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YORK UNIVERSITY

BULLETIN

Published by
the Communications
Department,
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(416) 736-5010.

Monday, January 7 - Monday, January 14, 1991
Volume 11, Number 1

GENERAL:

The York GST Hotline number is ext. 44100. Please direct general enquiries and requests for the "GST at York University" overview.



Please help the United Way campaign to reach its goal of \$100,000. Donations received at Community Relations, Suite A, WOB prior to January 28, will receive charitable tax receipts for the 1990 taxation year.

Telecommunications announces that beginning January 21, the York Information Centre will provide a "one stop" referral service for telephone callers to the York community. If anyone is unable to determine where a caller should be transferred, please transfer that call to the Centre at 736-5900. For further information about the York Information Centre call Ulla Campbell at -22786.

A limited number of close reserved parking spaces are now available in 5A lot for cars with two or more passengers. Drivers must stop at the parking kiosk and obtain a car pool coupon which must be displayed to be eligible to park in the car pool area. Vehicles found in the reserved car pool area without a car pool coupon will be relocated within the lot. Please note that a valid parking decal or a valid daily parking stub is also required.

The Department of Human Resources announces the following appointments: Doug Moon, Superintendent, Maintenance, Operations, Physical Plant, effective January 1; Marion Stehouwer, Manager, Administrative Computing & Telecommunications Services, Facilities, Atkinson, effective January 1. The following promotions/transfers have also taken place: Joanne Pesaro, Manager of Information & Special Services, York Enquiry Services, Admissions; Robert Mooy, Superintendent of Utilities, Maintenance and Utilities, Physical Plant; Dragan Spasojevic, Security Supervisor, Security & Parking Services.

The deadline for applications to the CUED Part-Time Teaching Development Fund is January 11. Submissions should be sent to Susan Terry, Centre for the Support of Teaching, Room 140, Central Square.

The York Bookstores wish to remind faculty members that textbook orders for drop-in courses should be forwarded to the Bookstore as soon as possible.

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 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 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 to the Secretary of the Search Committee for a Director of YCHS, Office of the Associate Vice-President (Research), Room S414, Ross.

EVENTS:

MONDAY, JANUARY 7

7:30 p.m. - Concert - featuring Orchestra York, conducted by Prof. Kathleen Ash Barraclough, and the York University Choir, under the direction of Albert Greer - admission \$6; \$4 for students/seniors - DACARY, McLaughlin

WEDNESDAY, JANUARY 9

12:15 p.m. - Information Session - for "Weight Watchers At Work Program" - registration for the ten-week series is \$106; \$99 for continuing members - for information call Yvonne Southby at -55224 - Room 282, Atkinson

THURSDAY, JANUARY 10

1:00 p.m. - MEd Defence - [Graduate Program in Education] Jim Orfanakos will defend his thesis entitled "A Study of Grade 9 and Grade 10 General Level English Students' Approach to Spelling: An Analysis of Their Strategies, Performance, and Attitudes" - Room N927, Ross

2:00 p.m. - Law, Economics and Public Choice Seminar Series - "Takings Law, Politics, and Just Bids" with Saul Levmore, Visiting Professor, Harvard Law School - Economics Common Room (S839), Ross

EVENTS (cont'd.)

FRIDAY, JANUARY 11

- 2:00 p.m. - Psychology Colloquium - "The 'Categorical' Perception of Musical Intervals: A Re-Assessment" with Jay Rahn, Atkinson - Room 291, Behavioural Sciences
- 2:00 p.m. - MA Defence - [Graduate Program in Social Anthropology] "People -- Not Money -- Build Cooperatives: The Prince Rupert Fishermen's Cooperative Association" - Room N927, Ross
- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. Bishop's University - Tait McKenzie Gym

SATURDAY, JANUARY 12

10:00 a.m. - York Track and Field Invitational - Metro Track and Field Centre

MONDAY, JANUARY 14

- 9:45 a.m. - MEd Defence - [Graduate Program in Education] Catherine Anne Elliott will defend her thesis entitled "A Study of the Language Use of Four Primary-Aged Language Delayed Students in Unstructured School Settings" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than January 14, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Faculty Secretary "A" - French Studies/Languages, Literature and Linguistics, Arts [Temporary to Sept. 13, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 6-12 months' secretarial experience preferred; some reception experience an asset; typing 40-45 wpm, accuracy essential; wordprocessing skills required; ability to type in several foreign languages preferred; ability to obtain and relay information accurately in French and English; demonstrated good oral communication skills in French and English; demonstrated ability to deal courteously and effectively with people.) GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 001C

Counsellor: Gina Dunnett

Microcomputer Administrator/Trainer - Microcomputer Training Centre, Staff Development [Temporary to Sept. 3, 1991; Hours: 8:30 a.m.-4:30 p.m.] (Some post-secondary courses or equivalent; 3 years' related experience (e.g., training, administrative, etc.); working knowledge of a variety of software packages; effective interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: microcomputing, wordprocessing and computerized spreadsheets; assessing learning needs, designing courses and evaluating programmes, preferably in adult education; working effectively with individuals at all levels within the organization; bookkeeping skills; working independently; good organizational skills; excellent oral communication skills, including making presentations; good written communication skills. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$29,520) JOB NO: 002D

File Clerk II - Admissions, Graduate Studies [Temporary to Dec. 20, 1991; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some office experience would be an asset; typing 35-40 w.p.m.; wordprocessing skills preferred; skill in transcribing from dictation equipment preferred; clear and effective oral communication skills; good spelling and written communication skills; demonstrated skill/ability in the following areas: dealing courteously and tactfully with people; attending accurately to detail under pressure of high volume; good organizational skills.) GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 003D

Counsellor: Jennifer Hebert

*Reserves Supervisor - Circulation, Scott Library, Libraries [Hours: 9:00 a.m.-5:00 p.m., overtime often required during peak periods.] (High school graduation or equivalent; some university courses preferred; 3 years' library circulation experience, including 2 years' working with an automated circulation system including some reserve collection processing; one to two years' supervisory experience required; working knowledge of reserve and circulation procedures and automated circulation systems; basic knowledge of searching tools and order procedures preferred; demonstrated skill/ability in the following areas: organizing and setting priorities; supervising; dealing courteously and effectively with a high volume of front-line enquiries; good oral and written communication skills; good interpersonal skills for effective liaison.) GRADE: 7 (Pay equity rate of \$34,875) JOB NO: 004E

