

# 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

# York

## BULLETIN

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Thursday, August 2 (12:00 noon) - Thursday, August 9 (12:00 noon), 1990  
Volume 10, Number 57

### GENERAL:

For the Civic Holiday weekend, Saturday, August 4 to Monday, August 6 (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.

York University Libraries will be closed for the Civic Holiday weekend, Saturday, August 4 to Monday, August 6 (Inclusive).

Members of the York community are advised that telephones on the York campus will be out of service for 45 minute intervals between 2:00 a.m. and 5:00 a.m. on Saturday, August 4 for a power upgrade. The phonemail system will also be out of service during this period.

The Department of Security & Parking Services advises members of the York community that parking lot 3A will close for maintenance repairs on Tuesday, August 7 at 7:00 a.m. The work is expected to take approximately one week to complete, weather permitting. Motorists will be required to use alternate parking lots for the duration. All vehicles will be towed.

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.

Urban Studies Working Papers No. 14, entitled The Contribution of Metropolitan Government to the Success of Toronto's Public Transit System by Prof. Frances Frisken, and No. 15, entitled Social Aspects of Solid Waste Recovery in Asian Cities by Prof. Christine Furedy are available and may be purchased from the Urban Studies Program Office, Room S757, Ross at a cost of \$7.00 and \$10.00 respectively.

The Department of Human Resources announces the following appointments:

Al Mossman, Staff Supervisor, Security Operations, effective July 9. The following promotions/transfers have also taken place: Olivia Heichert, Tenure & Promotions Assistant, University Secretariat; Shirley MacDonald, Labour Relations, Human Resources; Tahir Mohammed, Director of Construction, Construction Division, Physical Resources; Greg Parsons, Coordinator, Furnishings & Space Planning, Construction Division, Physical Resources.

### EVENTS:

#### THURSDAY, AUGUST 2

1:00 p.m. - MA Defence - [Graduate Program in Geography] Donna Maitland will defend his thesis entitled "Economic Restructuring and Social Theory: Agriculture in Kent County, Ontario" - Room N401, Ross

#### TUESDAY, AUGUST 7

10:00 a.m. - MA Defence - [Graduate Program in Geography] Hjalti Johannesson will defend his thesis entitled "Internal Migration in Iceland 1983-1987: A Study of Regional Differences" - Room N401, Ross

#### THURSDAY, AUGUST 9

12:00 noon - 2:00 p.m. - Performance - [Faculty of Fine Arts] Student musicians and dancers from the Faculty of Fine Arts, led by special guest artists Ghanaian Master Drummer Abraham Adzenyah and Ghanaian dancer and choreographer Helen Mensah, will be featured in a performance of traditional West African music and dance - Mel Lastman Square (Yonge Street/Sheppard Avenue)

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than August 10, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

#### Counsellor: Jennifer Hebert

Bibliographic Assistant - Bibliographic Services, Scott Library, Libraries [Temporary to July 31, 1991; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; one year's library experience required preferably in a cataloguing area; typing 40 wpm accuracy essential; terminal operator skills preferred; ability to attend accurately to detail essential; bibliographic searching skills preferred; reading knowledge of one or more of the following languages an asset: French, German, Italian or Russian) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 365E

Circulation Assistant II (Evenings) - Circulation, Steacie Science Library, Libraries [Temporary from Sept. 1, 1990-May 3, 1991; Hours: Sunday, 1:00 p.m.-9:00 p.m. & Monday-Thursday, 2:30 p.m.-10:30 p.m.; May 1-Sept. 1, 8:30 a.m.-4:30 p.m., Monday-Friday] (High school graduation or equivalent; minimum 2 years' experience in providing front-line services; basic keyboard skills to operate a computer terminal required; basic knowledge of automated systems an asset; tact and diplomacy essential; ability to train and oversee the work of others; good oral communication skills; demonstrated ability to deal calmly, courteously and effectively with a high volume of enquiries.) GRADE: 4 (Based on an annual salary of \$23,582) JOB NO: 366E

#### Counsellor: Michael Theall

\*Counsellor/Diagnostician - Counselling and Development Centre, Student Affairs [Limited Term up to July 31, 1993, Part-time: 3-1/2 days a week] (Graduate degree in Psychology or related field; minimum 2 years' counselling experience with adolescents or adults; some experience of clinical assessment required; excellent counselling and interpersonal skills; excellent oral and written communication skills; expertise in psychoeducational assessment related to learning disabilities; proven ability in conducting group workshops; analytical skills; ability to work independently; excellent organizational skills. Please submit a resume when making an application.) GRADE: P&M Ungraded (Based on the annual salary.) JOB NO: 367F

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

Software Programmer 3 (VAX/Unix) - Information Technology, Computing and Communications Services [Hours: 8:30 a.m.-4:30 p.m.] (University degree or community college diploma in Computer Science or equivalent; 2-3 years' as a system administrator or programmer in an Unix environment essential; must have strong demonstrable system management background in addition to experience in a large networked environment consisting of multi-vendor equipment; excellent oral and written communication skills; demonstrated ability to exercise good judgement; demonstrated ability to deal courteously and effectively with people; knowledge of computer and digital communications and hardware an asset; basic level knowledge of: DEC, SUN and MIPS hardware, VAX Assembly Language, VAX/VMS Internals, VAX/VMS Tuning, Unix Tuning, a Unix assembler, communications/networking, TCP/IP, DECnet, communications hardware; intermediate level knowledge of: high level languages (e.g., LISP, PASCAL), software analysis and design techniques (e.g., Yourdon, object oriented), VAX/VMS Externals, system V/system management, Berkeley 4.x/system management, Unix Externals; advanced level knowledge of: high level language C; documentation skills, Unix Internals. Please submit a resume when making an application.) GRADE: CS7 (\$39,372) JOB NO: 368F

**Counsellor: Donna Robbins**

\*Administrative Officer - Dean's Office, Fine Arts (University degree or equivalent; 5 years' of administrative experience including human resources administration and budget related activities; demonstrated excellent interpersonal skills; tact and diplomacy essential; excellent oral and written communication skills; excellent budgetary and accounting skills; analytical skills; microcomputing skills; demonstrated ability to devise and implement policies and procedures; skill in problem solving; excellent organizational skills including ability to work effectively under pressure of changing/conflicting priorities; demonstrated ability to deal courteously and effectively with all levels of the community and to provide excellent service; familiarity with staff relations in a unionized environment; knowledge and understanding of university organization and decision making processes. Please submit a resume when making an application.) GRADE: P&M 7 Under Review (\$40,185-\$48,625) JOB NO: 369K

Liaison Officer - Liaison, Admissions [Temporary - August 27-December 21 1990; Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; minimum 2 years' related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; excellent written communication skills; public relations skills; familiarity with Ontario secondary school education system preferred; some knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record, and own car required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking; working independently and setting priorities; excellent organizational skills. Please submit a resume when making an application) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 370K

Liaison Officer - Liaison, Admissions [Temporary - August 27-December 21 1990; Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; minimum 2 years' related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; excellent written communication skills; public relations skills; familiarity with Ontario secondary school education system preferred; some knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record, and own car required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking; working independently and setting priorities; excellent organizational skills. Please submit a resume when making an application) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 371K

