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York UNIVERSITY

BULLETIN

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

Thursday, June 28 (12:00 noon) - Thursday, July 5 (12:00 noon), 1990
Volume 10, Number 48

GENERAL:

Canada Day: University offices will be closed Monday, July 2.

For the Canada Day Holiday weekend, Saturday, June 30 to Monday, July 2 (inclusive), the Complex 1 (Founders/Vanier) food service outlet will be open from 9:00 a.m. to 6:00 p.m. All other outlets will be closed.

Effective July 1, the following daily parking rates will apply:

Daily Reserved	\$7.00 Flat Rate
Daily Unreserved	\$3.50 Flat Rate
Evening Reserved	\$5.00 Flat Rate
Evening Unreserved	\$3.50 Flat Rate
Weekend Reserved	\$5.00 Flat Rate
Meters	\$.25 7 1/2 minutes
	\$4.00 for 2 hours
LL Lot	\$1.00 1/2 hour (\$10.00 deposit)
	\$5.00 flat rate after 4:00 p.m.

York's Summer Red Cross Blood Donor Clinic will be held July 11 & 12 from 10:00 a.m. to 4:00 p.m. daily, in the East Bear Pit, Central Square.

The Department of Facilities Planning and Management will conduct a physical survey and audit of all rooms and buildings on the Glendon Campus during July and August. The survey will be carried out by staff from DFPM bearing York identification. For further information call Tony Cichan at -55147.

EVENTS:

THURSDAY, JUNE 28

2:00 p.m. - Senate Meeting - Senate Chamber (Room S915), Ross (note change in time)

2:00 p.m. - MA Defence - [Graduate Program in Psychology] Lih Yea Guo will defend her thesis entitled "Blood Donation In the Chinese Community" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 6, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Manager - Public Affairs, Communications (University degree or equivalent, preferably in Journalism, Mass Communications or related field; eight or more years' progressive public relations experience preferably in an educational organization; administrative and supervisory experience required; demonstrated ability to plan, execute and evaluate major communication/public relations activities; proven leadership and managerial skills; superior oral and written communication skills; excellent interpersonal skills; professional skills in the areas of interviewing, news writing, copy editing, proofreading, as well as knowledge of layout and design; current working relationships with members of the media across Canada are essential; demonstrated initiative and the ability to produce results; demonstrated ability to work under pressure and to work effectively and diplomatically with a wide range of people, groups and situations is essential; familiarity with wordprocessing systems and knowledge of a second language are assets. Please submit a resume when making an application.) GRADE: P&M 8 (\$43,403-\$52,518) JOB NO: 292B

Counsellor: Jennifer Hebert

Secretary - Media Relations, Communications [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a media or public relations environment; typing 45-50 wpm, accuracy essential; pleasant telephone manner; excellent organizational skills; demonstrated skill/ability in the following areas: wordprocessing; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure to meet deadlines; good oral and written communication skills.) GRADE: 4 (\$23,582) JOB NO: 293E

Stacker (Acquisitions Lists) - Circulation, Osgoode Law Library, Libraries [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; one year's library experience or one year's general office experience including use of complex filing systems; good oral communication skills; good organizational skills; ability to lift and bend while shelving materials; ability to push heavy book trucks; demonstrated ability to deal calmly, courteously and effectively with people; demonstrated ability to attend accurately to detail.) GRADE: 3 (\$22,466) JOB NO: 294E

Serials Assistant II (Kardex) - Acquisitions, Scott Library, Libraries [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' related library experience (e.g., serials, bibliographic searching, etc.); experience with on-line library systems preferred; basic typing skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; working accurately with figures; dealing courteously and effectively with people; good oral communication skills; good organizational skills.) GRADE: 4 (\$23,582) JOB NO: 295E

STAFF POSITIONS (cont'd.)

Counsellor: Nancy Wallace

Graduate Program Assistant - Graduate Programs, Osgoode [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, registration, arranging meetings, maintaining accurate files, answering enquiries, etc.) preferably in a university environment; typing 40-45 wpm, accuracy essential; tact and diplomacy essential; demonstrated skill/ability in the following areas: wordprocessing; dealing courteously and effectively with people; providing information and answering enquiries in a clear and informed manner; working independently and setting priorities under pressure to meet deadlines; good organizational skills; good written communication skills.) GRADE: 5 (\$25,222) JOB NO: 296H

Administrative Secretary - Office of the Dean, Education [Location is off campus; Part-time 4 days/week; Hours: Monday-Thursday, 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., administrative, secretarial, assessing files, maintaining files and records, handling enquiries, etc.) preferably in an educational environment; typing 50-55 w.p.m., accuracy essential; word processing skills required; data entry skills preferred; good written communication skills; tact and diplomacy essential; excellent organizational skills; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and informed manner; dealing courteously and effectively with people; setting priorities and working independently; overseeing work of others; attending accurately to detail; handling money.) GRADE: 5 Provisional (Based on an annual salary of \$25,222) JOB NO: 297H

Counsellor: Donna Robbins

Grades, Examinations and Sessional Dates Coordinator - Office of the Registrar [Hours: 8:30 a.m.-4:30 p.m.] (Post-secondary degree/diploma or equivalent; minimum 2 years' experience in a university or college environment responsible for major academic exercises such as grades, exams, enrolment, and convocation; knowledge of computerized student records system required; knowledge of examination scheduling system preferred; excellent interpersonal skills; excellent written communication skills including report writing; meticulous attention to detail; excellent analytical and organizational skills; wordprocessing and computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: using on-line systems and microcomputer software packages; interacting effectively with a wide variety of academic, administrative and technical people; exercising tact and diplomacy; meeting tight deadlines under pressure of high volume; working independently and setting priorities; exercising good judgement; excellent oral communication skills to provide and explain information and to make presentations. Please submit a resume when making an application.) GRADE: 7 Provisional (\$30,766) JOB NO: 298K

Counsellor: Susan Lanoue

*Supervisor - Painting, Plastering, Carpeting and Building Restoration - Maintenance, Physical Resources (High school graduation or equivalent combination of education and experience; current Provincial certificate from the Ministry of Skills Development as Painter and Decorator; several years' recent experience in the following areas: painting, decorating, plastering, tiling, floor covering, rigging and scaffolding; supervisory experience preferred; extensive knowledge of paints, preparation of surfaces, and related equipment; basic knowledge of caulking, concrete and masonry materials and repairs; working knowledge of related safety codes for scaffold rigging and operation; proven ability to estimate projects and order materials; good oral and written communication skills, including ability to prepare written reports; skill in supervising and directing the work of others; demonstrated ability to work effectively with people and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M Ungraded JOB NO: 299L

SUMMER INTERCHANGE:

- Sale**
- Stanley, steel entrance door, diamond glazing, 6'8"x2'10", new; Two cedar entrance doors with windows, 6'10"x2'10". Call Les at -33840
 - One-bedroom condominium, 25 The Esplanade, den and locker, 803 sq. ft., 5 appliances, recreational facilities -\$189,900. Call Elaine at -33992 or 222-2609 after 6:00 p.m.
 - Corduroy and gaberdine material in assorted colours -\$2/yard. Call Kina at -55351 or 568-0854
 - 1988 Ford Mustang GT, 5.0L, 5-speed, 26,000 km, premium stereo cassette, certified -\$12,900. Call David at -77201 or 856-7232 after 5:00 p.m.
 - Dresser, circa 1950 wood, 3 drawers -\$65; Maple desk, 3 drawers -\$125; Bicycle carrier, trunk mount -\$20. Call Maggie at -55770 or 633-7900 after 5:00 p.m.
 - 1980 Cutlass Supreme Brougham, 175,000 km -\$1,250. Call 886-4318 after 5:00 p.m.
 - 1988 Mazda B2200 pick-up, short box and cab, automatic, bucket seats, immaculate -\$7,000. Call 635-2148 or 478-2721
- Rent**
- Leaside bungalow (Bayview/Eglinton), finished basement with family room or extra bedroom and den, two bedrooms, fireplace, central air, may be partially furnished, available August 1 - \$1,350/month plus utilities. Call Kevin Watson at 972-9951
 - Three-bedroom bungalow, Richmond Hill, available for one year starting July -\$1,300/month (furnished) or \$1,100/month (unfurnished). Call Don or Karen at -55388
 - Cottage in Northern Kawarthas, north of Peterborough, on peninsula, three-bedroom -price negotiable. Call Nora at 832-8848 after 6:00 p.m.
 - Four-bedroom side-split house, Bathurst/Steeles, on ravine, furnished, one-year lease starting September 1 -\$1,700/month plus utilities. Call 736-6772
 - Basement apartment, Greenwood/Cosburn, eat-in-kitchen, extra large sitting/bedroom, backyard, parking -\$600. Call 467-5564 between 6:00 and 9:00 p.m.
- Wanted**
- Person with good sewing skills to help with a small sewing project, payment negotiable. Call Lynne at -22465
 - Telescope for adult amateur astronomer. Call Sandra McPherson at -55165

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Published by
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Thursday, July 5 (12:00 noon) - Monday, July 9 (12:00 noon), 1990
Volume 10, Number 49

GENERAL:

Members of the York community are advised that the Grace Period for 1990-91 Annual Parking Decals will be as follows: July 1 - August 3, all 1989/90 Full-time Unreserved and Full-time Reserved decals will be honoured. As yet, 1990/91 parking decals are not available.