Counsellor: Michael Theall

Secretary - Office of Research Administration [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 2 years' secretarial experience preferably in a university environment; typing 45-50 wpm, accuracy essential; good oral and written communication skills; pleasant telephone manner; demonstrated skill/ability in the following areas: wordprocessing; compiling and summarizing information; attending accurately to detail; handling a variety of tasks under pressure of high volume and changing priorities; dealing courteously and effectively with people; exercising tact and diplomacy; maintaining confidentiality.) GRADE: 4 Provisional (\$25,406) JOB NO: 005F

Receptionist/Secretary - Office of Research Administration & Office of the AVP (Research) [Sessional: Sept. 1 - June 30; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation or equivalent; 1-2 year's secretarial/reception experience, preferably in a university environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; pleasant telephone manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; exercising tact and diplomacy; maintaining confidentiality.) GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 006F

Counsellor: Paule Cotter

Liaison Officer - Liaison, Glendon [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter), flexible; some travelling required.] (University degree or equivalent; 3 years' related experience (e.g., public relations, liaison, complex advising, making presentations, etc.), preferably in a university environment; excellent interpersonal skills; tact and diplomacy essential; familiarity with Franco-Ontarian and/or Quebecois educational, social and cultural contexts; some knowledge of the university system and admissions criteria; valid "G" driver's license; access to a vehicle for own transportation required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; working independently and setting priorities; attending accurately to detail; advising; obtaining detailed information and answering enquiries in a clear and concise manner; excellent public relations and public speaking skills; excellent written communication and organizational skills; Bilingual Modules I (Advanced), III (Intermediate) and IV (Advanced). Please submit a resume when making an application.) GRADE: 8L (\$41,695) JOB NO: 007G

Monday, January 14 - Monday, January 21, 1991
Volume 11, Number 2

GENERAL:

Attention Members of the York Community: New standards at all crosswalks around Fraser Drive are now operational. A pushbutton device will activate overhead, flashing, amber beacons so that drivers have advanced warning of pedestrians crossing. The crosswalks have been provided for overall community safety.

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The York GST Hotline number is ext. 44100. Please direct general enquiries and requests for the "GST at York University" overview.

Employment Services invites individuals interested in working at York to call the Employment Opportunities Infoline at 736-5945 to learn about positions for which they are actively seeking external candidates.

Art Galleries/Displays: The AGYU presents "Get Real," an exhibition of photographs by Philip-Lorca diCorcia, Nan Goldin and Jack Pierson. The exhibition opens January 16 at 6:00 p.m. and continues until February 17. For gallery hours call -55169.

- The Glendon Gallery presents "Zones," an exhibition of works by Shirley Yanover, Sylvie Belanger and Ginette Legare. The exhibition opens January 16 at 7:00 p.m. and continues until February 15. For gallery hours call -487-6721.

- The Visual Arts Department presents the "Painting Area Show" in the IDA Gallery, CFA 11. For information call -55533.

The Search Committee for a Director of the Robarts Centre for Canadian Studies invites applications and nominations of internal candidates. The successful candidate should have a strong, ongoing commitment to interdisciplinary and/or disciplinary research pertinent to the study of Canada. The Robarts Centre sponsors lectures and research colloquia, supports a modest publications program and maintains national and international links with faculty and other Canadian Studies Centres. The appointment will become effective July 1, 1991, for a term of three years. Applications and nominations (including curriculum vitae and suggested references) should be sent to the Chair, Search Committee, c/o Robarts Centre, Room 503, Scott Library, by January 31.

The AUCC deadline for applications to the AUCC Micro-Fund No. 2 has been extended by one month and a new competition has been added for Micro-Fund No. 1. Therefore, applications are invited to the AUCC Micro-Fund No. 1 for Planning Missions for the development of international projects - funds are limited to \$5,000 for travel and living expenses - and 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 to York International for these competitions is February 8. Please note that any approved Micro-Fund No. 1 Planning Missions may only be conducted after April 1.

A reception will be held to honour Cella Harte, YUSA President from 1986 to 1990. The reception will be held January 23 from 3:00 to 6:00 p.m. at the Faculty Club, Ross. Members of the York community are invited to drop by.

Members of the York community are invited to attend a farewell reception for Stephen Strople. The reception will take place January 31 from 3:00 to 6:00 p.m. in the Stong Master's Dining Room. Contributions towards a gift can be forwarded to Gladys Strangways, Room S958A, Ross (-66220).

The York University Alumni Association announces a contest for the creation of a new logo for the Association. The contest is open to York students, staff, faculty and alumni. Additional information is available by writing to: Don Lynch, c/o Alumni Affairs, Suite A, WOB or by calling Alumni Affairs at -55010. Prizes will be awarded for winning entries. The deadline for requesting further information is January 31, 1991. The deadline for final submissions is March 8, 1991.

Application forms for the SCOTL Teaching-Learning Development Fund and Release Time Teaching Fellowship are available to all members of the YUFA bargaining unit from Susan Terry, Centre for the Support of Teaching, Room 140, Central Square. The deadline for submissions is February 15. For information call -55754.

The Institute for Space and Terrestrial Science has an immediate opening for an Electronics Technician/Technologist to work in the Space Geodynamics Laboratory. Qualifications: An understanding of electronic circuits, good soldering skills and an ability to read schematics are required. Familiarity with IBM PCs and/or experience in high-frequency digital and analog circuit construction would be an asset. A comprehensive benefits package is available. Salary commensurate with experience. Resumes should be sent to the Directory of Human Resources, ISTS, 4850 Keele Street, Second Floor, North York M3J 3K1 by January 22. Please quote reference #SGL-9101.

The Glendon Personnel Offices have recently moved to Rooms C232 (Glendon Personnel Officer) and C210 (Glendon Personnel Office), York Hall.

