for use as area codes. This change will require a new procedure for calling long distance in the 416 area. Effective March 1, it will be necessary to dial the area code for all long distance calls placed within the 416 area code. Calls to other area codes will remain unaffected. In other words, for all direct dial long distance calls within the 416 area, you will need to dial 1 + 416 + the seven-digit number. For operator assisted calls, dial 0 + 416 and the number. Long distance rates will not be affected by this change. Prior to final implementation of this new procedure, there will be a short overlap period during which both the existing and the new dialling patterns will work.

The Housing Administration Department has temporary York Apartment accommodation to offer full-time graduate and law students from February to April 30, 1990. Interested students must apply in person with their sessional validation cards, to Room 101, 4 Assiniboine Road. Office hours are 10:00 a.m. to 3:00 p.m., Monday to Friday. For further information call -55152.

All tenants of York apartments and undergraduate residences are reminded that they are restricted to a Property Tax Credit claim based on an occupancy cost of \$25 for the time they resided in the student residences. 1989 occupancy costs incurred in respect to other premises, may be added to this amount.

York faculty members are reminded that the next deadline for internal funding opportunities available through the SSHRC Conference Travel Grants program is January 30. The next deadline for the Specific Research Grants (in lieu of salary) program is February 1. For further information, call Janet Thompson or Judith Hawley at the Office of Research Administration, Room S414, Ross (-55055).

The Summer Language Bursary applications are now available in Room S557, Ross from 10:00 a.m. to 12:00 noon and 2:00 p.m. to 4:00 p.m. daily. Submission deadline is February 16 to the Provincial Coordinator.

A Search Committee has been established for a Dean of the Faculty of Education. The committee invites applications and nominations of both internal and external candidates for the position of Dean from members of the York community. The successful candidate should have significant academic qualifications and experience, offer the faculty members both academic and administrative leadership, and be capable of maintaining the Faculty's positive internal and external relationships. The appointment is for a five-year term, commencing July 1, 1990. Applications and nominations should be submitted by January 26 to the Secretary of the Search Committee for a Dean of the Faculty of Education, Room S923, Ross.

The Department of Physical Education, Recreation and Athletics' Undergraduate office has recently changed their telephone number to become a direct dial-in number - 736-5807. This number will be equipped with Phonemail, announcing information with regards to academic and activity courses for undergraduate students, when the Undergraduate office is closed.

An Urban Studies Working Paper No. 12, entitled Planning and Servicing the Greater Toronto Area: The Interplay of Provincial and Municipal Interests, by Prof. Frances Frisken, is now available and may be purchased from the Urban Studies Program Office, Room S757, Ross at a cost of \$10.

Mr. J.A.S. McNeill, Director of Admissions, informs the York community that nominations for the annual "Class Builders' Award" are being accepted until February 10 at the Admissions Office, Room B101, WOB. The award is presented to those members of faculty who have gone far beyond the call of duty in their efforts to recruit students to York. The winners will be announced February 15.

Vision Care: To improve accuracy and timeliness in processing vision care claims, it is required that the back portion of the claim form be completed by the individual dispensing their glasses and/or contact lenses prior to submission to London Life.

Members of the York community are asked to note that any inquiries concerning Accounts Payable can be sent on Profs as follows:

<u>User ID</u>	<u>First Letter of Vendor</u>
AP-AtoC	A to C
AP-DtoK	D to K
AP-LtoR	L to R
AP-StoZ	S to Z

Guidelines for the SCOTL Teaching-Learning Development Fund and Release Time Teaching Fellowship will be available to members of the YUFA Bargaining Unit on January 15. The deadline for applications is February 19. For further information or a copy of the guidelines, contact Susan Terry, Centre for the Support of Teaching, Room 140, Central Square (-33220).

Graham Reed Memorial Fund: In recognition of his dedication to the education of his students, and of his administrative service to York, a bursary-scholarship fund has been established in memory of Prof. Graham Reed. Contributions to the "Graham Reed Memorial Fund" should be forwarded to Dianne Bates, Suite A, WOB.



