

Monday, October 29 - Monday, November 5, 1990
 Volume 10, Number 70

GENERAL:



The 1990 United Way campaign is now underway at York with a fundraising goal of \$100,000. Members of the York community may use the convenient pledge card to donate to any area United Way, registered charity, or federated charitable drive such as Share Life or the United Jewish Community Fund. All donors will automatically qualify for raffle prizes including a "dinner for two" at Chi Chi's, Patti's, and Crystal Court, and "weekends for two" at Novotel North York, and Triumph Hotel.

Please support the United Way by donating promptly to the designated volunteers in your area. For more information, please call Community Relations at -55010.

The Faculty of Graduate Studies Council meeting, scheduled for November 1 is cancelled, due to a lack of sufficient business to warrant an agenda.

The Office of Research Administration would like to inform faculty of the upcoming deadline for the President's NSERC Fund. Requests for the following types of support will normally be considered: limited emergency funds; seed money; assistance for research fellowships (no stipend); travel grants (usually to present papers at conferences); supplementary funding (applications in this category may be given a lower priority). Applications must be received by ORA by November 15. For further information or an application form, call ORA at -55055.

Members of the York community are asked to note that the Department of Facilities Planning and Operations, Atkinson College, has been renamed the Department of Facilities and Support Services (Planning & Operations).

Art Galleries/Displays: La Maison de la Culture presents an exhibition of prints titled "Quebec Since 1960." The exhibition which opens November 1 at 5:30 p.m. and continues until December 14, is composed of works by Pellon, Riopelle, Gaucher, McEwen, Tousignant, Hurtubise, Molinari, Letendre and Goodwin. Gallery hours are Monday-Friday, 11:00 a.m.-4:00 p.m. For information call 487-6730.

- The IDA Gallery presents the 8th Annual Aid to the Arts of Nicaragua benefit and sale, October 29-November 2. The exhibition features donations of art by faculty and graduate students. Gallery hours are 10:00 a.m.-5:00 p.m.

A research group at York requires male and female participants aged 40-59 for a Health Psychology Study. It requires approximately one hour of time, for which volunteers will receive \$10. For information leave name and telephone number with Monica Hamilton at -55728.

EVENTS:

MONDAY, OCTOBER 29

- 10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square
- 12:00 noon - Distinguished York Faculty Speakers Series - [Faculty of Arts] "The Love of Beauty and the Search for Truth: A Peregrine in Academe" with Prof. Meyer Burstein - Senate Chamber (S915), Ross
- 3:00 p.m. - Information Session - [Foreign Student and Exchanges Office] for those interested in an international exchange program with Konstanz University in Germany; for information call -55028 - Room S169, Ross
- 4:00 p.m. - Biology Seminar - "Species Coexistence: A Plant's Eye View" with Lonnie Aarssen, Queen's University - Room 320, Farquharson

TUESDAY, OCTOBER 30

- 10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square
- 12:00 noon - Graduate Program in Geography Colloquium - "Geographical Impacts of School Closures in the Windsor Area" with Prof. Alan Phipps, University of Windsor - Room S421, Ross
- 4:00 p.m. - Special Lecture/Reception - [York Libraries and Robarts Centre for Canadian Studies] "Original Instructions and Crisis Management: The First Nations Before and After Meech Lake" by Michael Posluns - to mark the donation of the Posluns Collection to the York Archives - Staff Lounge (Room 107), Scott Library
- 4:00 p.m. - Information Session - [Foreign Student and Exchanges Office] for those interested in an international exchange program with the University of York in England; for information call -55028 - Room S171, Ross
- 4:00 p.m. - Physics Seminar Series - "The Stability of the Planetary, Triangular Lagrange Points: An Interesting History of the Complex Path of Scientific Theory, Observation and Intuition" with York Prof. Kim Innanen - Room 317, Petrie

WEDNESDAY, OCTOBER 31

- 10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square
- 12:00 noon - Refugee Awareness Seminar Series - Ogenga Otunnu will present a paper titled "Community Participation in Development Projects" - Room 234, Admin. Studies
- 3:00 p.m. - Information Session - [Foreign Student and Exchanges Office] for those interested in an international exchange program with Umea University in Sweden or the University of Copenhagen; for information call -55028 - Room S169, Ross
- 4:00 p.m. - Guest Speaker - [Departments of Philosophy, Faculty of Arts, Glendon & Atkinson, Graduate Program in Philosophy] "The Law of Epigony: How All Things Good and Noble are Corrupted by Their Defenders" with Richard Taylor, Union College, Schenectady, New York - Senior Common Room, Vanier
- 8:00 p.m. - Mexican Film Series - [Atkinson Hispanic Community Initiatives, Latin American and Caribbean Studies Program] "Vidas Errantes" (In Spanish with English subtitles) - Nat Taylor Cinema (N102), Ross

THURSDAY, NOVEMBER 1

- 10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square
- 12:00 noon - McLaughlin Public Policy Symposia - [Public Policy and Administrative Students Association] "Continuity and Change in Germany's Future Position in Europe" with Dr. Helmut Frick, Attache, German Federal Republic - Junior Common Room, McLaughlin

EVENTS (Thursday, November 1, cont'd.)

- 1:00 p.m. - Chemistry Seminar Series - "Dynamical Steric Effects In Molecule-Surface Collisions" with Dr. Gregory Corey, University of Montreal - Room 317, Petrie
- 3:00 p.m. - Information Session - [Foreign Student and Exchanges Office] for those interested in an international exchange program with the University of Calabria in Italy; for information call -55028 - Room S171, Ross

FRIDAY, NOVEMBER 2

- 9:00 a.m. - Education Symposia Series - [Centre for Continuing Education] "Resourcefully Yours" with Jack Garland and Wendy Young, Wellington County Board of Education; and "Exploring Media Literacy" with Oksana Kuryliw, Metropolitan Separate School Board - registration fee of \$95; for information call -55804 - Ground Floor, Admin. Studies
- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Waterloo - Tait McKenzie Gym

SATURDAY, NOVEMBER 3

- 10:00 a.m. - 3:30 p.m. - 1st Symposium of Hispanic-Canadian Women Writers - [Department of Hispanic Studies, Glendon, Department of Languages, Literatures & Linguistics] featuring guest speaker: Heather Robertson, writer; a Presentation of Participating Writers and Presentation of Awards; Launching of Hispanic-Canadian Women Writers Guild; Readings and Discussion - for information call 487-6777 - Glendon College
- 12:00 noon - 4:00 p.m. - Garage/Auction Sale - [Atkinson] to dispose of old surplus college equipment and furnishings - all items will be tested prior to the sale and sold "as is" - for information call Amy Altomare at -55223 - Atkinson Cafeteria

MONDAY, NOVEMBER 5

- 4:00 p.m. - Biology Seminar - "Fanconi's Anemia, Genetic and Molecular Features" with Ethel Moustacchi, Institut Curie, Section de Biologie, Paris - Room 320, Farquharson

STAFF POSITIONS:

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

Counsellor: Jennifer Hebert

- Stacker/Floater - Library Facilities, Libraries [Sessional: October 1 to May 31; Hours: 8:00 a.m.-4:00 p.m., may be required to work an occasional evening shift.] (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 Provisional (Based on an annual salary rate of \$23,106) JOB NO: 497E
- Serials Assistant II (Kardex) - Acquisitions and Processing, Scott Library, Libraries [Temporary from January 2, 1991 to August 1, 1991; Hours: 8:00 a.m.-4:00 p.m.] (High school graduation or equivalent; 1-2 years' related library experience (e.g., serials, bibliographic searching, etc.); experience with on-line library systems preferred; basic typing skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; working accurately with figures; dealing courteously and effectively with people; good oral communication skills; good organizational skills.) GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 498E
- *Senior Auditor - Internal Audit (University degree in Accounting/Business Administration or related discipline or equivalent combination of education and experience; a combination of five years' audit and/or related experience, preferably in a university environment or large, highly computerized institution or commercial organization; EDP audit experience preferred; knowledge of accounting and auditing principles and their practical application; working knowledge of computerized systems and ability to interpret and analyze systems data; basic knowledge of statistical sampling techniques; familiarity with the use of microcomputers and computer applications; ability to establish and maintain effective working relationships; excellent interpersonal skills; effective oral and written communication; tact and diplomacy essential; proven ability to exercise initiative and good judgement; ability to supervise staff. Please submit a resume when making an application.) GRADE: P&M 7 (\$40,185-\$48,652) JOB NO: 499E

Counsellor: Michael Theall

- *Utilities and Maintenance Engineer - Operations, Physical Plant (University degree in Engineering or Applied Science (Engineering) with eligibility for membership in APEO; 2-3 years' experience in energy management and conservation and maintenance support, including microcomputer systems development, in an institutional or commercial environment; sound knowledge of engineering principles, construction codes and regulations and specification writing; demonstrated ability to develop, install and operate energy management programs and strategies; sound knowledge of the operation of heating, ventilating and air conditioning systems; good oral and written communication skills, including ability to write reports; proven project management expertise; analytical skills; strong planning and organizational skills; proven ability to monitor budgets; demonstrated ability to deal effectively with people at all levels and provide excellent service to the York community. Please submit a resume when making an application.) GRADE: P&M 8 Under Review (\$43,403-\$52,518) JOB NO: 500F
- *Special Projects Coordinator - Furnishings and Space Planning, Physical Plant [Limited Term: 1 year] (University degree or community college diploma in Industrial Design, or equivalent; several years' related furnishings experience, including design, fabrication and space planning, preferably in an institutional environment; excellent design skills, including furniture and furnishings layouts, colour and material usages; working knowledge of architectural design, space planning and alterations within new and existing structures with reference to space relationships, material, construction techniques and both interior and exterior aesthetics; demonstrated ability to prepare specifications, drawings and contractual documents; budgetary skills; ability to make presentations; proven ability to direct or supervise constructions or installations related to building alterations or furniture/furnishing provision; excellent oral and written communication skills including ability to liaise in a tactful and professional manner with people at all levels; supervisory skills; commitment to providing excellent service to the community; knowledge of microcomputers and their applications. A Portfolio is required. Please submit a resume when making an application.) GRADE: P&M 5 (\$34,456-\$41,694) JOB NO: 501F

