

Monday, May 6 - Monday, May 13, 1991  
Volume 11, Number 18

### GENERAL:

**Asbestos removal at Osgoode Hall Law School** will begin May 15. This year, the work will be concentrated on the ground and first floors, and is scheduled to be completed by Labour Day. The Law School and Library will be closed May 11-14 in order to complete the relocation of services. For further information call the Construction Hotline at -55445.

Members of the York community are asked to note that **power interruptions** will take place on the following dates: **Friday, May 10** - A momentary interruption will occur between 6:00 and 8:00 a.m., affecting Behavioural Sciences, Stedman, Ross and Vari Hall construction site; #4 and #6 Assiniboine Road, Scott, Atkinson, Admin. Studies, and Passy Garden Apts.; **Sunday, May 12** - Power will be off between 11:30 p.m. and 6:00 a.m., Monday, May 13 affecting Ross, Central Square, and Vari Hall construction site; **Monday, May 13** - Power will be off between 11:30 p.m. and 6:00 a.m., Tuesday, May 14 affecting #2, #4, #6 and #8 Assiniboine Road; **Tuesday, May 14** - Power will be off between 11:30 p.m. and 6:00 a.m., Wednesday, May 15 affecting Osgoode, Admin. Studies, Atkinson, and 22 Moon Road; and **Wednesday, May 15** - Power will be off between 11:30 p.m. and 6:00 a.m., Thursday, May 16 affecting Scott, Curtis, Fine Arts II and III, Burton, Stedman, and Behavioural Sciences.

The Department of Human Resources announces the following **appointment**: Karen Irie, Retirement Consultation Coordinator, Retirement Consultation Centre, effective April 15. The following **promotion/transfer** has also taken place: Terry Carter, Coordinator (Policy & Research), Office of the Dean, Education.



The new **Bell Canada Telephone Books** will be delivered to University departments during the next few weeks. Physical Plant will collect all old telephone books to be recycled. When the new books are delivered, please ensure that all old books are either given to the Caretaking staff, or are left outside offices. For further information call Paul Mayol, Waste Management Coordinator at -40444.

The Search Committee for a **Director of the York Centre for Feminist Research/Le centre de recherche féministe à York** 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 feminist issues/women's studies in the humanities or the social sciences, as well as the capacity to administer and develop the research 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 or September 1, 1991. Applications and nominations (including curriculum vitae and suggested references) should be sent by May 10 to: Secretary of the Search Committee, Office of the Associate Vice-President (Research), Room S414, Ross.

The **19th Annual Staff & Faculty Golf Tournament** will take place June 6 at the Woodlands Golf and Country Club. Registration is \$43/person which includes green fees, dinner and prizes. Application forms will be distributed through the inter-campus mail during the week of May 6. For further information call Eric Willis at -77228 or Steve Dranitsaris at -22845.

Having concluded a one-year trial period, Tom and Deanna Schaffer, proprietors of **Deena's Pantry**, have expressed their intention not to continue operating Deena's Pantry, effective April 26. The Department of Food and Beverage Services will keep the York community informed of further development. For further information call -55517.

The following average overall **price increases** became effective May 1: Atkinson Cafeteria - 2.50%; Central Square Cafeteria - 2.62%; Osgoode Cafeteria - 4.99%; and Glendon Cafeteria - 4.50%. The price increase for the Marriott food service outlets will be announced at a later date.

Recreation York will present **Take-a-Break and Mass Participate Physical Activity Events Days** (May 13-24). Team registration deadline is May 8 at 4:00 p.m. For further information call -55184.

The York University English Language Institute requires families to be **weekend hosts**, August 16-18, to students from Meiji University, Tokyo. This homestay program is intended to provide first-hand experience of Canadian family living. For information or an application form, please call -55353.

### EVENTS:

#### MONDAY, MAY 6

10:00 a.m. - **MSW Defence** - [Graduate Program in Social Work] Ellen Levine will defend her thesis entitled "In Limbo: Shelter Life for Homeless Women and Children" - Room 222A, Atkinson

3:00 p.m. - **MA Defence** - [Graduate Program in Music] Annemarie Gallagher will defend her thesis entitled "From Trinidad to Toronto: Calypso as a Way of Life" - Room 029A, Winters

#### TUESDAY, MAY 7

3:00 p.m. - 6:00 p.m. - **Farewell Reception** - to honour Dean Tom Traves and Associate Dean Deborah Hobson of the Faculty of Arts - Lounge (N836/N837), Ross

#### THURSDAY, MAY 9

2:00 p.m. - **MA Defence** - [Graduate Program in Psychology] Sherry I. Maharaj will defend her thesis entitled "Majority-Minority Status: Ethnolinguistic Homophily in Adolescents' Peer Networks" - Room N927, Ross

3:00 p.m. - **Economics Research Visitor** - Prof. Avinash K. Dixit, Princeton University will speak on "Investment and Hysteresis" - Room S839, Ross

EVENTS (cont'd.)