EVENTS:**MONDAY, JANUARY 14**

9:45 a.m. - Med Defence - [Graduate Program in Education] Catherine Anne Elliott will defend her thesis entitled "A Study of the Language Use of Four Primary-Aged Language Delayed Students in Unstructured School Settings" - Room N927, Ross

EVENTS (cont'd.)**TUESDAY, JANUARY 15**

- 10:00 a.m. - MSW Defence - [Graduate Program in Social Work] Susan Lennox will defend her thesis entitled "The Relationship Between Adjustment to Bereavement in Widowers and Perceived Social Support" - Room N927, Ross
- 2:30 p.m. - PhD Defence - [Graduate Program in Biology] Jacqueline Milne will defend her thesis entitled "Regulation of Cellular Calcium in *Dictyostellium discoideum*. Identification and Characterization of a High-Affinity Calcium Pump and a Chemoattractant-gated Calcium-transport System" - Room 164, Behavioural Sciences
- 3:00 p.m. - Physics Seminar Series - "The Confinement Problem" with Prof. Richard E. Cutkosky, Carnegie-Mellon University - Room 315, Petrie
- 8:00 p.m. - Yeomen Basketball - York Yeomen vs. University of Toronto - Tait McKenzie Gym

WEDNESDAY, JANUARY 16

- 12:00 noon - Women's Studies Research Group Seminar Series - [Institute for Social Research] "Gender Issues in Environments: The Home, The Workplace and the Urban Environments" with Rebecca Peterson, Environmental Studies - Senior Common Room, Founders
- 12:00 noon - Concert - [Music Department] featuring artist-in-residence, Karaikkudi Subramanian, educator and South Indian vina player - DACARY Concert Hall, McLaughlin
- 12:30 p.m. - Lecture/Recital - [Music Department] "South Indian Classical Music" featuring Prof. Trichy Sankaran and Karaikkudi Subramanian - DACARY Concert Hall, McLaughlin
- 12:30 p.m. - Prime-Time Series - [Theatre Department] featuring Gregory Nixon, founding member of Flexible Packaging Plant which received a Dora Mavor Moore Award for its production of "Hashish" - he will speak about the Fringe Festival, and how to get started as a producer of theatre - Burton
- 1:00 p.m. - Poetry Reading - [Stong] featuring Steven Heighton - Sylvester's (Room 201), Stong
- 3:00 p.m. - Graduate Program in Geography Visiting Speaker Series - "Beyond Environmental Ethics: Postmodern Aesthetics" with Dr. Ron Bordessa, Atkinson - Room S421, Ross
- 7:30 p.m. - Yeowomen Hockey - York Yeowomen vs. University of Toronto - Tait McKenzie Gym
- 4:00 p.m. - Information Session - [Faculty of Education] on the Faculty's concurrent teaching education program - Curtis "I"

THURSDAY, JANUARY 17

- 9:30 a.m. - MA Defence - [Graduate Program in Psychology] Slobhan Lynda May McEwan will defend her thesis entitled "Affective Dysfunction in Children Exposed to Familial Violence" - Room N927, Ross
- 12:30 p.m. & 4:30 p.m. - Information Session - [Faculty of Education] see Wednesday's listing at 4:00 p.m. for information - Salon Garigue, Glendon
- 1:00 p.m. - Chemistry Seminar Series - "Chemical Change in Arctic Atmosphere at Polar Sunrise" with Dr. Leonard Barrie, Atmospheric Environment Service - Room 317, Petrie
- 1:00 p.m. - Performance - [Stong] featuring Maja Bannerman in "Songs, Poems, Performance Pieces" - Sylvester's (Room 201), Stong
- 2:00 p.m. - MA Defence - [Graduate Program in Psychology] June Higgins will defend her thesis entitled "The Effects of Coping and Negative Life Events on Psychological and Physical Distress" - Room N927, Ross
- 4:00 p.m. - Seminar Presentation - [Graduate Program in Interdisciplinary Studies] "Surrealism's Convulsive Beauty" by Susan Lord, Graduate Program in Interdisciplinary Studies - Room 010, Vanier

FRIDAY, JANUARY 18

- 9:00 a.m. - MSc Defence - [Graduate Program in Biology] Karen Grant will defend her thesis entitled "Amphibian Decline: The Effect of Acidic Precipitation on Ontario Anurans" - Room 203, Lumbers Museum
- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Arthur Scott Greer will defend his thesis entitled "The Philosophical Background and Historical Development of Freud's Ego Concept" - Room N927, Ross
- 2:00 p.m. - Graduate Colloquium - [Music Department] "The Evolution and Techniques of Vina Playing" with artist-in-residence, Karaikkudi Subramanian - Senior Common Room, Winters

SATURDAY, JANUARY 19

- 2:00 p.m. - Yeowomen Hockey - York Yeowomen vs. Queen's University - York Ice Arena

MONDAY, JANUARY 21

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

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than January 21, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*Executive Officer - Office of the Dean, Osgoode Hall Law School (University degree or equivalent; minimum 5 years' of senior managerial experience in a university or comparable institutional environment; experience managing budgets or equivalent functions where independent decision-making, initiative and attention to detail is critical; broad understanding of the goals and objectives of a university would be an asset; excellent oral and written communication skills; excellent organizational and management skills; excellent supervisory skills; proven ability to exercise good judgement and initiative; superior skill in budgetary planning and control; analytical skills; ability to work accurately with details; demonstrated ability to deal effectively with a wide range of contacts; computerized spreadsheet skills preferred, or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 9 (\$46,874-\$56,717) JOB NO: 008B

*Academic Staff Relations Officer - Finance and Administration, Executive Group (University degree or equivalent; minimum 3 years' administrative experience in an academic setting or knowledge of academic and administrative decision making processes required; experience in labour relations and/or labour law preferred; experience in administering collective agreements, grievances and negotiating in a unionized environment an asset; facilitative approach to and demonstrated ability in problem solving and negotiation; basic knowledge of human resource management, including benefits administration; skill in drafting and analyzing reports, position papers, contract language and other complex documents; proven ability to initiate, develop, implement and monitor a variety of complex and sensitive projects; adaptability in responding to a changing and stressful environment; ability to work independently and cooperatively, handling a variety of tasks under pressure of high volume and interruptions; demonstrated excellent organizational skills, including establishing priorities to meet competing demands; excellent oral and written communication skills; demonstrated research skills; excellent interpersonal skills; tact, diplomacy and sound judgement essential; basic knowledge of social science methods and statistics an asset; knowledge of microcomputers, main frame computing and statistical software applications an asset. Please submit a resume when making an application.) GRADE: P&M 9 (\$46,874-\$56,717) JOB NO: 009B

STAFF POSITIONS (cont'd.)