Liaison Officer - Liaison, Admissions [Temporary August 27-December 21 1990; Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; minimum 2 years' related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; excellent written communication skills; public relations skills; familiarity with Ontario secondary school education system preferred; some knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record, and own car required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking; working independently and setting priorities; excellent organizational skills. Please submit a resume when making an application) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 372K

**SUMMER INTERCHANGE:**

- Sale - Antique buffet, solid oak with bevelled mirror and brass tear-drop handles, needs refinishing -\$175. Call Joan at -55354
- Two plane tickets to Calgary, one-way, male & female, August 17 -best offer. Call Peter at -55109 or 658-0463
  - Queen-size waterbed, partially baffled, uses regular fitted sheets -\$150. Call -22337 or 886-5192 after 5:00 p.m.
  - White exercise bike, excellent condition -\$45. Call Rob at 631-0557 evenings
  - Electric hedge trimmers -\$25; Drafting table -\$110. Call -22460
  - Miele Equipe Pro racing bike, Shimano Dura Ace components, Cinelli bar and stem, Look racing pedals, Columbus SL frame, tubular tires -\$1,400; Laser 128 Apple IIe or IIc compatible computer with two real Apple 5.25" disk drives, Zenith monitor, Roland printer with wordprocessing and games, complete with manuals -\$650. Call Tom at -55152 or leave message at 630-7311
  - Diamond ring, pear-shaped, 45 pts., 14K gold. Call Lora at -22007
  - 1985 Peugeot 505 STI, loaded, new tires and exhaust system -\$7,800. Call Kina at -55351 or 568-0854
- Rent - Three rooms in quiet Woodbridge home, non-smoker, female preferred, use of laundry facilities, share large kitchen and bathroom, use of backyard, first and last month's rent -\$380/room. Call Tony at 742-0865 or leave message at -55502
- Wanted - Visiting professor and family living on Moon Road requires occasional babysitting for months of August only, for two children ages 6 and 8. Call Community Relations at -55010 for information

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Thursday, August 9 (12:00 noon), Monday, August 13 (12:00 noon), 1990  
Volume 10, Number 58

### 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 Central Square Coffee Shop will be open Saturday, August 11 and Sunday, August 12 from 10:00 a.m. to 5:00 p.m. All other outlets will be closed.

The Design & Production area of the Communications Department will be closed for computing housekeeping purposes on Friday, August 10 from 12:00 noon to 3:30 p.m.

Members of the York community are asked to note that Ottawa Road will be under construction from McLaughlin Road to Vanier Road (parking lot BB) from approximately August 13 to 31, inclusive. During that time, parking will be prohibited on either side of Ottawa Road. Please exercise caution and obey signage and/or flagperson. Parking lots BB and KK will remain open during construction for decal holders only. For further information call the Construction Hotline at -55445.

The University Consortium on the Environment is seeking a Project Administrator for the Project Office in the Faculty of Environmental Studies for a one-year term. In operation since April 1989, The Consortium is a five-year, CIDA funded project involving Units in five Canadian and Indonesian universities focused on environmental studies. The Project Administrator will work half-time on consortium matters of logistics, organization, reporting and communications, and will work half-time on special projects involving the Institute of Technology, Bandung and York, notably in areas of community development. Experience in program/project management/administration, including budget management and a background in international development is desirable. A background in environmental studies is essential. Some knowledge of Indonesia and Bahasa Indonesia would be an asset. Contract terms to be negotiated. Starting date: September 1, 1990. Salary range is \$31,000-\$37,000 + a comprehensive benefits package. Inquiries and applications should be directed (by August 23) to Edward Spence, Dean, Faculty of Environmental Studies, or by FAX -55679.

The York University Student Centre Corporation invites faculty, staff and community members to tour the new, architectural, award-winning Student Centre, located east of the Behavioural Sciences Bldg. For information call Ildi Kee at -33154 or -55658.

### EVENTS:

#### THURSDAY, AUGUST 9

12:00 noon - 2:00 p.m. - Performance - [Faculty of Fine Arts] Student musicians and dancers from the Faculty of Fine Arts, led by special guest artists Ghanaian Master Drummer Abraham Adzenyah and Ghanaian dancer and choreographer Helen Mensah, will be featured in a performance of traditional West African music and dance - Mel Lastman Square (Yonge Street/Sheppard Avenue)

#### FRIDAY, AUGUST 10

12:00 noon - 2:00 p.m. - Performance - [Faculty of Fine Arts] - Burton Auditorium (see Thursday's listing for details of performance)

### STAFF POSITIONS:

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

#### Counsellor: Jennifer Hebert

Secretary to the Director - Communications [Hours: Choice of 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent with formal secretarial training; 3 years' secretarial and administrative experience, including budgeting, preferably in a university environment; experience in dealing with a wide range of internal/external contacts required; keyboarding 50-55 wpm, accuracy essential; wordprocessing and microcomputing skills required; computerized spreadsheet skills preferred or willingness to learn; good interpersonal skills; initiative; demonstrated skill/ability in the following areas: following tasks through to completion and attending accurately to detail; working independently and setting priorities; bookkeeping; taking minutes; dealing courteously and effectively with people; excellent oral and written communication skills; tact and diplomacy essential; good organizational skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 373E

#### Counsellor: Michael Theall

Admissions Assistant - Admissions, Graduate Studies [Temporary to June 30, 1991; Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with some university courses or equivalent; minimum 2 years' related experience (e.g., assessing applications, dealing with the public, etc.), preferably in a student services area; typing 40-45 wpm; excellent written communication skills; tact and diplomacy essential; wordprocessing skills required; computerized spreadsheet skills preferred or willingness to learn; knowledge of on-line computerized records system would be an asset; demonstrated skill/ability in the following areas: obtaining and explaining complex information in a clear and accurate manner; attending accurately to detail; dealing courteously and effectively with people; good organizational skills.) GRADE: 5 (Based on an annual salary of \$25,222) JOB NO: 374F