In order to permit North York Hydro to complete maintenance work (that was more extensive than originally anticipated), the scheduled return to normal power supply has been deferred a week. The momentary power interruption is now scheduled to take place July 6 between the hours of 6:00 a.m. and 8:00 a.m. The following buildings will be affected: Founders College & Residence; Vanier College & Residence; Winters College & Residence; Stong, College, Kitchen & Residence; Norman Bethune College & Residence; Calumet construction site; KNIMR; Computer Methods; Ross and construction sites east of Ross; Central Square; Osgoode; Passey & Hart House; Curtis; Lumbers; Fine Arts; 22 Moon Road; #2 & #8 Assiniboine Road.

YUSA staff members and their managers are reminded that sessions will be held to provide information on the process of pay equity and job evaluation for YUSA positions. These information sessions will be held the week of July 9 - 13 from 9:00 a.m. to 11:00 a.m. in Curtis Lecture Hall G (for York campus employees).

Date	If your surname initial is:
Monday, July 9	A, B & C
Tuesday, July 10	D, E, F, G, H & I
Wednesday, July 11	J, K, L & M
Thursday, July 12	N, O, P, Q, R & S
Friday, July 13	T, U, V, W, X, Y & Z

An information session will be held for YUSA staff members and their managers at the Glendon campus on Monday, July 16 from 9:00 a.m. to 11:00 a.m. in Room 349, York Hall.

The Department of Human Resources announces the following appointments: John Hedgecock, Executive Director, York University Bookstores, effective July 1; Chris Phillips, Computing Systems Administrator, Computer Science, effective July 1. The following promotions/transfers have also taken place: Anna DiRezze, Senior Admissions Officer, Faculty of Graduate Studies; Frank McIntyre, Senior Executive Officer, Faculty of Arts.

The Atkinson College Restaurant will be closed from Monday, July 30 to Friday, August 10. The restaurant will re-open Monday, August 13.

The Institute for Space and Terrestrial Science has an immediate opening for a Computer Systems/Network Manager to be responsible for the design, implementation and operation of its multi-site computing and networking facilities. Qualifications: An Honours BSc degree in Computing or equivalent and three years' experience managing multifaceted computing projects; in-depth knowledge of the Unix operating system, and of network protocols, engineering, management and operation; good interpersonal skills; experience in management, application software development and planning. A comprehensive benefits package is available and 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, Second Floor, North York M3J 3K1, by July 13. Please quote reference number ADM-9006.

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Administrative Officer - Office of the Dean, Arts (University degree or equivalent; 5 years' related administrative/managerial experience, including human resources administration and budgetary responsibility; demonstrated excellent interpersonal skills; excellent oral and written communication skills; superior supervisory and managerial skills; excellent budgetary skills including knowledge of budget procedures and methods; strong organizational and planning skills; demonstrated ability to deal calmly and effectively with problem situations; microcomputing and computerized spreadsheet skills required; familiarity with staff relations in a unionized environment required; familiarity with YUSA collective agreement would be an asset. Please submit a resume when making an application.) GRADE: P&M 9 (\$46,874-\$56,717) JOB NO: 305B

Counsellor: Jennifer Hebert

Graphic Designer II - Communications [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer); temporary to October 31, 1990] (A degree or diploma in Communications/Graphic Design from a university, college of applied arts or community college, or equivalent (combination of formal training and experience); minimum 3 years' experience in a professional design studio performing design/layout and other related functions, including some experience dealing with clients; strong conceptual design and mechanical art skills required; illustration skills and computer graphic skills required; operating photostat camera required; good oral communication skills; demonstrated ability to work cleanly and prepare colour "comps" for presentation under time constraints; demonstrated ability to work with a wide range of subject matter. Please submit a resume when making an application.) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 300E

Graphic Designer II - Communications [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer); one year contract] (A degree or diploma in Communications/Graphic Design from a university, college of applied arts or community college, or equivalent (combination of formal training and experience); minimum 3 years' experience in a professional design studio performing design/layout and other related functions, including some experience dealing with clients; strong conceptual design and mechanical art skills required;

STAFF POSITIONS (cont'd.)

Illustration skills and computer graphic skills required; operating photostat camera required; good oral communication skills; demonstrated ability to work cleanly and prepare colour "comps" for presentation under time constraints; demonstrated ability to work with a wide range of subject matter. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 301E

Counsellor: Nancy Wallace

Secretary - Policy, Administrative Studies [Hours: 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; statistical typing skills preferred; skill in transcribing from dictation equipment preferred; good written communication skills; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; working accurately and effectively under pressure of high volume; good organizational skills including setting priorities.) GRADE: 4 (\$23,582) JOB NO: 302H

Counsellor: Donna Robbins

Summer Advisor - Advising Centre, Arts [Hours: 8:30 a.m.-4:30 p.m.; temporary to October 31, 1990] (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 in responding to a high volume of enquiries; exercising initiative, good judgement, tact and diplomacy; working effectively under pressure of high volume; maintaining confidentiality; good organizational skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 303K

Faculty Secretary - Mathematics, Arts [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; 1 year's reception and/or secretarial experience preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; demonstrated clear, courteous and effective oral communication to obtain and relay information accurately; demonstrated ability to deal courteously and effectively with people; good organizational skills.) GRADE: 3 (\$22,466) JOB NO: 304K

Administrative Assistant - Sociology, Arts [Hours: 9:00 a.m.-5:00 p.m.; temporary from Aug. 1/90 to Nov. 16/90] (High school graduation with secretarial training or equivalent; minimum 2 years' related administrative experience including budgetary and supervisory responsibilities, preferably in a university environment; typing 50-55 wpm, accuracy essential; wordprocessing and computerized spreadsheet skills required; effective interpersonal skills; demonstrated skill/ability in the following areas: providing information in a clear and concise manner; exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; minute taking; supervising; bookkeeping and budgeting; working effectively under pressure; working accurately with figures; excellent written communication skills; excellent organizational skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 306K

Assistant Admissions Officer - Admissions, Graduate Studies [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation plus 2 years' university education required or equivalent; minimum 3 years' related experience (e.g. assessing, advising, supervising, maintaining accurate statistical records, dealing with people, etc.), preferably in a student service area; on-line computerized records system skills required; computerized spreadsheet skills preferred or willingness to learn; wordprocessing skills preferred; demonstrated skill/ability in the following areas: supervising; working independently and setting priorities; working accurately and effectively under pressure of high volume; exercising good judgement; exercising tact and diplomacy; dealing courteously and effectively with people; excellent interpersonal skills; excellent oral and written communication skills. Please submit a resume when making an application.) GRADE: 7 (\$30,766) JOB NO: 307K

Counsellor: Susan Lanoue

Parking Office Clerk - Security and Parking Services [Hours: 8:30 a.m.-4:30 p.m. and 5:00 p.m.-7:00 p.m. (for September) overtime required; Sessional from May 1 to November 30] (High school graduation or equivalent; 1-2 years' related experience (e.g., front-line customer service, handling cash, issuing receipts, maintaining accurate records, etc.), preferably in a parking related area; typing 35-40 wpm, accuracy essential; pleasant telephone manner; microcomputing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: providing excellent customer service; dealing calmly, courteously and effectively with people; exercising tact and diplomacy; providing information and answering enquiries in a clear and concise manner; working accurately with figures; working effectively under pressure of high volume; good organizational skills.) GRADE: 4 Provisional (Based on an annual salary of \$23,582) JOB NO: 308L

Parking Office Clerk - Security and Parking Services [Hours: 8:30 a.m.-4:30 p.m. and 5:00 p.m.-7:00 p.m. (for September) overtime required; Sessional from May 1 to November 30] (High school graduation or equivalent; 1-2 years' related experience (e.g., front-line customer service, handling cash, issuing receipts, maintaining accurate records, etc.), preferably in a parking related area; typing 35-40 wpm, accuracy essential; pleasant telephone manner; microcomputing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: providing excellent customer service; dealing calmly, courteously and effectively with people; exercising tact and diplomacy; providing information and answering enquiries in a clear and concise manner; working accurately with figures; working effectively under pressure of high volume; good organizational skills.) GRADE: 4 Provisional (Based on an annual salary of \$23,582) JOB NO: 309L