Counsellor: Gina Dunnett

Laboratory Technician III - Biology, Science [Temporary until December 31, 1991; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter); overtime required during peak periods] (BSc in Biology, Biochemistry or equivalent; 3 years' related experience (e.g., assembly, testing and usage of laboratory equipment, ordering laboratory equipment and supplies, assessing results of experiments, etc.) in a laboratory setting; good oral and written communication skills; good organizational skills; skilled operational knowledge of the following: laboratory safety and government guidelines pertaining thereto; media preparation, sterile techniques, animal/aquarium maintenance and handling; knowledge of molecular biology an asset; demonstrated skill/ability in the following areas: dealing courteously and effectively with others; attending accurately to detail; working independently and setting priorities; exercising good judgement; planning and executing complex tasks under pressure of deadlines. Please submit a resume when making an application.) GRADE: Lab Tech III (Based on an annual salary of \$33,588) JOB NO: 010D

Counsellor: Michael Theall

Administrative Secretary - Hospitality York, Business Operations [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (administrative, secretarial, etc.) preferably in a hospitality/special events/conference environment; demonstrated skill/ability in the following areas: typing 40-45 wpm; wordprocessing, database and computerized spreadsheet skills; transcribing from dictation equipment; attending accurately to detail under pressure of high volume; exercising tact and diplomacy; exercising good judgement and initiative; dealing courteously and effectively with people; setting priorities and working independently; maintaining confidentiality; good oral communication to elicit and transfer accurate information clearly and answer detailed questions; good written communication skills, including spelling and grammar; good organizational skills, including ability to adapt to a variety of tasks; good interpersonal skills, including ability to work as a team member; minute taking skills; working knowledge of oral and written French an asset.) GRADE: 5 (\$27,046) JOB NO: 011F

Secretary - Health Services [Temporary to June 30, 1991; Full-time to April 30 inclusive; Part-time (3 days/week), May 1-June 30; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., bookkeeping, reception, secretarial, etc.); typing 30-35 wpm, accuracy essential; bookkeeping skills required; ability to work independently; good oral communication skills; tact and diplomacy essential; good organizational skills; demonstrated skill/ability in the following areas: attending accurately to detail; dealing courteously and effectively with people; maintaining confidentiality.) GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 012F

Counsellor: Jennifer Hebert

Stacker - Library Facilities, Scott Library, Libraries [Hours: 8:00 a.m.-4:00 p.m., may be required to work the occasional evening] (High school graduation or equivalent; 1 year's general office experience including experience in use of complex filing systems OR 6 months' library experience; some library experience preferred; 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 (\$23,106) JOB NO: 013E

Stacker - Library Facilities, Scott Library, Libraries [Seasonal: Oct. 1-May 31; Hours: 8:00 a.m.-4:00 p.m., may be required to work the occasional evening] (High school graduation or equivalent; 1 year's general office experience including experience in use of complex filing systems OR 6 months' library experience; some library experience preferred; ability to lift and bend while shelving books and to push heavy book trucks; good oral communication skills; ability to handle cash transactions; demonstrated ability to attend accurately to detail; demonstrated ability to deal calmly, courteously and effectively with people.) GRADE: 2 (Based on an annual salary of \$23,106) JOB NO: 014E

Counsellor: Dawn Richards

Administrative Assistant - Policy, Administrative Studies [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 3 years' related experience (e.g., administrative, supervisory, budgeting, planning and coordinating activities, etc.), preferably in a educational environment; typing 50-55 wpm; good interpersonal skills; good written communication skills; skill in transcribing from dictation equipment an asset; demonstrated skill/ability in the following areas: supervising; budget monitoring; obtaining and explaining accurate information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; setting priorities and meeting deadlines; working effectively under pressure of high volume and conflicting priorities. Please submit a resume when making an application.) GRADE: 6 (\$29,520) JOB NO: 015H

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YORK UNIVERSITY BULLETIN

Published by
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(416) 736-5010.

Monday, January 21 - Monday, January 28, 1991
Volume 11, Number 3

GENERAL:

The Senate Committee on Academic Policy and Planning announces the postponement of the all-day forum on the Draft Green Paper on Enrolment from Wednesday, January 30 to Tuesday, March 5. The meeting will be held in the Senate Chamber (Room S915), Ross Building. For further information, please contact the University Secretariat at -55012.

EVENTS:

MONDAY, JANUARY 21

- 9:30 a.m. - MA Defence - [Graduate Program in Psychology] Adele Goldberg will defend her thesis entitled "Conflict Resolution" in Depressed Adolescents" - Room N927, Ross
- 10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square
- 4:00 p.m. - Biology Research Seminar - "Novel Biochemical Targets for Insecticide Development" with R. Webb - Room 320, Farquharson

TUESDAY, JANUARY 22

- 9:00 a.m. - MA Defence - [Graduate Program in Psychology] Florence Scott Foerster will defend her thesis entitled "Refinement and Verification of a Model of the Resolution of Unfinished Business" - Room N927, Ross
- 10:00 a.m. - 4:00 p.m. - Red Cross Blood Donor Clinic - East Bear Pit, Central Square
- 12:00 p.m. - Guest Speaker - [LaMarsh Research Program on Violence and Conflict Resolution] "Dealing With Hostage Takers and Barricaded Persons" with Staff Sgt. Barney McNelly, Metropolitan Toronto Police Emergency Task Force - Room 320, Norman Bethune
- 12:30 p.m. - Discussion - [Robarts Centre for Canadian Studies] to mark the publication of Language In Her Eye (views on writing and gender by Canadian women writing in English), featuring four contributors: Dionne Brand; Lenore Keeshig-Tobias; Janice Kulyk Keefer; and Libby Scheler - Moderator: Marlene Kadar, Canadian Research Fellow and Robarts Centre for Canadian Studies - Master's Dining Room, Stong
- 2:00 p.m. - Computer Science Seminar - "Asynchronous Shared Memory Parallel Computation" with Dr. Naomi Nishimura, University of Toronto - Room N537, Ross
- 3:00 p.m. - Physics Seminar Series - "Review of Soft X-Ray Lasers and Their Applications" with Prof. Charles H. Skinner, Princeton University - Room 317, Petrie
- 4:00 p.m. - Career Development Series - [Faculty of Arts] "Getting into the BBA Program" - Andy Ranachan, Osgoode Admissions Office, will talk about law school admissions policies in general - Senate Chamber (S915), Ross
- 8:00 p.m. - Yeomen Volleyball - York Yeomen vs. Ryerson - Tait McKenzie Gym