- continued

## STAFF POSITIONS (cont'd.)

- Faculty Secretary - Osgoode [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-50 wpm; good word processing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$22,466) JOB NO: 375F
- Student Relations Coordinator - Student Affairs [Hours: 9:00 a.m.-5:00 p.m. (Winter); 8:30 a.m.-4:30 p.m. (Summer)] (High school graduation with post-secondary courses or equivalent; 3 years' related experience (e.g., budgeting, coordinating projects, publications and editorial work, committee administration, etc.), preferably in a high volume environment with a strong service orientation; excellent organizational skills, including planning, developing and supervising projects; clear and concise oral communications skills; mediating skills; tact and diplomacy essential; excellent interpersonal/advising skills; excellent written communication skills, including report writing, editing and proofreading; wordprocessing and computerized spreadsheets skills required; desk-top publishing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: budgeting; working accurately with figures; taking minutes; exercising initiative and good judgement; problem solving; working independently; dealing courteously and effectively with people; maintaining confidentiality; working calmly and effectively under pressure of high volume and meeting deadlines. Please submit a resume when making an application.) GRADE: 7 Provisional (Based on an annual salary of \$30,766) JOB NO: 376F
- \*Race Relations Advisor - Office of the Provost (University degree in the relevant/appropriate humanities or social sciences or equivalent combination of education and experience; several years' related experience (e.g., mediation and conflict resolution, advising, developing policies and procedures, etc.) in the field of race relations; excellent interpersonal, advising and counselling skills; proven skills in mediation and conflict resolution; management skills; excellent organizational skills; demonstrated familiarity with relevant legislation on human rights, racial and multi-cultural issues; proven ability to work effectively in a multi-cultural and multi-racial environment; excellent written communication skills, including report writing; demonstrated skill in the development and implementation of training programmes; excellent oral communication skills, including ability to make presentations; proven ability in developing policies and procedures; analytical and problem-solving skills; initiative and good judgement; budgetary skills. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$37,210-\$45,022) JOB NO: 377F
- \*Arts and Culture Coordinator - Office of the Provost [Contractually limited 2 year appointment] (University degree in Fine Arts Administration or equivalent experience; 3 years' related experience (e.g., fine arts administration, developing and organizing events/programmes, etc.); excellent oral and written communication skills; excellent interpersonal skills; demonstrated ability to work effectively in a complex, multi-cultural environment; good budgetary and management skills; effective liaison skills; demonstrated ability to work independently; initiative; proven ability to organize and develop artistic and cultural activities/programs, including related promotional activities; demonstrated ability to deal courteously and effectively with people; working knowledge of French a distinct asset; knowledge of community and government resources an asset. Please submit a resume when making an application.) GRADE: P&M Ungraded JOB NO: 378F
- Counsellor: Nancy Wallace
- Lab Assistant II - Biology, Science [Sessional from Sept. 1-May 31; Hours: 9:00 a.m.-5:00 p.m.] (Minimum grade 10; high school graduation or equivalent preferred; some chemistry courses would be an asset; six months' related experience (e.g., mixing stock solutions, maintaining records, washing glassware and equipment, etc.) in a laboratory setting; demonstrated ability to handle delicate equipment and glassware; good organizational skills.) GRADE: LAB ASST 2 (Based on an annual salary of \$23,187) JOB NO: 379H
- Lab Technician III - Biology, Science [Sessional from Sept. 1 to May 31, 1990; Part-time, 25 hrs/wk; Hours: 3:00 p.m.-8:00 p.m.] (BSc in Biology or Biochemistry or equivalent; 3 years' related experience (e.g., assembly, testing and usage of laboratory equipment, ordering laboratory equipment and supplies, assessing results of experiments, etc.) in a laboratory setting; good oral communication skills; knowledge of biochemical and microbiological techniques required; ability to train and oversee the work of others; demonstrated skill/ability in the following areas: exercising good judgement; exercising initiative; working independently and setting priorities; attending accurately to detail; manual dexterity. Please submit a resume when making an application.) GRADE: LAB TECH 3 (Based on an annual salary of \$31,509) JOB NO: 380H
- Administrative Assistant - Office of the Dean, Education [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent with formal secretarial training; 3 years' secretarial and administrative experience, preferably in a post-secondary environment; typing 50-55 wpm, accuracy essential; skill in transcribing from dictation equipment; excellent organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing accurate information in a clear and concise manner; maintaining confidentiality; setting priorities and working independently; supervising; dealing courteously and effectively with people; good written communication skills. Please submit a resume when making an application.) GRADE: 6 (\$27,692) JOB NO: 381H
- Counsellor: Donna Robbins
- Student Programs Clerk/Typist - Office of Student Programs, Arts [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's secretarial experience, including some public service experience; typing 50-55 wpm, accuracy essential; skill in transcribing from dictation equipment; wordprocessing skills required; clear and concise oral communication skills; pleasant telephone manner; basic clerical/filing skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work accurately and effectively under pressure of high volume; good organizational skills including ability to set priorities and work independently.) GRADE: 3 (\$22,466) JOB NO: 382K
- Administrative Secretary - Admissions/Operations [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training including wordprocessing courses or equivalent; 3 years' secretarial/administrative experience in a post-secondary environment; typing 50-55 wpm, accuracy essential; demonstrated proficiency in wordprocessing required; familiarity with computerized records system required; bookkeeping skills required; good written communication skills; excellent oral communication skills to elicit and provide accurate information; tact and diplomacy essential; pleasant telephone manner; demonstrated skill/ability in the following areas: maintaining confidentiality; dealing calmly, courteously and effectively with people; training and overseeing the work of others; good organizational skills, including ability to balance conflicting priorities.) GRADE: 5 (\$25,222) JOB NO: 383K

Counsellor: Susan Lanoue

Duplicating Operator II - Facilities, Atkinson College [Hours: 9:00 a.m.-5:00 p.m. (Winter); 8:30 a.m.-4:30 p.m. (Summer); some overtime may be required] (Grade 10 high school education or equivalent; 1 year's experience (e.g., preparing invoices, operating duplicating, printing or related equipment, etc.); skilled operational knowledge of duplicating centre equipment (i.e. photocopy machines, cutters, punchers, collating and binding equipment, etc.); demonstrated skill/ability in the following areas: manual dexterity; mechanical aptitude; dealing courteously and effectively with people; good oral communication skills.) GRADE: OP2/ BIND2 (\$23,061) JOB NO: 385L

Housing Assistant - Housing and Food Services, Business Operations [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with accounting courses or equivalent; 2 years' recent related experience (e.g., accounting, maintaining accurate records, dealing with the public, etc.) in a computerized accounting environment; experience working in a high volume environment with a strong service orientation required; basic typing skills, accuracy essential; microcomputing skills including working with a database; demonstrated skill/ability in the following areas: maintaining accurate computerized records; handling cash; obtaining and providing information in a clear and concise manner; dealing calmly, courteously and effectively with people in responding to a high volume of enquiries; exercising tact and diplomacy; attending accurately to detail and exercising initiative under pressure of high volume; setting priorities and working independently; good written communication skills; good organizational skills.) GRADE: 5 (\$25,222) JOB NO: 384L

Accounts Payable Clerk II - Accounting, Office of the Comptroller [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' recent general accounting experience, including some accounts payable experience, preferably in a computerized area; basic typing skills; on-line data entry skills; good oral communication skills; tact and diplomacy; initiative; good organizational skills; demonstrated skill/ability in the following areas: working accurately and quickly in a high volume area; attending accurately to detail.) GRADE: 4 (\$23,582) JOB NO: 386L

Change to Bulletin of July 30, 1990

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; excellent organizational skills; including ability to set priorities.) GRADE: 5 (\$25,222) JOB NO: 362K

SUMMER INTERCHANGE:

- Sale
- 1981 Dodge Omni, uncertified -\$500. Call 663-6931 evenings
  - Yamaha Clavinova CVP-20, as new -\$2,200. Call 663-0532
  - Wedding dress -\$200. Call Lidia at -22425 or 882-5232 evenings
  - Condominium, Trillium Building (Warden/Bamburgh Circle), 1,219 sq. ft., master bedroom with ensuite bathroom, second bedroom and sunroom, guest bathroom with shower cabinet, built-in dishwasher, laundry/storage room, use of indoor/outdoor recreation centre, available mid-October (earlier possession negotiable) -\$235,000. Call 493-7666 for appointment
  - Wedding dress with Chapel-length train, size 11/12, head piece with fingertip veil included -best offer. Call 454-8192
  - Wedding dress, size 10, Allen Cherry creation, beaded from neckline to scalloped hemline, head piece and veil included -best offer. Call 633-2678 after 6:00 p.m.
  - Large white kitchen cabinet, approx. 6'8" tall, 2' deep, new, Idomo cabinet with 7 adjustable shelves, would serve as an addition to existing units -\$200. Call Penny at -55100
  - Two small area rugs: 2 1/2'x5', new, avocado green shag; 4'x6', used, short pile, avocado green - \$6/each or both for \$10. Call Jean at -22490
  - Compaq portable 386/20, 40 meg., h.d., immaculate condition, lots of software, microsoft mouse, CGA compatability, math, co-processor -\$3,000; Toshiba T5200/100/20, 100 meg., h.d., VGA screen, math co-processor, microsoft mouse, lots of software, security lock, serious inquiries only. Call Sandra at -66162 or 416-566-9061
  - Hockey equipment, all types, different sizes, skates included. Call 636-6518
  - Telephone answering machine, Sanyo model TAS 1100, dual cassette -\$25. Call Terry at -55368 or 482-9624
  - 31' Golden Falcon trailer, good condition, sleeps 4-6, located at Hope Bay (north of Warton) -\$11,000. Call 893-2196 evenings or weekends or 893-2808 after August 24
  - White kitchen table, wood; IKEA 2-door wardrobe, 6'x3', blonde wood, white doors, adjustable shelves; wooden desk, 7 drawers, two matching bookshelves -all best offer. Call Peter at -55109 or 658-0463
  - Girl's, white and green, neutral speed, 26" wheels, good condition -\$20. Call Sheryl at -77860 or 661-6491
  - Dinette set, neutral woodgrain and chrome, butcher block style, four "leather look" chairs -\$175. Call 789-1785
  - Basement apartment in quiet triplex, Yonge/Eglinton, prefer one person, non-smoker, no pets, available September 1 -\$650 + hydro. Call Janis at -22099 or 773-0937
- Rent
- Bachelor basement apartment, Dufferin/Finch, equipped, separate entrance, utilities, available immediately. Call 636-6518
  - One-bedroom apartment, Keele/Hwy. 7 -\$650 plus 40% utilities. Call Carol at -55440
  - Two-bedrooms, street and basement level, own entrance, living room, kitchen, 1 1/2 baths, 4 appliances, air conditioning, yard, laundry facilities, basement is high, dry, and bright, good for 2-4 people, Yonge/Finch, -\$780 plus utilities. Call 226-4665 or -33418 for appointment
  - Three-bedroom house in quiet Etobicoke neighbourhood, Albion/Islington, with one-bedroom in-law suite, five appliances, central air -\$1,400/month plus utilities. Call -77507 or 833-2262 after 4:30 p.m. and leave message for Mike
- Wanted
- Osgoode law student seeks shared non-smoking accommodation, needed immediately -\$300-\$400/month. Call Stepan at 367-6342

# YORK UNIVERSITY

## BULLETIN

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

Monday, August 13 (12:00 noon) - Monday, August 20 (12:00 noon), 1990  
Volume 10, Number 59

### GENERAL:

#### Bookstore Hours (August 13-September 1):

##### York Campus

Monday-Thursday 9:00 a.m.-7:30 p.m.  
Friday 9:00 a.m.-3:30 p.m.  
Saturday Closed

##### Glendon Campus

Monday, Tuesday & Thursday 9:00 a.m.-4:30 p.m.  
Wednesday 9:00 a.m.-7:00 p.m.  
Friday 9:00 a.m.-3:30 p.m.  
Saturday Closed

Members of the York community are advised that parking lot 5A will close for maintenance repairs, effective August 14 at 7:00 a.m. The work is expected to take approximately one week to complete, weather permitting. Motorists will be required to use alternate parking lots for the duration.

A two-minute power interruption will take place August 20 between 6:00 and 8:00 a.m., and again on August 24 between 6:00 and 8:00 a.m. The purpose of the interruption is to transfer power supply from an alternate source to buildings, while preventive maintenance work is carried out on the Steeles Avenue transformer station. The following buildings will be affected: McLaughlin College and Residence; Farquharson; Petrie; WOB; Tait McKenzie and Ice Arena; Stong College, Residence and Kitchen; Norman Bethune College and Residence; Lumbers; Behavioural Sciences; Stedman; Ross; Scott Library; Admin. Studies; Passey Crescent Apartments; Atkinson College; and #4 & #6 Assiniboine.

Members of the York community are asked to note that Ottawa Road will be under construction from McLaughlin Road to Vanier Road (parking lot BB) from approximately August 13 to 31, inclusive. During that time, parking will be prohibited on either side of Ottawa Road. Please exercise caution and obey signage and/or flagperson. Parking lots BB and KK will remain open during construction for decal holders only. For further information call the Construction Hotline at -55445.

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.

### EVENTS:

#### WEDNESDAY, AUGUST 15

2:00 p.m. - MSc Defence - [Graduate Program in Biology] Vera Jovanovic will defend her thesis entitled "The Effect of DNA Topology on the Frequency of Intermolecular Recombination Between aprt Plasmids Cotransfected Into CHO Cells" - Room 203, Lumbers

### STAFF POSITIONS:

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

Counsellor: Mary Malyk

Secretary/Floater - Employment Services, Human Resources [Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-4:30 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: 387C

Secretary/Floater - Employment Services, Human Resources [Temporary to January 31, 1991; Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-4:30 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 (Based on the annual salary of \$23,582) JOB NO: 388C

Stacker (Photocopying) - Circulation, Law Library [Temporary from September 4, 1990 to June 30, 1991; Hours: September 1-May 15 - 9:00 a.m.-5:00 p.m.; May 15-August 31 - 8:30 a.m.-4:30 p.m. Note: Required to work one evening per week (3:00 p.m.-11:00 p.m.) from September to May] (High school graduation or equivalent; 1 year's library experience or 1 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 (Based on an annual salary of \$22,466) JOB NO: 389E

## STAFF POSITIONS:

### Counsellor: Michael Theall

Telecommunications Assistant - Telecommunications, Computing and Communications Services [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training and bookkeeping courses or equivalent; 2 years' secretarial and bookkeeping/accounting experience required; typing 45-50 wpm, accuracy essential; microcomputing and computerized spreadsheet skills required; customer service skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: wordprocessing; obtaining and relaying information accurately; bookkeeping; working accurately with figures; setting priorities and meeting deadlines; good written communication skills; good organizational skills.) GRADE: 5 Provisional (\$25,222) JOB NO: 390F

Receptionist/Typist - Athletics and Recreation, Physical Education [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., reception, secretarial, front-line customer service, dealing with people, etc.); switchboard experience preferred; typing 40-45 wpm, accuracy essential; wordprocessing skills required; tact and diplomacy essential; demonstrated skill/ability in the following areas: pleasant telephone manner including ability to handle a multiple-line phone system; dealing courteously and effectively with people; providing information in a clear and concise manner; good organizational skills.) GRADE: 3 (\$22,466) JOB NO: 391F

### Counsellor: Nancy Wallace

\*Assistant Manager - Executive Development (University degree or equivalent; some Business/Marketing courses or Graphic Arts courses or equivalent work experience would be an asset; several years' related administrative/managerial experience in a customer service oriented environment including experience in overseeing the production and distribution of promotional materials; experience in mailing list management/database marketing; experience in a profit-oriented environment preferred; working knowledge of all aspects of promotional material production and distribution, including design, editing and printing; proven ability to assess problem situations and use good judgement to devise creative solutions; superior oral and written communication skills; negotiating skills; excellent organizational skills; proven ability to work under pressure and adhere to deadlines while adapting to changing priorities; demonstrated supervisory skills; demonstrated ability to deal effectively with staff and the public, and to provide a consistently high level of service; demonstrated accuracy with figures and attention to detail work; good knowledge of computer systems and functions; microcomputing skills, including basic typing. Please submit a resume when making an application.) GRADE: P&M 5 (\$34,456-\$41,694) JOB NO: 392H