**EVENTS:****THURSDAY, JANUARY 25**

- 10:00 a.m. - 7:30 p.m. - Environmental Action Day - [Faculty of Environmental Studies] with events as follows:  
 10:00 a.m.-3:00 p.m. - meet with environmental organizations from York and the Toronto Area - Central Square;  
 12:15 p.m. - "Conservation of Jaguars in Belize" with Melanie Watt, author of Jaguar Woman - Room 306, Lumbers;  
 1:00 p.m. - "Current Issues in Solid Waste Management and Recycling in Metro Toronto" with Drew Blackwell, Recycling Project Coordinator for SWEAP - Room 103, Admin. Studies; 4:00 p.m. - Panel Discussion: "Blue Boxes, Green Capitalism: Where Do We Go From Here?" with David Schatzky, media consultant; Geoff Love, RIS; Drew Blackwell, SWEAP; Dan Languedoc, United Fund for Environment; Lucille Covelli, Environics - Moderator: Rodger Schwass - Room 306, Lumbers
- 12:00 noon - McLaughlin Public Policy Symposium - [Public Policy and Administration Students Association] "Who Shall Be a Refugee in Canada?" with Robert Shropshire, Toronto Refugee Affairs Council - Junior Common Room, McLaughlin
- 1:00 p.m. - MA Defence - [Graduate Program in Sociology] Antonio DePasquale will defend his thesis entitled "The Languorous Nature of Italian Canadian Writing" - Room 256, Vanier
- 1:00 p.m. - Guest Speaker - "Current Issues in Solid Waste Management and Recycling in Metro Toronto" by Drew Blackwell, Recycling Project Coordinator, Solid Waste Environmental Assessment Plan for Metro Toronto (SWEAP) - for information call Dr. Chris Furedy at -77810 - Room 103, Admin. Studies
- 1:00 p.m. - Chemistry Seminar Series - "Toxic Risk Analysis and the Environment" with Dr. Bryan R. Hollebhone, Carleton University - Room 317, Petrie
- 2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Kenneth William Dunn will defend his dissertation entitled "Staff Development Versus Staff Training in a Long-Term Care Institution" - Room N927, Ross
- 4:00 p.m. - Senate Meeting - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Mathematics Colloquium - "Current Topics in Sturm-Liouville Theory" with Prof. Angelo B. Mingarelli, University of Ottawa - Room S201, Ross

**FRIDAY, JANUARY 26**

- 9:00 a.m. - MA Defence - [Graduate Program in Psychology] Shulamit Mor will defend her thesis entitled "Control and Perfectionism as Mediating Variables in Artists' Facilitating and Debilitating Performance Stress" - Room 103, Admin. Studies
- 10:00 a.m. - MSW Defence - [Graduate Program in Social Work] Beverley Stone will defend her thesis entitled "Parental Response and Emotional Disturbance: A Comparative Study of Adolescents With and Without Intellectual Handicaps" - Room N927, Ross
- 12:00 noon - Concert - [Music Department & McLaughlin] featuring the York Dance Ensemble and York Music alumni, composers Steven Castellano and Edward Zaski in concert - DACARY Hall, McLaughlin
- 12:30 p.m. - Conversazioni - [Glendon & Centre for the Support of Teaching] "Response to Writing: Encouraging, Learning" with Judy Hunter - Senior Common Room, Glendon
- 1:00 p.m. - Computer Science Seminar - "Semantics Aspects of Indeterminate Dataflow Networks" with Prakash Panagaden, Cornell University and Queen's University - Room 258, Petrie
- 2:00 p.m. - Cognitive Science Seminar - "Stroop to Conquer (or 20 years of interference)" with Dr. Colin MacLeod, University of Toronto - Room 291, Behavioural Sciences
- 3:00 p.m. - Graduate Seminar in Exercise and Sports Science - "Endurance Training Influences Metabolic Control in Contracting Skeletal Muscle" with Dr. R.L. Terjung, SUNY at Syracuse - Room 320, Norman Bethune
- 3:00 p.m. - Exercise and Sports Science Seminar - "Endurance Training Influences Metabolic Control in Contracting Skeletal Muscle" with Dr. R.L. Terjung, SUNY at Syracuse - Room 320, Norman Bethune
- 6:00 p.m. - Yeowomen Basketball - York Yeowomen vs. Queen's - Tait McKenzie Gym
- 7:00 p.m. - Yeomen Swim Meet - York Yeomen vs. Brock - Tait McKenzie Pool
- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Queen's - Tait McKenzie Gym

