

# York

## BULLETIN

UNIVERSITY

Published by  
the Communications  
Department,  
Suite A  
West Office Building,  
(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 I. 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 I. 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/Wilson, 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

Rb 1/4  
put in Archives Processing staff after looking

# York UNIVERSITY

## BULLETIN

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

Tuesday, September 4, - Monday, September 10 (12:00 noon), 1990

Volume 10, Number 62

### GENERAL:

Attention Members of the York Community: Owing to the intense construction activities around York Lanes and the Student Centre, it has been necessary to close the pedestrian walkway between these sites. Pedestrians are advised to follow the appropriate signage that has been erected to assist you in arriving at your destination. We apologize for any inconvenience this may cause. Please feel free to call the Construction Hotline number at 736-5445 with any concerns you may have.

A one-minute power interruption will take place Friday, Sept. 7 between the hours of 7:00 and 8:00 a.m. The following buildings are affected: Ross; Central Square; Osgoode Hall Law School; Hart House; Hoover Homestead; Curtis Lecture Halls; #2 Assiniboine Road; #8 Assiniboine Road; Fine Arts; Moon Road Apartment.

Mrs. June Bradford, Administrative Secretary, English Department passed away August 22, 1990. Donations may be made to the Cancer Society.

Weight Watchers Open House will take place Sept. 5 from noon - 1:00 p.m., in Room 282, Atkinson College. The 10-week session starts Sept. 12. For information please call Yvonne at 55224.

Telecommunications would like to remind members of the York Community that the FAX Service offered at 016 Steacie is for faculty and staff members only. To ensure that you receive your incoming FAX messages please make sure your name and department are referenced on the incoming FAX.

Volunteer opportunities for members of the York Community to assist with notetaking, exam proctoring, reading, reader/taping, mobility assistance, library assistance. Call Kerri, Office for Students with Disabilities at 55140/TDD 55263.

Notice to all interested Work/Study participants: Due to the increased Ministry funding (75%/25% ratio), participation in the Work/Study Program has grown immensely over the past year, not only at York, but at all Ontario institutions. As a result, our 1990-91 budget allocation will not meet the needs of all job proposals submitted for the fall/winter session. In an effort to provide a variety of jobs for our students, it is necessary to limit the number of approved job proposals for each unit/department and also restrict the amount of funding to \$1000 per position. The Work/Study Selection Committee regrets any difficulties created by these drastic measures and ensures that continued efforts will be made to encourage the Ministry to reassess the real financial needs of this program.

YOGA classes will begin on September 11 (beginner) in Atkinson College and September 13 (beginner and intermediate) in Vanier College, Room 202. For more information call Nancy Burnham - 737-8900.

Registration in Language Lab: All students enrolled in a language course requiring laboratory sessions must register in the Language Laboratory, Room S-117 Ross Building, on the following days, unless otherwise informed: Tuesday, September 5 to Thursday, September 13 from 9:30 a.m. to 3:30 p.m.

Hiring of Monitors: The Language Laboratory is now hiring monitors for the Academic year 1990-1991. If you are fluent in: Chinese (Mandarin), French, Italian, Japanese or Spanish please apply by September 7, in S-117 Ross Building.

Glendon Day Nursery: Spaces are available at the Glendon Day Nursery as of September 1. Please contact the teachers at 481-8523 for more information.

For sale: A university department has for sale: 1-XIDEX Microfiche Reader, Model 780. In very good working condition. Asking price: \$200 or best offer. Interested persons can contact Dale Watts, Purchasing Dept., -55143.

Stong College is accepting applications for the position of a Resident Don for the 1990-91 academic year. The applicant shall be associated with the university on a full-time basis (4 courses (24 credits) as a senior undergraduate or a graduate student (in good academic standing maintaining at least a C+ average). Inquiries may be directed to W. Andy Knight, Resident Tutor, 312 Stong College (extension 77313) or to Mrs. Olga Cirak, Assistant to the Master, 317 Stong College (77305). Closing date for receipt of applications, three letters of reference, Letter of Intent and transcripts is 5:00 p.m. Friday, September 14, 1990.

The Department of Human Resources announces the following appointments:  
Robin Goudreau, Comptroller, Finance, effective September 1. The following transfers and promotions have also taken place: Dianne Bates, Manager, Fundraising Programmes, Private Funding, External Relations; Cathy Clarke, Direct-Service Training & Development Coordinator, Staff Development, Human Resources; Jane Crescenzi, Administrative Officer, Faculty of Fine Arts; Mary Scheepers, Administrative Officer, Faculty of Arts; Nancy Wallace, Manager, Placement Services, Administrative Studies.

### EVENTS:

#### WEDNESDAY, SEPTEMBER 5

3:00 p.m. - 5:00 p.m. - Farewell Reception - to honour J.A.S. (Sandy) McNeil, Director of Admissions, Recruitment & Transcripts, on the occasion of his retirement after 20 years at York - contributions towards a gift can be forwarded to Brigitte Zwarych, Office of Admissions, WOB - RSVP to -77485 - Master's Dining Room, Stong

#### THURSDAY, SEPTEMBER 6

10:00 a.m. - MA Defence - [Graduate Program in Philosophy] Norm Gall will defend his thesis entitled "The Role of the Generative Theory of Understanding in Artificial Intelligence Research" - Room S910, Ross

#### FRIDAY, SEPTEMBER 7

1:00 p.m. - MA Defence - [Graduate Program in Philosophy] Glyn Hotz will defend his thesis entitled "Feature Attractions of Film: New Releases in Perception and Mind" - Room N927, Ross  
1:00 p.m. - MA Defence - [Graduate Program in Geography] Ms Deborah Carter Park will defend her M.A. thesis entitled: "Changing Shadows: The Huronia Regional Centre, 1876-1943" - Room N401 Ross.

#### SATURDAY, SEPTEMBER 8

10:00 a.m. - 12 noon - Registration for ARTSTART in the lobby of the Fine Arts Building. For more information call Ronald Mendes ext. 33817.  
2:00 p.m. - Yeomen Football - York Yeomen vs. McMaster (exhibition game)

## EVENTS (cont'd)

### MONDAY, SEPTEMBER 10

10:00 a.m. - **M.A. Defence** - [Graduate Programme in Sociology] Nora Jung-Duranyik will defend her M.A. Thesis entitled "Against the Odds: An Inquiry into the Possibilities for Actions for Change in the Community Work Practice", in Room 102 Administrative Studies Building.

