

York

BULLETIN

UNIVERSITY

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

Monday, April 2 (12:00 noon) - Thursday, April 5 (12:00 noon), 1990
Volume 10, Number 25

GENERAL:



Members of the York community are asked to note that starting tomorrow morning a temporary detour will be in effect for Athabaska Road. The north-south portion of Athabaska will become interrupted several times over the next few months with construction activities to install various services to the Calumet College project. The detour connects the east-west alignment of Athabaska Road with Fraser Drive, and is located to the south of the permanent intersection. A temporary walkway has been installed for pedestrians along the east side of Fraser Drive. The bus stop will be relocated to the south side of the detour so that users do not have to travel the added distance around the construction zone. The Construction Division apologizes for any inconveniences which may result, and York members are asked to travel with added caution throughout the area. Questions, concerns and suggestions regarding construction activities taking place on campus can be directed to the Construction Hotline at 736-5445.

Good Friday: University offices will be closed Friday, April 13.

Members of the York community are asked to note that the Faculty of Graduate Studies Council Meeting scheduled for April 5 is cancelled.

The Department of Human Resources announces the following appointments; A. Reuben Tang, Administrative & Production Supervisor, Communications, effective April 1; Patrick Pow, Director, DIAR, effective April 1; Jim Vopni, Senior Software Programmer, Workstations - Information Technology, Computing & Communications Services, April 1; Cameron More, Production Manager, Theatre, Fine Arts, April 9. The following promotions/transfers have also taken place: Bob Goldman, Coordinator of Human Resources Policies & Projects, Department of Human Resources; Anna Grant, Alumni Fundraising Coordinator, Alumni Affairs; Julie Stockton, Management Development Training Coordinator, Department of Human Resources.

In the interest of ensuring prompt arrival of required and recommended textbooks, members of the community are asked to: use only official bookstore request forms (available by calling -55024); ensure that all information on these forms is accurate, complete and legible (otherwise, they will be returned to the originator for clarification); and forward these to the Bookstore on or before the following deadlines: a) for Fall courses, no later than April 16 (for French books and those in foreign languages) and May 15 (all other textbooks); and b) for Winter courses, no later than October 15. The Bookstores apologize for any inconvenience their last suggested "deadlines" announcement may have caused faculty members.

The Faculty of Arts is sponsoring a one-day conference on April 27 entitled "Rethinking the Curriculum: Race, Culture and Liberal Education." The conference is intended to begin for some, and continue for others, a conversation among the teaching faculty in Arts regarding issues of race, ethnicity, and gender in the undergraduate liberal arts university curriculum. It is specifically aimed at full-time and part-time faculty and teaching assistants in the Faculty of Arts but is open to all interested members of the York community. For further information call Karin Warren at -33377.

The Stores section of the Department of Physical Plant will supply available stationery supplies and furnishing items charged in the 1989/90 fiscal year until the close of business on Monday, April 16. During the remainder of April emergency requirements only will be processed.

In order to improve service to the York community, the Caretaking section will be distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. Plastics garbage bags and tags may be obtained by calling Caretaking at -77606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -55502.

The York University English Language Institute requires families to be weekend hosts to students from Meiji University, Tokyo from August 17-19. This homestay program is intended to provide first-hand experience of Canadian family living. For information and an application form call -55353.

EVENTS:

TUESDAY, APRIL 3

- 12:00 noon - Graduate Program in Geography Colloquium - "Race, Gender and Household Survival Strategies: The Spatial Reproduction of Social Inequality" with York Prof. Linda Peake - Room S421, Ross
- 4:00 p.m. - Physics Seminar Series - "Physics at 40 TeV" with Bob Orr, University of Toronto - Room 317, Petrie
- 7:00 p.m. - Theatre Performance - "Scapino" featuring the fourth year acting ensemble - admission \$7, \$5 for students and seniors - Atkinson Theatre

WEDNESDAY, APRIL 4

- 11:00 a.m. - Psychology Colloquium - "An Intergroup Perspective on Social Categorization" with Dr. Richard Lalonde - Room 291, Behavioural Sciences
- 12:15 p.m. - Osgoode Centennial Faculty Seminar Series - "Law Returns the Favor: Legal Reasoning as a Model for Economic and Other Thinking" with Prof. Donald McCloskey, University of Iowa - Room 207, Osgoode
- 1:00 p.m. & 7:00 p.m. - Theatre Performance - see Tuesday's listing at 7:00 p.m. for information

- continued

EVENTS (Wednesday, April 4, cont'd.)

- 4:00 p.m. - Seminar - [Mariano A. Elia Chair in Italian-Canadian Studies] "Patterns of Italian Migration in the Recent Post-War Period" by Dr. Gianfausto Rosoli, current holder of the Mariano A. Elia Chair in Italian-Canadian Studies, and Director of Centro Studi Emigrazione, Rome - Fellows' Lounge, Atkinson
- 4:00 p.m. - Inauguration of the Goldfarb Lecture - [Institute for Social Research] "Polls on Political Events" by Martin Goldfarb, Chairman and CEO, Goldfarb Consultants and a member of York's Board of Governors - for information call Mary Johnston at -55061 - Moot Court, Osgoode Hall Law School
- 4:00 p.m. - Lecture/Demonstration - [Norman Bethune College & Department of Physics] "Extrasensory Perception or Deception?" by Henry Morgan, author, broadcaster and professional magician - Curtis Lecture Hall "1"
- 4:30 p.m. - Doctoral Workshop - [Ontario Centre for International Business] "The Japanese Management System" by York Prof. Klaus Weiermair - Faculty of Management, University of Toronto (Room 722, 246 Bloor Street West)
- 5:00 p.m. - Philosophy Visiting Speaker Program - "Descartes on Truth and Goodness" with Annette Baier, University of Pittsburgh - Senior Common Room, Winters

THURSDAY, APRIL 5

- 11:00 a.m. - Psychology Colloquium - "Dimensions of Perfectionism in Subclinical and Clinical Depression" with Dr. Gordon Flett - Room 291, Behavioural Sciences

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 9, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Telecommunications Assistant - Telecommunications, Computing and Communications Services [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training and bookkeeping courses or equivalent; 2 years' secretarial and bookkeeping/accounting experience required; typing 45-50 wpm, accuracy essential; microcomputing and computerized spreadsheet skills required; customer service skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: wordprocessing; obtaining and relaying information accurately; bookkeeping; working accurately with figures; setting priorities and meeting deadlines; good written communication skills; good organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 159D

Switchboard Operator II - Computing and Communications Services [Hours: 8:30 a.m.-4:30 p.m.; overtime required during peak periods] (High school graduation or equivalent; 1-2 years' experience operating a large switchboard; basic typing skills preferred; ability to use a telex machine preferred or willingness to learn; demonstrated skill/ability in the following areas: operating an electronic switchboard; excellent oral communication in both French and English; pleasant telephone manner; working accurately and efficiently under pressure of a high volume of calls; working calmly under stressful situations; dealing courteously and effectively with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 160D

Counsellor: Karen Wright

*Assistant Personnel Analyst - Job Evaluation, Human Resources [Temporary, May 15-November 15, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with minimum 1 year university education or equivalent; personnel courses preferred; 3 years' related experience (e.g., writing, evaluating, researching, etc.) preferably in a personnel environment, or equivalent combination of education and experience; excellent organizational skills; wordprocessing skills an asset; demonstrated skill/ability in the following areas: exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working independently and meeting deadlines; accurately obtaining and explaining detailed information in a clear manner; excellent written communication skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 161E

Counsellor: Nancy Wallace

Faculty Secretary - Osgoode Hall Law School [Temporary to October 31, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial/clerical 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 (Based on an annual salary of \$22,466) JOB NO: 162H

Counsellor: Susan Lanoue

Secretary - Security and Parking Services [Temporary May 1 to July 31, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience, preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; data entry skills; microcomputing and wordprocessing skills required; clear and concise oral and written communication skills, including ability to summarize written information accurately; good organizational skills, including ability to set priorities and work independently; demonstrated ability to meet deadlines and to work accurately and effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 163L

Thursday, April 5 (12:00 noon) - Monday, April 9 (12:00 noon), 1990
Volume 10, Number 26

GENERAL:

Good Friday: University offices will be closed Friday, April 13.

The Department of Visual Arts presents the third annual Fourth Year Visual Arts Open House, April 6-8, 11:00 a.m. to 6:00 p.m. in the Fine Arts Phase II Building. An opening celebration featuring live music will take place April 6 beginning at 6:00 p.m. The exhibition features paintings, sculpture, drawings, photography, design, graphics, video, interdisciplinary and performance work, and an art history symposium. For information call -44704.