SUMMER INTERCHANGE:

- Sale - 2-bedroom condominium plus den, Burnhamthorpe/Mill, 1st mortgage at 10 7/8%, 2 - 4-piece bath, approx. 1,350 sq. ft. -\$179,000. Call Carol at 665-5403 or 631-9834 evenings
- 1984 Lynx RS, 5-speed, 87,000 km, 4-cyl., new brakes, tires, battery and exhaust, excellent condition -\$2,500. Call Karen at -55182
 - Antique buffet, solid oak with bevelled mirror and brass tear-drop handles, needs refinishing -\$450; Antique desk, solid mahogany, double-pedestal with 8-drawers, brass handles, bevelled front -\$300; Modern floor lamp, chrome base with white leather globe shade -\$40. Call Joan at -55354
- Rent - Leaside bungalow, Bayview/Eglinton, finished basement with family room or extra bedroom and den, two-bedrooms, fireplace, central air, may be partially furnished, available August 1 -\$1,350/month plus utilities. Call Kevin Watson at 972-9952

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BULLETIN

UNIVERSITY

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Monday, July 9 (12:00 noon) - Thursday, July 12 (12:00 noon), 1990
Volume 10, Number 50

GENERAL:

The Department of Facilities Planning and Management will conduct a physical survey and audit of all rooms and buildings on the Glendon campus during July and August. The survey will be carried out by staff from DFPm bearing York identification. For further information call Tony Cichan at -55147.

The Department of Postal Services advises all users that effective July 11, Canada Post will introduce a new system for commercial Registered Mail. All letter size Registered Mail for delivery in Canada must be in a pre-printed #9 envelope which will be available from stationery stores as of July 16. Larger items for Canada and other registered items for U.S.A. or international destinations will require security/registered labels which are available at the Retail Postal Outlet on the first floor of the Ross Building.

EVENTS:

WEDNESDAY, JULY 11

10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

THURSDAY, JULY 12

10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 16, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Information Desk/Off-Campus Assistant - Reference Department, Scott Library, Libraries [Hours of work: 9:00 a.m.-5:00 p.m.; in the future, some evening and weekend work may be required] (High school graduation or equivalent; some library technician courses in a community college preferred; one year's library experience required in any one or combination of the following areas: interlibrary loan, circulation, cataloguing, searching, information services, recent front-line high volume public service preferably in an academic environment; basic keyboarding skills to operate a computer terminal required, accuracy essential; demonstrated skill/ability in the following areas: working independently and setting priorities under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people; good oral and written communication skills; good organizational skills.) GRADE: 4 Provisional (\$23,582) JOB NO: 310E

Reserve Assistant (Evenings) - Circulation, Scott Library, Libraries [Hours of work: Sunday 12:00 noon-8:00 p.m. (Sept.-Apr.); 1:00 p.m.-9:00 p.m. (May-July); Mon.-Thurs. 4:00 p.m.-12:00 midnight (Sept.-July); Mon.-Fri. 8:30 a.m.-4:30 p.m. (August)] (High school graduation or equivalent; 1-2 years' experience in providing front-line public service; library experience preferred; previous reserves experience an asset; basic keyboard skills to operate a computer terminal; knowledge of computerized on-line systems preferred; demonstrated skill/ability in the following areas: dealing calmly, effectively and courteously with a high volume of enquiries in person and by telephone; exercising tact and diplomacy; providing information and answering enquiries in a clear and concise manner.) GRADE: 4 (\$23,582) JOB NO: 311E

Acquisitions and Processing/Information Desk Assistant - Acquisitions, Scott Library, Libraries [Hours of work: 9:00 a.m.-5:00 p.m.; some evening hours may be required after January 1991.] (High school graduation or equivalent; some library technician courses in a community college preferred; 2 years' related experience (e.g., acquisitions, serials, bibliographic searching, recent front-line high volume public service, etc.), preferably in an academic environment; basic keyboarding skills; data entry skills using on-line library systems; reading comprehension (high school level) in one or more of the following languages preferred: French, German, Italian, Russian; familiarity using bibliographic searching tools preferred; demonstrated skill/ability in the following areas: working accurately and efficiently with a high volume of figurework; working independently and setting priorities under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; good written communication skills; good organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 312E

Counsellor: Donna Robbins

Secretary, Facilities - Recreation and Athletics, Physical Education [Hours of Work: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 2 years' related secretarial experience (e.g., scheduling and booking facilities, maintaining accurate records, customer service experience, etc.); typing 45-50 w.p.m., accuracy essential; basic accounting skills; microcomputing skills; demonstrated skill/ability in the following areas: wordprocessing; dealing courteously and effectively with people; exercising tact and diplomacy; working independently and setting priorities; working accurately and effectively under pressure of high volume; attending accurately to detail; working accurately with figures; good oral and written communication and excellent organizational skills.) GRADE: 4 (\$23,582) JOB NO: 313K

YELT (York English Language Testing) Coordinator - Liaison, Admissions [Hours of Work: 8:30 a.m.-4:30 p.m.; overtime required on Saturdays during peak periods] (High school graduation or equivalent; 1-2 years' related experience (e.g., administrative, coordinating, etc.) preferably in a university environment; typing 40-45 w.p.m., accuracy essential; wordprocessing and data entry skills required; computerized spreadsheet skills preferred or willingness to learn; good interpersonal skills; tact and diplomacy essential; pleasant and effective telephone manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working independently; providing information and answering enquiries in a clear and accurate manner; working effectively under pressure of high volume; good organizational skills including ability to set priorities.) GRADE: 4 (\$23,582) JOB NO: 314K

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STAFF POSITIONS (cont'd)**Counsellor: Susan Lanoue**

Registration Assistant I - Registration, Atkinson College [Hours of work: 8:30 a.m.-4:30 p.m.; flexible hours required during peak periods, as necessary. Temporary from August 1, 1990 to January 31, 1991] (High school graduation; minimum 2 years' university education or equivalent; minimum 2 years' related experience (e.g., assessing academic records, on-line computerized records experience, front-line advising, etc.), in an academic programme office or student service area; basic typing skills; microcomputing skills required; good interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement; attending accurately to detail and working well under pressure; supervising; good oral and written communication skills; good organizational skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 315L

On-Line Computer Clerk - Registration, Atkinson College [Hours of work: 8:30 a.m.-4:30 p.m., overtime and flexible hours required during peak periods. Temporary from August 1, 1990 to January 31, 1991] (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 (Based on an annual salary of \$23,582) JOB NO: 316L

Scrip Clerk - Food Services, Business Operations [Hours of work: 8:30 a.m.-4:30 p.m. Sessional from August 1 to May 31] (High school graduation or equivalent; 2 years' related experience (e.g., balancing receipts, maintaining accurate records, etc.), including bookkeeping experience, preferably in a public service environment; basic typing skills; microcomputing and wordprocessing skills; good organizational skills; good oral communication skills; demonstrated skill/ability in the following areas: working effectively under pressure of high volume during peak periods; dealing calmly, courteously and effectively with people; attending accurately to detail; bookkeeping; working accurately with figures; working independently.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 317L

Counsellor: Betty Vernassal

Administrative Secretary, Canadian/International Studies - Glendon College [Hours of work: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer) Temporary from August 1, 1990 to June 17, 1991] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, administrative, organizing conferences, etc.), preferably in a university environment; typing 50-55 wpm, accuracy essential; wordprocessing skills required; desktop publishing skills preferred; basic bookkeeping skills; grammatical and spelling skills in both French and English required, accuracy essential; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working independently and setting priorities; adapting well to changing priorities; good oral and written communication skills.) GRADE: 5L (Based on an annual salary of \$27,692) JOB NO: 318G

Student Programmes Assistant I - Office of Student Programmes, Glendon College [Hours of Work: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; minimum 1 year university education required; minimum 2 years' related experience (e.g., scheduling/coordinating, gathering information, administrative, etc.) including experience using an on-line records system, preferably in a university environment; wordprocessing skills required; excellent organizational skills; effective interpersonal and problem-solving ability; minute taking skills required; Bilingual Modules I (Advanced), III (Advanced), IV (Advanced); demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working independently and setting priorities; attending accurately to detail; working well under pressure to meet deadlines; providing information and answering detailed enquiries in a clear and accurate manner; good written communication skills. Please submit a resume when making an application.) GRADE: 6L (\$30,766) JOB NO: 319G

Secretary - Computer Science, Glendon [Hours of Work: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer) Sessional August 1 to May 31] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, handling requests, front-line service, etc.) preferably in a university environment; typing 40-45 wpm, accuracy essential; good written communication skills; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III (Advanced), IV (Minimum); demonstrated skill/ability in the following areas: wordprocessing; obtaining detailed information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; working accurately and effectively under pressure; good organizational skills.) GRADE: 4L Provisional (Based on an annual salary of \$25,222) JOB NO: 320G