### STAFF POSITIONS:

Applications for internal transfers/promotions, should reach Human Resources no later than September 11, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Receptionist - Department of Instructional Aid Resources [Hours of Work: 8:30 a.m.- 4:30 p.m.] (High school graduation or equivalent; 1-2 years' reception and clerical experience, including some front-line service experience, preferably in an audio-visual area; typing 30-35 w.p.m., accuracy essential; good organizational skills; pleasant telephone manner; skill in handling cash required; knowledge of photographic film types, processes and audio-visual terms an asset; demonstrated skill/ability in the following areas: attending accurately to detail; dealing courteously and effectively with people; working calmly and effectively under pressure; answering enquiries and providing information in a clear manner.) GRADE: 3 Provisional (\$24,290) JOB NO: 415A

Counsellor: Michael Theall

Communications Technician I - Data Communications, Computing and Communications Services [Temporary 3 month position; Hours of work: 8:30 a.m.- 4:30 p.m.] (Community College graduation in Computer Science or equivalent; minimum 3 months' related experience (e.g., network problem determination, maintenance and installation of terminals and computers, etc.); good oral communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with people; Basic knowledge of: MVS, VM/CMS and VMS; VTAM; Operational skills with front-end processors and terminal controllers; Knowledge of PBX hardware, data capabilities, and operating procedures; Computer communications protocols (ASYNCR, BSC, etc.) and interfaces. Please submit a resume when making an application.) GRADE: CS5 (Based on an annual salary of \$33,469) JOB NO: 416F

Student Programmes/Alumni Assistant - Office of Student Programmes, Osgoode [Hours of work: 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., advising students, preparing materials/publications, organizing events, etc.) preferably in a student service area; typing 45-50 w.p.m., accuracy essential; data entry skills required; excellent organizational skills, including setting priorities; good written communication skills; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people; providing and relaying accurate information in a clear manner; exercising tact, diplomacy and good judgement; working independently; working accurately and effectively under pressure of high volume; maintaining accurate records; pleasant telephone manner; proficiency in wordprocessing.) GRADE: 5 (\$27,046) JOB NO: 417F

Counsellor: Dawn Richards

Secretary - Office of the Dean, Administrative Studies [Temporary from October 15, 1990 to March 8, 1991; Hours of work: 9:00 a.m. - 5:00 p.m.] (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, including experience dealing with the public, preferably in a university environment; typing 50 w.p.m., accuracy essential; excellent oral communication skills; good written communication skills including good spelling and grammar; excellent organizational skills; skill in transcribing from dictation equipment an asset; tact and diplomacy essential; demonstrated skill/ability in the following areas: attending accurately to detail; working independently and setting priorities; adapting to a variety of tasks; dealing courteously and effectively with people; wordprocessing.) GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 418H

Secretary - Policy, Administrative Studies [Hours of Work: 9:00 a.m. - 5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 50-55 w.p.m., 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 (\$25,406) JOB NO: 419H

Counsellor: Donna Robbins

Administrative Secretary - Office of the Registrar [Hours of Work: 8:30 a.m. - 4:30 p.m.] (High school graduation with formal secretarial training or equivalent; minimum 2 years' administrative and secretarial experience, including experience working with computerized budgets, preferably in a post-secondary environment; typing 50-55 w.p.m., accuracy essential; excellent organizational and record-keeping skills; excellent written communication skills; tact and diplomacy essential; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: wordprocessing and microcomputing; bookkeeping; dealing courteously and effectively with people; answering queries and providing information in a clear manner; setting priorities and working independently; working effectively under pressure of high volume and adhering to tight deadlines; attending accurately to detail; maintaining confidentiality.) GRADE: 5 (\$27,046) JOB NO: 420K

Enquiries Clerk - Office of the Registrar [Hours of Work: 8:30 a.m. - 4:30 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., handling enquiries, accessing computer, secretarial, etc.) in a computerized environment, preferably in a student service area; typing 45-50 w.p.m., accuracy essential; wordprocessing and on-line data entry skills required; ability to deal courteously, tactfully and effectively with people essential; good oral and written communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to attend accurately to detail; demonstrated ability to maintain confidentiality; oral communication skills in a second language would be an asset.) GRADE: 4 Provisional (\$25,406) JOB NO: 421K

Admissions Assistant A - Admissions [Hours of Work: 8:30 a.m.- 4:30 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., reviewing and examining applications, data verification, etc.), preferably in a student service area; basic keyboard skills to operate a terminal, accuracy essential; skill in inputting to computerized on-line records system required; excellent organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: obtaining and explaining detailed information in a clear manner; reading comprehension; exercising good judgement; attending accurately to detail; setting priorities and working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 5 (\$27,046) JOB NO: 422K

**STAFF POSITIONS (cont'd)**

Admissions Assistant A - Admissions [Hours of Work: 8:30 a.m.- 4:30 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., reviewing and examining applications, data verification, etc.), preferably in a student service area; basic keyboard skills to operate a terminal, accuracy essential; skill in inputting to computerized on-line records system required; excellent organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: obtaining and explaining detailed information in a clear manner; reading comprehension; exercising good judgement; attending accurately to detail; setting priorities and working effectively under pressure of high volume; dealing courteously and effectively with people.) GRADE: 5 (\$27,046) JOB NO: 423K

Clerk/Typist (Floater) - Psychology, Arts [Hours of Work: 9:00 a.m.- 5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, reception, general clerical, etc.); typing 45-50 w.p.m., 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 (\$24,290) JOB NO: 424K

Petitions Clerk - Office of Student Programmes, Arts [Hours of work: 8:30 a.m. - 4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., dealing with people, handling enquiries, maintaining accurate records, etc.), preferably in a student service area; basic keyboard skills to operate a computer terminal; microcomputing skills required; excellent written communication skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working quickly and effectively under pressure of high volume; attending accurately to detail; providing information in a clear and concise manner.) GRADE: 4 (\$25,406) JOB NO: 425K

Film and Video Technician - Film and Video, Fine Arts, [Sessional from September 1 to May 31; Hours of work: 9:00 a.m. - 5:00 p.m.; During peak periods Oct. 1 - December 15 and February 1 - April 15: 3 days 9 a.m. - 5 p.m., 1 day 2 p.m.- 10 p.m. & 1 day on weekend 10 a.m. - 6 p.m.] (B.F.A. in film and video production or equivalent; 2 years' experience in film and/or video production in a technical capacity; good organizational skills; demonstrated skill/ability in the following areas: providing information in a clear and informed manner; dealing calmly, courteously and effectively with people; working independently; exercising good judgement; knowledge of cinematography, sound recording, film and videotape editing, electronic field production and post production techniques; knowledge of computer applications in audio, video, film production and post production techniques. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary of \$34,145) JOB NO: 426K

RG 114

# York UNIVERSITY

## BULLETIN

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

Monday, September 10 - Thursday, September 17, 1990  
Volume 10, Number 63

**GENERAL:**



The Presidential Committee on the Administration of the York University Smoking Policy reminds all members of the York community that York has a policy on smoking. Smoking is permitted only in designated smoking areas (see attached list). Watch for the green signs indicating where smoking is permitted. Smoking is not permitted in any other interior space, including private offices, irrespective of the presence of "No Smoking" signs. The Smoking Policy applies across the University on both the York and Glendon campuses. No department, group or person is exempt from the Policy.

**Security Alert:** Security has received an increase in reports of thefts from offices. Personal belongings such as purses, wallets or other valuables should not be left unattended in the knee hole of a desk, on desk tops, in unlocked desks or cabinet drawers. Lock them in a secure place.