MONDAY, MAY 13

- 10:00 a.m. - D.Jur. Defence - [Graduate Program in Law] Dianne Saxe will defend her thesis entitled "Environmental Justice, The Corporation and the Corporate Executive" - Room N927, Ross
- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than May 13, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

- Faculty Secretary - Political Science/Philosophy, Arts** [Hours: 9:00 a.m.-5:00 p.m.; Shared Position: 1/2 time - Political Science (a.m.), 1/2 time - Philosophy (p.m.)] (High school graduation or equivalent with secretarial training; 1 year's related secretarial experience (e.g., answering enquiries, typing, filing, etc.), preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; skill in transcribing from dictation equipment preferred; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing information in a clear and concise manner; pleasant telephone manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 142C**
- Secretary - Communications** [Part-time: 25 hours/week. Hours: 9:30 a.m.-3:30 p.m.] (High school graduation or equivalent; minimum 1 year's related experience (e.g., preparing journal entries, maintaining records, secretarial, etc.); typing 40-45 wpm, accuracy essential; effective and pleasant telephone manner; wordprocessing skills required; demonstrated skill/ability in the following areas: working accurately with figures; adapting to frequently changing tasks and priorities; working effectively under pressure of high volume; dealing courteously and effectively with people; good oral communication skills.) **GRADE: 4 Provisional (Based on an annual salary of \$25,406) JOB NO: 143C**

Counsellor: Gina Dunnett

- Information Assistant - Graduate Studies** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some post-secondary courses preferred; minimum 2 years' related experience (e.g., dealing with the public, compiling information and statistical data, maintaining accurate records, etc.) preferably in a student service area; typing 40-45 wpm; wordprocessing and computerized spreadsheet skills required; tact and diplomacy essential; demonstrated skill/ability in the following areas: attending accurately to detail and working with figures; working independently and under pressure of high volume during peak periods; dealing courteously and effectively with people; answering enquiries and providing complex and detailed information in a clear manner; excellent written communication skills, including editing and report writing ability.) **GRADE: 5 (\$27,046) JOB NO: 144D**

Counsellor: Jennifer Hebert

- Parking Office Clerk II - Parking Office, Security and Parking Services** [Hours: 8:30 a.m.-4:30 p.m., overtime required 5:00 p.m.-7:00 p.m., during September] (High school graduation or equivalent; 1-2 years' related experience (e.g., handling cash, processing payments and issuing receipts, maintaining accurate records, etc.); typing 35-40 wpm, accuracy essential; pleasant telephone manner; computerized spreadsheet, wordprocessing and data entry skills preferred or willingness to learn; demonstrated skill/ability in the following areas: providing excellent customer service; answering enquiries and providing information in a clear and concise manner; exercising tact and diplomacy; working effectively under pressure of high volume; working accurately with figures; dealing calmly, courteously and effectively with people under stressful situations.) **GRADE: 4 Under Review (\$25,406) JOB NO: 145E**
- Interlibrary Loan Clerk - Reference, Scott Library, Libraries** [Temporary from July 1, 1991 to November 30, 1991; Hours: 9:00 a.m.-5:00 p.m. or 8:30 a.m.-4:30 p.m. or 8:00 a.m.-4:00 p.m.] (High school graduation or equivalent; some community college library technician courses preferred; 1 year's related experience (e.g., circulation, serials, searching, etc.) in a library environment; basic keyboard skills to operate a computer terminal required; ability to interpret written instructions in French and German preferred; demonstrated skill/ability in the following areas: working independently and setting priorities under pressure of high volume; attending accurately to detail; good oral communication and good organizational skills.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 146E**
- \*Administrative Assistant, Office of the Assistant Vice President (Faculties)** [Hours: 9:00 a.m.-5:00 p.m.; Summer: 8:30 a.m.-4:30 p.m.] (High school graduation with formal secretarial training or equivalent; 3 years' related experience (e.g., senior secretarial, administrative, budgeting, dealing with a variety of internal/external contacts, etc.); public relations skills; wordprocessing including text editing and document formatting skills; ability to use dictation equipment; excellent oral and written communication skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: budgeting; working effectively under pressure of high volume; attending meticulously to detail; taking minutes; dealing courteously and effectively with people; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 6 Provisional (\$29,520) JOB NO: 147E**