### Counsellor: Donna Robbins

Dance Accompanist - Dance Department, Fine Arts [Sessional from September 1 to April 15; Hours: 9:00 a.m.-5:00 p.m. (flexible) plus approx. 1 evening per week] (Formal training in piano required (e.g. ARTC, or BA in Music Performance) or equivalent; minimum 3 year's experience accompanying dance classes (modern and ballet) at a professional or university level; professional piano ability required; demonstrated ability to sight read musical scores required; excellent improvisational skills essential; knowledge of sound equipment or willingness to learn; some percussion skills preferred; working cooperatively and effectively with people; good judgement in selection of appropriate music. Please submit a resume when making an application.) GRADE: YUSA (Based on an annual salary of \$36,341) JOB NO: 393K

### Counsellor: Betty Vernassal

Secretary/Floater - Personnel, Glendon College [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; 1-2 years' secretarial experience required; typing 40-45 wpm, accuracy essential; wordprocessing skills required; excellent oral communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to adapt readily to frequent changes in work assignments; demonstrated ability to deal courteously and effectively with people; Bilingual Modules I (Advanced), II, III (Intermediate) GRADE: 3L (\$23,582) JOB NO: 394G

### Change to Bulletin of July 19, 1990

\*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 Ungraded 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 Ungraded JOB NO: 341L

### Change to Bulletin of August 9, 1990

### Counsellor: Jennifer Hebert

Administrative Assistant - Communications [Hours: Choice of 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent with formal secretarial training; 3 years' secretarial and administrative experience, including budgeting, preferably in a university environment; experience in dealing with a wide range of internal/external contacts required; keyboarding 50-55 wpm, accuracy essential; wordprocessing and microcomputing skills required; computerized spreadsheet skills preferred or willingness to learn; good interpersonal skills; initiative; demonstrated skill/ability in the following areas: following tasks through to completion and attending accurately to detail; working independently and setting priorities; bookkeeping; taking minutes; dealing courteously and effectively with people; excellent oral and written communication skills; tact and diplomacy essential; good organizational skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$27,692) JOB NO: 373E



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

Reinsertion of JOB #310 posted July 9, 1990

Counsellor: Jennifer Hebert

Information Desk/Off-Campus Assistant - Reference Department, Scott Library, Libraries [Hours: 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

Change to Bulletin of August 2, 1990

Counsellor: Donna Robbins

Liaison Officer - Liaison, Admissions [Temporary August 27-December 21, 1990; Hours: 8:30 a.m.-4:30 p.m.; Travelling Involved; some overnight stays required] (University degree or equivalent; minimum 2 years' related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; excellent written communication skills; public relations skills; familiarity with Ontario secondary school education system preferred; some knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record, and own car required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking; working independently and setting priorities; excellent organizational skills. Please submit a resume when making an application) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 370K

Liaison Officer - Liaison, Admissions [Temporary August 27-December 21, 1990; Hours: 8:30 a.m.-4:30 p.m.; Travelling Involved; some overnight stays required.] (University degree or equivalent; minimum 2 years' related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; excellent written communication skills; public relations skills; familiarity with Ontario secondary school education system preferred; some knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record, and own car required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking; working independently and setting priorities; excellent organizational skills. Please submit a resume when making an application) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 371K

Liaison Officer - Liaison, Admissions [Temporary, August 27-December 21, 1990; Hours of work: 8:30 a.m.-4:30 p.m.; Travelling Involved; some overnight stays required.] (University degree or equivalent; minimum 2 years' related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; excellent written communication skills; public relations skills; familiarity with Ontario secondary school education system preferred; some knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record, and own car required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking; working independently and setting priorities; excellent organizational skills. Please submit a resume when making an application) GRADE: 7 (Based on an annual salary of \$30,766) JOB NO: 372K

**SUMMER INTERCHANGE:**

- Sale
- Chesterfield, new, purchased late July, cream colour -\$800. Call Eleni Skoulas at 739-1366
  - IKEA gift certificates worth \$475 -\$400 cash. Call Jane at -22159
  - Kitchen cabinets, used, double sink and faucets -\$200; Bathroom vanity with 50" counter top, sink and faucet -\$100; Drapes for cottage -\$100; 1981 Escort station wagon, standard -best offer. Call 665-0337
  - Air conditioners: 8,000 BTU, used one year -\$250; 5,000 BTU, 4 years old, needs freon -\$100. Call Jan at -55387
  - 1976 Holiday trailer, 20', washroom, fridge, stove, waterheater -\$5,500. Call Cheryl at -77222 or Bob at 694-4616
  - Five-bedroom house, Maple, 2,650 sq. ft., 3 bathrooms, main floor laundry room, family room with fireplace, air conditioned, large deck -\$370,000. Call Donna at -77151 or 832-3348
  - Hutch, Italian Provincial style, like new 16 1/2"x52 1/2"x25 1/2" -\$75. Call Ursula at -55013
  - Trailer hitch with frame attachments, new, for medium/small sized cars. Call -66141
- Rent
- Unfurnished two-bedroom apartment, 2 level, Annex/Brunswick, 2 bathrooms, 5 appliances, fireplace, deck, parking, available immediately -\$1,550/month plus hydro. Call 653-7818
- Wanted
- Babysitter for 9-month old girl, Scarborough east home, Monday to Friday, 7:30 a.m.-5:30 p.m., must be non-smoker -rate negotiable. Call -66352

# YORK UNIVERSITY

## BULLETIN

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

Monday, August 20 (12:00 noon) - Monday, August 27 (12:00 noon), 1990  
Volume 10, Number 60

### GENERAL:

GST Information Update: Revenue Canada has advised that under the proposed GST legislation, goods and services which span 1990 and 1991, must be paid in full before September 1, 1990 in order to avoid the Goods and Services Tax being applied to the 1991 portion. This would include athletic memberships/services, parking, college locker fees and any other fees collected which pertain to 1991 services. For example, in parking, if not paid in full before September 1, 1990, the GST to be paid on an unreserved annual parking decal would be \$3.67 and on a reserved annual parking decal it would be \$9.45. In order to accommodate faculty and staff who are using the payroll deduction plan for parking, the applicable GST will be collected in the January 1991 payroll deductions. Faculty and staff wishing to avoid paying the GST on their parking decals, should pay the balance of their parking fees at the Parking Office before September 1, 1990. Inquiries should be directed to the original service office involved.

Labour Day Holiday: University offices will be closed Monday, September 3. University offices will also return to regular hours (9:00 a.m. to 5:00 p.m.), on Tuesday, September 4.

Printing Services has revised their printing requisition forms. Old forms should be disposed of, as they are no longer in use. To request new forms, please call -55527 or -33666.

The staff of Employment Services are endeavouring to service our community's recruiting needs; however, due to a temporary shortage of staff, they are unable to attend to the appropriate filling of job vacancies as quickly as they would like. They thank you for your patience and understanding.

Male and female subjects between the ages of 45 and 55 are required to read eye charts as part of an experiment dealing with glare sensitivity. Two to three sessions of approximately 45 minutes each are involved. Payment for each session is \$10. Interested persons should have no previous history of diabetes, glaucoma, or any eye abnormality. This does not include spectacles for reading or vision. Please call Lorna Houston at -55627 for an appointment.