Stationery Stores now have the 1991 calendar items in stock. The following two items are no longer available: Catalogue numbers C34S Year Book (IL 8430); and C34T Cover only (8430). Refills for these items can still be purchased. Referring to the Stationery Catalogue for selection, members of the community are asked to complete a stationery requisition for their requirement, and forward it to Stores at their convenience. Note: Separate requisitions are required for the subject items (do not integrate with other supply requirements). Proceed with care, as subsequent exchanges, alterations or cancellations cannot be accommodated.

Members of the York community are asked to note that the Staff Development Office of the Department of Human Resources has relocated to Suite D140, West Office Bldg. Correspondence for Deborah Paus, Julie Stockton, Cathy Clarke, Margaret Micell and Lisa Ward should be directed to the new address. Telephone extensions remain unchanged.

The University has accepted the 1990 Kosher Tendering Committee's recommendation that the contract for the Kosher operation in Winters College be awarded to Malmar Fine Foods and Catering Inc., under the proprietorship of Tom and Deanna Schaffer. The facility will be renovated and is expected to open at the beginning of October.

York full-time faculty members are reminded that the next application deadline for the York Ad Hoc Fund is September 15. This is a fund of last resort for travel grants and support for periodicals and conferences at York. For further information call the Office of Research Administration (S414, Ross) at -55055.

The Institute for Social Research and the Women's Studies Research Unit will present a seminar on Gender and Research Methods on September 19 at 12:00 noon in Room 207, Osgoode Hall Law School. The seminar entitled "Interrogating the Law in Feminist Research" will feature Carol Smart, University of Warwick; Janine Brodie, Political Science; and Shelley Gavigan and Mary Jane Mossman, Osgoode Hall Law School. For further information call Darla Rhyne or Valerie Preston at -55061.

The Faculty of Arts Committee on Research Grants and Scholarships invites applications for Faculty of Arts Research Grants. The purpose of these grants is to assist research projects which do not require major funding, including pilot studies or projects nearing completion. The maximum amount awarded is \$3,000. All full-time members of the Faculty of Arts are eligible to apply. The deadline for this competition is November 1, or October 15 if the amount requested is over \$1,500. Applications are available from the Office of the Dean of Arts, Room S930, Ross (-55260).

Weight Watchers will begin its first session on September 19 at 12:00 noon in Room 282, Atkinson, provided there are enough participants. Cheques must be sent to Yvonne Southby, Room 041, Atkinson (-55224) no later than September 13. Cheques may be post-dated to September 19.

**Registration in the Language Laboratory:** All students enrolled in a language course requiring lab sessions must register in Room S117, Ross (unless otherwise informed), between September 5 and 13 (9:30 a.m. to 3:30 p.m.). The lab will be closed September 14.

**EVENTS:**

**MONDAY, SEPTEMBER 10**

10:00 a.m. - MA Defence - [Graduate Program in Interdisciplinary Studies] Elizabeth Anthony will defend her thesis entitled "Imaginal Noesis and the Alchemical Art" - Room N927, Ross

**WEDNESDAY, SEPTEMBER 12**

1:30 p.m. - PhD Defence - [Graduate Program in Biology] Elliot Drobetsky will defend his dissertation entitled "The mutagenic specificity of ultraviolet light at the aprt locus in Chinese hamster ovary cells" - Room 032, Admin. Studies

**THURSDAY, SEPTEMBER 13**

- 9:30 a.m. - SSHRC Information Seminar - [Office of Research Administration] featuring a presentation on changes to the SSHRC Research Grants Program - Senate Chamber (S915), Ross
- 10:00 a.m. - PhD Defence - [Graduate Program in Philosophy] Tom Wlucharuk will defend his dissertation entitled "The Function of Argument" - Room S910, Ross
- 12:00 noon - Memorial - a cherry tree has been planted in the Arboretum by Stong Pond as a monument to the women students killed at the University of Montreal on December 6 - members of the community are invited to attend the ceremony for the installation of the memorial plaque - Stong Pond
- 1:00 p.m. - PhD Defence - [Graduate Program in Philosophy] John Lang will defend his dissertation entitled "Art and Life in Nineteenth Century England: The Theory and Practice of William Morris" - Senate Committee Room, Glendon

**EVENTS (cont'd.)**

**FRIDAY, SEPTEMBER 14**

1:00 p.m. - PhD Defence - [Graduate Program in Philosophy] Christina Erneling will defend her dissertation entitled "The Learnability of Language: Going Beyond Information Given" - Room S921, Ross

**STAFF POSITIONS:**

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

Counsellor: Karen Wright

Administrative Assistant I - Geography/Urban Studies, Atkinson 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; 3 years' related experience (e.g., secretarial, administrative, maintaining accurate records, coordinating publications, monitoring budget, travel arrangements, etc.); previous experience in a publishing environment an asset; typing 45-50 wpm, accuracy essential; wordprocessing skills required; good written communication skills; excellent organizational skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; providing information in a clear and informed manner; attending accurately to detail; working independently and setting priorities; proofreading skills. Please submit a resume when making an application.) GRADE: 6 (\$29,520) JOB NO: 427A

Counsellor: Irmgardt Duley

\*Executive Officer and Assistant to the Principal - Principal's Office, Glendon College (University degree or equivalent; courses in management and/or business administration preferred; several years' related managerial experience, including personnel administration and budgetary responsibility, preferably in a university or public service environment; excellent interpersonal skills; superior supervisory and managerial skills; excellent budgetary skills including knowledge of budget procedures and methods; analytical skills; excellent oral and written communication skills in French and English; report writing and proposal preparation skills; excellent organizational skills; proven ability to manage, supervise and coordinate diverse activities; knowledge of computer systems. Please submit a resume when making an application.) GRADE: P&M 9 (\$46,874-\$56,717) JOB NO:428B

Counsellor: Michael Theall

Media Operations Technician II - Department of Instructional Aid Resources [Seasonal: September-April. Hours: 11:30 a.m.-7:30 p.m.] (High school graduation plus some media arts courses at a post-secondary level or equivalent; 1-2 years' 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 required; 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; supervising. Please submit a resume when making an application.) GRADE: MOT11 (Based on an annual salary of \$29,130) JOB NO: 429F

Operator II - Computing and Communications Services [Hours: Shift and weekend work - 12:00 a.m.-8:00 a.m.; 8:00 a.m.-4:00 p.m.; 4:00 p.m.-12:00 a.m.] (High school graduation or equivalent combination of education and experience; some courses in MVS, VM, VAX/VMS and/or UNIX operating systems preferred; minimum 1 year's experience using peripheral equipment in a MVS/JES2 and/or VM and/or VAX/VMS environment OR minimum 1 year's experience as an Operator I. Basic knowledge of: JCL & Utilities; Intermediate knowledge of MVS/JES2 Commands and Procedures, VM/CMS Commands and Procedures, VAX/VMS Commands and Procedures, VTAM Commands and Procedures, UNIX Commands and Procedures, VM/CMS XEDIT, EXEC & REXX, CMF/RESOLVE Commands; Advanced knowledge of Peripheral Equipment. Please submit a resume when making an application.) GRADE: CS4 (\$30,318) JOB NO: 430F