Applications are being accepted for the Lucille Herbert Memorial Scholarship, a \$1,000 award to assist any good undergraduate student in English (Faculty of Arts), proposing to travel in Europe, especially France, and who has taken at least four courses in English (including current enrollment). Interested persons should write to Prof. Frank Davey, Chair, Department of English, Room 334, Stong, giving present level of study, English courses taken and grades obtained, present academic plans, and object of travel (no referees). The deadline for applications is April 20.

Applications are invited to the AUCC Micro-Fund for follow-up missions to support post-project links (funds are limited to \$15,000 and must be spent within the year following approval). Applications are also invited to the AUCC Micro-Fund for Planning Missions for the development of international projects. Funds are limited to \$5,000 for travel and living expenses. The deadline for submission of applications is April 26. Applications and guidelines for both competitions are available from York International, Room 110, Admin. Studies Building.

The York Bookstores request that faculty wishing to place orders for Fall 1990/91 do so as soon as possible, and in any case, no later than April 15. Please note that orders for foreign language texts are urgent.

Recreation York Spring/Summer Handbooks will be available the week of April 9. All staff and faculty will be mailed copies. Spring/Summer courses will resume May 14. The following programs will be offered during April: Noon Fitness Low Impact/High Intensity - Monday, Wednesday, Friday, 12:15-12:45 p.m., April 9-May 4 - Judo Room (\$15 for members, \$20 for non-members); Aquacise (all levels) - Tuesday & Thursday, 1:15-1:45 p.m., April 10-May 3 (\$10 for members \$20 for non-members); Afterwork Low Impact/High Intensity Fitness - Monday, Wednesday, Thursday, 5:00-6:00 p.m., April 9-May 3 - Judo Room (\$27 for members, \$37 for non-members); Massage - Tuesday, Wednesday, Thursday, 11:00 a.m.-2:00 p.m. The massage hourly rate has increased as follows: 1 hour - \$40 for members, \$50 for non-members; 1/2 hour - \$30 for members, \$40 for non-members; Coupon Book of 5 - 1 hour sessions: regular fee \$200, special fee \$175. Effective April 10 the massage hours will include Wednesday from 4:00 p.m.-6:00 p.m. Registration takes place in Room 211, Tait McKenzie (-55184).

Members of the York community are asked to note that the March issue of Human Resources News listed an incorrect telephone number for the Pension & Benefits Office. The article should read "If you have a discrepancy regarding a Lonlife claim refund...please contact Linda Rose at -22278."

EVENTS:

THURSDAY, APRIL 5

- 1:00 p.m. - Chemistry Seminar Series - "Synthetic Vaccines Against Neonatal Meningitis" with Dr. Harold J. Jennings, National Research Council - Room 317, Petrie
- 3:00 p.m. - Faculty Seminar Series - [Centre for the Support of Teaching & Critical Skills Program] "Planning Your Course to Include Writing Instruction" with Ron Sheese - Room 201, Stong
- 3:00 p.m. - Computer Science Seminar Series - "Three Valued Formalization of Logic Programming: Is it Needed?" with Hia-Huai You, University of Alberta - Room 107, Stedman
- 3:00 p.m. - Lecture/Recital - [Music Department] "Women Composers: Baroque to Romantic" by contralto Nina Scott-Stoddard - DACARY, McLaughlin
- 3:30 p.m. - Celebration - [Dance Department] to honour the retirement of the senior accompanist Lubos Cerny - contributions towards a gift can be forwarded to Nancy Merriman - Studio 1, Fine Arts
- 4:00 p.m. - Mathematics Colloquium - "Open Covers and the Fundamental Localic Groupoid of a Topos" with Prof. Marta Bunge, McGill University - Room S201, Ross
- 4:30 p.m. - Concert - [Music Department] Students in Prof. Phillip Warren's electronic studio will perform a program of electro-acoustic music - DACARY, McLaughlin
- 5:00 p.m. - 12:00 a.m. - Jazz Bash - [Music Department] featuring student jazz ensembles - Senior Common Room, Winters
- 7:00 p.m. - Theatre Performance - a benefit performance of "Scapino" featuring the fourth year acting ensemble - tickets are \$10 with proceeds going to scholarships for future York theatre students - Atkinson Theatre
- 7:30 p.m. - Film Screenings - [Film Department] featuring works by first-year film students - Curtis "F"
- 8:00 p.m. - Piano Recital - [Music Department] by Bruce Stasyna - DACARY, McLaughlin

FRIDAY, APRIL 6

- 12:00 noon - Concert - [Music Department] featuring student chamber ensembles - DACARY, McLaughlin
- 12:00 noon - 9:00 p.m. - Fourth Annual Strategies of Critique Symposium - [Graduate Students in Social and Political Thought] "The Shape of the Earth/Visions of the World," the first day of a two-day symposium featuring panels and workshops on both theory and political practice, as well as providing a forum for exchange among academics and community activists - for information call D.L. Simmons at 925-1207 - Senior Common Room, Founders

EVENTS (Friday, April 6, cont'd.)

- 1:00 p.m. & 7:00 p.m. - Theatre Performance - "Scapino" featuring the fourth year acting ensemble - admission \$7, \$5 for students and seniors - Atkinson Theatre
- 2:00 p.m. - Psychology Colloquium - "Mental Testing and Racist Ideology: The Case of Lewis M. Terman" with Henry L. Minton, University of Windsor - Room 291, Behavioural Sciences
- 7:30 p.m. - Film Screenings - [Film Department] featuring works by second-year film students - Curtis "L"

SATURDAY, APRIL 7

- 10:00 a.m. - 9:00 p.m. - Fourth Annual Strategies of Critique Symposium - [Graduate Students in Social and Political Thought] see Friday's listing for information

MONDAY, APRIL 9

- 10:00 a.m. - Psychology Colloquium - "Response to Failure and Learning" with Dr. Uri Shafrir - Room 204, Behavioural Sciences

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 12, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Comptroller - Finance (University degree or equivalent; formal accounting designation, CA preferred; several years' senior accounting/finance experience in a position supplying user-responsive financial services in a large complex organization; proven skill in financial report preparation and developing reporting systems; skill in interpreting and analyzing financial data; ability to contribute financial expertise within a team environment; facilitative leadership, interpersonal and supervisory skills; demonstrated ability to coordinate and direct numerous functions; excellent oral and written communication skills; demonstrated ability to provide a high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 13 (\$60,450-\$73,145) JOB NO: 164B

*Associate Director - Centre for the Support of Teaching (Minimum of Master's degree in a field related to higher education or equivalent combination of education and work/research experience; several years' related experience, including administration, delivery of teaching development programmes, maintaining a resource centre, editing and publication production, preferably in a post-secondary environment; previous experience in collaborative learning, classroom research, skills development, and micro-teaching would be an asset; broad knowledge of post-secondary teaching strategies and techniques; demonstrated knowledge of formative evaluation of teaching, courses and programmes; excellent interpersonal and consulting skills; excellent oral and written communications skills, including report writing; demonstrated ability to exercise initiative, flexibility and creativity in designing, planning and monitoring programmes and services; demonstrated ability to organize a multi-faceted and evolving enterprise, to sort priorities and to work effectively under pressure; ability to work cooperatively as part of a team and to work independently; skill in research (data collection and presentation, compiling and annotating bibliographies); supervisory and budgetary planning skills; fluency in both French and English an asset. Please submit a resume when making an application.) GRADE: P&M 9 (\$44,430-\$53,760) JOB NO: 165B

Counsellor: Gina Dunnett

Telecommunications Administrator - Telecommunications, Operations, Computing and Communications Services [Temporary: to April 12, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; post-secondary accounting and/or business accounting courses required; 3 years' related experience (e.g., budgeting, inventory, accounting, etc.) using a computerized accounting system, preferably in a telecommunications or business environment; knowledge of telecommunications inventory required; good oral and written communication skills; microcomputing and micro database skills required; customer service skills; ability to use a telemanagement billing system; demonstrated skill/ability in the following areas: computerized spreadsheets; budgeting; working accurately with figures; exercising tact and diplomacy; good organizational skills. Please submit a resume when making an application.) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 166D

Receptionist/Secretary - Advising Centre, Arts [Temporary: May 1-November 30, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training; 1-2 years' reception/secretarial experience in a public service area; typing 45-50 wpm; good interpersonal skills; good organizational skills; demonstrated skill/ability in the following areas: answering enquiries and providing accurate information in a clear and concise manner; working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 167D