**SATURDAY, JANUARY 27**

- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. McGill - Tait McKenzie Gym

**MONDAY, JANUARY 29**

- 12:00 noon - Presentation - [CERLAC, LACS, Founders] "The Face of War in El Salvador" by Karen Ridd, Peace Brigades International volunteer in El Salvador - Senate Chamber (S915), Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than February 1, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

**Counsellor: Gina Dunnett**

Programmer 3 - Computer Systems Development, Communications and Computing Services [Hours of work: 8:30 a.m.-4:30 p.m.] (University degree or community college diploma in Computer Science or equivalent; minimum 3 years' mainframe programming experience with on-line interactive systems; good oral and written communication skills; good analytical and problem solving skills; demonstrated ability to deal courteously and effectively with people; intermediate level knowledge of: COBOL, Mark IV, MVS/XA Operation System and CICS; knowledge of 4GLs and/or DB2 preferred. Please submit a resume when making an application.) GRADE: CS7 (\$39,372) JOB NO: 059D

**Counsellor: Nancy Wallace**

Student Programs Assistant II "B" - Office of Student Programs, Science [Temporary to May 11, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with one year university education or equivalent; 2 years' related experience (e.g., answering enquiries, assessing student records, dealing with competing priorities, etc.) in a student service area; typing 45-50 wpm, accuracy essential; wordprocessing skills required; on-line data entry skills preferred; demonstrated skill/ability in the following areas: obtaining accurate information and answering detailed enquiries; giving oral presentations; exercising initiative and good judgement; working quickly and accurately under constant pressure; paying meticulous attention to detail; exercising tact and diplomacy; dealing courteously and effectively with people; good organizational skills including ability to set priorities and work independently; excellent interpersonal skills; excellent written communication skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 053H

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

Faculty Secretary - Osgoode Hall [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 40-50 wpm; good wordprocessing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 054H

Student Programs Clerk - Office of Student Programs, Education [Temporary to June 1, 1990; Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience (e.g., handling enquiries, enrolment/registration, secretarial, etc.), preferably in a student service area; typing 40-45 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; good oral communication skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: working cooperatively and effectively with co-workers; working accurately and quickly under pressure to handle a high volume of work on a continuing basis; dealing courteously and effectively with people; good organizational skills.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 055H

Counsellor: Susan Lanoue

Program Secretary "B" - Administrative Studies, Atkinson College [Hours of work: 9:00 a.m.-5:00 p.m., Summer, 8:30 a.m.-4:30 p.m., required to work 1 day/week 11:00 a.m.-7:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., reception, dealing with the public, secretarial, etc.), preferably in a student related area; typing 55-60 wpm; skill in transcribing from dictation equipment; good oral communication to obtain and provide accurate information clearly and concisely; pleasant telephone manner; tact and diplomacy essential; good organizational skills; demonstrated skill/ability in the following areas: working efficiently with a high volume of calls; dealing courteously and effectively with people; wordprocessing; working accurately and quickly under pressure of high volume.) GRADE: 4 (\$23,582) JOB NO: 052L

\*Cashier - Fees - Student Accounts, Office of the Comptroller [Part-time: 21 hours/week: Tuesday, Wednesday, Thursday, some flexibility required during peak periods; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some accounting courses preferred; 2 years' related experience (e.g., front-line customer service, on-line data entry, working as a cashier, etc.) in a computerized accounting environment with public contact; basic keyboard skills to operate a computer terminal; on-line data entry skills required; pleasant telephone manner; demonstrated skill/ability in the following areas: providing information and answering enquiries clearly and accurately; handling cash; working accurately with figures; attending accurately to detail and working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 4 Under Review (Based on an annual salary of \$23,582) JOB NO: 056L

Cashier - Fees - Student Accounts, Office of the Comptroller [Hours of work: 12:00 noon-8:00 p.m., including some Saturdays; alternate hours required on occasion] (High school graduation or equivalent; some accounting courses preferred; 2 years' related experience (e.g., front-line customer service, on-line data entry, working as a cashier, etc.) in a computerized accounting environment with public contact; basic keyboard skills to operate a computer terminal; on-line data entry skills required; pleasant telephone manner; demonstrated skill/ability in the following areas: providing information and answering enquiries clearly and accurately; handling cash; working accurately with figures; attending accurately to detail and working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 4 Under Review (\$23,582) JOB NO: 057L