Counsellor: Dawn Richards

Technical Secretary I - Chemistry, Science [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; 1-2 years' related experience (e.g., secretarial, formatting manuscripts, etc.); typing 45-50 wpm, accuracy essential; technical wordprocessing skills preferred or willingness to learn; skill in transcribing from dictation equipment preferred; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; dealing courteously and effectively with people; proficiency in wordprocessing; good organizational skills including ability to set priorities.) GRADE: 4 (\$25,406) JOB NO: 431H

Duplicating Operator 2 - Administrative Studies [Hours: 9:00 a.m.-5:00 p.m.] (Grade 10 high school education or equivalent; minimum 6 months' experience in operating duplicating or printing and related equipment; skilled operational knowledge of duplicating centre equipment (i.e., photocopy machines, cutters, punchers, collating and binding equipment, etc.); mechanical aptitude; good oral communication skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; lifting heavy objects; manual dexterity.) GRADE: OP2/BIND2 (\$24,885) JOB NO: 432H

Counsellor: Donna Robbins

Transcript Clerk I - Transcripts, Admissions [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's general office experience including sound knowledge of office procedures; basic typing skills to operate a computer terminal; data entry skills required, accuracy essential; good organizational skills; good oral communication skills to obtain accurate information and answer enquiries; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; maintaining accurate records; working effectively under pressure of high volume.) GRADE: 3 (\$24,290) JOB NO: 433K



**YORK UNIVERSITY**  
**DESIGNATED SMOKING AREAS**

Please take special note of the following designated smoking areas and please use these areas if you wish to smoke indoors between now and January 1, 1991. Smoking is also permitted in portions of some cafeterias and Student Pubs. Smoking will, of course, be permitted out of doors. Smoking is prohibited in all other areas. A revised smoking policy is expected to take effect January 1 and this will result in changes in the areas where smoking is permitted. A revised list will be issued at that time.

Please observe the Smoking Policy and help to make York a smoke-free workplace.

**YORK CAMPUS DESIGNATED SMOKING AREAS**

<b>BUILDING COMPLEX</b>	<b>DESIGNATED SMOKING AREA</b>	<b>CAFETERIAS (% OF SEATING AREAS WHERE SMOKING IS PERMITTED) AND STUDENT PUBS.</b>
Administrative Studies Building	North-west entrance vestibule, ground floor  South-east corner of Room 401	Financial Poste Coffee Shop, ground floor
Arena	East entrance vestibule	
Atkinson College	North-west entrance vestibule, main floor  Crowe's Nest, South-east corner	Atkinson College Restaurant, basement (50%)  Crowe's Nest, Room 140 (after 7:00 p.m.)
Behavioural Sciences Building	North entrance vestibule  Room 421	
Burton Auditorium/ Centre for Fine Arts II	Main entrance lobby  Link between CFA II and Burton Auditorium	
Central Square/ Lecture Halls	Corner seat pits, second floor, Curtis Lecture Halls	Central Square Curtis Cafeteria, main floor (50%)
Central Utilities Building	Second floor landing	
Construction Headquarters	Classroom Building Room 126	
Fine Arts Centre/ Burton Auditorium	Link between CFA II and Burton Auditorium	
East Office Building	Room 54, north end of building  West entrance vestibule	
Farquharson Building	Room 243, Farquharson	
Founders College	Pedestrian bridge, first floor	Founders Dining Hall basement (70%)  Cock and Bull, basement
Lumbers Building	West entrance vestibule	
McLaughlin College	Central alcove area, main floor	Argh Pub, Coffee Shop, basement
Norman Bethune College	Entrance vestibule	Norman Bethune Dining Hall, basement (70%)  JACS, main floor
Osgoode Hall Law School	Games room, basement  Room 017, Staff	Osgoode Pub, basement (after 2:00 p.m.)
Petrie Science Building	Room 232A	
Physical Plant Workshops	Room 116  South vestibule	
Ross Building	3rd, 5th, and 6th floor bridges between north and south towers	Faculty Club, main floor, south tower (70%)  Graduate Student Lounge, 7th floor
Scott Library	East entrance vestibule, 2nd floor  Staff Smoking Area, 1st floor	

BUILDING COMPLEX	DESIGNATED SMOKING AREA	CAFETERIAS (% OF SEATING AREAS WHERE SMOKING IS PERMITTED) AND STUDENT PUBS
Steacie Science Building	North entrance vestibule	
Stedman Lecture Halls	East entrance vestibule	
Stong College	North-east entrance alcove	Stong Dining Hall, basement Orange Snail Coffee Shop, 1st floor
Tait McKenzie Building	West entrance vestibule	
Vanier College	West entrance vestibule	Vanier Dining Hall basement (70%) Open End Shop and Pub, basement
West Office Building	Next to cafeteria	
Winters College	East entrance foyer  Link between residence and college building	Winters Dining Hall basement (70%) Open End Shop and Pub, basement

**GLENDON COLLEGE DESIGNATED SMOKING AREAS**

BUILDING COMPLEX	DESIGNATED SMOKING AREA	CAFETERIAS (% OF SEATING AREA WHERE SMOKING IS PERMITTED) AND STUDENT PUBS
Central Service Building	Loading dock seating area	
Frost Library	Room next to main foyer	
Glendon Hall		Cafe de la Terrasse, basement
Proctor Field House	Main entrance foyer, first floor	
York Hall	Link between A & B wings, second floor C wing foyer outside Senate Chamber	Glendon Dining Hall, Main floor (50%) Food Services Staff Room Bistro, Glendon basement (25%)

# York

## BULLETIN

UNIVERSITY

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

Monday, September 17 (12:00 noon) - Monday, September 24 (12:00 noon), 1990  
Volume 10, Number 64

### GENERAL:

To commemorate the ninth International Day of Peace, proclaimed by the United Nations, the York community is invited to join thousands of people worldwide in a minute of silence and a moment of sound starting at 12:00 noon on Tuesday, September 18. For further information call the Communications Department at -55010.

Security Alert: Safeguard your bicycle against theft by remembering these few safety tips - always lock your bicycle; leave your bicycle in an open, well-lit, frequently travelled area; use bicycle racks when possible; mark your bicycle frame and parts with your social insurance number in the event it is stolen; and report any suspicious person seen loitering around parked bicycles to Security at -55333.

The Department of Private Funding and the Department of Alumni Affairs have undergone organizational changes. Alumni fundraising and maintenance of the computerized Alumni Records System will now be handled through the Department of Private Funding. However, all requests to update information on alumni or to order alumni lists and labels will still be handled by the Department of Alumni Affairs. The Department of Private Funding has relocated to the "Wildcat Campus" of York University (on Wildcat Road). Mailing address: Department of Private Funding, York University (4700 Keele Street, etc.). Do not include the Wildcat address on correspondence. The general telephone for both Alumni Affairs and Private Funding remains unchanged (736-5010). For further information, please contact Janis Roy, Assistant Director, Annual Programs, Private Funding or Linda Keith, Manager, Liaison and Programs, Alumni Affairs.