A farewell reception will be held to honour J.A.S. (Sandy) McNeill, Director of Admissions, Recruitment & Transcripts, on the occasion of his retirement after 20 years at York. The reception will be held September 5 from 3:00 to 5:00 p.m. in the Stong Master's Dining Room. Contributions towards a gift can be forwarded to Brigitte Zwarych, Office of Admissions, WOB. RSVP to -77485.

### EVENTS:

#### MONDAY, AUGUST 27

10:00 a.m. - MA Defence - [Graduate Program in Philosophy] Debbie McCrae will defend her thesis entitled "Egoism and Contract Theory" - Room N927, Ross

#### FRIDAY, AUGUST 24

2:00 p.m. - PhD Defence - [Graduate Program in Sociology] Stephen Katz will defend his dissertation entitled "The Aged Body and the Elderly Population: The History of Gerontology and the Problem of Subjectivity" - Room N927, Ross

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than August 27, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

#### Counsellor: Jennifer Hebert

\*Employment Assistant - Employment Services, Human Resources [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training plus additional courses in wordprocessing or equivalent; minimum 2 years' related experience (e.g., secretarial experience, dealing with the public, etc.), including experience in attending accurately to detail while adapting to changing priorities in a high volume environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet skills required; excellent organizational skills; excellent oral communication skills; pleasant telephone manner; interviewing skills preferred; accuracy in working with figures; budgetary skills preferred; tact and diplomacy essential; trains and oversees the work of others; skill/ability in the following areas: attending accurately and meticulously to detail; setting priorities; working effectively in a high volume environment on a continuing basis; providing a high level of service to the community; dealing calmly, courteously and effectively with people; excellent wordprocessing.) GRADE: 5 (\$28,352) JOB NO: 395E

Stacker - Facilities, Scott Library, Libraries [Temporary to Dec. 21, 1990; Hours: 8:00 a.m.-4:00 p.m., may be required to work an occasional evening] (High school graduation or equivalent; 1 year's 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 (Based on an annual salary of \$21,282) JOB NO: 399F

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

Counsellor: Donna Robbins

Budget Clerk - Office of the Dean, Fine Arts [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with accounting courses or equivalent; 2 years' accounting and budget experience, including administrative experience, in a computerized environment preferably with large volume accounts; basic typing skills; good written communication skills; wordprocessing skills required; pleasant and effective telephone manner; demonstrated skill/ability in the following areas: computerized spreadsheets including set up and use of macros; attending accurately to detail under pressure of high volume; working accurately with figures; working independently; dealing courteously and effectively with people; good organizational skills; knowledge of accounting and budget procedures.) GRADE: 4 (\$23,582) JOB NO: 398K

Program Secretary "C" - Administrative Studies, Atkinson College [Hours: 9:00 a.m.-5:00 p.m. (winter) 8:30 a.m.-4:30 p.m. (summer), 11:00 a.m.-7:00 p.m. approximately one day per week during peak periods] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., reception, dealing with the public, secretarial, etc.), preferably in a student related area; typing 50 wpm; skill in transcribing from dictation equipment required; pleasant telephone manner; tact and diplomacy essential; good organizational skills; demonstrated skill/ability in the following areas: working efficiently with a high volume of enquiries; providing and obtaining information in a clear and concise manner; dealing courteously and effectively with people; working accurately and quickly under pressure of high volume; wordprocessing.) GRADE: 4 Provisional (\$23,582) JOB NO: 400K

Counsellor: Michael Theall

Storekeeper III (Workshops) - Stores, Physical Plant [Temporary to Jan. 2, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 year's related experience (e.g., order desk, parts counter), including responsibility for inventory control; good oral communication skills; knowledge of technical/mechanical inventory required; Class "G" Ontario driver's license required; ability to operate a fork-lift truck and other mechanical lifting equipment; good clerical skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; attending accurately to detail; working effectively under pressure of high volume; working accurately with figures; working independently and setting priorities; knowledge of inventory control and procurement procedures; good organizational skills.) GRADE: 6 (Based on an annual salary of \$27,692) JOB NO: 399F

Change to Bulletin of August 13, 1990

Counsellor: Mary Malyk

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: 387C

Secretary/Floater - Employment Services, Human Resources [Temporary to Jan. 31, 1991; 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 (Based on the annual salary of \$23,582) JOB NO: 388C

Previously posted in Bulletin of July 19, 1990 as JOB NO: 338K

Counsellor: Donna Robbins

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; experience with a technical typesetting language preferred; Mathematical typesetting skills (e.g. TeX) including ability to program macros preferred; 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 a variety of programming languages (e.g. APL, BASIC, PASCAL, C, etc.) Microcomputer Operating Systems; Microcomputer concepts and fundamentals, including ability to run programs, copy files between disk drives, change directories, and manage peripherals such as multiple printers. Please submit a resume when making an application.) GRADE: CS3 (\$26,569) JOB NO: 397K

**SUMMER INTERCHANGE:**

- Sale
- Baby furniture: wicker bassinette -\$40; Snugly -\$10; Two cribs, clear lacquer and white. Call Lillian or Mica at -55534
  - Three-bedroom condominium, 2 bathrooms, sunken living room, available -\$155,000. Call 661-4581 evenings
  - Child's antique oak desk and swivel chair -\$200; Lafayette AM/FM tuner and amp -\$40; Humidifier -\$30; Baseboard heater, 1500 watts with thermostat -\$25. Call Joanne at -55780
  - Atari 2600, paddles and 19 games -\$130; Two down parkas, size 40, new -\$160 each; Sorel-Kaufman winter boots, size 9, new -\$40. Call 222-8385
  - Kitchen set, round table, extends to oval, 4 chairs, beige colour -\$150. Call Paula at -66453
  - Modem - ATI 2400 Baud external modem, new, never used. Call Karen Kraft Sloan at -22641
- Rent
- Furnished or unfurnished basement apartment, own entrance, could be shared by two people, ten minutes from York. Call 675-9137
  - Two-bedroom condominium, University City, underground parking -\$1,100/month. Call 661-3836
  - Time share, two weeks available, member of RCI, must be taken in 1990, time and location to be determined by interested parties -\$300/week. Call -55299 or 886-5192 after 5:00 p.m.

# York

## BULLETIN

UNIVERSITY

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the Communications  
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Suite A  
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(416) 736-5010.

Monday, August 27 (12:00 noon) - Tuesday, September 4 (12:00 noon), 1990  
Volume 10, Number 61

### GENERAL:



Attention Members of the York Community: Construction activities will be commencing shortly to realign the York Road and Fraser Drive intersection. The project is expected to take about three weeks to complete, during which time vehicular access will be restricted through the intersection. Motorists are advised to use alternative campus entrances for the duration, and pedestrians are reminded to exercise caution around the construction zone. Activities are also underway to upgrade several campus crosswalks to new provincial standards. New standards will be implemented around Fraser Drive to improve pedestrian safety on campus. Please watch for the next issue of the York Builds Newsletter, due to come out at the beginning of September, for more information about the operation of the new pedestrian activated crosswalks. Questions and concerns about construction activities can be directed to the Construction Hotline, 736-5445.