Administrative Secretary - Student Services, Campus Life and Student Affairs [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; minimum 2 years' related experience (e.g., secretarial, administrative, answering enquiries, etc.), preferably in a student-centered area; typing 35-40 wpm; wordprocessing skills required; excellent written communication skills; proofreading skills required; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; exercising tact and diplomacy; dealing courteously and effectively with people; working effectively under pressure of high volume and conflicting demands; working independently and setting priorities; attending accurately to detail; assembling, investigating and summarizing information; pleasant telephone manner.) GRADE: 5 Provisional (\$27,046) JOB NO: 502F

Administrative Assistant, Office of the Assistant Vice-President, Campus Life and Student Affairs [Hours: 8:30 a.m. to 4:30 p.m.] (High school graduation with formal secretarial training or equivalent; 3 years' secretarial and administrative experience in a student oriented environment; typing 35-40 wpm, accuracy essential; wordprocessing and computerized spreadsheet skills required; demonstrated skill/ability in the following areas: obtaining and providing accurate information in a clear and concise manner; tact and diplomacy essential; working independently and setting priorities; attending accurately to detail; budgeting; maintaining confidentiality; minute taking; initiative; dealing courteously and effectively with people; assembling, investigating and summarizing information; excellent organizational skills; excellent written communication skills. Please submit a resume when making an application.) GRADE: 6 Provisional (\$29,520) JOB NO: 503F

Counsellor: Betty Gunning

*Security Supervisor - Security and Parking Services [12 hour shifts alternating every 2 weeks from days to nights] (High school graduation or equivalent and willingness to undertake specialized training as required; 5 or more years' related experience in a police, security or military environment; or graduation from a community college security and law enforcement program with a minimum of 3 years' practical experience; excellent interpersonal skills; tact and discretion; good knowledge of crime prevention and physical security; sound knowledge of investigative techniques; excellent oral and written communication skills; good organizational skills; demonstrated skill/ability in the following areas: managing and leading personnel in their areas of responsibility; exercising sound judgement; training and supervising staff in a manner that will ensure excellent public relations. Please submit a resume when making an application. GRADE: P&M Ungraded (\$35,621) JOB NO: 504J

Counsellor: Dawn Richards

Student Programs Assistant I (In-Service) - Office of Student Programs, Education [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; one year post-secondary education preferred; 2 years' related experience (e.g., assessing, answering enquiries, accessing and maintaining computerized records, etc.) in a student service area; typing 40-45 wpm, accuracy essential; data entry skills required; demonstrated skill/ability in the following areas: attending accurately to detail; obtaining and providing accurate information in a clear manner; exercising tact and diplomacy; dealing courteously and effectively with people; working cooperatively and effectively with co-workers; following tasks through to completion; working accurately and effectively under pressure of high volume on a continuing basis; good organizational skills including ability to work independently; good written communication skills.) GRADE: 5 (\$27,046) JOB NO: 505H

Student Programs Clerk/Wordprocessor (In-Service) - Office of Student Programs, Education [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., maintaining accurate records, dealing with the public, etc.) preferably in a public service area; typing 40-45 wpm, accuracy essential; data entry skills required; wordprocessing skills required; demonstrated skill/ability in the following areas: answering enquiries and providing information in a clear and accurate manner; exercising tact and diplomacy; dealing courteously with people; working co-operatively and effectively with co-workers; working independently and under pressure to handle a high volume of work on a continuing basis; working effectively and maintaining concentration with constant interruptions; attending accurately to detail; maintaining accurate records; good organizational skills.) GRADE: 4 (\$25,406) JOB NO: 506H

Counsellor: Donna Robbins

Office Clerk - Centre for Continuing Education [Temporary from November 12, 1990 to June 28, 1991; Hours: 8:30 a.m.-4:30 p.m.] High school graduation or equivalent; no previous related work experience is required; typing 35-40 wpm, accuracy essential; data entry skills preferred; pleasant telephone manner; good oral communication skills; good organizational skills; demonstrated ability to attend accurately to detail.) GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 507K

*Interdisciplinary Studio Technician - Visual Arts, Fine Arts [Sessional from August 15 to May 15; Hours: 17.5 hours per week - to be arranged depending on schedule.] (2 years community college education or equivalent, including courses in film, video, and fine arts computer applications; 2 years' related experience (e.g., demonstration, monitoring inventory, scheduling, evaluating equipment, etc.); thorough working knowledge of film and video equipment and techniques, including editing; basic knowledge of video and film lighting equipment and techniques; working knowledge of audio recording equipment; working knowledge of fine arts computer applications (i.e. imaging, titling and editing); good organizational skills; good written communication skills; good oral communication skills to make presentations and explain techniques and procedures, including safety procedures; demonstrated ability to deal courteously and effectively with people. Please submit a resume when making an application.) GRADE: MOT III (Based on an annual salary rate of \$34,145) JOB NO: 508K

Counsellor: Paule Cotter

*Student Programs Officer - Office of Student Programs, Glendon (University degree or equivalent; minimum 3-4 years' experience in administration of academic programs or student services in an educational setting; excellent oral and written communication skills in both French and English; excellent personnel management skills; proven analytical and planning skills; demonstrated ability to exercise initiative and good judgement; skill in directing and coordinating a variety of activities; excellent interpersonal/advising skills; tact and diplomacy essential; strong organizational skills; demonstrated ability to attend accurately to detail and work effectively under pressure to meet strict deadlines; budgetary skills. Please submit a resume when making an application.) GRADE: P&M 7 (pay equity salary range \$43,503 - \$52,518) JOB NO: 509G

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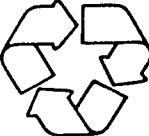
YORK UNIVERSITY

BULLETIN

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the Communications
Department,
Suite A
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Monday, November 5 - Monday, November 12, 1990
Volume 10, Number 71

GENERAL:



The new Bell Canada Yellow Pages will be delivered to University departments by the Physical Plant Caretaking staff during the next 3 to 4 weeks. When the new books are delivered, please ensure that all old Yellow Pages are given to the Caretaking staff, in order that they may be recycled. For further information call Paul Mayol, Waste Management Coordinator, at -40444.

Members of the York community are advised that Reserved Parking Lot CC will be closed for convocation ceremonies, November 9 to 11. CC decal holders will be allowed to parking in DD, JJ or KK parking lots during that time. Those attending convocation ceremonies have been granted free parking in 5A lot. Please also note that effective November 5, parking lot DD will not accept cash sales after 6:00 p.m.

Members of the York community are asked to note that the back room of the Faculty Club will be closed Friday, November 9 for the Chancellor's luncheon.

Convocation Robes: Anyone who has not yet submitted their Robe Request Form by mail, is asked to call -55325 to request their requirements.

The Department of Human Resources announces the following appointments: Susan Alsbury, Senior Software Programmer, Customer Information Control Systems, Computer and Communication Services effective, Nov 5; Samuel Chet Singh, Race Relations Advisor, Office of the Provost, effective, Nov 5; Albert Ng, Director Food & Beverage Services, Housing and Food Services, effective Nov. 1; George Parker, Facilities Planner, Department of Facilities Planning and Management, Physical Resources, effective Oct. 22. The following promotions/transfers have also taken place: Norma Doran, Executive Officer, Education; Lucy Fromowitz, Director, Academic Services, Pure & Applied Science; Susan Herbertson, Senior Policy Analyst, Office of the Associate Vice President (Facilities); Deborah Kee, Director, Facilities and Support Services, Atkinson; Brian Samarasekera, Assistant Director, Research and Records Management, Private Funding, External Relations; Neil Wadson, Night Supervisor, Caretaking Services, Physical Plant; Jennifer Waugh, Executive Officer/Assistant to the Principal, Glendon College.

The deadline for applications to the SCOTL Teaching-Learning Development Fund and Release-Time Teaching Fellowship is November 12. Applications should be submitted to Susan Terry, Centre for the Support of Teaching, Room 140, Central Square (-33220).

The President's Prizes Contest will take place again this year, and all full or part-time York undergraduates are invited to submit material in four categories: poetry, prose fiction, playwriting, and screenwriting. The prize for each category is \$250 and the deadline for all submissions is January 4, 1991. For further information call -55910 or drop by the Creative Writing Office in Room 236, Vanier.