The Department of Private Funding requires telephone canvassers to work from September 1990 through to April 1991. The hourly rate is \$8 and hours are 6:30 p.m. to 9:30 p.m., Mondays, Tuesdays, and Wednesdays. A second language and work study eligibility are assets but not essential. Interested persons should contact David Stoly or Elizabeth Webster at -55010.

In 1979, President Ian Macdonald established The Ronald Kent Medal, in memory of Ron Kent, and his many years of devoted service to York. The medal is awarded periodically to honour unusual service to the University by a member of non-academic staff. Its recipients thus far have been Ron Kent (posthumously), Olga Cirak, Roy Witty, Joan Young, Nancy Accinelli, and Frank Jarvis. A selection committee chaired by Vice-President W.D. Farr receives nominations and makes recommendations to the President as to suitable recipients of the Medal. It is intended to award the Medal this winter. Members of the York community are invited to submit nominations for the award to Billie Mullick, Room S958A, Ross by Wednesday, October 31.

The Director of Operations, Physical Plant, on behalf of the Vice-President (Finance and Administration), is forming a Waste Reduction Advisory Committee with a mandate to facilitate planning and advise on the operation of the university-wide waste reduction programs. Anyone interested in serving on this Committee is asked to write Mr. Khursh Irani, Director of Operations, Department of Physical Plant, Room 108, Construction Headquarters Building, no later than September 30, indicating interest, background and the constituency they are prepared to represent and/or deal with.

A farewell reception will be held to honour Marjorie Birt on the occasion of her retirement from York. The reception will take place October 10 from 3:30 p.m. to 5:30 p.m. in the Faculty Club, Ross. Contributions towards a gift can be forwarded to Sara Costantini, Room S756, Ross or Lillian Lerman, Room S754, Ross, c/o Division of Social Science.

A comprehensive room-by-room, building-by-building survey of the York campus to identify and assess Asbestos Containing Materials will take place beginning in early October. The survey is expected to be completed by December 31. Information sessions will take place September 18, 20, 25, and 27 from 11:00 a.m. to 12:00 noon in Burton Auditorium.

Stationery Stores now have the 1991 calendar items in stock. The following two items are no longer available: Catalogue numbers C34S Year Book (IL 8430); and C34T Cover only (8430). Refills for these items can still be purchased. Referring to the Stationery Catalogue for selection, members of the community are asked to complete a stationery requisition for their requirement, and forward it to Stores at their convenience. Note: Separate requisitions are required for the subject items (do not integrate with other supply requirements). Proceed with care, as subsequent exchanges, alterations or cancellations cannot be accommodated.

For sale: A university department has for sale: 1-XIDEX Microfiche Reader, Model 780. In very good working condition. Asking price: \$200 or best offer. Interested persons can contact Dale Watts, Purchasing Dept., -55143.

Members of the York community are asked to note that the deadline date for receipt of applications for the position of Resident Don for Stong College has been extended to Friday, September 21.

### EVENTS:

#### TUESDAY, SEPTEMBER 18

- 10:00 a.m. - MEd Defence - [Graduate Program in Education] Wanda Henkelman will defend her thesis entitled "A Descriptive Study of Read-Aloud Activity and its Impact on Hearing-Impaired Students" - Room N927, Ross
- 4:00 p.m. - Career Development Series - [Faculty of Arts] "Applying to Graduate School" - Deborah Hobson, Assoc. Dean, Faculty of Arts and David Leyton-Brown, Assoc. Dean, Faculty of Graduate Studies, will provide information about general strategies for applying to graduate schools, admissions requirements, and financial aid packages - Senate Chamber (S915), Ross

**EVENTS** (Tuesday, September 18, cont'd.)

4:00 p.m. - Open Forum - [Norman Bethune College] "The Dublin Report - Athletics and Drugs" with panelists: M. Dinning, D. Ellis, N. Gledhill, V. Jamnick - Moderator: F. Morgan - Room 320, Norman Bethune College

**WEDNESDAY, SEPTEMBER 19**

- 10:00 a.m. - PhD Defence - [Graduate Program in Sociology] Gail White will defend her dissertation entitled "Conflict In Maternal Bonding: An Interdisciplinary Inquiry" - Room N927, Ross
- 12:00 noon - 2:00 p.m. - Panel Discussion - [Institute for Social Research, Women's Studies Research Unit] "Interrogating the Law In Feminist Research" with panelists: Carol Smart, University of Warwick and York; Janine Brodie, Political Science; Shelley Gavigan, Law; and Mary Jane Mossman, Law - for information call Darla Rhyne or Valerie Preston at -55061 - Room 207, Osgoode Hall Law School
- 12:30 p.m. - Lecture - [CERLAC] "Forced Across the Border: The Central American Refugee Crisis" by Sergio Aguayo, El Colegio de Mexico - Senior Common Room, Founders
- 3:00 p.m. - Illustrated Lecture - [Faculty of Fine Arts] "A Sculptor's Life: Before and After Glasnost" by Soviet artist Dimitri Kaminker, who has been artist-in-residence in the Department of Visual Arts this summer - Room 312, Fine Arts Phase II

**THURSDAY, SEPTEMBER 20**

- 12:00 noon - Lecture Series - [Faculty of Environmental Studies] on "The Social Engagement of Social Science" - the first in this three-part series is entitled "The Socio-Psychological Perspective" with Eric Trist, a guest lecturer and authority in the field of organizational behaviour - for further information call -55285 - Room 306, Lumbers
- 2:00 p.m. - 4:00 p.m. - Open House - [Centre for Continuing Education] of the new Computer Training Centre - for information call Sandra Schelling at -55025 - 1315 Finch Avenue West, Suite 311 -
- 3:00 p.m. - 5:00 p.m. - Farewell Reception - to honour George Legh-Jones, Planner/Project Administrator, DFPM - contributions towards a gift can be forwarded to Edna Cameron, Department of Facilities Planning and Management (DFPM), Room C10, EOB; RSVP to -66246 - Master's Dining Room, Stong

**FRIDAY, SEPTEMBER 21**

- 10:00 a.m. - PhD Defence - [Graduate Program in Sociology] George Skoulas will defend his dissertation entitled "Modern State Forms and Class Practices in Nineteenth Century Europe" - Room N927, Ross
- 2:00 p.m. - PhD Defence - [Graduate Program in Social Anthropology] Stephen A. Gaetz will defend his dissertation entitled "Community Action and the Provision of Youth Services in Cork, Ireland" - Room N927, Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions, should reach Human Resources no later than September 24, 1990. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

\*Senior Policy Analyst - Office of the Associate Vice-President (Faculties) [Temporary to September 23, 1991] (University degree or equivalent; several years' experience in an administrative position, preferably in an academic environment; knowledge of academic decision-making processes preferred; superior oral and written communication skills; demonstrated skill in drafting and analyzing reports, position papers, and other complex documents; demonstrated ability to initiate, develop, implement and monitor a variety of complex and sensitive subjects, both long-term and short-term; excellent organizational skills; ability to work effectively in a changing, high-pressured environment; excellent interpersonal skills; tact and discretion; ability to work independently and cooperatively, handling volume and variety of tasks under pressure; familiarity with computers and interest in functioning in a highly computerized environment; familiarity with spreadsheet and database software would be an asset; bilingual competency in English and French an asset; familiarity with the relationship of universities to external government and professional bodies would be an asset. Please submit a resume when making an application.) GRADE: P&M 9 (Based on an annual salary of \$46,874-\$56,717) JOB NO: 434B