Counsellor: Michael Theall

- Administrative Assistant - Centre for Refugee Studies** [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with formal secretarial training or equivalent; 3 years' related experience (e.g., administration, senior secretarial, etc.), preferably in a post-secondary environment; wordprocessing skills required; ability to use dictation equipment; skill in editing; ability to exercise good judgement; tact and diplomacy essential; demonstrated skill/ability in the following areas: obtaining and providing accurate information in a clear and concise manner; training and providing direction to others; working effectively under pressure of high volume; dealing courteously and effectively with people; working cooperatively with others; excellent organizational skills, including setting priorities; following tasks through to completion; good written communication skills; knowledge of refugee issues would be an asset. Please submit a resume when making an application.) **GRADE: 6 Provisional (\$29,520) JOB NO: 148F**

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

- \*Managing Editor - Centre for Refugee Studies** (University degree or equivalent in Journalism or English; post graduate degree preferred; minimum 3 years' editorial experience; 1-2 years' managerial experience required; general knowledge of production processes, including typesetting and printing an asset; proven excellent journalistic skills to write and edit publications, including copy editing, proofreading and layout; skill in exercising a high level of professional editorial judgement; excellent oral and written communication skills; skill in organizing the production of publications; ability to meet deadlines; good interpersonal skills; ability to oversee and assess the work of others; budgetary skills; administrative and managerial skills; knowledge of refugee issues an asset. Please submit a resume when making an application.) **GRADE: P&M 6 Under Review (\$37,210-\$45,022) JOB NO: 149F**
- \*Project Coordinator - Centre for Refugee Studies** (University degree or equivalent; 3 years' related administrative experience (e.g., human resources administration, project management, budgets, etc.), including experience with research administration; excellent oral and written communication skills, including the ability to negotiate; good interpersonal skills; strong administrative and managerial skills; report writing ability; proven budgetary skills, including ability to analyze and interpret financial information. Please submit a resume when making an application.) **GRADE: P&M 7 Under Review (\$40,185-\$48,625) JOB NO: 150F**
- Assistant to the Textbook Buyer I (Language and Literature) - Bookstore, Business Operations** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter); some Saturday work on a rotating basis: 10:00 a.m.-3:00 p.m.; required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; During rush periods (May, September, and January) required to work 1 or 2 nights per week from 1:00 p.m.-9:00 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., processing book orders, purchasing, answering enquiries, etc.), preferably in a bookstore or library environment; basic keyboard skills to operate a computer terminal; good written communication skills; good oral and written communication skills in a second language (e.g. German, French, Spanish, Italian) required; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; working effectively under pressure of high volume; attending accurately to detail; good organizational skills, including ability to set priorities.) **GRADE: 4 Provisional (\$25,406) JOB NO: 151F**
- Residence Coordinator - Housing and Food Services, Business Operations** [Hours: 4:00 p.m.-12:00 midnight] (High school graduation or equivalent; 2 years' related experience (e.g., dealing with the public, observing and reporting problems, coordinating activities, etc.); clear and concise oral and written communication skills; good organizational skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; working independently; overseeing the work of others; attending accurately to detail.) **GRADE: 5 (\$27,046) JOB NO: 152F**
- Secretary/Receptionist - Hospitality York, Business Operations** [Hours: 8:30 a.m.-4:30 p.m.; overtime may be required during peak periods.] (High school graduation or equivalent; minimum 2 years' related experience (e.g., reception, dealing with the public, secretarial, etc.), preferably in a service business or hospitality environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet skills preferred; good written communication skills; pleasant telephone manner; accuracy in working with figures; demonstrated skill/ability in the following areas: proficiency in wordprocessing; obtaining and providing information in a clear and informed manner; excellent customer service skills; working as part of a team; exercising tact and diplomacy; working accurately and effectively under pressure of high volume; good organizational skills including setting priorities and working independently.) **GRADE: 4 (\$25,406) JOB NO: 153F**
- Counsellor: Dawn Richards
- Financial Clerk - Office of the Dean, Administrative Studies** [Temporary from June 3, 1991 to December 6, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; some bookkeeping courses required; 1-2 years' related experience (e.g., monitoring budget lines, preparing invoices, etc.), preferably with large volume accounts; typing 45-50 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing and computerized spreadsheet skills; bookkeeping; working with figures and attending accurately to detail under pressure of high volume; working independently and meeting deadlines; explaining information in a clear and uncomplicated manner; dealing courteously and effectively with people; good written communication skills.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 154H**
- Change to Bulletin of April 29, 1991
- Receptionist/Secretary - Information Technology, Computing and Communication Services** [Temporary to September 30, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 1 year's secretarial experience including using a mainframe operating system and utilities; typing 40-45 wpm, accuracy essential; mainframe text editing skills required; microcomputing skills preferred; document composition skills preferred; good oral communication skills; tact and diplomacy; pleasant telephone manner; demonstrated skill/ability in the following areas: handling cash transactions; working effectively under pressure of frequent interruptions; dealing courteously and effectively with people.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 131D**