WEDNESDAY, JANUARY 23

- 12:00 noon - Distinguished York Faculty Speakers Series - [Arts] "Searching for the Rhythm: Reflections on a Fragment of a Life in Caribbean Scholarship" with David Trotman, Humanities - Senate Chamber (S915), Ross
- 12:00 noon - Seminar - [Centre for the Support of Teaching] "Gender-Sensitive Teaching: Confronting Sexism in the Classroom" featuring John Bell and Deborah Orr of Humanities - Room 209, Osgoode Hall Law School
- 3:00 p.m. - 6:00 p.m. - Farewell Reception - to honour Celia Harte, YUSA's President from 1986 to 1990 - Faculty Club, Ross
- 3:00 p.m. - Guest Speaker - [Faculty of Environmental Studies] "Speciesism*: Does the Concept Make Sense?" with Brian Klug, University of Chicago - Room 225, Lumbers (*Discrimination against non-human species)
- 4:00 p.m. - Philosophy Seminar - "Selfish Cooperation and Familiarity: Evolution of Social Behaviour" by Brock Fenton, Biology - Room S662, Ross

THURSDAY, JANUARY 24

- 10:00 a.m. - PhD Colloquium - [Graduate Program in Psychology] PhD candidate Wendy Henry Ledoux will present her colloquium entitled "An Assessment of Dialectical Thinking in a Counselling Context" - Room 203, BSB
- 2:00 p.m. - Seminar - [Centre for the Support of Teaching] "Marking and Grading (Essays)" featuring Jan Rehner and John Spencer of the Writing Workshop - Master's Dining Room, Vanier
- 2:00 p.m. - Seminar - [Centre for the Support of Teaching] "Marking and Grading (Problem Sets)" featuring Paul Herzberg (Psychology) and Pat Rogers (Mathematics/Education) - Master's Dining Room, Winters
- 4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross

FRIDAY, JANUARY 25

- 10:00 a.m. - PhD Defence - [Grad. Program in Psychology] Wendy Henry Ledoux will defend her dissertation "An Assessment of Dialectical Thinking in a Counselling Context" - Room 204, Behavioural Sciences
- 10:00 a.m. - PhD Defence - [Grad. Program in Sociology] Douglas Moore will defend his dissertation "The Limits of Freedom or the Social Construction of 'New Trouble' for Re-incarcerated Offenders With 'Limited Options'" - Room N927, Ross
- 2:00 p.m. - Computer Science Seminar - "The Parallel Simplicity of Compaction and Chaining" with Dr. Prabhakar Ragde, University of Waterloo - Room S777, Ross
- 2:00 p.m. - Psychology Colloquium - "The Ideal of Reciprocity in Human Relations" with Kenneth Westhues, University of Waterloo - Room 291, Behavioural Sciences
- 7:00 p.m. - York Swim Meet - York vs. Brock & Ryerson - Tait McKenzie Pool

MONDAY, JANUARY 28

- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon
- 4:00 p.m. - Biology Research Seminar - "The Galapagos Islands: Evolution, Ecology and Research Potential" with L. Packer - Room 320, Farquharson

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than January 28, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Residence Assistant - Calumet College [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m. - 4:30 p.m. (summer)] (High school graduation or equivalent; 2 years' secretarial/administrative experience, preferably in a post-secondary environment; typing 30-35 wpm, accuracy essential; wordprocessing skills required; ability to attend accurately to detail; database and computerized spreadsheet skills preferred; willingness to learn other microcomputing applications required; basic bookkeeping skills; ability to exercise good judgement; clear oral and written communication skills; tact and diplomacy essential; flexibility in responding to changing priorities; demonstrated ability to deal courteously and effectively with people; demonstrated excellent organizational skills.) GRADE: 5 Provisional (\$27,046) JOB NO: 016C

Student Programs Clerk - Office of Student Program, Arts [Temporary from January 21 to July 15, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' clerical experience, some experience in a public service area preferred; typing 30-35 wpm; wordprocessing skills preferred; good oral communication skills; good filing skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; good organizational skills; attending accurately to detail.) GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 017C

College Receptionist - Office of the Master, Founders College/Arts [Hours: 8:30 a.m.-4:30 a.m.] (High school graduation or equivalent; 1 year's related experience (e.g., reception, answering enquiries, clerical, etc.); basic typing skills, accuracy essential; wordprocessing skills preferred; good oral communication skills to obtain and relay information accurately; pleasant telephone manner; good organizational skills; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work effectively under pressure of high volume.) GRADE: 3 (\$24,290) JOB NO: 018C

Counsellor: Gina Dunnett

Communications Technician I - Computing and Communication Services [Hours: 8:30 a.m.-4:30 p.m.] (Community College graduation in Computer Science or equivalent; minimum 3 months' related experience (e.g., network problem determination, maintenance and installation of terminals and computers, etc.); good oral communication skills; good organizational skills; demonstrated ability to deal courteously and effectively with people. Basic knowledge of MVS, VM/CMS and VMS; knowledge of VTAM, operational skills with front-end processors and terminal controllers; knowledge of PBX hardware, data capabilities, and operating procedures; computer communications protocols (ASYNCR, BSC etc.,) and interfaces. Please submit a resume when making an application.) GRADE: CS5 (\$33,469) JOB NO: 019D

Counsellor: Jennifer Hebert

Word Processing Operator - Admissions [Temporary from February 1 to August 1, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training plus an additional course in wordprocessing, or equivalent; 1-2 years' related experience (e.g., wordprocessing, handling enquiries, etc.); typing 50 wpm, accuracy essential; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: proficiency in wordprocessing; eliciting information and answering enquiries in a clear and concise manner; setting priorities and working effectively under pressure of high volume.) GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 020E

Counsellor: Michael Theall

*Staff Accountant - Bookstore, Business Operations [4th year C.G.A. or C.M.A.; 3-4 years' accounting experience including supervisory experience, preferably in a retail environment; thorough knowledge of relevant taxation legislation; demonstrated excellent interpersonal skills; knowledge of computer applications and their use; excellent oral and written communication skills; tact and discretion essential; analytical skills; supervisory skills; demonstrated ability to deal courteously and effectively with people; facilitative leadership skills; ability to develop and implement policies and procedures; excellent organizational skills.) GRADE: P&M 5 Under Review (\$34,456-\$41,694) JOB NO: 021F

Counsellor: Dawn Richards

Administrative Secretary - Pre-Service Program, Office of the Associate Dean, Education [Hours: 8:30 a.m.-4:30 p.m., occasionally 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, administrative, handling enquiries, dealing with people, etc.), preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; pleasant telephone manner; 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 independently and setting priorities; attending accurately to detail; working accurately and quickly under pressure of high volume and deadlines; good organizational skills.) GRADE: 5 Provisional (\$27,046) JOB NO: 022H