Cashier - Fees - Student Accounts, Office of the Comptroller [Temporary February 15-May 15, 1990; Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some accounting courses preferred; 2 years' related experience (e.g., front-line customer service, on-line data entry, working as a cashier, etc.) in a computerized accounting environment with public contact; basic keyboard skills to operate a computer terminal; on-line data entry skills required; pleasant telephone manner; demonstrated skill/ability in the following areas: providing information and answering enquiries clearly and accurately; handling cash; working accurately with figures; attending accurately to detail and working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 4 Under Review (Based on an annual salary of \$23,582) JOB NO: 058L

Counsellor: Betty Vernassal

Administrative Secretary - Philosophy, Glendon College [Temporary to May 31, 1990; Hours of work: 9:00 a.m.-5:00 p.m., Summer 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a university environment; typing 45-50 w.p.m., accuracy essential; shorthand skills (100 wpm) preferred; bilingual Modules I (Advanced), II, III (Advanced); and IV (Intermediate); demonstrated skill/ability in the following areas: wordprocessing; budgeting; attending accurately to detail; working independently and setting priorities; dealing courteously and effectively with people; good oral communication to explain complex information accurately and clearly; good written communication skills; good organizational skills.) GRADE: 5L (Based on an annual salary of \$27,692) JOB NO: 060G

# YORK UNIVERSITY

## BULLETIN

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Monday, January 29 (12:00 noon) - Thursday, February 1 (12:00 noon), 1990  
Volume 10, Number 7

### GENERAL:

The annual Alumni Fundraising Campaign needs volunteers to call York alumni for donations to the University. Faculty, staff and students are invited. The campaign runs during the evening from March 5 to April 17, Monday to Wednesday, both at the York and Glendon campus. Full training and a light meal will be provided. For further information or to volunteer, please contact Linda Keith or Marie Boulanger at -55010.

As part of the Stress Management Program offered through Initiatives, Dr. Harold Minden will conduct small group sessions for any interested YUSA/YUSA-Exempt staff. For further information, call the Counselling and Development Centre at -55297.

As a tribute to Black History Month (February, 1990) CHRY Radio will highlight the contributions of the Afro-Canadian, Afro-American and Afro-Caribbean community. For further information call CHRY at -55293.

Faculty of Arts students can pick-up information on Atkinson College Summer 1990 Enrolment, February 6 to 8 in the West Bear Pit, Central Square

Recreation York offers the following: Pre & Post Natal - Monday & Wednesday, January 24 to April 4, 12:15 p.m.-12:45 p.m. - Track & Field Centre Meeting Room - \$32 for members, \$42 for non-members; Maintaining a Well Back, Tuesday & Friday, January 30 - April 6, 1:15 p.m.-1:45 p.m. - Track & Field Centre Meeting Room - \$30 for members, \$40 for non-members; Massage - Tuesday & Thursday, 11:00 a.m.-2:00 p.m., 1 hour session - \$35, 1/2 hour session -\$25; Free Discover Scuba - February 20 from 5:00 p.m. to 8:00 p.m. - Room 223, Stong. To register, call Recreation York at -55184.

Members of the York community are asked to note the following changes to the York Internal Directory:

736-5255	44777	Anthony Abdool (TABDOOL@YORKVM2)
736-5255	88689	Bruce Shuman (BSHUMAN@YORKVM2)
736-5325		General Enquiries, Convocation Office
736-5768		Paul Craven, Social Science, S759 Ross (YFSS0002 @ YORKVM1) & paul@writer.yorku.ca.