Academic Records Clerk II - Office of Student Programs, Arts [Temporary: May 14 to October 12, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., inputting data into a computer, maintaining records, etc.), preferably in a post-secondary environment; demonstrated ability to work quickly, accurately and efficiently on detail work under pressure of high volume; excellent organizational skills, including ability to work independently; data entry skills; filing skills; good oral communication skills; demonstrated ability to deal courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 168D

Counsellor: Karen Wright

*Labour Relations Coordinator - Labour Relations, Human Resources (University degree or community college diploma or equivalent combination of education and experience; several years' related experience, including administrative experience in coordinating a variety of activities in a high volume area with changing priorities; experience in a unionized environment, including liaison with a variety of interest groups and/or individual representatives (e.g., management, union officials, directors, etc.); excellent written communication skills; excellent oral communication skills to provide, explain and obtain complex information; effective presentation skills; excellent interpersonal skills; demonstrated ability to exercise tact, diplomacy, good judgement and initiative; strong organizational and follow-up skills; wordprocessing skills, including file management; computerized spreadsheet skills would be an asset; basic ability to analyze data and identify trends; skill in minute taking preferred; demonstrated ability to provide a consistently high level of service to the community. Please submit a resume when making an application.) GRADE: P&M 5 Under Review (\$32,660-\$39,520) JOB NO: 169E

STAFF POSITIONS (cont'd.)

Counsellor: Donna Robbins

Administrative Assistant II - Dance, Fine Arts [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation and one year post-secondary education or equivalent; university degree with some courses in Fine Arts preferred; 3 years' administrative and secretarial experience, including budgetary experience, preferably in a university environment; some exposure to dance organizations would be an asset; typing 45-50 wpm; wordprocessing and computerized spreadsheet skills required; excellent organizational skills; initiative; skill in taking minutes; basic written and oral communication skills in French preferred; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; advising; bookkeeping; setting priorities and working independently; supervising; excellent written communication and clear and effective oral communication skills to explain and present information. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 170K

Counsellor: Susan Lanoue

Housing Assistant - Housing Administration, Business Operations [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with accounting courses or equivalent; 2 years' recent related experience (e.g., accounting, maintaining accurate records, dealing with the public, etc.) in a computerized accounting environment; experience working in a high volume environment with a strong service orientation required; basic typing skills, accuracy essential; microcomputing skills, including working with a database; demonstrated skill/ability in the following areas: maintaining accurate computerized records; handling cash; obtaining and providing information in a clear and concise manner; dealing calmly, courteously and effectively with people in responding to a high volume of enquiries; exercising tact and diplomacy; attending accurately to detail and exercising initiative under pressure of high volume; setting priorities and working independently; good written communication skills; good organizational skills.) GRADE: 4 Under Review (\$23,582) JOB NO: 171L

Fees Counsellor - Student Accounts, Finance [Hours: 8:30 a.m.-4:30 p.m.; Overtime required during peak periods] (High school graduation with some accounting courses or equivalent; minimum 2 years' related experience (e.g., reconciling accounts, handling large amounts of money, front-line customer service, etc.) in a computerized accounting environment with public contact; basic keyboard skills to operate a computer terminal; demonstrated skill/ability in the following areas: obtaining and providing accurate information in a clear and concise manner; exercising tact and diplomacy; working accurately with figures; exercising initiative and good judgment; attending accurately to detail and working effectively under pressure of high volume; good written communication skills; good organizational skills.) GRADE: 5 Under Review (\$25,222) JOB NO: 172L

Stationery Assistant - Stores, Physical Resources [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., clerical, inventory control, order desk, etc.); knowledge of stationery inventory would be an asset; ability to operate fork lift truck and other mechanical lifting equipment; ability to lift heavy boxes; valid driver's licence; good oral communications; demonstrated skill/ability in the following areas: attending accurately to detail; working effectively under pressure of high volume; working accurately with figures; maintaining accurate records; dealing courteously and effectively with people.) GRADE: 4 Provisional (\$23,582) JOB NO: 173L

Housing Assistant - Housing Administration, Business Operations [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with accounting courses or equivalent; 2 years' recent related experience (e.g., accounting, maintaining accurate records, dealing with the public, etc.) in a computerized accounting environment; experience working in a high volume environment with a strong service orientation required; basic typing skills, accuracy essential; microcomputing skills, including working with a database; demonstrated skill/ability in the following areas: maintaining accurate computerized records; handling cash; obtaining and providing information in a clear and concise manner; dealing calmly, courteously and effectively with people in responding to a high volume of enquiries; exercising tact and diplomacy; attending accurately to detail and exercising initiative under pressure of high volume; setting priorities and working independently; good written communication skills; good organizational skills.) GRADE: 4 Under Review (\$23,582) JOB NO: 174L

Change to Bulletin of March 29, 1990

Admissions Assistant II - Admissions, Atkinson College [Hours: Choice of 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., assessing, advising, processing applications, dealing with the public, etc.) in an academic programme office or student service area; basic typing skills, accuracy essential; on-line data entry skills required; knowledge of computerized records system required; demonstrated skill/ability in the following areas: eliciting accurate information and answering detailed enquiries clearly; attending accurately to detail and exercising good judgement; working effectively under pressure of high volume; dealing courteously and effectively with people; good written communication skills; good organizational skills, including setting priorities.) GRADE: 5 Provisional (\$23,582) JOB NO: 158L

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York UNIVERSITY

BULLETIN

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

Monday, April 9 (12:00 noon) - Thursday, April 12, 1990
Volume 10, Number 27

GENERAL:

Good Friday: University offices will be closed Friday, April 13.

York faculty members are reminded that the next application deadline for the President's NSERC Fund is April 15. The fund provides limited support for small research and travel grants in science fields. For further information call the Office of Research Administration at -55055 (Room S414, Ross).

The Department of Physical Resources advises the York community that allotment gardens will be available this spring. The garden plots are situated just east of "HH" parking lot. As only nine will be developed this year, applications will be dealt with on a first come first served basis. For further information call -55502.

Art Galleries/Displays: The Glendon Gallery and La Maison de la Culture present a Glendon Studio Course Exhibition until April 20. Gallery hours are Monday to Friday, 10:00 a.m. to 4:00 p.m.

- The IDA Gallery presents an exhibition by Visual Arts graduate student Lee Goreas. The MFA thesis show, entitled "We Look and See, We Come and Go," is on display until April 12. Gallery hours are Monday to Friday, 10:00 a.m. to 5:00 p.m.

In the interest of ensuring prompt arrival of required and recommended textbooks, members of the community are asked to: use only official bookstore request forms (available by calling -55024); ensure that all information on these forms is accurate, complete and legible (otherwise, they will be returned to the originator for clarification); and forward these to the Bookstore on or before the following deadlines: a) for Fall courses, no later than April 16 (for French books and those in foreign languages) and May 15 (all other textbooks); and b) for Winter courses, no later than October 15. The Bookstores apologize for any inconvenience their last suggested "deadlines" announcement may have caused faculty members.

Applications are invited to the AUCC Micro-Fund for follow-up missions to support post-project links (funds are limited to \$15,000 and must be spent within the year following approval). Applications are also invited to the AUCC Micro-Fund for Planning Missions for the development of international projects. Funds are limited to \$5,000 for travel and living expenses. The deadline for submission of applications is April 26. Applications and guidelines for both competitions are available from York International, Room 110, Admin. Studies Building.