Counsellor: Jennifer Hebert

*Photocopying and Filing Clerk - Employment Services, Human Resources [Temporary from February 1 to May 15, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 6 months' related experience (e.g., general clerical, operating photocopy equipment, filing, delivery, etc.) preferred; data entry skills required; manual dexterity to operate photocopying equipment; mobility to deliver packages; maintaining confidentiality essential; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume and changing priorities; following tasks through to completion; good organizational skills.) GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 022E

Correction to Bulletin of Monday, January 14, 1991

Counsellor: Irmgardt Duley

*Executive Officer - Office of the Dean, Osgoode Hall Law School (University degree or equivalent; minimum 5 years' of senior managerial experience in a university or comparable institutional environment; experience managing budgets or equivalent functions where independent decision-making, initiative and attention to detail is critical; broad understanding of the goals and objectives of a university would be an asset; excellent oral and written communication skills; excellent organizational and management skills; excellent supervisory skills; proven ability to exercise good judgement and initiative; superior skill in budgetary planning and control; analytical skills; ability to work accurately with details; demonstrated ability to deal effectively with a wide range of contacts; computerized spreadsheet skills preferred, or willingness to learn. Please submit a resume when making an application.) GRADE: P&M 9 (Pay equity salary rate: \$50,619-\$61,248) JOB NO: 008B

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UNIVERSITY

BULLETIN

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

Monday, January 28 - Monday, February 4, 1991
Volume 11, Number 4

GENERAL:

York, like many other Metro Toronto Institutions, has been the recipient of a number of bomb threats. All of these threats have been hoaxes.

Every threat is treated seriously and dealt with on an individual basis, in consultation with Metro Police. This message will be updated as required.

Please be constantly aware of the areas you normally frequent at York, and if you notice any suspicious objects or persons, please advise York Security immediately at 736-5333 or -33333 if you are calling from a University Rolm phone.

Information about evacuations and the re-opening of buildings may be obtained by calling the York University Emergency Line, 736-5600 or -55600, if using a University Rolm telephone.

GST - Good Sound Tips #1: Purchasing Requisitions for Canadian vendors should contain all taxes where known. Purchasing Requisitions for foreign vendors need not contain the GST of the PST. York will self-assess at time of payment. Vendor Invoices are to be directed to Accounts Payable for remittance. Please refer GST questions to your Administrative Officer. Further clarification is available by calling the GST hotline at -44100.

Members of the York community are asked to note that power interruptions of two minutes duration will take place on the following dates: Tuesday, January 29 between 6:00 and 8:00 a.m., affecting Behavioural Sciences, Stedman, Ross, #4 & #6 Assiniboine Road, Scott, Atkinson, Admin. Studies, and Passy Garden Apartments; Thursday, January 31 between 6:00 and 8:00 a.m., affecting Behavioural Sciences, Stedman, Ross, #2, #4, #6 & #8 Assiniboine Road, Fine Arts, Scott, Atkinson College & Residence, Administrative Studies, Passy Garden Apartments, Central Square, Osgoode, Hoover Homestead, Hart House, and Curtis; and Tuesday, February 5 between 6:00 and 8:00 a.m., affecting Ross, Central Square, Osgoode, Hart House, Hoover Homestead, Scott, Curtis, #2 & #8 Assiniboine Road, Fine Arts, and Atkinson Residence.

All undergraduate colleges - Calumet, Founders, McLaughlin, Norman Bethune, Stong, Vanier and Winters, are currently accepting applications for Residence Donships. These positions are open to qualified senior undergraduate and graduate students. Interested applicants should contact the Residence Secretary in the individual colleges for application forms and further information.

Applications for the position of Residence Tutor at Calumet College are now being received. Applicants are normally associated with York as a graduate student. The appointment runs for 12 months beginning July 1 to June 30. This is normally a three-year appointment. A letter of application with curriculum vitae should be sent to Peggy Keall, Master, Room 118 Atkinson I. Three letters of reference are required. The deadline for receipt of applications is February 6. The job description for the position is available from Gabriele Hardt (-33487) or Peggy Keall (-33489).

Applications are now available for a six-week immersion program at St. Georges de Beauce, Quebec. They may be obtained from the Department of French Studies (S557, Ross) between the hours of 10:00 a.m.-12:00 noon and 2:00 p.m.-4:00 p.m.

A York department has for sale: 1986 - 3/4 Ton Chev Van equipped with 350 V8 gas engine, power steering and brakes, automatic transmission, heavy duty springs, 90,000 km. Asking price of \$4,900. File Ref. #PSD 440. A York department also has for sale two large safes, approx. 60"Hx39"Wx26"D. Both safes are combination type in good working order. File Ref. #PSD 441. Interested persons can call Dale Watts, Purchasing Department (-22403).

Art Galleries/Displays: The AGYU presents "Get Real," an exhibition of photographs by Phillip-Lorca diCorcia, Nan Goldin and Jack Pierson. The exhibition continues until February 17. For gallery hours call -55169.

- The Glendon Gallery presents "Zones," an exhibition of works by Shirley Yanover, Sylvie Belanger and Ginette Legare until February 15. For gallery hours call -487-6721.

- The Visual Arts Department presents the "Graphics Area Show" in the IDA Gallery, CFA II until February 1. For information call -55533.

- La Maison de la Culture at Glendon College presents Photo Montages by Pierre Guilmond until February 14. For gallery hours call 487-6730.

The following Physical Resources staff have relocated from Suite C, EOB. All telephone numbers remain unchanged.

Peter Struk, Asst. Vice-President, Room 107 C.H.B.

Kieron Brunelle, Exec. Officer, Room 110 C.H.B.

Pat Zuest, Administration-PRG, Room 106 Rideau Road

Heather McIndless, Accounting Services, Room 105 Rideau Road

Allen P. Smith, Computer Systems-PRG, Room 103 Rideau Road

The Faculty of Fine Arts is organizing a trip to New York City during Reading Week (February 20-25). Prices for return bus transportation and hotel accommodation begin at \$225 (based on four people per room). Members of the York community are welcome. For information contact Dawn Abercrombie, Fine Arts Liaison Office (-55135).

EVENTS (cont'd.)

Applications are now available for a six-week immersion program at St. Georges de Beauce, Quebec. They may be obtained from the Dept. of French Studies, Room S557, Ross between 10:00 a.m.-12:00 noon and 2:00 p.m.-4:00 p.m.