### EVENTS:

#### MONDAY, JANUARY 29

- 12:00 noon - Presentation - [CERLAC, LACS, Founders] "The Face of War In El Salvador" by Karen Ridd, Peace Brigades International volunteer in El Salvador - Senate Chamber (S915), Ross
- 1:00 p.m. - MA Defence - [Graduate Program in Psychology] Kathy Foxall will defend her thesis entitled "Communicated Attributions in Close Relationships" - Room S737, Ross
- 2:00 p.m. - MSc Defence - [Graduate Program in Biology] Michael James Belanger will defend his thesis entitled "A Seasonal Perspective of Several Leaf Developmental Characteristics as Related to the Red Edge of Plant Leaf Reflectance" - Lumbers Museum
- 7:00 p.m. - Ukrainian Glasnost Film Festival 1990 - [Stong] "Microphone" and "Where is the Well-Spring?" as well as a Panel Discussion on "Documentary Film Making in Ukraine Today" with Olexsander Koval, Kiev; Ardiane Ochrymowych, Canadian documentary film maker; and Evhen Shabotenko, Kiev - Chair: York Prof. Romana Bahry - admission \$5/session, seniors/students \$3/session - for information call Prof. Romana Bahry at -33792 or Olga Cirak at -77305 - Curtis Lecture Hall "L"

#### TUESDAY, JANUARY 30

- 11:00 a.m. - YUFA Forum - "Money Matters," a forum on the Ryoichi Sasakawa donation to York - Senate Chamber (Room S915), Ross
- 4:00 p.m. - Physics Seminar Series - "Gravitational Lenses" by Dr. M.M. DeRobertis, Physics - Room 317, Petrie
- 7:00 p.m. - Theatre Performance - "Waiting for Godot," by the Theatre Department's Fourth Year Acting Ensemble - tickets are \$7, \$5 for students and seniors - Atkinson Theatre
- 7:00 p.m. - Ukrainian Glasnost Film Festival 1990 - [Stong] continues from Monday - Curtis Lecture Hall "L"
- 8:00 p.m. - Yeomen Volleyball - York Yeomen vs. University of Toronto - Tait McKenzie Gym

#### WEDNESDAY, JANUARY 31

- 9:00 a.m. - 4:00 p.m. - LaMarsh Graduate Student Symposium - "Violence, Security, and Conflict Resolution" with topics as follows: 9:15 a.m. - "Children from Violent Families" - "Self-Esteem & Locus of Control" by Liza Weiser, Psychology; "Mother/Child Relationship" by Brenda Weinberg, Psychology; "The Sibling Relationship" by Janice Waddell, Psychology - Moderator: Liz Macdonald, Psychology - 11:00 a.m. - "Family Violence & Conflict" - "Familial Patriarchal Attitudes and Wife Beating" by Gail Fairley, Social Work; "Families: 'Talking it Out' Rather Than 'Fighting it Out'" by Karen Blackford, Sociology; "Mediation, The Courts & Battered Women" by N. Zoe Hilton, Psychology - Moderator: Ellen Gray, Sociology; 1:00 p.m. - "Security & Non-Violence" - "A Call for a New Inquiry into the Concept of Security" by Deborah Stienstra & Thom Workman, Political Science; "From Management of Conflict to the Construction of Peace" by Andy Knight, Political Science; "Eyewitness Report on Non-Violent Change in East Berlin" by Karl Henriques, Sociology - Moderator: Nicholas Bianchi, Political Science - 2:30 p.m. - "Revenge, Aggression & Violence" - "Revenge: A Motivating Factor in Human Aggression" by Noreen Stuckless, Psychology; "Exploring Violence: Discussion with Women" by Lisa Rouleau, Sociology; "Popular Explanations of Violence in Hockey" by John Stevenson, Exercise & Sport Science; "Safety Issues in the Workplace" by Oli Hoffman, Environmental Studies - Moderator: Kathy Dzinis, Psychology - for information call -55164 or -66254 - Room 320, Norman Bethune
- 12:00 noon - TA Seminar Series [Centre for the Support of Teaching] "Marking and Grading" with Jan Rehner - Senior Common Room, Winters

- continued

**EVENTS** (Wednesday, January 31, cont'd.)

- 12:30 p.m. - Concert - [Music Department] featuring the Massachusetts Institute of Technology Concert Band, a 65 piece ensemble - DACARY Hall, McLaughlin
- 1:00 p.m. & 7:00 p.m. - Theatre Performance - see Tuesday's listing at 7:00 p.m.
- 2:00 p.m. - MSc Defence - [Graduate Program in Biology] Christine Annette Bishop will defend her thesis entitled "The Common Snapping Turtle (Chelydra serpentina) as an Indicator of Organochlorine Contamination in Wetlands" - Room 320, Farquharson
- 6:00 p.m. - Workshop in Political Economy - [Economics Department] "The 'Essential' Marx: Ontological Foundations of Marx's Conception of a Rational Intellectual Practice" with H. Thomas Wilson - Room S839, Ross
- 7:15 p.m. - 15th Annual Film Festival - [Vanier] "The Bridge on the River Kwai" and "A Passage to India" - Curtis Lecture Hall "L"
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. University of Toronto - York Ice Arena