The York University Staff Association is seeking a part-time secretary (25 hours per week). The position is unionized (CUPE 1281). Qualifications required: demonstrated strong wordprocessing skills, including merge/sort; demonstrated ability to maintain accurate records and files; good oral and written communication skills; good interpersonal skills; demonstrated ability to work under pressure; meet deadlines and exercise good judgement. Hours of work: 9:00 a.m.-3:00 p.m. Based on an annual salary of \$26,465 (entry rate: \$25,406). Please submit resume with application to the Hiring Committee, YUSA, Room 008A, Admin. Studies, by November 15.

The Office of Research Administration informs faculty of the upcoming deadlines for the President's NSERC Fund on November 15 and the York Ad Hoc Research Fund on December 15. Applications must be received in ORA by the indicated deadlines. For further information or an application form, call ORA at -55055.

Art Galleries/Displays: La Maison de la Culture presents an exhibition of prints titled "Quebec Since 1960." The exhibition continues until December 14 and is composed of works by Pellian, Riopelle, Gaucher, McEwen, Tousignant, Hurtubise, Molinar!, Letendre and Goodwin. Gallery hours are Monday-Friday, 11:00 a.m.-4:00 p.m. For information call 487-6730.

- The IDA Gallery, located on the main floor of Fine Arts Phase II, presents "Passages" by Sebastian Cox, Marina Mantziou and Petra Nyendick. The exhibition opens November 8 at 5:00 p.m. and includes oil paintings and installation dealing with the human and animal figure. Gallery hours are 10:00 a.m.-5:00 p.m.

Members of the York community are asked to note that the York Health Insurance Plan covers Massage Therapy. For staff/faculty, a 1/2 hour session is \$30, a 1 hour session is \$40. For students, a 1/2 hour session is \$20. Thursday appointments are available only at 12:00 noon, 1:00, 2:00, 4:00, and 5:00 p.m. Call Recreation York at -55184 to book an appointment.

EVENTS:

MONDAY, NOVEMBER 5

- 4:00 p.m. - Biology Seminar - "Fanconi's Anemia, Genetic and Molecular Features" with Ethel Moustacchi, Institut Curie, Section de Biologie, Paris - Room 320, Farquharson
- 8:00 p.m. - Concert - [Faculty of Fine Arts] Orchestra York presents its first concert of the season - admission \$6; \$4 for seniors and students - for tickets call -55186 - DACARY Concert Hall, McLaughlin

TUESDAY, NOVEMBER 6

- 12:00 noon - Graduate Program in Geography Colloquium - "Hillslope Hydrology and Chemistry at Turkey Lakes Watershed" by Prof. Mike English, Wilfrid Laurier University - Room S421, Ross
- 12:00 noon - 3:00 p.m. - 2nd Annual Indoor Garage Sale - with proceeds going to the United Way - Room S873A, Ross

EVENTS (Thursday, November 6, cont'd.)

- 2:00 p.m. - Psychology Colloquium - "Living in Northern Cities" with Jonas Lehrman, University of Manitoba - Room 291, Behavioural Sciences
- 2:30 p.m. - Guest Speaker - [Native/Canadian Relations Theme Area] "Aboriginal Self-Determination" with Billy Diamond, former Grand Chief of the Crees - for information call -33281 - Senate Chamber (S915), Ross
- 3:00 p.m. - Memorial Service - for Visual Arts Prof. Zdenka Volavka who died on September 18 - Scott Religious Centre
- 7:00 p.m. - Theatre Performance - [Faculty of Fine Arts] of George F. Walker's "Zastrozzi" - admission 1s \$8; \$6 for seniors and students - for tickets call -55157 - Fine Arts Studio Theatre (Phase III)
- 8:30 p.m. - Yeowomen Hockey - York vs. University of Toronto - York Ice Arena

WEDNESDAY, NOVEMBER 7

- 12:30 p.m. - CJRT Faculty Jazz Concert - [Faculty of Fine Arts] featuring Frank Falco (piano), Lorne Lofsky (guitar), Barry Elmes (drums), Alan Henderson (bass), plus all members of the Jazz faculty - DACARY Concert Hall, McLaughlin
- 1:00 p.m. & 7:00 p.m. - Theatre Performance - [Faculty of Fine Arts] see Tuesday's listing for information
- 2:00 p.m. - 4:00 p.m. - Wendy Michener Symposium - [Faculty of Fine Arts & Winters College] "A Fine and Public Place? -- The Meeting Ground Between Cultural Institutions and Their Publics" with Bronwyn Drainie, the national arts columnist for the Globe & Mail - followed by a panel discussion moderated by Irene Turin, Deputy Head of Adult Arts, English Programming Services at TVOntario - Panelists include Yvon DesRochers, National Arts Centre; Barbara Emo, National Film Board; John McNeill, Royal Ontario Museum; Jane Perdue, a Toronto independent art consultant and critic; and Luke Rittner, former Secretary General of the Arts Council of Great Britain - for information and to register, call -55136 - Nat Taylor Cinema (N102), Ross

THURSDAY, NOVEMBER 8

- 9:00 a.m. - MSc Defence - [Graduate Program in Biology] Bing Li will defend her thesis entitled "Role of Contractile Activity and Thyroid Hormone in Regulating Biochemical Character of Cultured Neonatal Rat Heart Myocytes" - Room 203, Lumbers Museum (rescheduled from October 12)
- 1:00 p.m. - Chemistry Seminar Series - "Biological Chemistry of Fungal Enzymes" with Dr. John Honek, University of Waterloo - Room 317, Petrie
- 3:00 p.m. - Computer Science Seminar - "Subspace Methods for Recovering Rigid Motion" by Allan D. Jepson, University of Toronto - Room S737, Ross
- 4:00 p.m. - Biology Seminar - "Autogenetic Degradative Pathways and Skeletal Muscle" with Robert Armstrong, University of Georgia (room t.b.a.)
- 4:00 p.m. - Lecture - "The Multiplex Self: Beyond Uni-Dimensional Models of Moral Agency" by Diana T. Meyers, University of Connecticut - Senior Common Room, McLaughlin
- 4:00 p.m. - Seminar - [Graduate Program in Interdisciplinary Studies] "Symbolic Number and Geometry in Medieval Church Plans" by Hugh McCague, Graduate Program in Interdisciplinary Studies - Brian Cragg Cinema (Room 211), Founders
- 5:00 p.m. - Guest Speaker - [Faculty of Administrative Studies] "Advancing Women in Management" by Ann M. Morrison, Center for Creative Leadership, San Diego - Room 030, Admin. Studies
- 7:00 p.m. - Theatre Performance - [Faculty of Fine Arts] see Tuesday's listing for information

FRIDAY, NOVEMBER 9

- 9:00 a.m. - Education Symposia Series - [Centre for Continuing Education] "Benchmarks: New Methods of Evaluation for the 21st Century" with Freda Appleyard, Peter Billingsley, John Clark, Margaret Evans, Sylvia Larter, and Phoebe Rankin, Toronto Board of Education; and "Teaching for Success" with Lyn Dantzer, Toronto - registration fee of \$95; for information call -55804 - Ground Floor, Admin. Studies
- 10:00 a.m. - Convocation Ceremonies: Founders, Stong and Calumet Colleges, and Faculty of Education - the honorary Doctor of Laws degree will be conferred on The Honourable Mr. Justice Charles L. Dubin who is being honoured for his distinguished legal career and the enormous service he has rendered the country, and Canadian sport in particular - Tait McKenzie Gym
- 12:00 noon - McLaughlin Public Policy Symposia - [Department of Sociology, Undergraduate Sociology Students Association] "Feminist Theory Today" with Dr. Sheila Rowbotham, feminist writer and former member of Greater London Metropolitan Council - Junior Common Room, McLaughlin
- 12:00 noon - Guest Speaker - [Faculty of Administrative Studies] "Learning While Innovating" by Dr. Andrew Van De Ven, University of Minnesota - Dean's Conference Room (4th floor), Admin. Studies
- 12:00 noon - Public Lecture - [Department of Sociology] "Feminist Strategies for a Global Economy" by Sheila Rowbotham - Junior Common Room, McLaughlin
- 1:00 p.m. & 7:00 p.m. - Theatre Performance - [Faculty of Fine Arts] see Tuesday's listing for information
- 2:30 p.m. - Convocation Ceremonies: Glendon and Norman Bethune Colleges, Faculties of Science, Administrative Studies, Environmental Studies and Graduate Studies, and Osgoode Hall Law School - a Distinguished Research Professorship will be conferred on Dr. Peter B. Moens, a professor in the Department of Biology, specializing in cytogenetics (genetics of the cell) - Tait McKenzie Gym
- 3:00 p.m. - Graduate Seminar in Exercise and Sports Science - "Eccentric Exercise Induced Muscle Injury" by Dr. Robert Armstrong, University Research Professor, University of Georgia - Gallery (Room 320), Norman Bethune
- 7:30 p.m. - Yeomen Hockey - York vs. Laurentian - York Ice Arena

SATURDAY, NOVEMBER 10

- 10:30 a.m. - Convocation Ceremony: Atkinson College - The Honourable Lincoln M. Alexander, Lieutenant Governor of Ontario will be awarded the honorary Doctor of Laws degree for his service to both Canada and Ontario - Tait McKenzie Gym
- 2:00 p.m. - Yeomen Hockey - York vs. Royal Military College - York Ice Arena
- 2:30 p.m. - Convocation Ceremonies: McLaughlin, Vanier and Winters Colleges, and Faculty of Fine Arts - a Doctor of Letters degree will be conferred on Dr. Herbert N. Halpert, a pioneer in the study of North American folklore - Tait McKenzie Gym
- 7:00 p.m. - Theatre Performance - [Faculty of Fine Arts] see Tuesday's listing for information