SUMMER INTERCHANGE:

- Sale
- 1984 Ford Thunderbird, automatic, 6 cyl., power steering and brakes, air, burglar alarm, Alpine radio and 200w booster, certified -\$7,500. Call Mark at 736-9748 or Rick at 745-0893
 - 1984 Dodge Colt DL, 2-door hatchback, standard, roof racks, good condition, certified -\$1,800. Call Sue at -22268 or 793-5417 after 6:00 pm
 - 1977 Volare, slant 6, low kms, excellent condition, certified -\$1,150. Call 736-7290
 - Small matching kitchen cabinets, counter and sink, wood construction -\$200. Call Walter at -66205 or 531-9843
 - 1986 Jeep Cherokee, 4x4, 6 cyl., 5-speed, power steering and brakes, Am/FM stereo, 40,000 miles -\$12,500. Call 724-1378
 - 1982 Plymouth Reliant, 4-door, automatic, new tires, battery, front brakes, good condition -\$1,200. Call Jim at -66250 or 889-2179 after 6:00 p.m.
 - 1981 CM400T, good condition -\$800; Apartment-size washer and dryer -\$300; Gas lawn mower -\$100. Call Carol at -55440
- Rent
- Three-bedroom cottage, beach, rowboat, colour TV, clean lake north of Huntsville. Call Doug at -33713
- Wanted
- Faculty member's 29 year-old son, PhD student, non-smoker, responsible, looking for reasonable accommodation in central Toronto, from mid-August to end of September or part thereof. Call Irene Klein at 857-3683

York

BULLETIN

UNIVERSITY

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

Thursday, July 12 (12:00 noon) - Monday, July 16 (12:00 noon), 1990
Volume 10, Number 51

GENERAL:

YUSA staff members and their managers, who were unable to attend an information session on the process of pay equity and job evaluation for YUSA positions, will be able to attend a make-up session. This additional session will be held July 17 from 9:00 a.m. to 11:00 a.m. in Curtis Lecture Hall "G."

Parking renewal packages for 1990-91 are now being distributed through the inter-campus mail. Any member of the community having a package that will not be required, is asked to return it to the parking office. Anyone requiring a package and didn't receive one, is asked to call the parking office at -55335.

The Department of Security and Parking Services advises the York community that parking lots 1A, 3A, and 3B will be unavailable from July 17 to 29, due to the Players' International Ltd. Tennis Championships. Holders of York decals may park in any other parking lot which their parking permit entitles them to.

The York Youth Connection fine arts summer day camp program for children ages 9-14 still has vacancies for its August camp. For further information, call Community Relations at -55010.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 19, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Direct-Service Training and Development Coordinator - Staff Development, Human Resources [Part-time, 25 hours/week; one year contract] (University degree or equivalent with relevant courses in Adult Education; several years training experience including service orientation in an organizational context, preferably in an academic environment; experience working in a unionized environment would be an asset; proven ability to work collaboratively and effectively with others at all levels; demonstrated commitment to providing a consistently high level of service to the university community; demonstrated superior interpersonal skills including tact, discretion, flexibility and good judgement; demonstrated active listening skills; excellent presentation skills including ability to facilitate sessions using the principles of adult education; microcomputing skills, wordprocessing, spreadsheet and data base skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: Based on a P&M Ungraded annual salary. JOB NO: 321B

Counsellor: Jennifer Hebert

Acquisitions and Processing/Information Desk Assistant - Acquisitions and Processing, Scott Library, Libraries [Hours: 9:00 a.m.-5:00 p.m.; some evening hours may be required after January 1991] (High school graduation or equivalent; some library technician courses in a community college preferred; 2 years' related experience (e.g., acquisitions or serials, including bibliographic searching, recent front-line high volume public service, etc.), preferably in an academic environment; basic keyboarding skills; data entry skills using on-line library systems; reading comprehension (high school level) in one or more of the following languages preferred: French, German, Italian, Russian; familiarity using bibliographic searching tools preferred; demonstrated skill/ability in the following areas: working accurately and efficiently with a high volume of figurework; working independently and setting priorities under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; good written communication skills; good organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 322E (Formerly posted as 312E)

Bibliographic Searcher/Information Desk Assistant - Acquisitions and Processing, Scott Library, Libraries [Hours: 8:00 a.m.-4:00 p.m., 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; two years' related experience required in acquisitions including bibliographic searching; recent front-line, high volume public service experience required, preferably in an academic environment; keyboarding skills to operate a computer terminal, accuracy essential; familiarity with bibliographic searching tools preferred; working knowledge of computerized library systems preferred; demonstrated skill/ability in the following areas: reading and writing comprehension (equivalent to high school level) of one or more of the following languages: French, German, Italian or Russian; good written communication skills; providing information and answering enquiries in a clear and concise manner; attending accurately to detail; solving problems and following tasks through to completion; dealing courteously and effectively with people.) GRADE: 5 (\$25,222) JOB NO: 323E

Counsellor: Michael Theall

Intramural Assistant - Recreation and Athletics, Physical Education [Temporary from August 27, 1990 to March 31, 1991; Hours: 10:00 a.m.-6:00 p.m., but flexible hours, evening and weekend work are regularly required] (High school graduation or equivalent; 2 years' related experience (e.g., organizing and conducting meetings, preparing schedules, dealing with people, etc.); previous experience in a university recreational environment preferred; microcomputing skills required; good written communications skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: overseeing the planning and execution of events; providing information in a clear and informed manner; dealing courteously and effectively with people; attending accurately to detail; working independently; working effectively under pressure of high volume; excellent organizational skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 324F

STAFF POSITIONS (cont'd.)

Counsellor: Susan Lanoue

Administrative Secretary - English Department, Atkinson College [Temporary to January 31, 1991; Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, administrative, mailings, scheduling appointments, etc.), preferably in a university environment; typing 45-50 wpm; wordprocessing and microcomputing skills required; tact and diplomacy essential; excellent written communication skills; demonstrated skill/ability in the following areas: good organizational skills; dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; overseeing work of others.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 325L

Counsellor: Betty Vernassa

Administrative Secretary - Philosophy, Glendon College [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 2 years' secretarial and administrative experience, preferably in a university environment; typing 45-50 wpm, accuracy essential; shorthand skills preferred; Bilingual Modules I (Advanced), II, III (Advanced), IV (Intermediate); demonstrated skill/ability in the following areas: wordprocessing; bookkeeping; 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 (\$27,692) JOB NO: 326G

*Assistant to Personnel Officer - Personnel, Glendon College [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 3 years' related experience (e.g., secretarial, administrative, coordinating schedules, providing service, etc.); previous personnel related experience would be an asset; typing 45-50 wpm, accuracy essential; accurate spelling and grammatical skills; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III, (Intermediate), IV (Advanced); demonstrated skill/ability in the following areas: wordprocessing; working effectively under pressure of high volume; attending accurately to detail and meeting deadlines; exercising initiative; supervising; dealing courteously and effectively with people; working independently and setting priorities; maintaining confidentiality; excellent organizational skills; good oral and written communication skills to relay complex information and instructions. Please submit a resume when making an application.) GRADE: 6L Provisional (\$30,766) JOB NO: 327G

Research Typist - Principal's Office, Glendon College [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 2 years' secretarial experience; typing 60 wpm, accuracy essential; good formatting and bibliographic preparation skills required; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III (Intermediate); demonstrated skill/ability in the following areas: wordprocessing proficiency; microcomputing; attending accurately to detail; working accurately and effectively under pressure of high volume and competing deadlines; dealing courteously and effectively with people; clear oral communication skills; good organizational skills.) GRADE: 3L (\$23,582) JOB NO: 328G

SUMMER INTERCHANGE:

- Sale**
- Two-person Moss Starlet tent, 2.5 kg -\$295; Two-person, Eureka, Alpine Meadows tent and vestibule, 4.2 kg, sleeps 3 -\$250. Call Irene Klein at 857-3683
 - 1970 Scamper travel trailer, 18', fridge, stove, oven and furnace, sleeps 6, situated on site at Bass Lake, Orillia -\$2,200. Call Cheryl at -77222 or 793-7141 weekdays or 705-327-2075 weekends. Ask for Mr. or Mrs. Billings
 - Low stereo bench, teak finish, 15"x19"x40" -\$25; TV stand on casters, 16"x16"x28", one-shelf, dark wood finish -\$15; Chrome set, table and 4 chairs, grey & white upholstery, white table top, 1 leaf, 36"x40" (48" w/leaf) -\$50. Call Penny at -33861 or 663-0578
 - Sofa bed, good condition -\$50. Call Greg at -44608 or 731-5300
 - 1981 Mazda 626, 4-door, 2-litre engine, stereo, air, excellent condition, certified -\$3,500. Call Mark at 669-5178
 - Two-bedroom, penthouse condominium, University City, new appliances -\$164,900 with a 7% mortgage. Call 661-3836
 - 1987 Honda Accord LX, 4-door, 5-speed, 83,000 km, new snow tires, brakes, exhaust, and a major tune-up. Call 663-5769
 - 1973 Cougar XR7, convertible, leather, 351C, 90K original miles -\$5,200. Call 968-8393 or 269-6068
 - One-bedroom co-op with balcony, Keele/Sheppard, low downpayment, 10% mortgage for 3 years -\$87,500. Call 661-3836
 - 1985 Pontiac Sunbird, 4-door, automatic, AC, AM/FM cassette -\$4,200. Call 633-7594 before 10:00 p.m.
 - Micom 2002 computer, includes keyboard, screen, printer and cover, diskdrive, instruction manual, disks, ribbons, printwheels and learning tapes -\$200. Call Joy at -33624
 - Air conditioner, 1989 model, 10,000 BTU, excellent condition -\$600. Call Dave Johnston at -77950
 - Apartment size washer/dryer, Inglis 3 1/2 years old, almond colour, includes extended warranty -\$700. Call Irene at -77506
- Rent**
- Basement apartment in a townhouse, Bathurst/Steeles, furnished, non-smoker. Call Mrs. Zohar at -55589 or 665-8367 after 10:30 p.m.

York

BULLETIN

UNIVERSITY

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

Monday, July 16 (12:00 noon) - Thursday, July 19 (12:00 noon), 1990
Volume 10, Number 52

GENERAL:

The Department of Postal Services advises all users that effective July 11, Canada Post will introduce a new system for commercial Registered Mail. All letter size Registered Mail for delivery in Canada must be in a pre-printed #9 envelope which will be available from stationery stores as of July 16. Larger items for Canada and other registered items for U.S.A. or international destinations will require security/registered labels which are available at the Retail Postal Outlet on the first floor of the Ross Building.

EVENTS:

MONDAY, JULY 16

1:00 p.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Tory Hoff, will present his colloquium entitled "Theories of Body Expression in Their Historical Relationship to Psychological Concepts" - Room 207, Behavioural Sciences

TUESDAY, JULY 17

2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Tory Hoff will defend his dissertation entitled "Theories of Body Expression in Their Historical Relationship to Psychological Concepts" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than July 23, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Stacker - Facilities, Scott Library, Libraries [Hours: 8:00 a.m.-4:00 p.m.; may be required to work the occasional evening shift] (High school graduation or equivalent; one year general office experience including experience in use of complex filing systems or 6 months' library experience; some library experience preferred; experience in handling cash transactions preferred; ability to lift and bend while shelving books and to push heavy book trucks; good oral communication skills; ability to handle cash transactions; demonstrated ability to attend accurately to detail; demonstrated ability to deal calmly, courteously and effectively with people.) GRADE: 2 (\$21,282) JOB NO: 329E

Binding and Labelling Assistant - Acquisitions and Processing, Scott Library, Libraries [Hours: 8:00 a.m.-4:00 p.m., 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., barcoding and labelling, retrieving records from on-line systems, data entry, etc.); basic keyboard skills to operate a computer terminal, accuracy essential; good oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to lift and move books on a regular basis.) GRADE: 3 (\$22,466) JOB NO: 330E

*Benefits Counsellor - Pension and Benefits, Human Resources [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation plus some post-secondary courses in benefits administration or equivalent; minimum 2 years' related experience (e.g., interpreting benefit policies, handling detailed enquiries, etc.); typing 40-45 wpm, accuracy essential; computerized spreadsheet skills required; skill in accessing a computerized records system; excellent interpersonal and customer service skills; excellent written communication skills; excellent organizational skills; demonstrated skill/ability in the following areas: working knowledge of benefits plans and related legislation; wordprocessing; explaining and providing detailed and complex information; setting priorities and working quickly and effectively under pressure of high volume and frequent interruptions; working accurately with figures and mathematical formulas; pleasant telephone manner. Please submit a resume when making an application.) GRADE: 6 (Pay equity salary rate \$30,406) JOB NO: 331E

Counsellor: Susan Lanoue

Secretary, Office of the Director - Housing and Food Services, Business Operations [Temporary August 1/90 to January 31/91; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 1-2 years' related experience (e.g., secretarial, reception, dealing with public, maintaining files, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills; demonstrated skill/ability in the following areas: proof-reading; exercising tact and diplomacy; dealing calmly, courteously and effectively with people; setting priorities and meeting deadlines; attending accurately to detail; working accurately and effectively under pressure of high volume and frequent interruptions; obtaining and providing information in a clear and concise manner; providing a high level of customer service; pleasant telephone manner.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 332L

SUMMER INTERCHANGE:

- Sale
- Three-year old Kirby vacuum cleaner, used 1 1/2 years, excellent and clean condition, all accessories, legend powerhead included -\$500. Call -55658 or (416) 775-4706 after 6:00 p.m.
 - Four concert tickets to New Kids Concert on August 3. Call -77082 or 856-8131 after 6:00 p.m.
 - Minolta XG-1 camera, 50mm lens, Magnicon zoom lens 70-210mm, Achiever multi-dedicated TZ210 flash, assorted filters, all instruction booklets and camera bag -\$350. Call Diane at -22707 or 727-9826 evenings
 - 1987 Raleigh, Blue Max, Tropical Hopper Series, Freestyle Bike, excellent condition -\$120; Multi-coloured woven wood window blind, 72" (w) x 48" (h), colours are rust, brown and cream, excellent condition, comes with valance to match -\$150. Call Marilyn at -33666 or 667-8217 evenings
- Rent
- Three-bedroom penthouse condominium, 2 full baths, 4 appliances, Mill Road in Etobicoke, available immediately -\$1,200/month. Call 569-9389

York

UNIVERSITY

BULLETIN

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

Thursday, July 19 (12:00 noon) - Monday, July 23 (12:00 noon), 1990
Volume 10, Number 53

GENERAL:

OBITUARY: Thomas Henry (Harry) Leith, Professor of Natural Science at Atkinson College, died July 13, 1990. Professor Leith had taught at York for more than 25 years.

Members of the York community are asked to note that effective July 23 at 6:00 a.m., parking lot EE will be closed for construction. The lot will re-open in approximately six weeks, upon completion of the Niagara Blvd. widening project. Access to the loading dock for deliveries and garbage collection will be maintained for this period. Decals will be honoured in HH, DD or any single letter lot.

Nominations are invited for the Prix Jacques Aubin-Roy. All University support staff are eligible for this prize. The value of the prize is approximately \$400. Nominations must be made in writing and accompanied by two letters of recommendation. The letters should describe how candidates for the award meet the following criteria and also include pertinent information and examples. The candidate should demonstrate excellence in performance of duties; possess bilingual skills and/or make an effort to attain those skills; attempt to develop harmony among the Glendon/York communities; demonstrate campus-wide cooperation and, where the nature of the job permits, enhance inter-campus relations; show interest in the environment and the arts; and promote the best interests of Glendon College and York University. Nominations should be sent to the Personnel Office, Glendon College by August 13.

The York Youth Connection fine arts summer day camp program for children ages 9-14 still has vacancies for its August camp. For further information, call Community Relations at -55010.

Recreation York has "Rec. Rat" autoshades for sale. They can be purchased for \$6.00 each or 2 for \$10.00 from Room 211, Tait McKenzie.

EVENTS:

FRIDAY, JULY 20

10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Debra Grant will present her colloquium entitled "Person-Environment Fit and Stressor-Support Specificity Models of the Stress-Buffering Hypothesis" - Room S444, Ross

WEDNESDAY, JULY 25

11:00 a.m. - PhD Defence - [Graduate Program in Psychology] Debra Grant will defend her dissertation entitled "Person-Environment Fit and Stressor-Support Specificity Models of the Stress-Buffering Hypothesis" - Room S444, Ross

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Manager, Food and Beverage Services - Housing and Food Services, Business Operations (University degree or community college diploma or equivalent; several years' related business experience with responsibility for managing a high dollar volume food and beverage operation, preferably in an educational or institutional environment; demonstrated ability to manage, supervise and coordinate diverse business activities; excellent oral and written communication skills, including report writing; proven ability to deal effectively with a variety of academic, administrative and business personnel at all levels; excellent organizational skills; supervisory skills including the ability to train subordinates; demonstrated microcomputing skills; budget analysis and preparation; extensive working knowledge of the Liquor Licence Board of Ontario (LLBO) and its regulations essential; proven ability to provide excellent customer service. Please submit a resume when making an application.) GRADE: P&M 9 Under Review (\$46,874 - \$56,717) JOB NO: 333B

Counsellor: Mary Malyk

*Employment Counsellor - Employment Services, Human Resources [Hours: 8:30 a.m.-4:30 p.m.; temporary from August 1 -December 22, 1990] (Community college certificate in personnel management or equivalent; minimum 3 years' related personnel experience with emphasis in the employment area, preferably in a unionized environment; excellent interpersonal skills, including sensitivity to employment equity issues; tact and diplomacy essential; demonstrated skill/ability in the following areas: coping effectively in a high volume environment with strong service orientation; attending accurately to detail; interviewing; exercising good judgement and initiative; dealing courteously and effectively with people; excellent communication skills and writing ability; excellent organizational skills. Please submit a resume when making an application.) GRADE: 7 (Based on an annual pay equity salary rate of \$32,716) JOB NO: 334C

Counsellor: Jennifer Habert

Reference Secretary - Reference, Scott Library, Libraries [Hours: 8:30 a.m.-4:30 p.m. preferred; 9:00 a.m.-5:00 p.m. acceptable] (High school graduation with secretarial training or equivalent; minimum 1 year's secretarial experience with some public service experience required; bookkeeping or budget preparation experience required; previous library experience preferred; typing 50 wpm, accuracy essential; good organizational skills; good spelling 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: 335E

STAFF POSITIONS (cont'd.)