Members of the York community are welcome to attend the International Space University Design Project presentations. Students working on the International Program for Earth Observation will present on Tuesday, August 28 from 9:30 a.m. to 12:30 p.m. and 2:00 p.m. to 6:00 p.m. in Curtis Lecture Hall 1. Students working on the International Asteroid Mission will present on Wednesday, August 29 from 9:30 a.m. to 12:30 p.m. and 2:00 p.m. to 6:00 p.m. in Curtis Lecture Hall 1. Each presentation will begin with an Executive Summary.

Labour Day Holiday: University offices will be closed Monday, Sept. 3. University offices will also return to regular hours (9:00 a.m. to 5:00 p.m.) on Tuesday, Sept. 4.

For the Labour Day Holiday weekend, Saturday, Sept. 1 to Monday, Sept. 3, 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.

The York University Libraries will be closed for the Labour Day weekend, Saturday, Sept. 1 to Monday, Sept. 3.

Atkinson College has approximately 12 study carrels to give away. Anyone interested should contact Amy in the Department of Facilities Planning and Operations at -55223 before August 31.

The Centre for Continuing Education will offer computer training courses, beginning September 4. Short courses are offered on Intro to the PC, DOS, WordPerfect, Lotus, dBASE IV, Pagemaker, C, Local Area Networks, ACCPAC and Bedford. York staff, faculty, alumni, retirees and students are all eligible for discounts. For information call -55025 or fax 631-9822.

The Institute for Space and Terrestrial Science has an immediate opening for a Computing Technology Specialist who will work with technologies such as TCP/IP, Ethernet, routers, workstations, servers, fibre optics, laser datalinks, Unix, NFS and X-windows. Qualifications: a degree in computer science or its equivalent, with at least two years of experience in Unix system administration and software development. A comprehensive benefits package is offered. Salary is in the range of \$35,000-\$40,000 per annum. Interested applicants should forward their curriculum vitae with the names of three references to the Director of Human Resources, ISTS, 4850 Keele Street, Second Floor, North York M3J 3K1 by August 31. Please quote reference number ADM-9008.

The Faculty of Arts Committee on Research, Grants and Scholarships invites applications from full-time Art faculty for Faculty of Arts Fellowships. The fellowships are intended to provide an opportunity to complete a research project by releasing the faculty member from all teaching responsibilities for one academic year. Up to six awards may be made each year. Further information and application forms may be obtained from the Dean's Office, Faculty of Arts, Room S930, Ross (-55260). The deadline for applications is September 15.

CIRAC has an immediate opening for a part-time secretary (14 hours/week). Qualifications: high school graduation with secretarial training or equivalent; typing 40-45 wpm, accuracy essential; knowledge of computer spreadsheets; some bookkeeping experience; good organizational skills; tact and diplomacy; demonstrated ability to deal courteously and effectively with people; and good oral and written communication skills. Salary is \$12.86/hour. For further information call Carol Francis at -55586.

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than September 4, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

#### Counsellor: Jennifer Hebert

Reserve Assistant A - Reserves, Circulation Services, Scott Library (Hours: 8:30 a.m.-4:30 p.m.) (High school graduation or equivalent; 1-2 years' experience in providing front-line public service in a high volume area; previous library experience preferred; Reserves experience an asset; customer service skills required; basic keyboard skills to operate a computer terminal required, accuracy essential; knowledge of computerized on-line systems preferred; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with a high volume of enquiries in person and by telephone; attending accurately to detail; answering enquiries in a clear and concise manner.) GRADE: 4 (\$25,406) JOB NO: 401E

Circulation Assistant - Circulation Services, Scott Library (Hours: 10:00 a.m.-6:00 p.m.) (High school graduation or equivalent; 1-2 years' experience in providing front-line public service in a high volume area; previous library experience preferred; customer service skills required; basic keyboard skills to operate a computer terminal required, accuracy essential; 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; answering enquiries clearly and concisely; attending accurately to detail) GRADE: 4 (\$25,406) JOB NO: 402E

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

Fax and Copier Assistant - Library Facilities, Scott Library [Hours: 10:00 a.m.-6:00 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., photocopying, clerical, etc.), including some experience in basic maintenance of office equipment; demonstrated skill/ability in the following areas: manual dexterity and mechanical ability to operate and maintain duplicating and other office equipment; working accurately with figures; working effectively under pressure of high volume; dealing courteously and effectively with people; lifting heavy materials; good organizational skills; good oral communication skills.) GRADE: 3 Provisional (\$24,290) JOB NO: 403E

Order Processing Assistant - Acquisitions and Processing, Scott Library [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some bookkeeping courses preferred; 1-2 years' related experience (e.g., processing orders and invoices, bibliographic searching, bookkeeping, etc.) including data entry experience using an on-line system; reading comprehension in one or more of the following languages (French, German, Italian, Russian) would be an asset; basic keyboard skills to operate a computer terminal required, accuracy essential; demonstrated skill/ability in the following areas: attending accurately to detail; working accurately with figures; solving problems and following tasks through to completion; good organizational skills; good oral and written communication skills.) GRADE: 4 (\$25,406) JOB NO: 404E

Film/Video Distribution Coordinator - Film Library, Scott Library [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation plus some audio-visual technology courses at a post-secondary level or equivalent; 2 years' experience in the operation, maintenance and repair of audio-visual equipment, (e.g., 16 mm projector and video tape recorders and maintaining inventory); basic keyboard skills to operate a computer terminal; data entry skills preferred; demonstrated skill/ability in the following areas: working effectively under pressure to meet deadlines; dealing calmly, courteously and effectively with people; working independently and setting priorities; lifting and moving equipment and pushing heavy book trucks; good organizational skills; good oral communication skills.) GRADE: 4 (\$25,406) JOB NO: 405E

Counsellor: Irmgardt Duley

\*Facilities Planner - Facilities Planning and Management (University degree in Architecture, Engineering, or Planning plus registration or eligibility for registration as an Architect, Engineer or Planner OR equivalent combination of related undergraduate degree and directly related experience; several years' experience in facilities planning, including previous experience with interior space layout planning and attending to requirements for signage, parking and site planning, preferably in an institutional environment in the post-secondary education area; effective oral, written and graphic communication skills with individuals and in committees; proven knowledge in use of planning, scheduling and budgeting principles and procedures; good knowledge of architectural design and construction techniques and terminology; demonstrated excellent planning, organizational and analytical skills; demonstrated ability to deal effectively with varied internal and external contacts and to provide excellent service in response to customer requirements. Please submit a resume when making an application.) GRADE: P&M 8 (\$43,403-\$52,518) JOB NO: 406B

Counsellor: Dawn Richards

Student Programs Clerk - Office of Student Programs, Education [Hours: 9:00 a.m.-5:00 p.m.; overtime required during peak periods.] (High school graduation with secretarial training or equivalent; some university courses would be an asset; 1-2 years' related experience (e.g., handling enquiries, enrolment/registration, secretarial, etc.), preferably in a student service area; typing 40-45 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; good oral communication to obtain and provide accurate information in a clear and concise manner; tact and diplomacy essential; demonstrated skill/ability in the following areas: working cooperatively and effectively with co-workers; working accurately and quickly under pressure to handle a high volume of work on a continuing basis; dealing courteously and effectively with people; good organizational skills.) GRADE: 4 (\$25,406) JOB NO: 407H