MONDAY, NOVEMBER 12

- 9:00 a.m. - 5:00 p.m. - Canadian Standards Association Semi-Annual Meeting - [Department of Chemistry] of the Sub-Committee on the Fortran Programming Language (Fortran-90) - interested persons are asked to call Geoffrey Hunter at -55306 - Room 258, Petrie
- 12:00 noon - Choreographic Workshop - [Dance Department] - for information call -55137 - Studio 1, Fine Arts Centre Phase II

STAFF POSITIONS:

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

Counsellor: Jennifer Hebert

Order Processing Assistant - Acquisitions and Processing, Scott Library, Libraries [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 Provisional (\$25,406) JOB NO: 510E

Counsellor: Michael Theall

Construction Coordinating and Communications Officer - Construction Division, Physical Resources [Limited Term: November 15, 1992; Hours: 8:30 a.m.-4:30 p.m.] (Post secondary graduation or equivalent combination of education and experience; 3 years' related work experience (e.g., administration, dealing with people, etc.); typing 35-40 wpm, accuracy essential; wordprocessing and microcomputing skills required; excellent written communication skills including editing skills; minute taking skills required; knowledge of computer scheduling an asset; knowledge of construction an asset; Ontario driver's license required; demonstrated skill/ability in the following areas: providing detailed information and answering a high volume of enquiries in a clear and informed manner; exercising tact and diplomacy; dealing calmly, courteously and effectively with people; attending accurately to detail; responding quickly and effectively to pressure of emergency situations; exercising good judgement and initiative; working independently and setting priorities; excellent interpersonal skills for effective liaison; excellent organizational skills. Please submit a resume when making an application.) GRADE: 7 Provisional (Based on an annual salary rate of \$32,796) JOB NO: 511F

Counsellor: Donna Robbins

Personnel Officer - Office of the Dean, Atkinson College (University degree or equivalent experience; minimum 3 years' relevant experience in a variety of Human Resources functions, including developing policies and procedures, in an institutional setting; experience in a university or a unionized environment an asset; excellent oral and written communication skills; ability to work independently and with others; excellent organizational skills; excellent tact and diplomacy; excellent interpersonal skills; excellent interviewing and supervisory skills; demonstrated ability to exercise good judgement and initiative; demonstrated ability to deal effectively with all levels of the community and to provide excellent service; strong commitment to sound employee and labour relations. Please submit a resume when making an application.) GRADE: P&M 5 Under Review (\$34,456-\$41,694) JOB NO: 512K

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 (\$27,046) JOB NO: 513K (Previously posted as 482K)

Change to Bulletin of October 29, 1990

Administrative Secretary - Student Services, Campus Life and Student Affairs [Hours: 9:00 a.m.-5:00 p.m.; from approximately mid-May to June inclusive: 12:30 p.m.-8:30 p.m. (Mon-Thurs) and 8:30 a.m.-4:30 p.m. (Friday); some overtime may also be required.] (High school graduation or equivalent; minimum 2 years' related experience (e.g., secretarial, administrative, answering enquiries, etc.), preferably in a student-centered area; typing 35-40 w.p.m.; wordprocessing skills required; excellent written communication skills; proofreading skills required; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; exercising tact and diplomacy; dealing courteously and effectively with people; working effectively under pressure of high volume and conflicting demands; working independently and setting priorities; attending accurately to detail; assembling, investigating and summarizing information; pleasant telephone manner.) GRADE: 5 Provisional (\$27,046) JOB NO: 502F

York

UNIVERSITY

BULLETIN

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

Monday, November 12 - Monday, November 19, 1990
Volume 10, Number 72

GENERAL:

The Admissions/Liaison Office is conducting a study/focus group that requires participants to be high school age and applying to Ontario universities this fall. Interested persons are asked to contact Marnie Denton, Liaison Office, Suite B101, WOB (-77490). Participants will be provided with an honorarium.

Art Galleries/Displays: The Glendon Gallery presents an exhibition by Wayne Boucher, Leya Evelyn, and Richard Mueller until November 29. For gallery hours call -66721.

- The Samuel J. Zacks Gallery (Room 109, Stong) presents new work by John David MacBride from November 12-30. An opening reception will take place November 14 at 6:00 p.m. For gallery hours call -55132.

- The IDA Gallery presents an exhibition titled "The Official Soft Drink of the 1990 Avant Garde" by John Marriot, Craig Porter, and David Faris. The exhibition runs November 12-16. The official opening will take place November 13 at 5:00 p.m. Gallery hours are 10:00 a.m.-5:00 p.m.

- La Maison de la Culture presents an exhibition of prints titled "Quebec Since 1960" until December 14. For gallery hours call -66730.

EVENTS:

MONDAY, NOVEMBER 12

9:00 a.m. - 5:00 p.m. - Canadian Standards Association Semi-Annual Meeting - [Department of Chemistry] of the Sub-Committee on the Fortran Programming Language (Fortran-90) - Interested persons are asked to call Geoffrey Hunter at -55306 - Room 258, Petrie

10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Helen Radovanovic will present her colloquium entitled "The Influence of Parental Conflict and Children's Adjustment and Competence in Litigating Divorced Families" - Room 221, Stong

12:00 noon - Choreographic Workshop - [Dance Department] - Studio 1, Fine Arts II

TUESDAY, NOVEMBER 13

9:00 a.m. - Dance Colloquium - [Fine Arts] "Adolphe Appia and the Hellerau Orfeo, 1913" by Richard C. Beacham, University of Warwick - followed by a discussion of "Orfeo" - Room 316, Fine Arts Phase II

12:00 noon - Graduate Program in Geography Colloquium - "Conjecture Elevated to Historical Fact: A Re-examination of the Causes of the Iroquois Wars in the Early 17th Century" with Conrad Heldenreich, Department of Geography - Room S421, Ross

4:00 p.m. - Economics Seminar Series - "Sources of Monetary Growth Uncertainty and Economic Activity: The Time-Varying-Parameter Model with Heteroskedasticity in the Disturbance Terms" with York Prof. Chang-Jin Kim - Room S839, Ross

6:00 p.m. - Yeowomen Basketball - York vs. Waterloo - Tait McKenzie Gym

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

WEDNESDAY, NOVEMBER 14

12:00 noon - Theatre Lecture - [Fine Arts] "Adolphe Appia, Theatre Artist" by Richard C. Beacham - Burton

12:30 p.m. - Lecture/Demonstration - [Music Department] York Prof. Michael Coghlan will discuss his life and career as a composer with examples of his compositions - DACARY, McLaughlin

5:00 p.m. - Public Lecture - [CUEW/SCTTE, Centre for the Support of Teaching] "Schooling and the Politics of Difference" by Henry Giroux, Miami University - Moot Court, Osgoode Hall Law School

7:00 p.m. - Feminist Issues Lecture Series - [Atkinson] the final lecture in a four-part series entitled "Transforming Feminist Theory: The Voices of Non-White Women" with Arun Mukherjee, Canada Research Fellow, Division of Humanities - Fellows' Lounge (004A), Atkinson

THURSDAY, NOVEMBER 15

10:30 a.m. - Lecture - [Fine Arts] "Orfeo" by Richard C. Beacham, University of Warwick - Room 155, Fine Arts III

1:00 p.m. - Chemistry Seminar Series - "Photodissociation Dynamics of Small Molecules" with Dr. Jamie Donaldson, University of Toronto - Room 317, Petrie

3:00 p.m. - Computer Science Seminar - "Curvature as a Cue for the Representation and Recognition of Visual Objects" with Prof. Gregor Dudek, McGill University

3:00 p.m. - Tribute - [Dean, Master, Fellows and Department of Science Studies, Atkinson, President's Office] to the late Professor Harry Leith - Fellows' Lounge, Atkinson

4:00 p.m. - Guest Speaker - [Departments of Philosophy, Arts/Glendon/Atkinson & Graduate Program in Philosophy] "The Proprietary Grounds of Knowledge, or Why Apistemology Might Be Best Left to Economists and Lawyers" with Steve Fuller, Virginia Polytechnic Institute - Senior Common Room, Vanier

4:00 p.m. - Scandinavian Seminar Series - "May the Modern State Indeed Be Withering Away?" by Prof. Douglas V. Verney - Room S634, Ross

7:30 p.m. - Yeomen Hockey - York Yeomen vs. University of Toronto Blues - York Ice Arena

8:00 p.m. - Play - "Sarah, A Time with Madame Bernhardt" - admission \$5, students \$4 - for reservations call -66722, for information call -22353 - Theatre Glendon

FRIDAY, NOVEMBER 16

9:00 a.m. - Education Symposia Series - [Centre for Continuing Education] "Minimum Wrong: An Environmental Awareness" with Jill Witherspoon, Toronto Board of Education; and "The Critical Link: Daycare to School" with Valeria Taylor, York Region Board of Education - registration fee of \$95; for information call -55804 - Ground Floor, Admin. Studies

12:00 noon - 2:00 p.m. - YUSA Annual General Meeting - members are asked to bring their new membership cards - Curtis "F"

8:00 p.m. - Play - see Thursday's listing for information

MONDAY, NOVEMBER 19

4:00 p.m. - Biology Seminar - "The Question of Animal Consciousness" with Don Griffin, Harvard - Room 320, Farquharson

STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Clerk/Floater - Graduate Studies [Sessional: August 15 to June 15; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., clerical, maintaining accurate records, dealing with people, etc.), preferably in a public service area; typing 35 wpm, accuracy essential; wordprocessing skills required; data entry skills preferred; clear and effective oral communication skills; familiarity with student records system would be an asset; good organizational skills; demonstrated skill/ability in the following areas: exercising tact and diplomacy; dealing courteously and effectively with people; attending accurately to detail; adapting to frequently changing tasks.) GRADE: 3 Prov. (Based on an annual salary of \$24,290) JOB NO: 514D

Counsellor: Jennifer Hebert

Administrative Assistant - Public Affairs, External Relations [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with formal secretarial training or equivalent; 3 years' secretarial and administrative experience, including budgeting, preferably in a university environment; experience dealing with a wide range of internal/external contacts required; typing 45-50 wpm, accuracy essential; microcomputing and wordprocessing skills required; excellent organizational skills; demonstrated skill/ability in the following areas: obtaining and relaying accurate information in a clear and concise manner; exercising tact and diplomacy; supervising; working independently and setting priorities; solving problems and following tasks through to completion; minute taking; budgeting; dealing courteously and effectively with people; good written communication. Please submit a resume when making an application.) GRADE: 6 Provisional (\$29,520) JOB NO: 515E

Counsellor: Michael Theall

Stationery Assistant - Stores, Physical Plant [Temporary: to February 28, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., clerical, inventory control, order desk, etc.); knowledge of stationery inventory would be an asset; ability to operate fork lift truck and other mechanical lifting equipment; ability to lift heavy boxes; valid driver's licence; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail; working effectively under pressure of high volume; working accurately with figures; maintaining accurate records; dealing courteously and effectively with people.) GRADE: 4 Provisional (Based on an annual salary of \$25,406) JOB NO: 516F

Counsellor: Dawn Richards

Secretary/Receptionist - University Secretariat [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' related experience (e.g., secretarial, reception, front-line public contact, etc.); typing 35-40 wpm, accuracy essential; wordprocessing skills preferred; pleasant telephone manner; good oral and written communication skills; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; setting priorities; attending accurately to detail; maintaining confidentiality.) GRADE: 4 (\$25,406) JOB NO: 517H

Administrative Assistant - Fine Arts, Atkinson College [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter)] (High school graduation or equivalent; some post-secondary courses or equivalent experience in Fine Arts preferred; 3 years' related secretarial/administrative experience including some advising experience; typing 45-50 wpm, accuracy essential; wordprocessing and computerized spreadsheet skills required; excellent oral and written communication skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: budgeting; working independently; dealing courteously and effectively with people; working calmly and effectively under pressure of high volume, both work and enquiries in person and on the telephone; exercising good judgement; good interpersonal skills; minute taking skills; excellent organizational skills. Please submit a resume when making an application.) GRADE: 6 (\$29,520) JOB NO: 518H

Secretary - Facilities, Recreation and Athletics, Physical Education [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 2 years' related secretarial experience (e.g., scheduling and booking facilities, maintaining accurate records, customer service experience, etc.); typing 40-45 wpm, accuracy essential; basic accounting skills required; microcomputing skills required; demonstrated skill/ability in the following areas: wordprocessing; dealing courteously and effectively with people; exercising tact and diplomacy; exercising initiative; setting priorities; working accurately and effectively under pressure of high volume; attending accurately to detail; working accurately with figures; providing information in a clear and informed manner; good written communication skills; excellent organizational skills.) GRADE: 4 (\$25,406) JOB NO: 519H

Counsellor: Donna Robbins

*Coordinator (Policy and Research) - Office of the Dean, Education (University degree or equivalent; Masters degree in Education or related area preferred; minimum 2-3 years' related experience in a university, Ministry, school board or comparable institutional environment; broad understanding of the goals and objectives of teacher education and educational research and policy would be an asset; superior oral and written communication skills; good interpersonal skills; proven ability to exercise good judgement and initiative; excellent organizational skills; skill in planning and coordinating activities; excellent analytical and research skills; demonstrated ability to deal effectively with individuals at all levels within an organization; wordprocessing skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 6 Under Review (\$37,210-\$45,022) JOB NO: 520K

*Assistant Director (Administration) in Service, Education (University degree or equivalent; minimum 5 years' senior managerial experience in a university, school board or comparable institutional environment; public relations and supervisory skills required; broad understanding of the goals and objectives of teacher education would be an asset; excellent oral and written communication skills; public relations skills; excellent organizational and management skills; proven ability to exercise good judgement and initiative; skill in planning and coordinating activities; analytical skills; demonstrated ability to deal effectively with a wide range of contacts; knowledge of publications creation; computerized spreadsheet and database skills preferred or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 8 Under Review (\$43,403-\$52,518) JOB NO: 521K

Counsellor: Paule Cotter

Department Secretary I - Multidisciplinary Studies, Glendon [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; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; pleasant telephone manner; good organizational skills; demonstrated ability to deal courteously and effectively with people; Bilingual Modules I (Advanced), II and III (Intermediate).) GRADE: 3L Prov. (\$25,406) JOB NO: 522G

York

UNIVERSITY

BULLETIN

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

Monday, November 19 - Monday, November 26, 1990
Volume 10, Number 73

GENERAL:



Beginning the week of November 19, some construction will take place around the Construction Headquarters Building, Rideau Road Classrooms, and Physical Plant Workshops. With the addition of two new transformers at Keele Street and Steeles Avenue substations, there is a need to increase the main electrical system capacity. A considerable amount of the work will take place underground and some traffic disruption will take place for approximately two weeks. Service vehicles will be required to use the north parking lot. Questions or concerns can be directed to the Construction Hotline at 736-5445.

The new Bell Canada Yellow Pages will be delivered to University departments by the Physical Plant Caretaking staff during the next 3 to 4 weeks. When the new books are delivered, please ensure that all old Yellow Pages are given to the Caretaking staff, in order that they may be recycled. For further information call Paul Mayol, Waste Management Coordinator, at -40444.

In order to tie the chilled water system to York Lanes and the New Academic Building, there will be a chilled water shutdown on November 26 from 8:00 a.m. to 6:00 p.m. affecting Scott Library, Ross, Fine Arts III, and Atkinson.

Members of the York community are asked to note that the Parking Office will be closed for renovations from November 26 through December 7. For emergency parking assistance call -77284.

York faculty members are reminded that textbook orders for Winter Courses should be forwarded to the York Bookstore as soon as possible.

York's Astronomical Observatory will begin its winter public viewing program this month. The observatory is open every Wednesday, through to the end of March, from 6:00 to 8:00 p.m. Along with telescope viewing, there will be a slide show, a spectroscopy display and a variety of astronomy-related documentary videos shown. Except for telescope viewing, the program runs rain or shine.

Teaching Development Grants are available to the part-time faculty at York, under the terms of the Unit 2 Collective Agreement between CUEW and York. One competition is held in each contract year (September 1 - August 31) and two awards, each in the amount of a Course Directory salary (\$9,828 for 1990-91) may be made each year, subject to the scope and substance of the proposals received. Detailed guidelines are available from the Centre for the Support of Teaching, Room 140, Central Square. The deadline for proposals is January 11, 1991.

The Staff Development Office has received application forms for the 1991 Administrative and Senior Travelling Fellowships, sponsored by the Association of Commonwealth Universities. The Administrative Travelling Fellowships are open to administrative staff who wish to visit other countries of the Commonwealth to study matters of professional interest. The Senior Travelling Fellowships are open to senior academic/administrative staff who carry major or organizational responsibilities and who wish to visit other Commonwealth institutions. The deadline for receipt of applications is December 21. For further information call Margaret Miceli at -20295.

Applications are invited to the AUCC Micro-Fund for Planning Missions for the development of international projects (funds are limited to \$5,000 for travel and living expenses). Applications and guidelines are available from York International, Room 110, Admin. Studies Bldg. The deadline for submitting applications to York International for this competition, is January 8, 1991.

The York University Student Centre Corporation requires an Assistant to the Board of Directors. Qualifications: High school graduation preferred with 1-2 years' secretarial training or equivalent; typing 45-50 wpm, accuracy essential; minute-taking skills required; ability to take dictation; skills in transcribing from dictation equipment; wordprocessing; general clerical duties; ability to work independently, set priorities, and meet deadlines; ability to deal courteously and effectively with students and student leaders; ability to exercise tact and diplomacy, and maintain confidentiality; excellent organizational skills; oral and written communication skills. Interested persons should submit a resume to Mrs. L. Montgomery, York University Student Centre Corporation, c/o York Post Office, no later than November 30.

The President's Prizes Contest will take place again this year, and all full or part-time York undergraduates are invited to submit material in four categories: poetry, prose fiction, playwriting, and screenwriting. The prize for each category is \$250 and the deadline for all submissions is January 4, 1991. For further information call -55910 or drop by the Creative Writing Office in Room 236, Vanier.

Women's Self-Defense Workshops (Wen-do) are offered at York. For information call SHEACC at -55500.

A research group at York requires male and female participants aged 40-50 for a Health Psychology study. The study requires approximately one hour of time, for which volunteers will receive \$10. For information, leave name and telephone number with Monica Hamilton at -55728.