Counsellor: Nancy Wallace

Secretary (Pre-Service) - Office of the Dean, Education [Part-time, 4 days/week; Monday-Thursday; Hours: 8:30 a.m.-4:30 p.m., location is off-campus] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, making arrangements, dealing with the public, etc.) preferably in an educational environment; typing 40-45 wpm, accuracy essential; good organizational skills including ability to set priorities and meet deadlines; wordprocessing skills required; good oral communication skills to answer enquiries and provide accurate information; tact and diplomacy essential; good written communication skills; demonstrated skill/ability in the following areas: following tasks through to completion; working independently; working effectively under pressure of constant interruptions; dealing courteously and effectively with people.) GRADE: 4 Under Review (Based on an annual salary of \$23,582) JOB NO: 336H

Counsellor: Donna Robbins

Faculty Secretary - Economics, Arts [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 1-2 years' secretarial experience; typing 45-50 wpm, accuracy essential; wordprocessing skills required; demonstrated ability to answer enquiries and provide information in a clear and concise manner; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 337K

Microcomputing Operator - Mathematics, Arts [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with mathematics course or equivalent; some post-secondary courses in microcomputing preferred; minimum 6-12 months' related microcomputing experience, including experience with a technical typesetting language; demonstrated skill/ability in the following areas: keyboarding; reading and transcribing mathematical formulae; proofreading; attending accurately to detail; dealing courteously and effectively with people; working accurately and meeting deadlines under pressure of high volume; basic knowledge of: MS or PC DOS; computer concepts and fundamentals, including ability to run programmes, copy files between disk drives, change directories and manage peripherals such as multiple printers; intermediate knowledge of: Mathematical typesetting (e.g. TeX) including ability to programme macros. Please submit a resume when making an application.) GRADE: CS3 (\$26,569) JOB NO: 338K

Clerk/Typist (Floater) - Psychology, Arts [Hours: 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, general clerical, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: good oral communication; dealing courteously and effectively with people; pleasant telephone manner; adapting readily to a variety of jobs and situations.) GRADE: 3 (\$22,466) JOB NO: 339K

Counsellor: Susan Lanoue

*Area Supervisor - Housing Operations, Housing and Food Services (Minimum high school graduation or equivalent; WHMIS training (at instructional level) required; several years' related supervisory experience in an institutional environment, including direct experience overseeing cleaning and maintenance operations; well developed knowledge of cleaning techniques, equipment, and cleaning compounds; general knowledge of management principles, including supervision in a unionized environment; good oral and written communication skills; excellent interpersonal and public relations skills; good organizational skills; demonstrated ability to provide a high level of service. Please submit a resume when making an application.) GRADE: P&M 4 Under Review (\$31,903 - \$38,602) JOB NO: 340L

*Area Supervisor - Housing Operations, Housing and Food Services (Minimum high school graduation or equivalent; WHMIS training (at instructional level) required; several years' related supervisory experience in an institutional environment, including direct experience overseeing cleaning and maintenance operations; well developed knowledge of cleaning techniques, equipment, and cleaning compounds; general knowledge of management principles, including supervision in a unionized environment; good oral and written communication skills; excellent interpersonal and public relations skills; good organizational skills; demonstrated ability to provide a high level of service. Please submit a resume when making an application.) GRADE: P&M 4 Under Review (\$31,903-\$38,602) JOB NO: 341L

SUMMER INTERCHANGE:

- Sale
- 1972 Yamaha 650 twin motorcycle, 13,000 km, aluminum spoke wheels, will certify -\$500. Call 893-2536 after 6:00 p.m.
 - Ladies' hiking boots, size 7 1/2, combination suede and fabric, used once; new primus stove (light); overnight backpack, very light, internal frame, new. Call Svatka at -77144
 - Queen-size waterbed, complete -\$100; Men's leather jacket -\$225. Call Louise at -55096 or (519) 853-2190 after 5:30 p.m.
 - Moffat stove, gold tone, regular oven and small broiling/warming oven -\$90; Bathroom vanity, solid wood construction, one-piece marble sink and counter -\$200; White toilette unit -\$25. Call Anne - 33564 or 493-3527 evenings
 - Two Blue Jay tickets for August 9 -\$30/pair. Call Stefanie at -22432
 - 1989 Ford Escort LX, lady driven, brown -\$10,000. Call Jenny at 740-9898 after 5:00 p.m.
 - Double bed, includes headboard, frames, mattress and boxspring, 6-months old -\$150; Formal dress, off the shoulder with pleats across the top, size 8/9, worn once. Call Joy at -33624
 - Skirt kit for Beretta, includes skirt for car as well as spoiler (tail) for trunk. Call Rick at 496-1782 after 4:00 p.m.
- Rent
- Downtown, luxury house, fully furnished, 3 bedrooms & family room, 2 1/2 bathrooms, fireplace, central air, garage -\$2,000/month plus utilities. Call Wayne at 461-7000

Monday, July 23 (12:00 noon) - Thursday, July 26 (12:00 noon), 1990
Volume 10, Number 54**GENERAL:**

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

Members of the York community are asked to note that effective July 23 at 6:00 a.m., parking lot EE will be closed for construction. The lot will re-open in approximately six weeks, upon completion of the Niagara Blvd. widening project. Access to the loading dock for deliveries and garbage collection will be maintained for this period. Decals will be honoured in HH, DD or any single letter lot.

Recreation York has "Rec. Rat" autoshades for sale. They can be purchased for \$6.00 each or 2 for \$10.00 from Room 211, Tait McKenzie.

EVENTS:**WEDNESDAY, JULY 25**

12:00 noon - Weight Watchers Open House - for next five-week session scheduled to begin August 1 - for information call Yvonne at -55224 - Room 282, Atkinson

2:00 p.m. - PhD Defence - [Graduate Program in English] David L.E. Watt will defend his dissertation entitled "The Phonology and Semology of Intonation in English: An Instrumental and Systemic Perspective" - Committee Room, Glendon

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Superintendent - Maintenance, Physical Resources (Post-secondary graduation or equivalent in Engineering or Applied Science; eligibility for membership in professional association (APEO) is desirable; several years' progressive experience in maintenance and management; previous supervisory experience with unionized skilled trades personnel required; demonstrated ability to direct and manage several diverse functions concurrently; sound knowledge of engineering principles, construction codes and regulations, and specification writing; proven knowledge of skilled trades and building maintenance; strong planning and organizational skills; ability to plan and manage a budget; good oral and written communication skills; microcomputing skills required; demonstrated ability to deal effectively with all levels and to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 9 Under Review (\$46,874-\$56,717) JOB NO: 342B

Counsellor: Mary Malyk

*Employment Services Coordinator - Employment Services, Human Resources (University degree or equivalent in Business Administration or related discipline, combined with courses in Human Resources; certificate in Personnel Management preferred; several years' related recruiting experience, including the establishment of testing procedures, preferably in a unionized environment; excellent interpersonal skills; tact and diplomacy essential; excellent oral communication skills, including interviewing skills; excellent written communication skills including the design and preparation of copy for testing documentation and public relations materials; excellent organizational skills; demonstrated ability to work effectively in a high volume environment with strong service orientation; statistical analysis; knowledge of current testing and evaluation techniques; knowledge of pertinent federal and provincial legislation; microcomputing skills; proven ability to attend meticulously to detail and to meet deadlines; good judgement and initiative essential. Please submit a resume when making an application.) GRADE: P&M 5 (\$34,456-\$41,694) JOB NO: 343C

Secretary/Floater - Employment Services, Human Resources [Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 2 years' secretarial and clerical experience, preferably in an educational environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet or database skills an asset; bookkeeping skills an asset; technical wordprocessing/typing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; adapting readily to frequent change in work environments and assignments; working accurately and effectively under pressure of changing priorities and high volume; obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; good written communication skills; good organizational skills including setting priorities and meeting deadlines.) GRADE: 4 Provisional (\$23,582) JOB NO: 344C

Counsellor: Jennifer Hebert

Shipping and Receiving Clerk - Library Facilities, Scott Library, Libraries [Hours: 8:00 a.m.-4:00 p.m.] (Grade 10 or equivalent; 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 operation (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: 345E

STAFF POSITIONS (cont'd.)