# York

UNIVERSITY

## BULLETIN

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

Monday, May 13 - Monday, May 20, 1991  
Volume 11, Number 19

### GENERAL:

**Victoria Day:** University offices will be closed Monday, May 20, 1991.

Members of the York community are asked to note that momentary **power interruptions** will take place on the following dates between 6:00 and 8:00 a.m.: **Thursday, May 16** - affecting McLaughlin College and Residence, Farquharson, Petrie, WOB, Tait, Ice Arena, Stong College and Residence, Norman Bethune College and Residence, and Calumet construction site; and **Tuesday, May 21** - affecting McLaughlin College and Residence, Farquharson, Petrie, WOB, Tait, Stong College and Residence, Norman Bethune College and Residence; Calumet construction site, Behavioural Sciences, Stedman, Ross and Vari construction site, #4 and #6 Assiniboine Residence, Atkinson, Admin. Studies, and Passy Garden Apartments.

York will host the **Canadian Association of African Studies Annual Conference**, May 16-18. Titled "Africa in the 1990s: Development with Democracy," the conference will attract approximately 1,500 scholars, government representatives and development professionals from Africa and Canada, as well as other countries. Preceding the conference, York will also host a graduate student workshop from May 14-15 on methodologies of African studies. For further information or to register, call the Centre for Continuing Education at -55804.

Elizabeth Hopkins (Vice-President of Campus Relations/Student Affairs), will again display her support and commitment to healthy active living through a spirited campus community walk on **Participation Day**, May 29. Recreation York welcomes all faculty, staff and students to "take a break and mass participate". A 15 minute walk will begin at 12:15 p.m. from the southeast entrance of the Ross Building and end at the Tait McKenzie Building. The walk is part of the Crownlife Participation Challenge, a one-day, Canada-wide, mass participation event in support of a healthy, active lifestyle. This year, York will join Toronto in friendly competition against the greater Toronto area to defend its title as the fittest city.

Are you retiring from the York Community in the next 15 months? **The Retirement Consultation Centre** is sponsoring a morning workshop, **Planning Update** to discuss York and Government pensions and benefits and your retirement goals. The workshop will be held Thursday, May 23, 9:00 a.m. - 12 noon. To register, please call Mary Durzi, at - 66228.

The **Institute for Social Research's** Statistical Consulting Service is pleased to announce its 1991 Spring Courses in the following areas: Introduction to SAS and SAS/PC, Introduction to SPSS and SPSS/PC, Logit and Loglinear Models, Graphical Display of Categorical Data, and Causal Inference from Survey Data. Courses begin the week of May 13. Please contact ISR for further information -55061.

**The Financial Aid Office and the Prestigious Awards Centre** wish to announce their new office hours **effective immediately:** Open - 9:00 a.m. - 4:00 p.m. - Monday, Tuesday, Thursday, Friday; Closed Daily - 12:30 - 1:30 (except in September); Closed all day - Wednesday (except in September); July and August closed Friday 3:00 p.m.

### EVENTS:

#### MONDAY, MAY 13

10:00 a.m. - D.Jur. Defence - [Graduate Program in Law] Dianne Saxe will defend her thesis entitled "Environmental Justice, The Corporation and the Corporate Executive" - Room N927, Ross  
4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

#### TUESDAY, MAY 14

2:00 p.m. - LL.M. Defence - [Graduate Program in Law] Fran Carnerie-Fazackerley will defend her thesis entitled "Nurses' Duties and Rights Arising Out of the Provision of Care to Persons Infected With the Human Immunodeficiency Virus" - Room 325W, Admin. Studies

#### THURSDAY, MAY 16

8:00 p.m. - Guest Speaker - [La Maison de la Culture] Reed Scowen, former Executive Director of the Pepin-Robarts Commission and former parliamentary assistant to the Premier of Quebec, will present his new book A Different Vision (The English in Quebec in the 1990s) - he will be joined by David Peterson and Donald Stevenson in a discussion on "The Myth of Bilingualism: Its Past, Its Future" - for information call Jean Riley at 487-6730 - Glendon Hall  
8:00 p.m. - Concert - [York University Student Centre Corporation] "High Steppin Cajun Rock" - admission \$5.00 at the door; \$3 for Grad students & Mariposa Folk Members - Grad Lounge (7th floor)