EVENTS:

TUESDAY, APRIL 10

10:00 a.m. - Psychology Colloquium - "Cognitive Development in Music: General and Specific Processes" with Dr. Alessandra Capodilupo - Room 203, Behavioural Sciences

WEDNESDAY, APRIL 11

10:00 a.m. - Psychology Colloquium - "Child's Theory of Mind" with Dr. Janet Astington - Room 203, Behavioural Sciences

3:30 p.m. - Robarts Research Colloquium - [Robarts Centre for Canadian Studies, Art Gallery of York University] "The Garden: Perspectives on the Canadian Landscape" with panellists: Stephen Cruise, Toronto; Phillip Fry, Ottawa; Joey Morgan, Vancouver; Reinhard Reitzenstein, Grimsby; and Tony Urquhart, Waterloo - Moderator: Ted Fraser, Independent Curator, Toronto - RSVP to -55499 - Art Gallery of York University (Room N145), Ross

4:00 p.m. & 7:00 p.m. - Theatre Festival - 4:00 p.m.-6:00 p.m. - "Savage/Love," directed by Ruthe Whiston; "Aria da Capo," directed by Sharleen Grainger; "4-H Club" directed by Su Hutchinson; 7:00 p.m.-9:00 p.m. - "The American Dream," directed by Tom Carson; "This Property is Condemned," directed by Marlon Devries; "The Ruffian on the Stair," directed by Alex Ganetakos - Atkinson Theatre

7:30 p.m. - Video Screening - [Faculty of Fine Arts] of works by fourth-year students - Nat Taylor Cinema (Room N102), Ross

THURSDAY, APRIL 12

11:00 a.m. - Psychology Colloquium - "Metaphor and the Communication Interaction in Psychotherapy: A Multi-Methodological Approach" with Dr. Lynn Angus - Room 291, Behavioural Sciences

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 17, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Switchboard Operator II - Telecommunications, Operations, Computing & Communications Services [Hours: 10:00 a.m.-6:00 p.m.] (High school graduation or equivalent; 1-2 years' experience operating a large switchboard; basic typing skills preferred; ability to use a telex machine preferred or willingness to learn; demonstrated skill/ability in the following areas: operating an electronic switchboard; excellent oral communication in both French and English; pleasant telephone manner; working accurately and efficiently under pressure of a high volume of calls; working calmly under stressful situations; dealing courteously and effectively with people; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 1750

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York UNIVERSITY

BULLETIN

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

Thursday, April 12 (12:00 noon) - Thursday, April 19 (12:00 noon), 1990
Volume 10, Number 28

GENERAL:

The Tait McKenzie Building will be closed Good Friday only. Regular recreational swims on Saturday and Sunday, 1:00 p.m.-4:00 p.m., are cancelled on April 14 and 15. The Tait Gyms will be used for examinations but will re-open following the conclusion of spring examinations. For information call -55182.

Food Service Schedule - Easter Weekend (Friday-Monday): Complex 1 - Founders/Vanier: 9:00 a.m.-6:30 p.m.; Winters (unlimited meal plan): 11:30 a.m.-1:30 p.m. & 4:30 p.m.-6:30 p.m.; Complex 2 - Stong: 10:00 a.m.-6:30 p.m.; Norman Bethune (unlimited meal plan): 11:30 a.m.-1:30 p.m. & 4:30 p.m.-6:30 p.m.; Osgoode Cafeteria: Friday (closed); Saturday (11:00 a.m.-4:00 p.m.); Sunday (2:00 p.m.-7:00 p.m.); Monday (8:00 a.m.-9:00 p.m.); Central Square Cafeteria: Friday-Sunday (closed); Monday (7:30 a.m.-9:00 p.m.); Atkinson: Friday-Sunday (closed); Monday (7:00 a.m.-7:00 p.m.); Tim Horton's: Friday-Sunday (closed); Monday (8:00 a.m.-7:30 p.m.)

York alumni are invited to attend the Annual General Meeting of the York University Alumni Association on Thursday, April 26 at 6:30 p.m. in the Terrace Room, Holiday Inn (behind Toronto City Hall). Please RSVP to Sandra Rodrigues in the Alumni Affairs Office at -55010.

EVENTS:

THURSDAY, APRIL 12

- 1:00 p.m. - Chemistry Seminar Series - "Current Status in Research on Secondary Storage Batteries" with Dr. Neal Golovin, Moli Energy Ltd., British Columbia - Room 317, Petrie
- 3:00 p.m. - Computer Science Seminar Series - "Path Dissolution: A Strongly Complete Rule of Inference" with Eric Rosenthal, University of New Haven - Room 107, Stedman
- 3:00 p.m. - Guest Speaker - [Department of Philosophy] "Kant's Realism" by Leslie Mulholland, Memorial University - Senior Common Room, Vanier
- 4:00 p.m. & 7:00 p.m. - Theatre Festival - 4:00 p.m.-6:00 p.m. - "The American Dream;" "This Property Is Condemned;" and "The Ruffian on the Stair;" 7:00 p.m.-9:00 p.m. - "Savage/Love;" "Aria da Capo;" and "4-H Club" - Atkinson Theatre
- 7:30 p.m. - Film Screening - [Faculty of Fine Arts] featuring works by third-year film students - Curtis "L"

WEDNESDAY, APRIL 18

- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Katherine Makarec will defend her thesis entitled "Adjunctive Drinking and General Activity: A Two State Model of Reinforcer Induced Motivation" - N927, Ross
- 4:00 p.m. - Chemistry Seminar Series - "Iron Coordination and Redox Reactivity in Heme Peroxidases" with Dr. Ann M. English, Concordia University - Room 317, Petrie

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 20, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.
Counsellor: Karen Wright

- Order Processing Assistant - Acquisitions and Processing, Scott Library, Libraries [Hours: Choice of 8:00 am-4:00 pm, 8:30 am-4:30 pm or 9:00 am-5:00 pm] (High school graduation or equivalent; some bookkeeping courses preferred; 1-2 years' related experience (e.g., processing orders and invoices, bibliographic searching, bookkeeping, etc.) including data entry experience using an on-line system; reading comprehension in 1 or more of the following languages (French, German, Italian, Russian) would be an asset; basic keyboard skills to operate a computer terminal required; demonstrated skill/ability in the following areas: attending accurately to detail; working accurately with figures; solving problems and following tasks through to completion; good organizational skills; good oral and written communication skills.) GRADE: 4 Provisional (\$23,582) JOB NO: 176E
- Order Searching/Processing Assistant - Acquisitions and Processing, Scott Library, Libraries [Hours: Choice of 8:00 am-4:00 pm, 8:30 am-4:30 pm or 9:00 am-5:00 pm] (High school graduation or equivalent; accounting/bookkeeping courses preferred; 1-2 years' related library experience (e.g., bibliographic searching, order and/or invoice processing, etc.) including data entry experience, preferably using on-line library systems; some bookkeeping/accounting experience required; basic keyboard skills to operate a computer terminal; familiarity with bibliographic searching tools required; reading comprehension (equivalent to high school graduation level) in one or more of the following languages preferred: French, German, Italian or Russian; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: working accurately and efficiently with a high volume of figure work; attending accurately to detail; maintaining accurate records; solving problems and following tasks through to completion; good oral and written communication skills; good organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 177E
- *Budget Assistant - Office of the Dean, Arts [Part-Time 3 days/week flexible; Hours: 8:30 am-4:30 pm] (High school graduation with some bookkeeping courses or equivalent; 2 years' related experience (e.g., bookkeeping, accounting, etc.) preferably in a university environment; typing 40-45 wpm, accuracy essential; good oral and written communication skills; familiarity with bookkeeping systems; computerized spreadsheet skills required; skill in retrieving data from on-line systems an asset; demonstrated skill/ability in the following areas: bookkeeping; working accurately with figures under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people.) GRADE: 5 Provisional (Based on an annual salary of \$25,222) JOB NO: 178E
- Order Processing Assistant - Acquisitions and Processing, Scott Library, Libraries [Hours: Choice of 8:00 am-4:00 pm, 8:30 am-4:30 pm or 9:00 am-5:00 pm] (High school graduation or equivalent; some bookkeeping courses preferred; 1-2 years' related experience (e.g., processing orders and invoices, bibliographic

STAFF POSITIONS (cont'd.)

searching, bookkeeping, etc.) including data entry experience using an on-line system; reading comprehension in 1 or more of the following languages (French, German, Italian, Russian) would be an asset; basic keyboard skills to operate a computer terminal required; demonstrated skill/ability in the following areas: attending accurately to detail; working accurately with figures; solving problems and following tasks through to completion; good organizational skills; good oral and written communication skills.)
GRADE: 4 Provisional (\$23,582) JOB NO: 179E

Counsellor: Nancy Wallace

Secretary - Office of the Dean, Education [Hours: 9:00 am-5:00 pm; Occasional overtime including Saturdays may be required] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 45 wpm, accuracy essential; wordprocessing skills required; excellent organizational skills including setting priorities; pleasant telephone manner; demonstrated skill/ability in the following areas: answering enquiries and providing information in a clear and concise manner; exercising tact and diplomacy; dealing courteously and effectively with people; working accurately and quickly under pressure of high volume on a continuing basis.) GRADE: 4 (\$23,582) JOB NO: 180H

Student Programs Assistant II "B" - Office of Student Programs, Science [Hours: 8:30 am-4:30 pm] (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 (\$27,692) JOB NO: 181H