Counsellor: Betty Gunning

\*Superintendent of Utilities - Utilities, Physical Plant (Must possess a Stationary Engineer 1st Class Certificate plus Technical College or equivalent; a post-secondary graduation or equivalent in Engineering or Applied Science with eligibility for membership in professional association (APEO) is desirable; several years' progressive experience in operations, maintenance and management of a large power plant and high voltage power and utility distribution systems, in a large building complex, with a unionized work force; demonstrated ability to manage and direct the operation and maintenance of a large heating and cooling plant, high voltage electrical power distribution systems, water, gas and sewer systems in a large building complex; sound knowledge of engineering principles, construction codes and regulations and specification writing; proven knowledge of skilled trades and power plant and utility 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 to all members of the York community. Please submit a resume when making an application.) GRADE: P&M 8 (\$43,403-\$52,518 Under Review) JOB NO: 435J

Counsellor: Jennifer Hebert

\*Coordinator - Retirement Consultation Centre (University degree in a Social Science discipline, or equivalent related experience; minimum 3-5 years' of related experience preferably in the area of pre-retirement education. Current knowledge in the area of pre-retirement and retirement with an emphasis on program development; demonstrated excellent oral and written communication skills; strong organizational and interpersonal skills; public speaking; demonstrated ability to deal effectively with government service agencies, private agencies and individuals at all levels; general administrative and supervisory skills; familiarity with wordprocessing preferred or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 6 (\$37,210-\$45,022 Under Review) JOB NO: 436E

Counsellor: Michael Theall

Media Operations Technician I - Department of Instructional Aid Resources [Temporary to April 30, 1991; Hours: 8:00 a.m.-4:00 p.m.] (High school graduation or equivalent; 6 months' related experience preferred; manual dexterity; willingness to learn the fundamentals of audio-visual operations.) GRADE: MOT I (Based on an annual salary of \$26,118) JOB NO: 437F

## STAFF POSITIONS (cont'd.)

Consultant - Computing Services, Administrative Studies [Hours: 8:30 a.m.-4:30 p.m.] (University degree in Computer Science, Honours Degree preferred, or equivalent combination of post-secondary education and experience; some courses in several business disciplines required; minimum 3 years' experience with various software on mini and personal computers; a knowledge of the following applications preferred: Financial Modelling, Business Oriented Statistical Analysis, Application Design and Data Base Management (use of 4GL), Business Graphics and Local Area Networks; good organizational skills; good problem-solving skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; answering enquiries and providing information in a clear manner; working independently and setting priorities; providing training and technical advice; making oral presentations; basic knowledge of: Wordprocessing, TEX, MVS, TCP/IP, Data Communications, Microcomputer Hardware; intermediate knowledge of Computer Spreadsheets, Minitab, VAX, VMS, MS DOS, NOVELL; advanced knowledge of: any 3rd generation programming language, SAS, Relational DataBase Management Systems and Structured Query Language (SQL) Please submit a resume when making an application.) GRADE: CS7 (\$41,971) JOB NO: 438F

### Counsellor: Dawn Richards

Secretary/Floater - Office of the Dean, Administrative Studies [Hours: 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 (\$25,406) JOB NO: 439H

### Counsellor: Karen Wright

\*Director - Facilities and Support Services (Planning and Operations), Atkinson College (University degree or equivalent; several years' experience in related work of a scope allowing an assessment of the candidate's ability to handle increasing responsibility and new tasks; work experience in a university setting an important asset; most desirable personal attributes include judgement; ability to work with others; initiative; ability to work independently; ability to communicate effectively in both oral and written expression; also critical are a strong service orientation and a commitment to sound employee and labour relations; demonstrated capacity to handle new responsibilities and to develop in a professional and managerial sense; good working knowledge of: space planning and management, institutional support services, standard institutional routines (purchasing, service contracts, maintenance services, etc.); familiarity with microcomputing. Please submit resume when making an application) GRADE: P&M 6 (\$37,210-\$45,022) JOB NO: 440A

Student Records Clerk - Registration, Atkinson College [Hours: 8:30 a.m.-4:30 p.m., flexible hours during peak periods including Saturday] (High school graduation or equivalent; minimum 1 year's related experience (e.g., maintaining accurate records, filing, general office experience, etc.), preferably in a high volume environment; typing 40-45 wpm, accuracy essential; data entry skills required; excellent organizational skills; good oral communication skills; supervisory skills required; demonstrated skill/ability in the following areas: attending accurately to detail; dealing courteously and effectively with people; working effectively under pressure of high volume.) GRADE: 4 (\$25,406) JOB NO: 441A

Departmental Secretary - Security and Parking Services [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year's secretarial experience, including experience in dealing with the public; typing 45-50 wpm, accuracy essential; wordprocessing skills required; microcomputer and data entry skills preferred; minute taking skills preferred; good written communication skills; tact and diplomacy essential; good organizational skills; pleasant telephone manner; demonstrated skill/ability in the following areas: providing information in a clear and concise manner; working independently under pressure to meet deadlines; maintaining confidentiality; attending accurately to detail; working accurately with figures; providing a high level of service to the community.) GRADE: 4 Provisional (\$25,406) JOB NO: 442A

Traffic and Supply Coordinator - Security and Parking Services [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; minimum 2 years' related experience (e.g., reviewing operations, inspections, conducting surveys, ordering, etc.), including responsibility for equipment and inventory, preferably in a parking operation; good oral and written communication skills; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; exercising good judgement, providing a high level of service to the community.) GRADE: 5 Provisional (\$27,046) JOB NO: 443A

### Counsellor: Donna Robbins

Secretary - Economics, 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, handling enquiries, providing information etc.), preferably in a public service area; typing 45-50 wpm, accuracy essential; technical typing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; obtaining accurate information and answering enquiries in a clear and concise manner; dealing calmly, courteously and effectively with people; maintaining accurate records; attending accurately and quickly to detailed work under pressure of high volume.) GRADE: 4 (\$25,406) JOB NO: 444K

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# YORK UNIVERSITY

## BULLETIN

Published by  
the Communications  
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Monday, September 24 (12:00 noon) - Monday, October 1 (12:00 noon), 1990  
Volume 10, Number 65

**GENERAL:**



Attention Members of the York Community: Please be advised that the walkway between Behavioural Sciences Building and the Vari Hall construction site will be closed as of September 26. A new access ramp has been installed between BSB and the Student Centre. Persons travelling to and from the Ross Building may do so via this alternative route. The Construction Division regrets any inconvenience which may be caused. Questions, concerns and suggestions regarding construction activities on campus, can be directed to the Construction Hotline at 736-5445.