Counsellor: Nancy Wallace

Administrative Secretary - Ontario Centre for International Business [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, administrative, making arrangements, mailings, dealing with people, etc.), preferably in a public service environment; typing 50 wpm, accuracy essential; microcomputing skills preferred; desktop publishing skills preferred; good written communication skills; excellent organizational skills; minute taking skills required; demonstrated skill/ability in the following areas: good oral communication skills; exercising tact and diplomacy; dealing courteously and effectively with people; working accurately with figures; working independently and setting priorities; working accurately and efficiently under pressure; pleasant telephone manner.) GRADE: 5 Provisional (\$25,222) JOB NO: 346H

Counsellor: Donna Robbins

Enquiries Assistant - York Enquiry Service, Admissions [Hours: 8:30 a.m.-4:30 p.m.] (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: 347K

Counsellor: Michael Theall

Media Operations Technician II - Department of Instructional Aid Resources [Sessional, September 1-April 30; Hours: 8:00 a.m.-4:00 p.m.] (High school graduation plus some media arts courses at a post-secondary level or equivalent; 1-2 year's related experience in a media centre including delivery and set-up of audio visual equipment, preferably in an educational environment; familiarity with all types of audio visual equipment including all video formats, large video projectors, film projectors, slide projectors, PA systems; knowledge of computers and computer projection preferred; demonstrated skill/ability in the following areas: working accurately and effectively under pressure of high volume; exercising tact and diplomacy; dealing calmly and effectively with people; lifting and moving equipment.) GRADE: MOT 2 (Based on an annual salary of \$27,306) JOB NO: 348F

Counsellor: Susan Lanoue

Secretary/Receptionist - Physical Plant, Glendon College [Temporary, August 31, 1990-January 1991; Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 year's related experience (e.g., secretarial, reception, dispatching, etc.); typing 45-50 wpm, accuracy essential; effective telephone manner; good organizational skills; minute taking skills required; demonstrated skill/ability in the following areas: wordprocessing; communicating orally in a clear and concise manner; exercising tact and diplomacy, dealing courteously and effectively with people; working well under pressure of high volume and meeting deadlines; attending accurately to detail; Bilingual modules I (advanced) II, III (Intermediate).) GRADE: 4L (Based on an annual salary of \$25,222) JOB NO: 349L

File Clerk - Registration, Atkinson College [Hours: 8:30 a.m.-4:30 p.m.; flexible hours during peak periods, including Saturday work] (High school graduation or equivalent; 1 year's office experience; typing 40-45 wpm, accuracy essential; data entry skills required; good organizational skills; demonstrated skill/ability in the following areas: good oral communication skills; dealing courteously with people; attending accurately to detail.) GRADE 3 (\$22,466) JOB NO: 350L

SUMMER INTERCHANGE:

- Sale
- Robert Bateman's "Cougar in the Snow," S/N; museum mounted, triple matted -\$1,200; Two 10-speed bikes - 1 ladies' Nishiki; 1 mens' Peugeot -\$500. Call Wanda at -33428 or leave message at 739-0694
 - Cross-country Exercisor, like new -\$45. Call 492-0218 evenings
 - Two-bedroom bungalow, Bayview/Finch, 40'x150' lot, new Canac kitchen, professionally finished basement with separate entrance, main level walkout to large cedar deck -\$298,000. Call Paul at -88347 or 222-9189
 - Comic books, legion of super heroes, Green Lantern, Savage Sword of Conan, others. Call -22158
 - Raichle ski boots, rear entry, size 10, used for only half a season -\$65. Call -77128
 - Wood coffee table, Italian Provincial style, 60" x 20", excellent condition -\$50. Call -55264 or 489-9447 after 6:00 p.m.
- Rent
- Two-storey house, five large bedrooms, 2 1/2 bathrooms, separate living and dining rooms, large kitchen, suitable for sharing, Warden/Ellesmere. Call 477-4957 or 443-0853
- Free
- Kittens ready to go to a good home(s), litter trained, 2 calico, 1 ginger and 1 black and white. Call Maxine at -44622

York UNIVERSITY

BULLETIN

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

Thursday, July 26 (12:00 noon) - Monday, July 30 (12:00 noon), 1990
Volume 10, Number 55

GENERAL:

Nominations are invited for the Prix Jacques Aubin-Roy. All University support staff are eligible for this prize. The value of the prize is approximately \$400. Nominations must be made in writing and accompanied by two letters of recommendation. The letters should describe how candidates for the award meet the following criteria and also include pertinent information and examples. The candidate should demonstrate excellence in performance of duties; possess bilingual skills and/or make an effort to attain those skills; attempt to develop harmony among the Glendon/York communities; demonstrate campus-wide cooperation and, where the nature of the job permits, enhance inter-campus relations; show interest in the environment and the arts; and promote the best interests of Glendon College and York University. Nominations should be sent to the Personnel Office, Glendon College by August 13.

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

The Cafe de la Terrasse at Glendon is open during the summer as follows: Monday, Tuesday, Wednesday, and Friday, 12:00 noon-12:00 p.m.; and Thursday, 12:00 noon to 1:00 a.m.

The York University English Language Institute requires families to be weekend hosts to CIDA-sponsored students from Thailand. The homestay visit is scheduled for August 17-19 and is intended to give the students a first-hand experience of Canadian family living. For information call -55353.

STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than August 2, 1990. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Bibliographic Services Secretary - Bibliographic Services, Scott Library, Libraries [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; one year's secretarial experience required including budget preparation, preferably in a library environment; typing 50 w.p.m., accuracy essential; good organizational skills; good spelling skills; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheets; working accurately with figures; good oral communication skills.) GRADE: 4 Provisional (\$23,582) JOB NO: 351E

Binding & Labelling Assistant - Acquisitions & Processing, Scott Library, Libraries [Hours: 8:00 a.m.-4:00 p.m., 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., barcoding and labelling, retrieving records from on-line systems, data entry, etc.); basic keyboard skills to operate a computer terminal, accuracy essential; good oral communication skills; demonstrated ability to attend accurately to detail; demonstrated ability to lift and move books on a regular basis.) GRADE: 3 (\$22,466) JOB NO: 352E

*Records Clerk 'A' - Employee Records, Human Resources [Temporary from August 15, 1990 to January 31, 1991; 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 (Based on an annual pay equity salary of \$26,521) JOB NO: 353E

Counsellor: Michael Theall

Graduate Program Assistant - Graduate Program, Osgoode [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related secretarial experience (e.g., reviewing and checking applications, maintaining accurate files, arranging meetings, answering enquiries, etc.), preferably in a university environment; typing 40-45 wpm, accuracy essential; tact and diplomacy essential; skills in transcribing from dictation equipment would be an asset; demonstrated skill/ability in the following areas: wordprocessing; dealing courteously and effectively with people; providing information and answering enquiries in a clear and informed manner; working independently and setting priorities under pressure to meet deadlines; good organizational skills; good written communication skills.) GRADE: 5 (\$25,222) JOB NO: 354F

Graduate Program Assistant/Secretary - Interdisciplinary Studies, Graduate Studies [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; some university courses preferred; minimum 2 years' related experience (e.g., secretarial, administrative, answering enquiries, maintaining accurate files, arranging appointments, etc.), preferably in a university environment; typing 45-50 wpm, accuracy essential; wordprocessing skills required; data entry skills required; tact and diplomacy essential; good interpersonal skills; good interviewing skills; analytical skills; minute taking skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working independently and setting priorities; attending accurately to detail; excellent oral and written communication skills; micro-based database skills.) GRADE: 5 (\$25,222) JOB NO: 355F

STAFF POSITIONS (cont'd.)