EVENTS:

MONDAY, NOVEMBER 19

3:00 p.m. - Lecture - [Health and Society Program] "Nutrition in New France" by Jay Cassel - Room 104, McLaughlin

4:00 p.m. - Biology Seminar - "The Question of Animal Consciousness" with Don Griffin, Concord Field Centre, Harvard University - Room 320, Farquharson

TUESDAY, NOVEMBER 20

10:00 a.m. - PhD Defence - [Graduate Program in Psychology] Helen Radovanovic will defend her dissertation entitled "The Influence of Parental Conflict and Children's Coping Strategies on Children's Adjustment and Competence in Litigating Divorced Families" - Room N927, Ross

EVENTS (Tuesday, November 20, cont'd.)

- 12:00 noon - Graduate Program in Geography Colloquium - "Global Warming: Environmental Uncertainty and Socio-Political Implications" with Prof. Barry Smit, University of Guelph - Room S421, Ross
- 2:00 p.m. - PhD Defence - [Graduate Program in Sociology] Aloma Mendoza will defend her dissertation entitled "Caribbean Immigrant Women in Canada" - Room N927, Ross
- 2:00 p.m. - Computer Science Seminar - "Parallel Complexity and Contest-free Languages" with Patrick Dymond, University of California, San Diego - Room 312, Farquharson
- 4:00 p.m. - Career Development Series - [Faculty of Arts] "Getting Into the BBA Program" - Tom Beechy, Associate Dean of the Faculty of Administrative Studies will talk about who gets into the BBA program and what goes on there once you get in - Senate Chamber (S915), Ross
- 4:00 p.m. - Physics Seminar - "Laser Cooling" with Dr. W.A. van Wijngaarden, Physics Department - Room 317, Petrie
- 8:00 p.m. - Reading - [La Maison de la Culture] Chinese dissident poet Duo Duo with English language reader Fiona Reid, and Nino Ricci reading from a short story by imprisoned Chinese writer Tan Min - Glendon Hall

WEDNESDAY, NOVEMBER 21

- 12:30 p.m. - CJRT Series - [Music Department] "The Canadian Trio," York's Trio-in-Residence, will present a program of Mozart and Schubert - the concert will be recorded for broadcast by CJRT-FM Radio - DACARY, McLaughlin
- 12:30 p.m. - Prime Time Series - [Theatre Department] Dr. Peter Szaffko, on loan from Lajos Kossuth University in Hungary will speak on "Canadian Theatre From an Eastern European Perspective" - Burton Auditorium

THURSDAY, NOVEMBER 22

- 1:00 p.m. - Chemistry Seminar Series - "Chemical Synthesis and Biological Applications of DNA and RNA Analogues" with Dr. Masad Damha, University of Toronto - Room 317, Petrie
- 3:00 p.m. - Computer Science Seminar - "Curvature as a Cue for the Representation and Recognition of Visual Objects" with Prof. Gregor Dudek, McGill University - Room S737, Ross
- 4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross
- 4:00 p.m. - Seminar - [Graduate Program in Interdisciplinary Studies] "Emily Carr: The Artist as Writer" by Pat Robertson, Graduate Program in Interdisciplinary Studies - Brian Cragg Cinema (Room 211), Founders
- 7:30 p.m. - Yeomen Hockey - York Yeomen vs. Waterloo Warriors - York Ice Arena
- 8:00 p.m. - Carnival York - [Depts. of Dance and Music] Senior and graduate students in an evening of entertainment from Asia, Africa, Latin America and the Caribbean - tickets are \$7; call -55137 - Burton Auditorium

FRIDAY, NOVEMBER 23

- 9:00 a.m. - Education Symposia Series - [Centre for Continuing Education] "The Whole Picture" with Diane Lalonde and Angel Hayze, York Region Board of Education; and "Making Science Happen" with Valerie Stief, North York Board of Education - registration fee of \$95; for information call -55804 - Ground Floor, Admin. Studies
- 12:00 noon - Student Concert Series - [Music Dept.] featuring contemporary and classical music - DACARY, McLaughlin
- 2:00 p.m. - Psychology Colloquium - "Working Memory and Foreign Language Learning" with Elizabeth Service, University of Toronto - Room 291, Behavioural Sciences

MONDAY, NOVEMBER 26

- 10:00 a.m. - MSc Defence - [Graduate Program in Exercise and Sports Science] Sandra Onndracka will defend her thesis entitled "The Variability of Serum Ferritin and Other Iron Indices" - Room N927, Ross
- 4:00 p.m. - Biology Seminar - "Minichromosome Segregation: The P1 Plasmid Partition Complex" with Barbara Funnell, Dept. of Medical Genetics, University of Toronto - Room 320, Farquharson

STAFF POSITIONS:

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

Counsellor: Gina Dunnett

Operator II - Operations, 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 an 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 level knowledge of: Peripheral equipment. Please submit a resume when making an application.) GRADE: CS4 (\$30,318) JOB NO: 523D

Counsellor: Jennifer Hebert

*Office Assistance Supervisor - Employment Services, Human Resources (University degree or equivalent in Business Administration or a related discipline, combined with courses in Human Resources; certificate in Personnel Management preferred; minimum 3 years' related experience including experience in a temporary help agency; experience in a unionized environment preferred; excellent interpersonal skills; tact and diplomacy essential; excellent oral communication skills, including interviewing skills; excellent organizational skills; demonstrated ability to work effectively in a high volume environment with strong service orientation; knowledge of pertinent federal and provincial legislation; supervisory skills; proven ability to attend meticulously to detail, set priorities and meet deadlines; demonstrated ability to exercise good judgement and initiative; ability to deal courteously and effectively with people at all levels essential. Please submit a resume when making an application.) GRADE: P&M 4 (\$31,903-\$38,602) JOB NO: 524E

*Administrative Assistant II - University Secretariat, Executive Group [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (Summer)] (High school graduation with some university courses or equivalent; 3 years' related experience (e.g., administration, committee work, preparing reports, etc.) in a post secondary environment; experience in a legal/quasi-legal area would be an asset; excellent written communication skills, including ability to analyze, organize and present information/data in a clear and concise manner; wordprocessing and microcomputing skills; ability to maintain accurate records; excellent organizational skills; demonstrated skills/ability in the following areas: eliciting and providing accurate information; exercising tact and diplomacy; working independently and setting priorities; minute taking; maintaining confidentiality; dealing calmly, courteously and effectively with people; fluency in French would be an asset. Please submit a resume when making an application.) GRADE: 7 Provisional (\$32,796) JOB NO: 525E

Stacker (Photocopying) - Circulation, Law Library, Libraries [Temporary to June 30, 1991; Hours: Sept. 1-May 15: 9:00 a.m.-5:00 p.m.; May 16-Aug. 31: 8:30 a.m.-4:30 p.m.; 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 \$24,290) JOB NO: 526E

Counsellor: Dawn Richards

Faculty Secretary - Osgoode Hall Law School [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-50 wpm; good wordprocessing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$24,290) JOB NO: 527H

Faculty Secretary - Osgoode Hall Law School [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-45 wpm; good wordprocessing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (\$24,290) JOB NO: 528H

Student Programs Assistant II (Advanced Standing) - Office of Student Programs, Atkinson College [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (Summer); (Flexible hours required during certain peak periods)] (University degree or equivalent; 2 years' related experience (e.g., assessing student records, advising, etc.) in an academic programme office or student service area; data entry skills required; wordprocessing skills preferred; demonstrated skill/ability in the following areas; advising/interpersonal skills; exercising good judgement and initiative; obtaining, providing and explaining detailed information in a clear and concise manner; working independently, setting priorities and meeting deadlines under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people; exercising tact and diplomacy; good written communication skills.) GRADE: 6 (\$29,520) JOB NO: 529H

Counsellor: Donna Robbins

*Manager of Informational and Special Services - York Enquiry Services, Admissions (University degree or equivalent; 3-5 years' directly related experience, including at least 2 years' experience in counselling and advising students, preferably in a high volume public service area; supervisory experience required; demonstrated excellent interpersonal/interviewing skills; strong oral and written communication skills, with proven ability to communicate effectively with internal and external services; tact and diplomacy essential; proven management skills; good knowledge of admissions policies and procedures; strong organizational and administrative skills; ability to provide training programmes and staff development opportunities; proven ability to exercise initiative and good judgement; budgetary skills; proven ability to develop and maintain information systems; demonstrated ability to work efficiently under pressure of high volume and competing work demands. Please submit a resume when making an application.) GRADE: P&M 6 (\$37,210-\$45,022) JOB NO: 530K

Secretary - French Studies, Arts [Temporary from Jan. 14, 1991 to Sept. 13, 1991; Hours of work: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, including experience in dealing with the public; typing 45-50 wpm, accuracy essential; wordprocessing skills required; good organizational skills; ability to handle cash; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; setting priorities; good oral and written communication skills in French and English.) GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 531K

Admissions Record Clerk - Office of Student Programs, Arts [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., inputting and retrieving computer data, maintaining records, etc.) preferably in a student service area; typing 35 wpm, accuracy essential; wordprocessing and data entry skills required; good oral communication skills; file management skills; demonstrated skill/ability in the following areas: working accurately and effectively under pressure of high volume; attending accurately to detail; maintaining accurate records; dealing courteously and effectively with people; familiarity with a student records system would be an asset.) GRADE: 4 (\$25,406) JOB NO: 532K