Members of the York community are reminded that the York Bulletin is now published only once a week. The deadline for any submissions is the preceding Wednesday at 12:00 noon. The York Bulletin will reach campus mail boxes each Monday morning. For further information call Debbie Jamieson at -55010.

A power interruption of two minutes duration will occur on Friday, September 28 between 6:00 and 8:00 a.m. The following buildings will be affected: Ross and construction sites east of Ross; Central Square; Osgoode; Hart and Passey House; Scott; Curtis; #2, #4, #6 and #8 Assiniboine; Fine Arts; 22 Moon Road; Lumbers; Behavioural Sciences; Stedman; Atkinson; Admin. Studies; and Passey Crescent Apartments.

Art Galleries/Displays: The Glendon Gallery presents an exhibition entitled "Excerpts," featuring works by Claudette Abrams, Melissa Crenshaw, Sydney Dinsmore, and Mary Harman. For gallery hours call 487-6721.  
- La Maison de la Culture presents "Arctic Tonalities," recent works by Christopher. A preview and reception will take place September 27 from 5:30-8:00 p.m. The exhibition continues until October 12. For gallery hours call 487-6730.  
- The 35th Anniversary Juried Art Exhibition by the Society of Estonian Artists in Toronto is taking place at the Samuel J. Zacks Gallery, Stong College. Thirty-six artists are exhibiting paintings and sculptures in various media. The exhibition opens September 24 and will continue until October 31. For gallery hours and information call 489-0768 or 425-7674.

Members of the York community are invited to attend a memorial service for Elsbeth Heyworth who taught in the School of Social Work, the "bridging" program, and Norman Bethune College. She also served as York's first Community Relations Officer. The service will be held Wednesday, September 26 at 4:00 p.m. in the Scott Religious Centre. Following the service, a reception will be held in the Fellows' Lounge, Atkinson. A bursary fund has been established in her name to aid financially disadvantaged students, and will alternate between Social Work and graduates of the bridging program enrolling at Atkinson. Donations can be sent to Dianne Bates, Private Funding, Suite A, WOB. Cheques should be made payable to "York University-Elsbeth Heyworth Bursary."

The Department of Private Funding requires telephone canvassers to work from September 1990 through to April 1991. The hourly rate is \$8 and hours are 6:30 p.m. to 9:30 p.m., Mondays, Tuesdays, and Wednesdays. A second language and work study eligibility are assets but not essential. Interested persons should contact David Stoly or Elizabeth Webster at -55010.

In 1979, President Ian Macdonald established The Ronald Kent Medal, in memory of Ron Kent, and his many years of devoted service to York. The medal is awarded periodically to honour unusual service to the University by a member of non-academic staff. Its recipients thus far have been Ron Kent (posthumously), Olga Cirak, Roy Witty, Joan Young, Nancy Accinelli, and Frank Jarvis. A selection committee chaired by Vice-President W.D. Farr receives nominations and makes recommendations to the President as to suitable recipients of the Medal. It is intended to award the Medal this winter. Members of the York community are invited to submit nominations for the award to Billie Mullick, Room S958A, Ross by Wednesday, October 31.

Effective September 24, the hours of operation for the Voice Response Enrolment System will be Monday-Friday, 8:00 a.m.-7:00 p.m. The Helpline hours of service will also be reduced to 8:30 a.m.-4:30 p.m. (Monday-Friday).

A reception will be held to honour Muriel Myers, who retired from the Scott Library in July, after 21 years at York. The reception will take place October 11 at 2:30 p.m. in the Scott Library Staff Lounge. For further information call Barbara at -22274.

Notice to all interested Work/Study participants: Due to the increased Ministry funding (75%/25% ratio), participation in the Work/Study Program has grown immensely over the past year, not only at York, but at all Ontario institutions. As a result, our 1990-91 budget allocation will not meet the needs of all job proposals submitted for the fall/winter session. In an effort to provide a variety of jobs for our students, it is necessary to limit the number of approved job proposals for each unit/department and also restrict the amount of funding to \$1000 per position. The Work/Study Selection Committee regrets any difficulties created by these drastic measures and ensures that continued efforts will be made to encourage the Ministry to reassess the real financial needs of this program.

YUSA members and their managers are reminded that make-up sessions will be held to provide information on the process of pay equity and job evaluation for YUSA positions. Anyone unable to attend one of the sessions in July, is asked to attend a make-up session. A session will be held September 27 from 9:00 to 11:00 a.m. in Room S137, Ross. For those staff members who work evening shifts, another session will be held September 27 from 4:00-6:00 p.m. in Room S137, Ross.

## GENERAL (cont'd.)

The Counselling and Development Centre is organizing a Bereavement Group for members of the York community who have experienced the loss of a family member or friend. This eight-week peer support group will meet each Thursday from 12:00 noon to 1:30 p.m., beginning October 11. For further information call Enid Weiner at -55297 or -77183, or drop by Room 145, Behavioural Sciences.

Stationery Stores now have the 1991 calendar items in stock. The following two items are no longer available: Catalogue numbers C34S Year Book (IL 8430); and C34T Cover only (8430). Refills for these items can still be purchased. Referring to the Stationery Catalogue for selection, members of the community are asked to complete a stationery requisition for their requirement, and forward it to Stores at their convenience. Note: Separate requisitions are required for the subject items (do not integrate with other supply requirements). Proceed with care, as subsequent exchanges, alterations or cancellations cannot be accommodated.

A farewell reception will be held to honour Marjorie Birt on the occasion of her retirement from York. The reception will take place October 10 from 3:30 p.m. to 5:30 p.m. in the Faculty Club, Ross. Contributions towards a gift can be forwarded to Sara Costantini, Room S756, Ross or Lillian Lerman, Room S754, Ross, c/o Division of Social Science.

## EVENTS:

### TUESDAY, SEPTEMBER 25

12:00 noon - Lecture Series - [Faculty of Environmental Studies] "The Social Engagement of Social Science" - the second in this three-part series is entitled "The Socio-Technical Perspective" with Eric Trist, a guest lecturer and authority in the field of organizational behaviour - for information call -55285 - Room 306, Lumbers

### WEDNESDAY, SEPTEMBER 26

12:00 noon - Student Centre Public Forum - a project update and opportunities for the student community to find out more about the building and its facilities - for further information call Ildi Kee at -55658 or -33154 - Senate Chamber (S915), Ross

4:00 p.m. - Memorial Service - to celebrate Elspeth Heyworth's life and mark her passing - reception to follow in the Fellows' Lounge of Atkinson - Scott Religious Centre

7:30 p.m. - Lecture - [Glendon] by M. Limoges - Senate Chamber, York Hall

### THURSDAY, SEPTEMBER 27

4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross

4:00 p.m. - Lecture - [Glendon] "Canada's Obligations in the North: Domestic and International" by Dr. T.H.B. Symons, Vanier Professor, Trent University - Senate Chamber, York Hall

7:00 p.m. - Lecture - [York International, Atkinson Hispanic Community Initiatives, Toronto Chilean Community] "Democracy in Chile and its Reinsertion in the International Community" by Dr. Francisco Rivas, Ambassador of Chile - Moot Court, Osgoode Hall Law School