Counsellor: Donna Robbins

Program Assistant - Film & Video, Fine Arts [Hours: 8:30 am-4:30 pm; Overtime required during peak periods] (High school graduation with secretarial training; some university courses preferred; 2 years' related experience (e.g., advising, enrolling, front-line public contact, etc.) preferably in a post-secondary area; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good written communication, spelling and grammatical skills; computerized spreadsheet skills or willingness to learn; demonstrated skill/ability in the following areas: attending accurately to detail; working effectively under pressure of high volume and frequent interruptions; dealing courteously and effectively with people; exercising tact and diplomacy; excellent oral communication skills; excellent organizational skills; knowledge of film and video business strongly preferred.) GRADE: 5 (\$25,222) JOB NO: 182K

Student Affairs Floater - Office of Student Affairs [Temporary: May 1/90-October 31/90; Hours: 8:30 am-4:30 pm; required to work 11 am-7:00 one day/week in September & October] (High school graduation or equivalent; 1 year's related experience (e.g., dealing with front-line enquiries, reception, etc.) preferably in a student service area; basic typing skills required; wordprocessing skills required; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; exercising tact and diplomacy; pleasant telephone manner; meeting the needs of clients; dealing courteously and effectively with people under pressure of high volume; good organizational skills) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 186K

Counsellor: Susan Lanoue

Administrative Secretary - Administration, Physical Resources [Hours: 8:30 am-4:30 pm] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., administrative, secretarial, organizing events, computer assistance, etc.); typing 50-55 wpm, accuracy essential; file management skills required; minute taking skills; shorthand or speedwriting skills an asset; skill in transcribing from dictation equipment preferred; initiative; accuracy in working with figures; demonstrated skill/ability in the following areas: advanced wordprocessing, computerized spreadsheets; working independently; setting priorities and meeting deadlines; dealing courteously and effectively with people; exercising tact and diplomacy; excellent organizational skills; good written communication; obtaining, relaying and explaining information accurately and effectively.) GRADE: 5 (\$25,222) JOB NO: 183L

Enquiries Assistant - York Enquiry Service, Admissions [Hours: 8:30 am-4:30 pm] (High school graduation or equivalent; 2 years' related experience (e.g., answering a high volume of detailed enquiries, dealing with the public, etc.), preferably in a student service area; wordprocessing skills required, accuracy essential; accurate on-line data entry skills required; good organizational skills; good interpersonal skills; demonstrated skill/ability in the following areas: 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: 5 (\$25,222) JOB NO: 184L

Enquiries Assistant - York Enquiry Service, Admissions [Hours: 8:30 am-4:30 pm] (High school graduation or equivalent; 2 years' related experience (e.g., answering a high volume of detailed enquiries, dealing with the public, etc.), preferably in a student service area; wordprocessing skills required, accuracy essential; accurate on-line data entry skills required; good organizational skills; good interpersonal skills; demonstrated skill/ability in the following areas: 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: 5 (\$25,222) JOB NO: 185L

Correction to Staff Positions for Bulletin dated April 5, 1990

Admissions Assistant II - Admissions, Atkinson College [Hours: Choice of 8:30 am-4:30 pm or 9:00 am-5:00 pm] (High school graduation or equivalent; 2 years' related experience (e.g., assessing, advising, processing applications, dealing with the public, etc.) in an academic programme office or student service area; basic typing skills, accuracy essential; on-line data entry skills required; knowledge of computerized records system required; demonstrated skill/ability in the following areas: eliciting accurate information and answering detailed enquiries clearly; attending accurately to detail and exercising good judgement; working effectively under pressure of high volume; dealing courteously and effectively with people; good written communication skills; good organizational skills, including setting priorities.) GRADE: 5 Provisional (\$25,222) JOB NO: 158L

Thursday, April 19 (12:00 noon) - Monday, April 23 (12:00 noon), 1990

Volume 10, Number 29

GENERAL:

Art Galleries/Displays: A major exhibit highlighting advances made in the pharmaceutical industry is currently on display in the Norman Bethune Art Gallery until June 5. The exhibit, titled "Bringing Research to Life," celebrates the progress that has been made in the control and elimination of disease through the development of medicines during the past century. The exhibit is co-sponsored by the Faculty of Pure and Applied Science and the Pharmaceutical Manufacturers Association of Canada. For gallery hours call the Master's Office at -33957.

- The IDA Gallery presents an exhibition by Visual Arts graduate student Karyn Ross titled "The More Separate I Seem, the More Connected I Become." The MFA thesis show is on display until April 27. For gallery hours call -55533.

- La Maison de la Culture presents a Glendon Studio Course exhibition titled "Line and Form" until April 20. For gallery hours call 487-6708.

To permit connection of electric power to the New Academic Building construction site, the power will be shut off Saturday, April 21 between 12:00 midnight and 5:00 a.m. The Ross Building - Centre Tower and Central Square will be affected.

The York University Cooperative Daycare Centre has two infant spaces open. Due to the serious subsidy problem, the spaces are at the full fee paying rate (\$692/month). For information call Judy or Colleen at -55190.

York alumni are invited to attend the Annual General Meeting of the York University Alumni Association on Thursday, April 26 at 6:30 p.m. in the Terrace Room, Holiday Inn (behind Toronto City Hall). Please RSVP to Sandra Rodrigues in the Alumni Affairs Office at -55010.

The Institute for Space and Terrestrial Science has an immediate opening for a Project Scientist to work with the Microwave Group in the Earth Observations Laboratory. Qualifications: PhD degree in the physical sciences (or equivalent experience); field experience in polar regions with radiometers, scatterometers and physical/dielectric properties of snow/ice; extensive programming experience (C or FORTRAN); extensive knowledge of the UNIX operating system and Sunview/X windowing system; extensive knowledge of digital signal/image processing. Salary commensurate with experience. Interested applicants should forward their curriculum vitae and names of three references to the Director of Human Resources, ISTS, 4850 Keele Street, North York M3J 3K1 before April 30. Please quote Reference #EOL-9004.

The Faculty of Arts is sponsoring a one-day conference on April 27 entitled "Rethinking the Curriculum: Race, Culture and Liberal Education." The conference is intended to begin for some, and continue for others, a conversation among the teaching faculty in Arts regarding issues of race, ethnicity, and gender in the undergraduate liberal arts university curriculum. It is specifically aimed at full-time and part-time faculty and teaching assistants in the Faculty of Arts but is open to all interested members of the York community. For further information call Karin Warren at -33377.

Computing and Communications Services will offer An Introduction to the VMS Operating System, April 28. For information on the non-credit course, call Michael Barwick at -55257.

The Statistical Consulting Service of ISR will offer the following statistical courses:

- Introduction to SAS on CMS - May 10, 17, 24 & 31
- Introduction to SPSSx - May 9, 16, 23, 30, June 6, 13 & 20
- Introduction to Regression - May 1, 8, 15 & 22
- Survey Research Seminar - Monday to Thursday, April 30 to May 3, inclusive

For further information regarding locations and times, call Sharon Chisholm at -55061.

The 18th Annual Staff and Faculty Golf Tournament will be held Thursday, June 14 at the Carrying Place Golf and Country Club. Registration is \$43/person which includes green fees and dinner. Application forms will be distributed through the inter-campus mail during the week of May 7. For further information call Eric Willis at -77228.

An Urban Studies Working Paper No. 13, entitled The Location of Waste Transfer Stations in Ashdod, Israel Using a Multi-Criteria Decision Support System, by Prof. Bryan H. Massam, Department of Geography, is now available and may be purchased from the Urban Studies Program Office (Room S757, Ross) at a cost of \$5.

Applications are invited to the AUCC Micro-Fund for follow-up missions to support post-project links (funds are limited to \$15,000 and must be spent within the year following approval). Applications are also invited to the AUCC Micro-Fund for Planning Missions for the development of international projects. Funds are limited to \$5,000 for travel and living expenses. The deadline for submission of applications is April 26. Applications and guidelines for both competitions are available from York International, Room 110, Admin. Studies Building.

The Department of Physical Resources advises the York community that allotment gardens will be available this spring. The garden plots are situated just east of "HH" parking lot. As only nine will be developed this year, applications will be dealt with on a first come first served basis. For further information call -55502.