Fellows' Secretary - Bethune College, Arts/Science [Temporary to May 31, 1991; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 40-45 wpm, accuracy essential; wordprocessing skills required; basic bookkeeping skills preferred; good oral communication skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; setting priorities. Please submit a resume when making an application.) GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 533K

Counsellor: Paule Cotter

*Faculty Secretary - French Studies, Glendon College [Part-time: Monday-Thursday, 14 hours/week; Hours: 8:30 a.m.-12:00 noon] (High school graduation or equivalent; 1-2 years' secretarial experience; typing 40-45 wpm, accuracy essential; wordprocessing skills preferred; good organizational skills; good oral communication skills; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people; Bilingual Modules I (Advanced), II, III (Intermediate).) GRADE: 3L (Pay equity rate based on an annual salary of \$25,406 p.a.) JOB NO: 534G

Counsellor: Betty Gunning

*Crime Prevention Officer - Security and Parking Services (Law and Security Administration diploma or equivalent combination of education and experience; 2 years' related experience (e.g., making presentations, preparing reports, planning and coordinating crime prevention programmes, 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 common crime prevention measures and approaches, personal and physical security, investigative techniques and security education programs; excellent analytical skills; demonstrated ability to prepare statistical reports; working knowledge of office computer software and operations or willingness to learn; excellent written communication skills including ability to develop and produce information material. Please submit a resume when making an application.) GRADE: P&M 4 (\$31,901-\$38,602) JOB NO: 535E

Correction to Bulletin of November 12, 1990

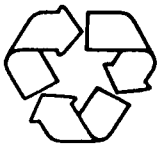
Counsellor: Dawn Richards

*Secretary/Receptionist - University Secretariat [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, reception, front-line public contact, etc.); typing 35-40 wpm, accuracy essential; wordprocessing skills preferred; pleasant telephone manner; good oral and written communication skills; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; setting priorities; attending accurately to detail; maintaining confidentiality.) GRADE: 4 (Pay equity rate \$26,712 p.a.) JOB NO: 517H

Monday, November 26 - Monday, December 3, 1990
Volume 10, Number 74

GENERAL:

In conjunction with "Customer Appreciation Days," November 26 to 30, Business Operations invites the York community to view their new video "Meeting the Challenge of the Nineties." The video describes what Business Operations is all about. There will also be an opportunity to ask questions about such ventures as the new York Lanes Bookstore. Showings have been arranged for the following times and locations: November 26 - Room 104, Vanier (12:30-1:30 p.m.); November 27 - Room 136A, Ross (12:00 noon-1:00 p.m.); November 28 - Room 001, Admin. Studies (12:30 -1:30 p.m.); November 29 - Room 221, Stong (12:00 noon-1:00 p.m.); and November 30 - East Bear Pit, Central Square (continuous showings from 11:00 a.m.-2:00 p.m.).



Members of the York community are reminded that the next pickup for disposal of confidential material will be the week of December 17. The material will be delivered to a paper recycling company, who will bale such material and deliver it to a paper mill. Users of this service should note the following: Before November 30 - Order cartons from Grounds & Vehicles (-55502); cartons will be delivered by December 7; By December 12 - Date to request pickup, giving location and number of cartons to be collected; Week of December 17 - Collection of confidential material.

Andrew Roberts, Lead Computer Systems Analyst at York, and former President of the Atkinson Chapter of the York Alumni Association, died suddenly while on vacation in Wales. At his memorial service in Toronto, plans were announced to establish the Andrew Roberts Memorial Scholarship Fund at Atkinson. Members of the York community wishing to honour Andrew's memory may make memorial gifts to the scholarship by sending a cheque, made payable to York to the Department of Private Funding, Suite A, WOB (Attention: Dianne Bates).

The Search Committee for a Director of the Centre for Research on Latin America and the Caribbean (CERLAC) invites applications and nominations of internal candidates. The successful candidate should have a distinguished record of scholarship and extensive knowledge of, or work experience in, the Latin American and Caribbean region, with fluency in Spanish or Portuguese and experience in academic administration. The appointment will be for a term of no less than three and no more than five years, beginning July 1, 1991. Applications and nominations (including curriculum vitae and names of three referees who may be contacted) should be submitted by January 25, 1991, to the Secretary of the Search Committee for a Director of CERLAC, Office of the Associate Vice-President (Research), Room S414, Ross.

The Search Committee for a Director of the Institute of Social Research (ISR) invites applications and nominations of internal candidates. The successful candidate should have a distinguished record of scholarship and experience in the collection and analysis of quantitative data in one of the Social Sciences. Experience in policy related research, the design and administration of sample surveys, and the preparation of research proposals would be a significant asset. The appointment will be for a term of no less than three and no more than five years, beginning July 1, 1991. Applications and nominations (including curriculum vitae and names of three referees who may be contacted) should be sent by January 25, 1991, to the Secretary of the Search Committee for a Director of ISR, Office of the Associate Vice-President (Research), Room S414, Ross.

The Search Committee for a Director of the York Centre for Health Studies invites applications and nominations of internal candidates. The successful candidate should be a member of the York faculty having a distinguished record of scholarship and strong research interests in social science and/or environmental perspectives on health, as well as the capacity to administer and develop the research, teaching, and community relations programs of this interdisciplinary unit. The appointment will be for a term of no less than two and no more than four years, beginning July 1, 1991. Applications and nominations (including curriculum vitae and suggested references) should be sent by January 25, 1991, to the Secretary of the Search Committee for a Directory of YCHS, Office of the Associate Vice-President (Research), Room S414, Ross.

Applications are invited to the AUCC Micro-Fund No. 2 for follow-up projects (funds are limited to \$15,000). Applications and guidelines are available from York International, Room 110, Admin. Studies. The deadline for submitting applications for this competition is January 8, 1991.

Members of the York community are asked to note that the Department of Security & Parking Services has ceased to staff and collect fees in the reserved parking lots on Sundays. The Department reserves the right to change this decision for special events.

In order to tie the chilled water system to York Lanes and the New Academic Building, there will be a chilled water shutdown on November 26 from 8:00 a.m. to 6:00 p.m., affecting Scott Library, Ross, Fine Arts III, and Atkinson.

EVENTS:

MONDAY, NOVEMBER 26

4:00 p.m. - Biology Seminar - "Minichromosome Segregation: The P1 Plasmid Partition Complex" with Barbara Funnell, Dept. of Medical Genetics, University of Toronto - Room 320, Farquharson

TUESDAY, NOVEMBER 27

10:00 a.m. - MSc Defence - [Graduate Program in Exercise and Sports Science] Sandra Onndracka will defend her thesis entitled "The Variability of Serum Ferritin and Other Iron Indices" - Room N927, Ross

12:00 noon - Graduate Program in Geography Colloquium - "Disturbance and Community Structure in Tropical Forests" with Nick Brokaw, Manomet Bird Observatory - Room S421, Ross

4:00 p.m. - Physics Seminar - "Polarized Electron Scattering Asymmetries From Open Shell Atoms" with Hans Geesmann, University of Missouri, Rolla - Room 317, Petrie

6:00 p.m. - Yeowomen Volleyball - York Yeowomen vs. University of Toronto - Tait McKenzie Gym

8:00 p.m. - Yeomen Volleyball - York Yeomen vs. University of Toronto - Tait McKenzie Gym

WEDNESDAY, NOVEMBER 28

- 12:00 noon - Lecture - [African Studies] "Human Rights in Nigeria and Indonesia: Methodological and Theoretical Issues" by Rhoda Howard, Editor, Canadian Journal of African Studies - Master's Common Room, Founders
- 12:00 noon - 2:00 p.m. - YUSA All-Candidates Meeting - Senate Chamber (S915), Ross
- 12:30 p.m. - CJRT Series - [Music Department] featuring Profs. David Mott (baritone saxophone) and Casey Sokol (piano), Adele Armin (violin), Shannon Peet (bassoon), Trevor Turesky (percussion), and Bruno Degazio (wind synthesizer) - DACARY, McLaughlin
- 12:30 p.m. - Prime Time Series - [Theatre Department] featuring Sally Clark, playwright, will speak on her work and playwriting in Canada - Burton Auditorium
- 3:00 p.m. - Graduate Program in Geography Colloquium - "Women's Employment and the Regulation of Labour Markets" with Prof. Susan Christopherson, Cornell University - Room S421, Ross
- 4:00 p.m. - Memorial Service - [Atkinson College] for Andrew Roberts, Lead Computer Systems Analyst at York, and former President of the Atkinson Chapter of the York Alumni Association, who died on October 10 - Fellows' Lounge, Atkinson
- 4:00 p.m. - Biology Seminar - "Ants, Plants and Blue Butterflies" with Naomi Pierce, Department of Evolution and Ecology, Princeton University - Room 320, Farquharson
- 7:30 p.m. - Wind Symphony Concert - [Music Department] DACARY, McLaughlin
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. University of Guelph - York Ice Arena