### FRIDAY, SEPTEMBER 28

1:00 p.m. - PhD Defence - [Graduate Program in Sociology] Yael Gluck will defend her dissertation entitled "Passion, Sex and Reproduction: Toward a Female-Centred Theory of Love" - Room S910, Ross

### MONDAY, OCTOBER 1

11:00 a.m. - MSc Defence - [Graduate Program in Exercise and Sports Science] Steve Keith will defend his thesis entitled "Physiological Adaptations to Training at the Individual Anaerobic Threshold" - Room 258, Petrie

## STAFF POSITIONS:

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

Counsellor: Michael Theall

Administrative Secretary - Housing and Food Services, Glendon, Business Operations [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 1-2 years' secretarial and administrative experience; typing 40-45 wpm, accuracy essential; wordprocessing skills required; computerized spreadsheet skills preferred; minute taking skills preferred; excellent organizational skills; good oral and written communication skills; pleasant telephone manner; tact and diplomacy essential; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following areas: working under pressure of interruptions; adapting to changing work demands; working independently and setting priorities; exercising initiative; dealing courteously and effectively with people.) GRADE: 5L Provisional (\$29,520) JOB NO: 445F

Administrative Assistant - Housing and Food Services, Business Operations [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent with formal secretarial training; some bookkeeping/accounting courses required; 3 years' senior secretarial and administrative experience (e.g., composing letters and minutes, preparing reports, etc.) in a high volume environment; typing 45-50 wpm, accuracy essential; demonstrated skill/ability in the following areas: excellent oral and written communication skills including good grammar, spelling and comprehension; tact and diplomacy essential; wordprocessing; excellent computerized spreadsheet skills; minute taking; budgeting/accounting skills; attending accurately to detail under pressure of high volume; excellent organizational skills, including ability to set priorities, meet deadlines and work independently; working effectively under pressure of frequent interruptions; flexibility in adapting to changing priorities; initiative; good interpersonal skills; dealing courteously and effectively with people. Please submit a resume when making an application.) GRADE: 6 Provisional (\$29,520) JOB NO: 446F

Accounting Clerk I - General Accounting, Finance [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's general office experience, preferably in an accounting environment; good oral communication skills; good organizational skills; tact and diplomacy essential; data entry skills an asset; demonstrated skill/ability in the following areas: setting priorities; attending accurately to detail and working quickly under pressure of high volume; dealing courteously and effectively with people.) GRADE: 3 (\$24,290) JOB NO: 447F

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

Counsellor: Karen Wright

\*Crime Prevention Officer/Alarm Systems Specialist - Security and Parking Services (Law and Security Administration diploma or equivalent combination of education and experience; two years' related experience (e.g., making presentations, preparing reports, planning and coordinating crime prevention programs, etc.), preferably in a post-secondary environment; proven facilitative leadership and excellent interpersonal skills; excellent oral communication skills including public speaking; ability to discuss sensitive subject matters; tact and diplomacy essential; demonstrated knowledge of crime prevention and alarm systems, personal and physical security, security education programs and investigative techniques; comprehensive knowledge of police/security operating methods and training programs; excellent analytical skills; demonstrated ability to prepare statistical reports; working knowledge of office computer software and operations; demonstrated knowledge of intrusion/fire alarm reporting computer software and working knowledge of computerized monitoring equipment; basic understanding of electronics and electrical circuitry and skill in coordinating the installation of alarm systems; proven ability to plan, coordinate and implement crime prevention programs; excellent written communication skills including ability to develop and produce informational material; dealing courteously and effectively with people. Please submit a resume when making an application.) GRADE: P&M 4 (\$31,903-\$38,602) JOB NO: 448A

Counsellor: Donna Robbins

Convocation Assistant - Convocation Office, Student Affairs (Hours: 9:00 a.m.-5:00 p.m., will be required to work some overtime in May, June and November) (High school graduation or equivalent; 1-2 years' general office experience (e.g., dealing with people, handling enquiries, etc.), preferably in a university environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: proofreading; obtaining accurate information and answering enquiries in a clear and concise manner; maintaining accurate records; attending accurately to detail and working effectively under pressure of high volume; excellent organizational skills.) GRADE: 4 (\$25,406) JOB NO: 449K

Supervisor of York Enquiry Service - York Enquiry Services, Admissions (Hours: 8:30 a.m.-4:30 p.m.) (High school graduation or equivalent; 3 years' related experience (e.g., dealing with people, answering detailed enquiries, etc.), including supervisory experience, in a high volume student service area; basic typing skills in order to operate a computer terminal; data entry skills required, accuracy essential; knowledge of on-line computerized record systems required; excellent organizational skills; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people in a high volume area; setting priorities; working effectively under pressure of high volume; explaining detailed information in a clear manner; exercising tact and diplomacy; providing a high level of customer service; excellent supervisory skills. Please submit a resume when making an application.) GRADE: 6 (\$29,520) JOB NO: 450K

Previously posted in York Bulletin of September 4, 1990 as Job No: 420K

Administrative Secretary - Office of the Registrar (Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with formal secretarial training or equivalent; minimum 2 years' administrative and secretarial experience, preferably in a post-secondary environment; experience working with computerized budgets preferred; typing 45-50 wpm, accuracy essential; excellent organizational and record-keeping skills; excellent written communication skills; tact and diplomacy essential; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: wordprocessing and microcomputing; bookkeeping; dealing courteously and effectively with people; answering queries and providing information in a clear manner; setting priorities and working independently; working effectively under pressure of high volume and adhering to tight deadlines; attending accurately to detail; maintaining confidentiality.) GRADE: 5 (\$27,406) JOB NO: 451K

\*Director - Facilities and Support Services (Planning and Operations, Atkinson College (University degree or equivalent; several years' experience in related work of a scope allowing an assessment of the candidate's ability to handle increasing responsibility and new tasks; work experience in a university setting an important asset; most desirable personal attributes include judgement; ability to work with others; initiative; ability to work independently; ability to communicate effectively in both oral and written expression; also critical are a strong service orientation and a commitment to sound employee and labour relations; demonstrated capacity to handle new responsibilities and to develop in a professional and managerial sense; good working knowledge of: space planning and management, institutional support services, standard institutional routines (purchasing, service contracts, maintenance services, etc.); familiarity with microcomputing. Please submit resume when making an application) GRADE: P&M 6 (Under Review) (\$37,210-\$45,022) JOB NO: 440A

Counsellor: Irmgardt Duley

\*Director, Academic Services - Faculty of Pure and Applied Science (Undergraduate degree or equivalent; minimum three years' experience in administration of academic programs or student services in a University setting required; personnel management; analytical and planning ability, including setting priorities; strong communication skills, including discretion, judgement and integrity; excellent writing, editing and organizational skills; familiarity with micro-computers and mainframe computing is desirable; budgetary skills; excellent interpersonal skills. Please submit a resume when making an application.) GRADE: P&M 7 (Pay equity rate \$43,403-\$52,518 p.a.) JOB NO: 452B