The AUCC deadline for applications to the AUCC Micro-Fund No. 2 has been extended by one month and a new competition has been added for Micro-Fund No. 1. Therefore, applications are invited to the AUCC Micro-Fund No. 1 for Planning Missions for the development of International projects - funds are limited to \$5,000 for travel and living expenses - and 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 to York International for these competitions is February 8. Please note that any approved Micro-Fund No. 1 Planning Missions may only be conducted after April 1.

The Search Committee for a Director of the Robarts Centre for Canadian Studies invites applications and nominations of internal candidates. The successful candidate should have a strong, ongoing commitment to interdisciplinary and/or disciplinary research pertinent to the study of Canada. The Robarts Centre sponsors lectures and research colloquia, supports a modest publications program and maintains national and international links with faculty and other Canadian Studies Centres. The appointment will become effective July 1, 1991, for a term of three years. Applications and nominations (including curriculum vitae and suggested references) should be sent to the Chair, Search Committee, c/o Robarts Centre, Room 503, Scott Library, by January 31.

EVENTS:

MONDAY, JANUARY 28

- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon
- 4:00 p.m. - Biology Research Seminar - "The Galapagos Islands: Evolution, Ecology and Research Potential" with L. Packer - Room 320, Farquharson

TUESDAY, JANUARY 29

- 12:00 noon & 1:00 p.m. - Information Seminar - [Retirement Centre] on RRSP's - for information call -66228 - Senate Chamber (Room S915), Ross
- 12:00 noon - Women's Studies Research Group Seminar Series - [Institute for Social Research] "Defiant Sisters: Social History of Finnish Immigrant Women in Canada" by Varpu Lindstrom, Atkinson - Senior Common Room, Founders
- 1:00 p.m. - Proc Memorial Lecture Series Film Festival - [Stong] "Youth Culture, Rock Music and Perestroika in Ukraine" - Room S129, Ross
- 2:00 p.m. - Computer Science Seminar - "Multiple Least Squares Updating on a Hypercube Multiprocessor" with Dr. Eleanor Chu, University of Waterloo - Room S537, Ross
- 3:00 p.m. - Topics in Social Research - [Institute for Social Research] "The Politics of Abortion" by Janine Brodie - Harry Leith Room (004), Atkinson
- 4:00 p.m. - Graduate Seminar - [Departments of Philosophy] "Communicational Skepticism and the Discourse of Order" with Talbot J. Taylor, William and Mary College, Virginia - Room S737, Ross

WEDNESDAY, JANUARY 30

- 12:00 noon - Seminar - [Centre for Refugee Studies] "Taking Refuge: Lao Refugees in Toronto" with Prof. Penny Van Esterik, Anthropology - Room 234, Admin. Studies
- 3:00 p.m. - Graduate Program in Geography Visiting Speaker Series - "Geography of Multiculturalism: Representing a Canadian Institution" with Dr. Audrey Kobayashi, McGill University - Room S421, Ross
- 4:00 p.m. - Public Talk - [Departments of Philosophy] "Communicational Skepticism and the Discourse of Order" with Talbot J. Taylor, William and Mary College, Virginia - Senior Common Room, Vanier
- 7:00 p.m. - Proc Memorial Lecture Series Film Festival - [Stong] see Tuesday's listing for information - Nat Taylor Cinema, Ross

THURSDAY, JANUARY 31

- 11:00 a.m. - Economics Seminar - "Realism, Progress and Method: Friedman and Econometrics" with Omar Hamouda, Glendon - Room S839, Ross
- 3:00 p.m. - 5:00 p.m. - Farewell Reception - for Stephen Strople - contributions towards a gift can be forwarded to Gladys Strangways, Room S958A, Ross (-66220) - Master's Dining Room, Stong
- 9:00 p.m. - Casino Night - [Undergraduate Business Council] all proceeds to "Child Find" - Bethune Dining Hall

FRIDAY, FEBRUARY 1

- 2:00 p.m. - Psychology Colloquium - "The World of the Newborn" with Daphne Maurer, McMaster University - Room 291, Behavioural Sciences
- 2:00 p.m. - MSc Defence - [Graduate Program in Exercise and Sports Science] Barry Carolan will defend his thesis "Adaptations in Co-activation in Response to Isometric Training" - Room N927, Ross

MONDAY, FEBRUARY 4

- 10:30 a.m. - MSc Defence - [Graduate Program in Exercise and Sports Science] Martin Pecaric will defend his thesis "+Gz Tolerance and Different Levels of Pressure Breathing" - Room N927, Ross
- 4:00 p.m. - Biology Research Seminar - "Molecular Genetics of Root Hair Development in Arabidopsis" with B. Lemieux - Room 320, Farquharson

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than February 4, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

*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 a resume when making an application.) GRADE: P&M 9 (Pay equity range 50,169-\$61,248) Reposting of JOB NO: 537B

STAFF POSITIONS (cont'd.)

Counsellor: Karen Wright

Residence Assistant - Founders College [Temporary: March 4, 1991 to Feb. 28, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g. secretarial/administrative, bookkeeping, dealing with the public, etc.); typing 30-35 wpm; wordprocessing skills; ability to attend accurately to detail; computerized spreadsheet skills preferred; good written communication skills; demonstrated skill/ability in the following areas: good organizational skills; providing information and answering enquiries in a clear and concise manner; working accurately with figures; dealing courteously and effectively with people; exercising tact and diplomacy; working independently and setting priorities.) GRADE: 5 (Based on an annual salary of \$27,046) JOB NO: 023C

Administrative Assistant III - Office of the Master, Founders College [Temporary: March 4, 1991 to Sept. 27, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with formal secretarial/administrative training or equivalent; minimum 3 years' administrative experience, preferably in a post-secondary environment, including supervisory and budget experience; basic typing skills; computerized spreadsheet skills an asset; working accurately with figures; demonstrated skill/ability in the following areas: exercising tact and diplomacy; exercising good judgement; working independently and setting priorities; working effectively under pressure of high volume; supervisory skills; excellent organizational skills; good written communication skills. Please submit a resume when making an application.) GRADE: 8 (Based on an annual salary of \$37,245) JOB NO: 024C

Counsellor: Jennifer Hebert

Admissions Assessor - Admissions [Temporary to August 30, 1991; Hours: 8:30 a.m.-4:30 p.m.] (Minimum 2 years' university education or equivalent; university degree preferred; minimum 2 years' related experience (e.g., academic advising, assessing applications/transcripts, etc.) in a student service or comparable area; knowledge of large computerized record systems; basic familiarity with keyboard to operate a computer terminal; excellent interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: analyzing and presenting information; exercising good judgement; attending accurately to detail under pressure of high volume; obtaining accurate information and answering detailed enquiries; dealing courteously and effectively with people; excellent written communication skills; excellent organizational skills including ability to set priorities and work independently. Please submit a resume when making an application.) GRADE: 6 (Based on an annual salary of \$29,520) JOB NO: 025E