Counsellor: Nancy Wallace

Micro-Computer Representative - Micro York, Computing and Communications Services [Hours: 8:30 a.m.-4:30 p.m., plus some evening hours required] (High school graduation or equivalent; some post-secondary education preferred; 2 years' experience in a microcomputer retail store; excellent customer service skills required; dealing courteously and effectively with people essential; basic bookkeeping skills required; good oral communication skills; supervisory skills required; basic knowledge of: Graphic Applications (i.e. Drawperfect, MACDRAW, MACPAINT), Desktop Publishing (i.e. Pagemaker); Intermediate knowledge of: Inventory Control system (i.e. Summation POS), Wordprocessing (i.e. Wordperfect 4.2/5.0/5.1, MS WORD), Computerized Spreadsheets (i.e. LOTUS, MS EXCEL), MS or PC DOS (i.e. 4.01), Database management; detailed understanding of a variety of hardware product lines including three or more of the following: IBM, Zenith, Apple, Hewlett-Packard, Sharp, Packard Bell. Please submit a resume when making an application.) GRADE: CS5 (\$31,397) JOB NO: 356H

Counsellor: Donna Robbins

Secretary - Physical Education, Arts [Temporary - August 15, 1990 to May 15, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year's related experience (e.g., secretarial, providing information, reception, etc.); typing 50 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: 357K

Administrative Assistant - Office of the Dean, Arts [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum of one year post-secondary education required; minimum 2 years' related secretarial/administrative experience (e.g., interpreting faculty legislation, acting as resource person for academic committees, etc.); typing 50-55 wpm; wordprocessing skills required; shorthand or speedwriting an asset; ability to transcribe from dictation equipment required; ability to maintain confidentiality; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed enquiries; excellent written communication; taking minutes; exercising tact and diplomacy; dealing courteously and effectively with people; attending accurately to detail; exercising initiative; making good judgments and implementing decisions; excellent interpersonal skills; excellent analytical skills, including ability to comprehend abstract concepts; excellent organizational skills, including ability to set priorities and work independently under pressure of high volume. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 358K

Administrative Secretary - History/East Asian Studies, Arts [Temporary from September 1, 1990 to August 31, 1991; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, administrative, library experience, etc.); typing 50 wpm; wordprocessing skills required; bookkeeping skills required; oral and written communication skills in Chinese or Japanese preferred; excellent interpersonal skills; demonstrated skill/ability in the following areas: working independently; dealing courteously and effectively with people; excellent oral and written communication skills; excellent organizational skills.) GRADE: 5 (\$25,222) JOB NO: 359K

Counsellor: Susan Lanoue

Receptionist - Housing and Food Services, Business Operations [Temporary 6 month position; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., reception, front-line customer service, etc.); basic typing; wordprocessing and data entry skills preferred; accuracy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working in a high volume environment with a strong service orientation; working effectively under pressure of frequent interruptions; providing information in a clear and informed manner; excellent oral communication skills; good written communication skills; pleasant telephone manner.) GRADE: 3 (Based on an annual salary of \$22,466) JOB NO: 360L

SUMMER INTERCHANGE:

- Sale
- Amiga computer, dual disk drive, WP 4.2 included, Daisy wheel printer, 30K extra memory. Call -33312 or 486-9412
 - Solid oak desk, 36"x20", antique, matching swivel chair, suitable for child or adolescent -\$220. Call Don at -33339 or 481-9496
 - 1986 Nissan 4x4, long box pick-up, 5-speed, cap, new Bridgestone Desert Duellers. Call Andrew at -55491 or 841-7035 after 5:00 p.m.
 - Antique lawyer's book case, dark oak, original finish, retractable bubble glass doors, 82"x34"x14" -\$1,200; Antique oak kitchen cabinet, enamel pullout table, 70"x42 1/2"x27" -\$900; Female 1/4" neoprene dive suit, 2-piece farmer john with boots, gloves and hat, new condition, size 14-16 -\$200; DAYLAB 300 enlarger/printer, new condition -\$250. Call Hannah at -33795 or 663-0819 evenings
 - One plane ticket to Edmonton for female, August 14-28 -\$400; Sofa (Davenport) and matching chair - \$150; Bookcase -\$20; Phone stand -\$10; Baby change table -\$10. Call David at -77518 or 667-0226 after 5:00 p.m.
 - Bedroom suite, includes double bed (mattress, boxspring and headboard), dresser with mirror (nine drawers), armoire (five drawers), one end table -\$300. Call Joy at -33624
- Rent
- Room in quiet home, Woodbridge, non-smoker/non-drinker, own room, female preferred, own transportation preferred. Call 851-0563 for appointment

York

BULLETIN

UNIVERSITY

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

Monday, July 30 (12:00 noon) - Thursday, August 2 (12:00 noon), 1990
Volume 10, Number 56

GENERAL:

Members of the York community are asked to note that effective Monday, August 13, the York Bulletin will be published only once a week. The deadline for any submissions will be the preceding Wednesday at 12:00 noon. The Bulletin will reach campus mail boxes on Monday mornings. For further information call Debbie Jamieson at -55010.

The annual CIDA/ICDS competition for 1990/91 has been announced and the CIDA deadline is October 9, 1990. The Committee on International Exchanges, Linkages and Development Agreements will review proposed submissions and make recommendations to the President and Vice-President (Academic Affairs) for their approval. In order to meet the CIDA deadline, proposed submissions must be received by York International (Room 110, Admin. Studies), no later than September 19. Meanwhile, the normal procedures of the Office of Research Administration will apply to preparation and eventual submission of all proposals.

Recreation York offers the following August Fitness Classes: Low Impact/High Intensity Intermediate - August 1-16 - Monday, Wednesday & Thursday, 7:45 a.m.-8:30 a.m., Judo Room - Fee \$14; Noon Fitness Low Impact/High Intensity Intermediate - August 1-16 - Monday, Wednesday & Thursday, 12:15 p.m.-12:45 p.m., Judo Room - Fee \$10; Afterwork Low Impact/High Intensity Intermediate - August 1-16 - Monday, Wednesday & Thursday, 5:00 p.m.-6:00 p.m. - Judo Room - Fee \$18. Recreation York has "Rec Rat" autoshades for sale. They can be purchased for \$6 each or 2 for \$10 from Room 211, Tait McKenzie. NOTE: Monday, August 6 class will be held Tuesday, August 7.

EVENTS:

THURSDAY, AUGUST 2

9:00 a.m. - PhD Defence - [Graduate Program in Biology] Mark R.S. Johannes will defend his dissertation entitled "Behavioural Trade-offs in Naturally Occurring Golden Shiner (Notemigonus crysoleucas) Populations: Field Testing Predictions Derived From Optimality Theory" - Room 203, Lumbers' Museum

STAFF POSITIONS:

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

Counsellor: Irmgardt Duley

*Administrative Officer - Dean's Office, Administrative Studies (University degree or equivalent, preferably in business administration; minimum 3 years' administrative and supervisory experience with public contact, including experience with human resources administration, facilities management and budgets; excellent verbal and written communication skills, including the ability to negotiate; excellent supervisory skills; excellent interpersonal skills; demonstrated ability to adapt to constantly changing priorities; demonstrated ability to exercise good judgement and initiative; excellent organizational skills; working knowledge of microcomputers and their capabilities; proven good budgetary skills. Please submit a resume when making an application.) GRADE: P&M 6 (\$37,210-\$45,022) JOB NO: 361B

Counsellor: Donna Robbins

Administrative Secretary to the Chair - Humanities, Arts [Hours: 9:00 a.m.-5:00 p.m.; overtime required, two evenings per month] (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; wordprocessing skills required; shorthand or speedwriting skills preferred; good written communication skills; demonstrated skill/ability in the following areas: minute taking; exercising tact and diplomacy; exercising good judgement; working accurately and effectively under pressure of high volume; providing clear and effective oral communication skills; dealing courteously and effectively with people; including ability to set priorities; excellent organizational skills.) GRADE: 5 (\$25,222) JOB NO: 362K

Counsellor: Susan Lanoue

Secretary - Bookstore, Business Operations [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience; typing 45-50 wpm, accuracy essential; good oral communication skills; computerized spreadsheet skills or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; good organizational skills including ability to set priorities; maintaining confidentiality; dealing courteously and effectively with people.) GRADE: 4 Provisional (\$23,582) JOB NO: 363L

Accounting Clerk II - Financial Services, Physical Resources [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with some accounting courses or equivalent; 1-2 years' related experience (e.g., cost accounting, processing purchase orders and invoices, etc.); basic typing skills; microcomputing skills required; data entry skills preferred; good organizational skills; demonstrated skill/ability in the following areas: providing information in a clear and concise manner; dealing courteously and effectively with people; attending accurately to detail; working accurately with figures.) GRADE: 4 (\$23,582) JOB NO: 364L

SUMMER INTERCHANGE:

- Sale - Timesharing available for one week at any time, from now until the end of August at any location that RCI has a vacancy, two-bedroom condominium. Call Carol at 773-8086 after 7:00 p.m. or Harry at 256-1489 during the day
- Three tickets to "New Kids on the Block" concert, August 3. Call -20124 or 248-4858 evenings
- Sublet - Bachelor apartment in Passy Gardens (on-campus), furnished, available immediately until Sept. 22, all linens, some dishes -\$384/month, including utilities. Call Rena at 736-5261 or Kathy M'Closkey at (519) 252-8472