THURSDAY, NOVEMBER 29

- 12:00 noon - 1:00 p.m. - YUSA All-Candidates Meeting - Senate Chamber, Glendon
- 12:00 noon - Distinguished York Faculty Speakers Series - [Faculty of Arts] "Fieldwork in Foreign Lands: The Observer and the Observed" with Prof. Judith Adler Hellman, Social and Political Science - Senate Chamber (S915), Ross
- 1:00 p.m. - Chemistry Seminar Series - "Old and New Views of the Amide Linkage" with Dr. Arthur Greenberg, Rutgers University - Room 317, Petrie
- 3:00 p.m. & 3:25 p.m. - Computer Science Seminars - 3:00 p.m. - "Efficient Motion Planning in the Presence of Parallel Ray Barriers" with graduate student Binhal Zhu; 3:25 p.m. - "Detection and Localization of Bar-Like Targets Using Gabor Filters" with graduate student Zhengyan Wang - Room S737, Ross
- 7:00 p.m. - Burton Dance Concert - tickets are \$7, \$5 for students - for information call -55137 - Burton 8:00 p.m. - Student Recital - [Music Department] featuring trumpeter Gregory Prosser - DACARY, McLaughlin

FRIDAY, NOVEMBER 30

- 9:00 a.m. - Education Symposia Series - [Centre for Continuing Education] "Using Technology Creatively" with Julie Bowerman, Durham Board of Education; and "But I'm Not a Social Worker" - registration fee of \$95; for information call -55804 - Ground Floor, Admin. Studies
- 9:00 a.m. - 5:00 p.m. - Open House - [Hospitality York & Marriott Corporation] in conjunction with Business Operations' Customer Appreciation Days members of the York community are invited to view the Passy Garden guest apartments - 2 Passy Crescent, Units 306, 313 & 315 (located at the east side of Passy Gardens)
- 10:00 a.m. - PhD Defence - [Graduate Program in Sociology] Paul Nonnekes will defend his dissertation entitled "Wild Play Unbound: A Critical Investigation Into the Eccentricities of the Feral Child" - Room N927, Ross
- 12:00 noon - McLaughlin Public Policy Symposia - [Political Science Students Assoc.] "Trudeau, Meech Lake and the Future of Quebec" with Prof. Guy Laforest, Sciences politiques, Universite Laval - Junior Common Room, McLaughlin
- 12:00 noon - Student Concert Series - [Music Department] featuring chamber ensembles, the percussion ensemble and solo performances by York music students - DACARY, McLaughlin
- 2:00 p.m. - Graduate Program in Music Colloquium - "Arabesk and Turkish Nationalism" with Irene Markoff - Senior Common Room, Winters
- 2:00 p.m. - Psychology Colloquium - "Amplification and Simplification as Modes of Theoretical Analysis in Psychology" with Andre Kukla, University of Toronto - Room 291, Behavioural Sciences
- 2:00 p.m. & 7:00 p.m. - Burton Dance Concert - see Thursday's listing for information

SATURDAY, DECEMBER 1

- 1:00 p.m. - Yeowomen Swim Meet - York Yeowomen vs. McMaster
- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. McGill - Tait McKenzie Gym

SUNDAY, DECEMBER 2

- 2:00 p.m. - York Yeomen Gymnastics Invitational - Tait McKenzie Gym

MONDAY, DECEMBER 3

- 11:30 a.m. - 3:30 p.m. - YUSA Elections - West Bear Pit, Central Square
- 12:00 noon - 1:00 p.m. - YUSA Elections - Hearth Room, Glendon
- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon
- 4:00 p.m. - Biology Seminar - "Confessions of a Clock-Watcher: Biological Rhythms in Fruit Flies" with John Ringo, University of Maine - Room 320, Farquharson
- 8:00 p.m. - Music Concert - Orchestra York and the York University Chorus, under the direction of Prof. Kathleen Ash Barraclough, will perform Britten's "Ceremony of Carols" and Vivaldi's "Gloria" - tickets are \$6, \$4 for students and seniors - for information call -55186 - DACARY, McLaughlin

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than December 3, 1990. Application forms are available from Human Resources. *indicates position is exempt from bargaining unit. Counsellor: Irmgardt Duley

*Director, Public Affairs - External Relations (University degree or equivalent; several years' progressive experience in public relations/public affairs; experience working in government would be an asset; excellent public relations skills; strong interpersonal and management skills; superior oral and written communication skills, including public speaking and writing reports; tact and diplomacy; proven ability to develop and maintain good internal/external relations; familiarity with the relationship of universities to external governments; fluency in both French and English would be an asset. Please submit a resume when making an application.) GRADE: P&M 11 Under Review (\$54,670-\$66,149) JOB NO: 536B

*Executive Officer - Computing and Communication Services (University degree or equivalent; several years' senior administrative/managerial experience, including managing complex budgets or equivalent functions, in a university or comparable institution; experience in a computing centre preferred; excellent oral and written communication skills; working knowledge of computer and communications technology and industry; excellent organizational and management skills; proven ability to exercise good judgement and initiative;

superior skill in budgetary planning and control; analytical and problem solving skills; ability to attend accurately to detail essential; demonstrated ability to deal courteously and effectively with a wide range of contacts; high level of tact and diplomacy; computerized spreadsheet skills preferred; knowledge of facilities management would be an asset; broad understanding of the goals and objectives of a university would be an asset. Please submit resume when making an application.) GRADE: P&M 9 (Pay equity range \$50,169 - \$61,248) JOB NO: 537B

Counsellor: Jennifer Hebert

Secretary - Office of the University Librarian, Libraries [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related secretarial experience (e.g. scheduling meetings and appointments, making arrangements, committee support including preparing and taking minutes, etc.), preferably in an educational environment; typing 50 w.p.m., accuracy essential; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: working accurately and effectively under pressure of high volume of work; dealing courteously and effectively with people; good oral and written communication skills; wordprocessing and computerized spreadsheet skills.) GRADE: 4 (\$25,406) JOB NO: 538E

Counsellor: Michael Theall

Office Supervisor - Hospitality York, Business Operations [Hours: 9:00 a.m.-5:00 p.m.] (Community College Diploma in Hotel Management/Hospitality or equivalent plus some accounting courses required; some microcomputing courses preferred; 3 years' related experience (e.g. front and back office operations, managing multi-unit accommodation, auditing, etc.), preferably in a strongly service oriented environment; excellent budgetary and accounting skills, including auditing; knowledge of microcomputing hardware configurations (e.g., modem hook-ups, parallel and serial ports, wiring, etc.; knowledge of computer concepts and fundamentals, including trouble shooting; good interpersonal skills; tact and diplomacy essential; excellent organizational skill, including setting priorities; demonstrated skill/ability in the following areas: obtaining and relaying accurate information in a clear and concise manner; exercising initiative and good judgement; attending accurately to detail; supervising, including ability to train others; providing a high level of service to a wide variety of clients; good written communication skills. Please submit a resume when making an application.) GRADE: 8 (\$37,245) JOB NO: 539F

Conference Coordinator - Hospitality York, Business Operations [Temp. to November 30, 1991; Hours: 9:00 a.m.-5:00 p.m., overtime may be required; must be available to work evenings and weekends; no vacation during May -September] (High school graduation or equivalent required; diploma in Hospitality or Sales and Service areas would be an asset; 2 years' related experience (e.g., implementing conference details, food service and conference sales, retail management, etc.); some night auditing experience preferred; demonstrated skill/ability in the following areas: wordprocessing, microcomputing and computerized spreadsheets; obtaining and relaying accurate information in a clear and concise manner; tact and diplomacy essential; exercising good judgement and initiative; attending accurately to detail; working both independently and as a team member; providing excellent customer service; flexibility in adapting to changing priorities; working effectively under pressure of high volume and meeting deadlines; working accurately with figures; training and overseeing work of others; good written communication skills; excellent organizational skills.) GRADE: 5 (Based on annual salary of \$27,046) JOB NO: 540F

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 & working independently; good written communication skills; good organizational skills.) GRADE: 5 (\$27,046) JOB NO: 541F

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 & working independently; good written communication skills; good organizational skills.) GRADE: 5 (\$27,046) JOB NO: 542F

Counsellor: Dawn Richards

Secretary/Receptionist - Office of the Dean, Atkinson College [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. secretarial, reception, dealing with the public, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; good written and oral communication skills; tact and diplomacy essential; good organizational skills; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people; pleasant telephone manner; maintaining confidentiality.) GRADE: 4 Provisional (\$25,406) JOB NO: 543H

Counsellor: Donna Robbins

Secretary (Pre-Service) - Office of the Dean, Education [Sessional: August 1 to June 30; Part-time: 4 days/week, Monday-Thursday; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g. secretarial, making arrangements, dealing with the public, etc.) preferably in an educational environment; typing 40-45 wpm, accuracy essential; good organizational skills including ability to set priorities and meet deadlines; wordprocessing skills required; good oral communication skills to answer enquiries and provide accurate information; tact and diplomacy essential; good written communication skills; demonstrated skill/ability in the following areas: following tasks through to completion; working independently; working effectively under pressure of constant interruptions; dealing courteously and effectively with people.) GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 544K

Correction to Bulletin of November 19, 1990

Counsellor: Paule Cotter

*Faculty Secretary - French Studies, Glendon College [Sessional: August 15 to April 15; Part-time: Monday-Thursday, 14 hours per week; Hours: 8:30 a.m.-12:00 noon] (High school graduation or equivalent; 1-2 years' secretarial experience; typing 40-45 wpm, accuracy essential; wordprocessing skills preferred; good organizational skills; good oral communication skills; demonstrated ability to work effectively under pressure of high volume; demonstrated ability to deal courteously and effectively with people; Bilingual Modules I (Advanced), II, III (Intermediate).) GRADE: 3L (Based on an annual salary of \$25,406 p.a.) JOB NO: 534G