Admissions/Liaison Officer - Admissions [Hours: 8:30 a.m.-4:30 p.m.; Position is located 4 days/week at Glendon Campus and 1 day/week at York Campus. (Note: Incumbent will spend 4 days/wk at York and 1 day/wk at Glendon during initial training period, approx. 5 months)] (Minimum 2 years' university education required; university degree preferred; minimum 2 years' related experience (e.g., academic advising, assessing applications/transcripts, liaison, making presentations, etc.) in a student service or comparable area; knowledge of large computerized record systems; basic familiarity with keyboard to operate a computer terminal; excellent interpersonal skills; tact and diplomacy essential; valid "G" driver's licence; access to a vehicle for own transportation required; demonstrated skill/ability in the following areas: analyzing and presenting information; exercising good judgement; attending accurately to detail under pressure of high volume; obtaining accurate information and answering detailed enquiries; public speaking; dealing courteously and effectively with people; excellent written communication skills; excellent organizational skills including ability to set priorities and work independently; Bilingual Modules I (Advanced), III (Intermediate), IV (Advanced). Please submit a resume when making an application.) GRADE: 6L Provisional (\$32,796) JOB NO: 026E

Receptionist/Typist/Mail Clerk - Parking Office, Security and Parking Services [Hours: 8:30 a.m.-4:30 p.m.; Some overtime will be required during peak periods] (High school graduation with secretarial training or equivalent; 1 year's reception and secretarial experience; basic typing skills, accuracy essential; wordprocessing skills preferred or willingness to learn; clear oral communication skills to answer enquiries and relay information; pleasant and effective telephone manner; demonstrated ability to deal calmly, courteously and effectively with people; demonstrated ability to provide a high level of service to the community.) GRADE: 3 (\$24,290) JOB NO: 027E

Counsellor: Michael Theall

*Project Coordinator - Renovations, Construction, Physical Resources [Limited term: 1 year] (Post-secondary education in Engineering Technology, or equivalent combination of education and work experience; formal training and/or experience with interior design finishes required; several years' construction and/or maintenance experience in institutional buildings or similar complex; some estimating or tendering experience required; thorough knowledge of specification preparation; demonstrated ability to read architectural drawings and prepare sketches; current knowledge of engineering principles, construction practices and regulatory codes; ability to perform inspections and adhere to current occupational health and safety codes and regulations; general knowledge of skilled trades; effective oral and written communication skills; good organizational skills; demonstrated ability to deal effectively with all levels of the community to provide excellent service. Please submit a resume when making an application.) GRADE: P&M 5 (\$34,456-\$41,694) JOB NO: 028F

Placement Services Coordinator - Career and Placement Centre, Student Affairs [Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent with some courses in personnel, business or social sciences preferred; minimum 2 years' related career development/placement experience (e.g., recruiting, advising, conducting seminars, developing programmes, etc.), preferably in a post-secondary institution; initiative; microcomputing skills preferred or willingness to learn; knowledge of career development and recruitment methods and practices; demonstrated skill/ability in the following areas: group leadership, including seminar presentation and advising; marketing and public relations; exercising tact and diplomacy; working independently and co-operatively; excellent organizational skills, including planning, developing programmes and supervising projects; excellent oral and written communication including public speaking; excellent interpersonal skills. Please submit a resume when making an application.) GRADE: 7 (\$32,796) JOB NO: 029F

STAFF POSITIONS (cont'd.)

Counsellor: Dawn Richards

Program Secretary - Psychology, Atkinson [Sessional: March 1-October 31; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation or equivalent; 1-2 years' related experience, (e.g., secretarial, dealing with people, handling enquiries, etc.); typing 45 wpm, accuracy essential; good oral communication skills; pleasant telephone manner; good organizational skills; demonstrated skill/ability in the following areas: working accurately and quickly under pressure of high volume; dealing courteously and effectively with people; wordprocessing skills.) GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 030H

Council Office Assistant - Council Office, Atkinson [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., reviewing student records, providing information and direction, dealing with the public, etc.) preferably in a student service area; data entry skills; knowledge of computerized records system required; wordprocessing skills, accuracy essential; good interpersonal skills; ability to exercise good judgement; analytical skills; demonstrated skill/ability in the following areas: providing and explaining detailed information in a clear and concise manner; working independently; setting priorities and working effectively to meet deadlines under pressure of high volume; attending accurately to detail; good written communication skills.) GRADE: 5 Provisional (\$27,046) JOB NO: 031H

Departmental Secretary - Sociology, Atkinson [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, dealing with people, answering enquiries, etc.); typing 45-50 wpm, accuracy essential; basic computerized spreadsheet skills; data entry skills required; skill in transcribing from dictation equipment preferred; good organizational skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; providing information in a clear and concise manner; attending accurately to detail; working independently, including ability to set priorities; wordprocessing and microcomputing skills.) GRADE: 4 (\$25,406) JOB NO: 032H

Administrative Secretary - Administrative Studies, Atkinson [Hours: 9:00 a.m.-5:00 p.m., and 11:00 a.m.-7:00 p.m. during peak periods] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, administrative, coordinating a major exercise, etc.) preferably in a student-related area; typing 45-50 wpm, accuracy essential; good written communication skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; working independently and setting priorities; working accurately under pressure of high volume; wordprocessing and computerized spreadsheet skills; excellent organizational skills.) GRADE: 5 (\$27,046) JOB NO: 033H

Administrative Assistant - Policy, Administrative Studies [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 3 years' related experience (e.g., administrative, supervisory, budgeting, planning and coordinating activities, etc.), preferably in an educational environment; typing 45-50 wpm; good interpersonal skills; good written communication skills; skill in transcribing from dictation equipment an asset; demonstrated skill/ability in the following areas: wordprocessing; supervising; budget monitoring; obtaining and explaining accurate information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; setting priorities and meeting deadlines; working effectively under pressure of high volume. Please submit a resume when making an application.) GRADE: 6 (\$29,520) JOB NO: 034H

Counsellor: Betty Gunning

*Security Supervisor - Security and Parking Services [Hours: 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 programme 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 U JOB NO: 035J

*Security Supervisor - Security and Parking Services [Hours: 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 programme 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 U JOB NO: 036J