EVENTS:**THURSDAY, APRIL 19**

- 1:00 p.m. - Lecture - [CERLAC] "Social Movements Across the Centre-Periphery Divide: Some Analytical Issues" with David Slater, Interuniversity Centre for Latin American Research and Documentation, Amsterdam - Senior Common Room, Founders
- 3:00 p.m. - Computer Science Seminar Series - with D. Parnas, Queen's University - Room 107, Stedman (topic t.b.a.)
- 4:00 p.m. - Mathematics Colloquium - "Conically Bounded Sets, Global Optimization and Nuclear Cones" with Prof. G. Isac, College Militaire Royal, St-Jean, Quebec - Room S201, Ross

FRIDAY, APRIL 20

- 12:00 noon - Lecture - [Faculty of Administrative Studies] "Context Effects on Individual and Unit Performance" by Dr. Rekha Karambayya, OBIR - Room 284, Administrative Studies

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 26, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Senior Advisor - Advising Centre, Arts [Hours: 9:00 a.m.-5:00 p.m.] (University degree or equivalent; minimum 2 years' related experience (e.g., student academic/development advising, conducting training sessions, making presentations, reviewing and editing publications, analyzing operations, etc.) in an educational environment; familiarity with degree programs offered at York University an asset; wordprocessing, data entry and retrieval skills required; demonstrated skill/ability in the following areas: advising; excellent oral and written communication skills, including public speaking; effective interpersonal skills; dealing courteously and effectively with people; exercising initiative, good judgement, tact and diplomacy; maintaining confidentiality; setting priorities and working independently under pressure of high volume; training and overseeing the work of others; excellent organizational skills. Please submit a resume when making an application.) GRADE: 7 Provisional (\$30,766) JOB NO: 186D

Counsellor: Karen Wright

*Records Clerk "B" - Employee Records Information Centre, Human Resources [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' experience in a computerized records area; typing 30 wpm, accuracy essential; demonstrated skill/ability in the following areas: attending accurately and meticulously to detail; computerized coding and retrieval techniques; exercising tact and diplomacy; working accurately with figures; dealing courteously and effectively with people; maintaining confidentiality; good oral communication skills; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 187E

Counsellor: Nancy Wallace

Laboratory Technician I - Biology, Science (High school graduation with chemistry and biology courses or equivalent; some university courses in science program preferred; some related experience (e.g., organizing and setting up laboratory equipment, preparing solutions, etc.); manual dexterity; clear and effective oral communication; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work independently.) GRADE: Lab Tech 1 (\$24,294) JOB NO: 188H

Counsellor: Susan Lanoue

Workers' Compensation Assistant - Occupational Health and Safety [Limited Term: 2 years; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, processing claims, maintaining files and updating records, etc.); previous experience in workers' compensation or benefits related area would be an asset; typing 40-45 w.p.m., accuracy essential; wordprocessing skills; data entry skills; good organizational skills; good written communication skills; effective telephone manner; tact and diplomacy; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; attending accurately to detail; maintaining confidentiality; obtaining and relaying information clearly and accurately.) GRADE: 4 Provisional (\$23,582) JOB NO: 189L

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YORK UNIVERSITY

BULLETIN

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

Monday, April 23 (12:00 noon) - Thursday, April 26 (12:00 noon), 1990
Volume 10, Number 30

GENERAL:



Members of the York community are asked to note that beginning Wednesday, April 25, the southeast doors to the Ross Building will be temporarily closed. It will be necessary to enter and exit the building from the southwest and north doors of Ross. The Construction Division regrets any inconvenience which may be caused by this closure and any other construction activities. Members of the York community that have any further questions or concerns are asked to call the Construction Hotline at 736-5445.

York faculty members are asked to note the upcoming application deadlines for the following York research funds: SSHRC Conference Travel Grants - April 30; York Specific Research Grants (In lieu of salary program) - May 1. For further information, call the Office of Research Administration (Room S414, Ross) at -55055.

Runners are wanted for a York team in the YMCA Corporate Relay, being held June 6. Interested persons are asked to call Glen Norcliffe at -22475 or David Promislow at -33497.

The York University Cooperative Daycare Centre has two infant spaces open. Due to the serious subsidy problem, the spaces are at the full fee paying rate (\$692/month). For information call Judy or Colleen at -55190.

York alumni are invited to attend the Annual General Meeting of the York University Alumni Association on Thursday, April 26 at 6:30 p.m. in the Terrace Room, Holiday Inn (behind Toronto City Hall). Please RSVP to Sandra Rodrigues in the Alumni Affairs Office at -55010.

In order to improve service to the York community, the Caretaking section will be distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. Plastics garbage bags and tags may be obtained by calling Caretaking at -77606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -55502.

EVENTS:

MONDAY, APRIL 23

- 2:00 p.m. - Guest Speaker - [Department of Psychology] "Mental Testing, Mental Testers and IQ" by Prof. Howard F. Taylor, Princeton University - Senate Chamber (Room S915), Ross
- 2:00 p.m. - MA Defence - [Graduate Program in Psychology] Dean Stephen Crooks will defend his thesis entitled "The Interaction Model of Anxiety: An Empirical Test in a Canadian Forces Training Setting" - Room S737, Ross

TUESDAY, APRIL 24

- 10:30 a.m. - MEd Defence - [Graduate Program in Education] Lori E. Hall will defend her thesis entitled "Metacognitive Behaviours and Mathematical Problem-Solving: A Study of Grade 9 Students With Learning Problems" - Room N831, Ross
- 12:00 noon & 1:00 p.m. - Lunchtime Talk - [Retirement Consultation Centre] "Aging Parents, Our Families, Ourselves" - for information call -66228 - Senate Chamber (S915), Ross
- 1:00 p.m. - PhD Defence - [Graduate Program in Economics] Brenda Leith will defend her dissertation entitled "Measurement and Regulation: Essays in the Management of Renewable Resources" - Room N831, Ross
- 2:00 p.m. - MSc Defence - [Graduate Program in Biology] Kathleen L. Hefferon will defend her thesis entitled "The Structure and Expression of the Rat Muscle Glycogen Phosphorylase Gene" - Room 312, Farquharson

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than April 30, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Senior Executive Officer - Office of the Dean, Arts (University degree or equivalent; several years' senior administrative/managerial experience in a university or comparable institutional environment; experience managing budgets or equivalent functions where attention to detail is critical; broad understanding of the goals and objectives of a university would be an asset; excellent oral and written communication skills; excellent organizational and management skills; proven ability to exercise good judgement and initiative; superior skill in budgetary planning and control; analytical skills; ability to work accurately with detail; demonstrated ability to deal effectively with a wide range of contacts; computerized spreadsheet skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 11 (\$51,820-\$62,700) JOB NO: 190B

Counsellor: Karen Wright

*Processing Assistant - Government Documents, Scott Library, Libraries [Temporary from June 1, 1990-May 31, 1991; Hours: 9:00 a.m.-5:00 p.m. (3-1/2 full days or 5 half days to a maximum of 24 hours)] (High school graduation or equivalent; one year's related library experience (e.g., serials, bibliographic searching, cataloguing, etc.); experience with on-line library systems preferred; basic keyboarding skills to operate a computer terminal; demonstrated skill/ability in the following areas: attending accurately to detail; working accurately with figures; good oral and written communication skills; following tasks through to completion; dealing courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 191E

STAFF POSITIONS (cont'd.)

Counsellor: Susan Lanoue

Administrative Secretary - Administrative Studies, Atkinson [Hours: 9:00 a.m.-5:00 p.m. & 11:00 a.m.-7:00 p.m. during peak periods.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, administrative, coordinating a major exercise, etc.) preferably in a student-related area; typing 55-60 wpm, accuracy essential; good written communication skills; demonstrated skill/ability in the following areas: wordprocessing and computerized spreadsheets; dealing courteously and effectively with people; providing information and answering enquiries in a clear manner; working independently and setting priorities; working accurately under pressure of high volume; excellent organizational skills.) GRADE: 5 (\$25,222) JOB NO: 192L

Counsellor: Betty Vernassal

Administrative Assistant I - Multidisciplinary Studies, Glendon College [Temporary from June 18, 1990 to June 17, 1991; Hours: 9:00 a.m.-5:00 p.m. (winter) and 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 3 years' secretarial and administrative experience, preferably in a student-related area; typing 45-50 wpm; wordprocessing skills required; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III (Advanced), IV (Intermediate); demonstrated skill/ability in the following areas: working effectively under pressure of high volume and conflicting demands; meeting deadlines; bookkeeping; working independently and exercising initiative; dealing courteously and effectively with people; training and overseeing the work of others; providing information and answering enquiries in a clear and concise manner; excellent written communication skills; excellent organizational skills; effective interpersonal skills. Please submit a resume when making an application.) GRADE: 6L (\$30,766) JOB NO: 193G

Secretary - Political Science, Glendon College [Hours: 9:00 a.m.-5:00 p.m. (winter) and 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, administrative, etc.), preferably in an area dealing with the public; typing 45-50 wpm, accuracy essential; wordprocessing skills; basic bookkeeping skills; excellent organizational skills; Bilingual modules I (Advanced), II, III (Advanced); demonstrated skill/ability in the following areas: working independently and setting priorities; dealing courteously and effectively with people; answering enquiries in a clear manner.) GRADE: 4L Provisional (\$25,222) JOB NO: 194G

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York

UNIVERSITY

BULLETIN

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

Thursday, April 26 (12:00 noon) - Monday, April 30 (12:00 noon), 1990
Volume 10, Number 31

GENERAL:

Art Galleries/Displays: A major exhibit highlighting advances made in the pharmaceutical industry is currently on display in the Norman Bethune Art Gallery until June 5. The exhibit, titled "Bringing Research to Life," celebrates the progress that has been made in the control and elimination of disease through the development of medicines during the past century. The exhibit is co-sponsored by the Faculty of Pure and Applied Science and the Pharmaceutical Manufacturers Association of Canada. For gallery hours call the Master's Office at -33957.