**THURSDAY, FEBRUARY 1**

- 9:15 a.m. - 3:00 p.m. - Symposium - [Vanier, Norman Bethune, York Biological Society] "Playing With Life" - the symposium will deal with the scientific and ethical challenges for the 1990s, arising from a revolution in human reproductive technology - presentations by Dr. Wilfrid Steinberg, St. Michael's Hospital; Prof. Barry Brown, St. Michael's College; Drs. Abbey Brown and Francoise Bayleis, Westminster Institute of Medical Ethics; and Toronto Star reporter Ann Poppert - Burton Auditorium
- 10:00 a.m. - MSc Defence - [Graduate Program in Exercise and Sports Science] Laura Hornby will defend her thesis entitled "The Role of Cardiac Work in Regulating the Biochemical Characteristics of the Rat Myocardium" - Room N927, Ross
- 10:00 a.m. - Psychology Colloquium - "Expression and Emotion in Illness and Health: Applications to Pain and Cardiovascular Risk" with Dr. Kenneth M. Prkachin - Room 291, Behavioural Sciences

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than February 5, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Secretary - Economics, Arts [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, handling enquiries, providing information, etc.) in a public service area; typing 35-45 wpm, accuracy essential; wordprocessing; technical typing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: obtaining accurate information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people under pressure of high volume; maintaining accurate records; exercising good judgement; attending accurately and quickly to detailed work under pressure; knowledge of computerized records system preferred.) GRADE: 4 (\$23,582) JOB NO: 061D

Counsellor: Donna Robbins

College Receptionist - Fellows Secretary, Founders College [Hours of work: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year's secretarial experience; typing 40-50 wpm; wordprocessing skills required; skill in transcribing from dictation equipment; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 062K

Administrative Secretary - Art Gallery [Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience including some budgeting experience; typing 40-45 wpm, accuracy essential; wordprocessing skills required; computerized spreadsheet skills preferred or willingness to learn; minute taking skills preferred; basic bookkeeping skills required; budgeting skills required; demonstrated skill/ability in the following areas: providing accurate information and answering enquiries; exercising tact and diplomacy; working accurately with figures; dealing courteously and effectively with people; good written communication skills; excellent organizational skills, including ability to meet deadlines.) GRADE: 5 (\$25,222) JOB NO: 063K

Counsellor: Susan Lanoue

Administrative Secretary - Counselling Centre, Atkinson [Temporary to August 31, 1990; Monday-Thursday, 11:00 a.m.-7:00 p.m.; Friday, 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, scheduling, budgeting, etc.) preferably in a counselling/advising environment; typing 40-45 wpm; wordprocessing skills required; skill in transcribing from dictation equipment would be an asset; demonstrated skill/ability in the following areas: obtaining, providing and explaining detailed information in a clear manner; exercising tact, diplomacy and good judgement; maintaining confidentiality; dealing calmly, courteously and effectively with people; working independently; bookkeeping and budgeting; taking minutes; working accurately and effectively under pressure of high volume; good written communication, spelling and grammatical skills; good organizational skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 064L

\*Project Coordinator - Project Management, Physical Resources (High school graduation with post-secondary education in Engineering Technology, or equivalent combination of education and work experience; several years' construction and/or maintenance experience in institutional buildings or similar complex; some estimating or tendering experience required; thorough knowledge of specification preparing; demonstrated ability to read architectural drawings and prepare sketches; current knowledge of engineering principles, construction practices and regulatory codes; ability to perform inspections and adhere to current safety codes and regulations; general knowledge of skilled trades; effective oral and written communication skills; demonstrated ability to deal effectively with all levels of the community to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 5 (\$32,660-\$39,520) JOB NO: 065L