Counsellor: Donna Robbins

Clerical Assistant - (Annual Programs), Private Funding [Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.; location is at Wildcat Drive] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., dealing with the public, secretarial, clerical, etc.); typing 45 wpm, accuracy essential; wordprocessing skills; microcomputing skills; skills in using computerized records system; good written communication skills; basic proofreading skills; tact and diplomacy essential; pleasant telephone manner; good organizational skills; demonstrated skill/ability in the following areas: obtaining and relaying information clearly, concisely and courteously; attending accurately to detail under pressure of high volume; dealing effectively with the public; maintaining confidentiality.) GRADE: 4 (\$25,406) JOB NO: 408K

\*Assistant Director - Research and Records Management, Private Funding (University degree or equivalent, including accounting courses; several years' related experience, including budgetary and supervisory experience, preferably in a related area; experience in the fund raising field an asset; excellent composition, grammatical and proofreading skills; demonstrated ability to deal effectively with faculty, staff, and the general public at all levels; tact, diplomacy and discretion essential; ability to exercise initiative; proven analytical skills; excellent organizational skills; excellent budgetary analysis skills; demonstrated ability to supervise, direct and coordinate activities; microcomputing/wordprocessing/mainframe computer skills required. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$37,210-\$45,022) JOB NO: 409K

Records Clerk - (Research and Records), Private Funding [Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.; location is at Wildcat Drive] (High school graduation or equivalent; 1-2 years' related experience (e.g., maintaining filing system, researching data, computerized records entry and retrieval, clerical, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills; microcomputing skills; skill in using computerized records system; basic research skills; good written communication skills; basic proofreading skills; tact and diplomacy essential; pleasant telephone manner; good organizational skills; demonstrated skill/ability in the following areas: obtaining and relaying information clearly, concisely and courteously; attending accurately to detail under pressure of high volume; dealing effectively with the public; maintaining confidentiality.) GRADE: 4 Provisional (\$25,406) JOB NO: 410K

## STAFF POSITIONS (cont'd.)

### Counsellor: Karen Wright

Assistant to Textbooks Buyer II - Bookstore (York), Business Operations [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter); required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; During rush periods (May, September, January) required to work 1 or 2 nights per week from 1:00 p.m.-9:00 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., processing book orders, dealing with people, etc.), preferably in a bookstore environment; basic typing skills; microcomputing skills preferred; good written communication skills; pleasant telephone manner; good customer service skills required; demonstrated skill/ability in the following areas: providing and obtaining information in a clear and concise manner; working effectively under pressure of high volume; dealing calmly, courteously and effectively with people; setting priorities; exercising good judgement; attending accurately to detail; good organizational skills.) GRADE: 5 (\$27,046) JOB NO: 411A

\*Administrative Secretary - Job Evaluation, Human Resources [Temporary from September 4, 1990-January 31, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 3 years' administrative and secretarial experience; typing 40-50 wpm; spreadsheet and database skills required; bookkeeping skills; demonstrated skill/ability in the following areas: wordprocessing and microcomputing; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; setting priorities and working independently; working with a budget; working accurately with detail work; good oral communication and excellent organizational skills; ) GRADE: 5 (Based on an annual salary of \$28,271) JOB NO: 412A

### Counsellor: Michael Theall

Counselling Assistant - Outreach Services, Atkinson [Temporary from October 1, 1990-May 3, 1991; Hours: 9:00 a.m.-5:00 p.m., four days per week + one day per week from 12:00 noon-8:00 p.m.] (Minimum two years' university education or equivalent; university degree preferred; minimum 2 years' related experience (e.g., complex advising, making presentations, etc.) preferably in a student service or advising area; excellent organizational skills; excellent interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: advising; obtaining and explaining detailed information in a clear and concise manner; making presentations; dealing courteously and effectively with people; maintaining confidentiality; exercising good judgement; working independently. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$29,520) JOB NO: 413F

### Counsellor: Mary Malyk

\*Receptionist/Typist - Labour Relations, Human Resources [Part-time: Tuesday-Thursday (21 hours - 3 days/week); Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' reception and clerical experience, preferably in a unionized environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy essential; pleasant telephone manner; demonstrated ability to work accurately and effectively under pressure of high volume.) GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 414C

## SUMMER INTERCHANGE:

- Sale
- IBM Model 25/Proprinter Computer, less than one year old, DOS installed, microsoft works package included -\$2,475; Computer table -\$145. Call collect 705-734-9196
  - Love seat, beige -\$50; Glass and chrome end table -\$10; Pine headboard for queen-size bed -\$89; Travel ironing board, new -\$8; Air conditioner -\$250; Electric can opener/ice crusher -\$7. Call 661-3836
  - 1981 Mercury Cougar, navy, 4-door sedan, air, cruise, power steering & brakes, tape/AM/FM, no rust -\$1,850 as is or will certify. Call -22035 or 887-5131 after 5:30 p.m. and weekends
  - Queen-size "New Yorker" waterbed, excellent condition -best offer. Call Ngairre at -55060
  - Apartment-size washer/dryer, Hotpoint, almond colour, includes extended warranty -\$900. Call 736-8425
  - 1986 Nissan 4x4, long box pick-up, tilt steering, seat covers, new Bridgestones, excellent condition -\$6,400. Call Andrew at -55491 or 841-7035 after 5:00 p.m.
  - 1984 Chevette, two-door automatic, 64,000 km, good condition -asking \$2,500. Call 789-1785
  - 1981 Chev Nomad van, standard, high roof with folding kids' double bed, power steering & brakes, skylight, 8 seats, 9,000 km on new engine, certificate -\$4,990. Call Fred at -77284 or 661-4746
  - 1988 Oldsmobile Delta 88 Royale, 13,000 miles, warranty, lady driven, air, AM/FM cassette, tilt steering -\$16,500. Call 246-0679; 1980 Cadillac Deville Sedan, 85,000 miles, loaded, excellent running condition -\$3,100. Call 246-0679
- Rent
- Zenith computer with hard drive, keyboard & monochrome monitor, approx. 1 year old. Call 727-0790
  - Two bedrooms, deck, 2nd floor of detached house, Dufferin/Dundas, separate entrance, parking, laundry, available October 1. Call -88705 or 785-3841
  - Two-bedroom penthouse condominium in University City, includes fridge, stove, dishwasher, utilities, parking, available September 1 -\$1,100/month. Call 661-3836
  - Basement in townhouse plus one-bedroom in upper level, share laundry, kitchen and bath -\$450/person or \$600/couple plus parking. Call 881-4573
  - One-bedroom in condominium at Four Winds Drive, private bathroom, share kitchen -\$550/month. Call 736-8425
  - Shared accommodation, 3 unfurnished bedrooms in a house at Jane/Lawrence, eat-in kitchen, bath, includes utilities, cable and parking, non-smoker, male or female, available immediately -\$375/month; Two rooms in a house at Keele/Wilscn, shared bath, non-smoker -\$350/month. Call 246-0679 or 636-3488
  - Spacious basement apartment, Weston Rd./Hwy. 7, will be finished for September. Call Marco at 850-0659
- Free
- Affectionate kitten needs good home, 2-3 months old, grey, white and orange tabby. Call Shirley at -66379 or 663-8184 evenings
  - Male cat, nice-dispositioned, part Persian, white & black, 3 years old. Call Connie or Mark at 748-1552
- Wanted
- Furnished room in an apartment on campus, from January to April, 1991, for a new faculty member, non-smoker. Call Ann Pestano at -33758