- The IDA Gallery presents an exhibition by Visual Arts graduate student Karyn Ross titled "The More Separate I Seem, the More Connected I Become." The MFA thesis show is on display until April 27. For gallery hours call -55533.

- The Atkinson Festival of the Fine Arts presents "A Common Thread: 2nd Annual End-of-Year Student Exhibition." The exhibition will be on display in the Elmina E. Atkinson Hall from April 30 to May 4. The opening reception will take place May 1 at 5:00 p.m. For gallery hours call -55227.

Members of the York community are asked to note that the domestic hot and cold water supply to Central Square will be shut off Friday, April 27 from 8:00 p.m. to 4:00 a.m. to permit necessary maintenance work to be carried out. The interruption is not expected to cause any inconvenience to members of the York community. Please also note that the power will be shut off Sunday, April 29 from 12:00 midnight to 5:00 a.m. to permit connection of electric power to the New Academic Building. The Ross Building - Central Tower and Central Square will be affected.

A memorial service for Prof. Roddick (Rod) Byers will be held April 30 at 4:00 p.m. in the Scott Religious Centre. Prof. Byers, a distinguished member of the Political Science Department and founder of the Centre for International and Strategic Studies, passed away on April 19. The service will last approximately one hour. Following the memorial service, there will be a reception in the Senior Common Room of McLaughlin College. In lieu of flowers, donations to the Bassett-Falk Cancer Research Foundation would be appreciated (700 Bay Street, Box 141, Toronto M5D 1Z6).

The 18th Annual Staff and Faculty Golf Tournament will be held Thursday, June 14 at the Carrying Place Golf and Country Club. Registration is \$43/person which includes green fees and dinner. Application forms will be distributed through the inter-campus mail during the week of May 7. For further information call Eric Willis at -77228.

York faculty members are asked to note the upcoming application deadlines for the following York research funds: SSHRC Conference Travel Grants - April 30; York Specific Research Grants (in lieu of salary program) - May 1. For further information, call the Office of Research Administration (Room S414, Ross) at -55055.

Runners are wanted for a York team in the YMCA Corporate Relay, being held June 6. Interested persons are asked to call Glen Norcliffe at -22475 or David Promislow at -33497.

Recreation York offers Massage Therapy: Tuesday & Thursday, 11:00 a.m.-2:00 p.m.; Wednesday, 11:00 a.m.-2:00 p.m. & 4:00 p.m.-6:00 p.m. One hour session \$40, \$50 for non-member; 1/2 hour session \$30, \$40 for non-member; Coupon book of five one-hour sessions \$175, regularly \$200. A course titled "Maintaining a Well Back" is offered free of charge May 1 & 3, 1:15 p.m.-1:45 p.m. in the Judo Room, Tait McKenzie. For information and to register call Recreation York at -55184.

EVENTS:

THURSDAY, APRIL 26

- 1:00 p.m. - Lecture - [CERLAC] "Nicaragua: The Transition From Sandinista to Uno Government" with Eduardo Canel, Graduate Program in Sociology - Senior Common Room, Founders
- 2:00 p.m. - Graduate Program in Music Colloquium - featuring Research Reports by Year I students: Sheila Faour, Claude Gallant, Keith Goddard, Daniel Janke, and Lenka Lichtenberg - Senior Common Room, Winters
- 2:00 p.m. - Philosophy Colloquium - "What's Wrong With Causal Atomism as an Account of Mental Representation" with Prof. Melinda Hogan, University of Cincinnati - Senior Common Room, Vanier
- 4:00 p.m. - Senate Meeting - Senate Chamber (Room S915), Ross

FRIDAY, APRIL 27

- 8:30 a.m. - 5:30 p.m. - Conference - [Faculty of Arts] "Rethinking the Curriculum: Race, Culture, and Liberal Education" - for information call Karin Warren in the Dean's Office at -33377 - Osgoode Hall Law School
- 10:00 a.m. - Doctoral Workshop - [Ontario Centre for International Business] "Perspectives on the Management of International Joint Ventures" - Room 722, Faculty of Management, University of Toronto

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 3, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Summer Advisor - Advising Centre, Arts [Temporary to September 30, 1990; Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; 1-2 years' directly related experience in complex student academic advising; wordprocessing; desktop publishing skills preferred or willingness to learn; analytical and research skills required; demonstrated skill/ability in the following areas: advising; excellent oral and written communication skills; effective interpersonal skills; dealing courteously and effectively with people; exercising initiative, good judgement, tact and diplomacy; working effectively under pressure of high volume; maintaining confidentiality; good organizational skills.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 195D

STAFF POSITIONS (cont'd.)

Counsellor: Karen Wright

*Tenure and Promotions Assistant - University Secretariat (University degree or equivalent; previous experience in a post-secondary environment plus a broad understanding of academic policies and collegial processes; consensus building skills; superior written and oral communication skills, including public speaking; microcomputing, wordprocessing, database, computerized spreadsheets, and electronic communication skills plus willingness to learn more advanced applications; excellent organizational skills including ability to establish priorities and to work effectively under pressure; demonstrated ability to monitor procedures; excellent interpersonal skills, tact and diplomacy; demonstrated ability to exercise good judgement and maintain confidentiality; reading comprehension of French would be an asset. Please submit a resume when making an application.) GRADE: P&M 5 Under Review (\$32,660-\$39,520) JOB NO: 196E

Reference Secretary - Reference, Scott Library, Libraries (Hours: 8:30 a.m.-4:30 p.m. preferred or 9:00 a.m.-5:00 p.m. acceptable) (High school graduation with secretarial training or equivalent; minimum 1 year secretarial experience with some public service experience required; bookkeeping or budget preparation experience required; previous library experience preferred; typing 50 w.p.m., accuracy essential; good organizational skills; good spelling communication skills; bookkeeping skills required; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: wordprocessing; working accurately with figures; dealing calmly, courteously and effectively with a high volume of enquiries in person and on the telephone; answering enquiries and providing information in a clear and concise manner; using an electronic mail system.) GRADE: 4 (\$23,582) JOB NO: 197E

Counsellor: Nancy Wallace

File/Documents Clerk 'B' - Consecutive, Office of Student Programs, Education (Hours: 9:00 a.m.-5:00 p.m.; overtime required during peak periods; may include occasional Saturdays) (High school graduation or equivalent; 1 year's related experience (e.g., data entry, filing, general office experience, etc.), preferably in a high volume environment; typing 35-40 wpm, accuracy essential; data entry skills required; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume on a continuing basis; working cooperatively with co-workers; dealing courteously and effectively with people.) GRADE: 3 Provisional (\$22,466) JOB NO: 198H

Secretary/Receptionist - Operations, Hospitality York (Hours: Choice of 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.; overtime may be required during peak periods) (High school graduation or equivalent; minimum 2 years' related experience (e.g., reception, dealing with the public, secretarial, etc.), preferably in a service business or hospitality environment; typing 45-50 wpm, accuracy essential; computerized spreadsheet skills preferred; good written communication skills; pleasant telephone manner; accuracy in working with figures; demonstrated skill/ability in the following areas: proficiency in wordprocessing and microcomputing; obtaining and providing information in a clear and informed manner; working as part of a team; excellent customer service skills; exercising tact and diplomacy; working accurately and effectively under pressure of high volume; good organizational skills including setting priorities and working independently.) GRADE: 4 (\$23,582) JOB NO: 199H

Counsellor: Susan Lanoue

Program Secretary "B" - Administrative Studies, Atkinson College (Hours: 9:00 a.m.-5:00 p.m. and 8:30 a.m.-4:30 p.m. (summer); required to work 11:00 a.m.-7:00 p.m. approximately one day per week during peak periods) (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 effectively with a high volume of calls; dealing courteously and efficiently with people; wordprocessing; working accurately and quickly under pressure of high volume.) GRADE: 4 (\$23,582) JOB NO: 200L

Administrative Secretary - Social Work, Atkinson College (Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with secretarial training or equivalent; some post-secondary courses preferred; 2 years' related experience (e.g., administration, arranging events/meetings, secretarial, etc.), preferably in an educational environment; typing 40-45 wpm, accuracy essential; wordprocessing and computerized spreadsheet skills required; knowledge of database systems or willingness to learn; budgeting skills preferred; demonstrated skill/ability in the following areas: obtaining and explaining accurate information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working independently; working accurately and effectively under pressure of high volume; good written communication skills; good organizational skills.) GRADE: 5 (\$25,222) JOB NO: 201L (Formerly posted as 071L).

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YORK UNIVERSITY

BULLETIN

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(416) 736-5010.

Monday, April 30 (12:00 noon) - Thursday, May 3 (12:00 noon), 1990
Volume 10, Number 32

GENERAL:

SUMMER INTERCHANGE: As a community service for the summer only, commencing the week of May 14, the York Bulletin will offer to staff, faculty and students the opportunity to advertise, without charge, items for sale, rent or exchange. This service exists only during the period while the Excalibur does not publish. Advertisers must observe and be aware of the following:

- 1) all items must be submitted in typed form, with name, campus telephone number and address, to Suite A134, West Office Building (no telephoned or hand written items will be accepted);
- 2) the York Bulletin has the right to edit all material received;
- 3) items will be published once only and on a first-come, first-served basis;
- 4) due to space limitations, the York Bulletin cannot guarantee publication of the Summer Interchange section in each edition; and
- 5) no commercial or outside agencies will be permitted to use this space.

Members of the York community are asked to note the following disruption of TTC service. On Sunday, May 6, between 2:00 p.m. and 5:00 p.m., a 10km race sponsored by the Canadian Deaf Sports Association - Silent Run and Silent Walk, will take place. The event will start at the Metro Track and Field Centre and follow along Fraser Drive. On Saturday, May 19, between 9:00 a.m. and 2:00 p.m., the North York Track and Field Association will hold their annual road race. This event will involve the Keele Street/St. Lawrence Blvd. area, around the mound at the main entrance to the University.

The Grounds and Vehicles Department has three propane powered, Ford Window Vans for sale (1 -1982, 2 - 1983). These vans will be sold in "as is" condition. Inspection can be arranged by calling -22373. Offers to purchase, in writing only, should be sent to the Purchasing Office, Room 39, EOB. Please refer to File #PSD 431.

A farewell reception will be held to honour Ronnie Fleming, Senior Switchboard Operator, Telecommunications, on the occasion of her retirement from York. The reception will take place June 28 from 3:00 p.m. to 4:30 p.m. in the Faculty Club. Anyone wishing to attend is asked to call Ulla Campbell at -22786 by June 20. Contributions towards a gift can be forwarded to Ulla Campbell, Telecommunications, Room 016, Steacie.

EVENTS:

MONDAY, APRIL 30

- 2:00 p.m. - Computer Science Seminar - "Recognizing Plans With Temporal Constraints in Discourse" with Fei Song, University of Waterloo - Room 258, Petrie
- 4:00 p.m. - Memorial Service - for Prof. Roddick (Rod) Byers, a distinguished member of the Political Science Department and the founder of the Centre for International and Strategic Studies, who passed away on April 19 - a reception will follow in the Senior Common Room, McLaughlin - Scott Religious Centre

THURSDAY, MAY 3

- 2:00 p.m. - Computer Science Seminar - "Dataflow Implementation of Generalized Guarded Commands in CSP" with Ramaswamy Govindarajan, University of Western Ontario - Room 258, Petrie
- 4:30 p.m. - Faculty of Graduate Studies Council Meeting - Senate Chamber (Room S915), Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than May 7, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Junior Technician - Geography, Arts [Hours: 8:30 a.m.-4:30 p.m.; out-of-town travel required] (High school graduation or equivalent; some post-secondary courses in physical geography or environmental science required; minimum 6 months' field experience in the operation of equipment used in the collection of data in physical geography; good oral communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with people; analytical skills; good knowledge of physical geography; skill in the use, repair and installation of a variety of geomorphic, hydrological and climatological instruments; demonstrated skill in the instrumentation of a drainage basin and equipment for boundary layer studies; basic ability to operate and maintain the following: environmental and laboratory sensors, automated data-recording equipment, and data transfer and storage equipment. Please submit a resume when making an application.) GRADE: Lab Tech 2 (\$27,306) JOB NO: 202D

*Computing Systems Administrator - Computing Science, Science (University degree in Computer Science or equivalent; minimum 5 years' related experience in a UNIX/distributed workstation environment, including managerial/supervisory experience; previous experience evaluating software and hardware required; advanced knowledge of Pascal, C and VAX Assembler, UNIX internals and externals, macros, system tuning and performance analysis; knowledge of VAX/VMS and VM/CMS preferred; budgetary skills; demonstrated ability to train, lead and motivate staff; excellent oral communication skills, including presentation skills; good written communication skills; excellent planning and organizational skills and ability to set priorities and meet deadlines; tact and diplomacy essential. Please submit a resume when making an application.) GRADE: P&M 8 (\$41,140-\$49,780) JOB NO: 203D

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STAFF POSITIONS (cont'd.)

Counsellor: Nancy Wallace

Student Programs Assistant I - In-Service, Office of Student Programs, Education [Temporary to October 31, 1990; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; one year post-secondary education preferred; 2 years' related experience (e.g., assessing, answering enquiries, accessing and maintaining computerized records, etc.) in a student service area; typing 40-45 wpm, accuracy essential; data entry skills required; demonstrated skill/ability in the following areas: attending accurately to detail; obtaining and providing accurate information in a clear manner; exercising tact and diplomacy; dealing courteously and effectively with people; working cooperatively and effectively with co-workers; following tasks through to completion; working accurately and effectively under pressure of high volume on a continuing basis; good organizational skills including ability to work independently; good written communication skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 204H

Counsellor: Susan Lanoue

Enrolment Supervisor - Registration, Atkinson College [Hours: March 1-September 30; 12:00 noon-8:00 p.m., Tuesday-Thursday; 9:00 a.m.-5:00 p.m., Friday & Saturday; October 1-February 28: 11:00 a.m.-7:00 p.m., Monday-Thursday; 9:00 a.m.-5:00 p.m., Friday] (High school graduation with some university courses or equivalent; 3 years' related experience (e.g., scheduling, enrolment, front-line public contact, etc.) preferably in a student service area; familiarity with on-line computerized records system preferred; on-line data entry skills required; demonstrated skill/ability in the following areas: eliciting and providing accurate information; exercising tact, diplomacy and good judgement; attending accurately to detail; exercising initiative and working independently; supervising staff; working effectively under pressure of high volume; dealing courteously and effectively with people; good written communication skills; excellent organizational skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 205L

On-Line Computer Clerk - Registration, Atkinson College [Hours: 8:30 a.m.-4:30 p.m.; Overtime and flexible hours required during peak periods] (High school graduation or equivalent; 1-2 years' related experience (e.g., student records, on-line computer entry, enrolment, etc.) preferably in a student service area; basic typing skills; data entry skills required; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail; exercising good judgement; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; good organizational skills including ability to set priorities and work independently.) GRADE: 4 (\$23,582) JOB NO: 206L

Parking Office Clerk (Bilingual) - Security and Parking, Glendon College [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., dealing with the public, handling cash, collecting payments, etc.) preferably in a parking related area; typing 35-40 wpm in French and English, accuracy essential; wordprocessing skills required; microcomputing skills required; data entry skills required; good organizational skills; Bilingual Module I (Advanced), II, III (Intermediate) and IV (Intermediate); demonstrated skill/ability in the following areas: customer service; dealing with people calmly, courteously and effectively under pressure; exercising tact and diplomacy; working accurately with figures; attending accurately to detail; working independently and setting priorities; answering enquiries and providing information in a clear and concise manner.) GRADE: 4L Under Review (\$25,222) JOB NO: 207L

Secretary - Admissions, Atkinson College [Hours: 9:00 a.m.-5:00 p.m. or 8:30 a.m.-4:30 p.m.; Overtime required during peak periods] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, wordprocessing, answering enquiries, dealing with the public, etc.) preferably in a student service area; typing 45-50 wpm, accuracy essential; tact and diplomacy essential; good organizational skills; ability to train and oversee the work of others; demonstrated skill/ability in the following areas: wordprocessing; obtaining and relaying information in a clear and concise manner; dealing courteously and effectively with people.) GRADE: 4 (\$23,582) JOB NO: 208L