### STAFF POSITIONS:

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

Counsellor: Karen Wright

**Administrative Assistant - Language Laboratory, Arts** [Temporary from June 10, 1991 to May 29, 1992. Hours of Work: 8:30 a.m. - 4:30 p.m.] (High school graduation or equivalent with minimum 1 year university education; 3 years' administrative experience (e.g., using diverse applications of tape recording equipment, coordinating audio assisted training program, supervising, etc.); knowledge of a third language an asset; knowledge of computer assisted language training preferred; demonstrated skill/ability

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

in the following areas: fluency in French (oral and written); effective interpersonal skills; tact and diplomacy essential; supervising; providing information in a clear and concise manner; exercising good judgement; dealing courteously and effectively with people; working accurately and effectively under pressure of high volume; excellent organizational skills; excellent written communication skills; knowledge of diverse applications of tape recording equipment (e.g. editing machine, instructor consoles, splicing tools, bulk eraser, tape duplicator, etc.). Please submit a resume when making an application.) **GRADE: 7 Provisional (Based on an annual salary of \$32,796) JOB NO: 155C**

Counsellor: Jennifer Hebert

**\* Administrative Officer - Office of the Principal, Glendon College** (University degree, preferably with courses in management, administration, social sciences, psychology; 3 to 5 years' related human resources experience (e.g., administration, developing policies and procedures, etc.) preferably in a public service and unionized environment; full bilingual competency in French and English, both oral and written; demonstrated excellent communication skills; good supervisory skills; computing skills, including spreadsheets; proven interpersonal skills; tact and diplomacy; problem-solving skills; demonstrated excellent interviewing skills; attention to detail; excellent organizational and analytical skills; commitment to the provision of a high level of service; knowledge of YUSA contract an asset. Please submit a resume when making an application.) **GRADE: P&M 6 (\$37,210 - \$45,022) JOB NO: 156E**

**Serials Assistant II (Kardex) - Acquisitions & Processing, Scott Library, Libraries** [Hours of work: 9:00 a.m. - 5:00 p.m.] (High school graduation or equivalent; 1-2 years' related library experience (e.g., serials, bibliographic searching, etc.); experience with on-line library systems preferred; basic typing skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; working accurately with figures; dealing courteously and effectively with people; good oral communication skills; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 157E**

**Cataloguing Assistant IV - Bibliographic Services, Scott Library, Libraries** [Hours of Work: 9:00 a.m. - 5:00 p.m.] (University degree or equivalent; 2 years' copy cataloguing to AACR2 standards and bibliographic searching experience, including use of on-line library systems and MARC coding procedures; knowledge of LC and LCSH an asset; basic typing skills, accuracy essential; demonstrated skill/ability in the following areas: reading and writing comprehension (equivalent to high school graduation level) in one or more of the following languages: French, German, Italian, Spanish; on-line data entry; attending accurately to detail; exercising good judgement; good oral communication skills; good organizational skills. Please submit a resume when making an application.) **GRADE: 6 (\$29,520) JOB NO: 158E**

**Grades, Examinations and Sessional Dates Coordinator - Office of the Registrar**

[Temporary from June 10, 1991 to December 20, 1991. Hours of Work: 8:30 a.m. - 4:30 p.m.] (Post-secondary degree/diploma or equivalent; minimum 2 years' experience in a university or college environment responsible for major academic exercises such as grades, exams, enrolment, and convocation; excellent interpersonal skills; excellent written communication skills, including report writing; meticulous attention to detail; excellent analytical and organizational skills; wordprocessing and computerized spreadsheet skills preferred; knowledge of computerized student records system and examination scheduling system preferred; demonstrated skill/ability in the following areas: using on-line systems; interacting effectively with a wide variety of academic, administrative and technical people; exercising tact and diplomacy; meeting tight deadlines under pressure of high volume; working independently and setting priorities; exercising good judgement; excellent oral communication skills to provide and explain information and to make presentations. Please submit a resume when making an application.) **GRADE: 7 (Based on an annual salary of \$32,796) JOB NO: 159E**

Counsellor: Dawn Richards

**Undergraduate Laboratory Technician - Recreation and Athletics, Physical Education** [Temporary from June 17, 1991 to April 30, 1992. Hours of Work: 8:30 a.m. - 4:30 p.m.; flexible hours required during the academic year (September to April)] (1-2 years' university education with an emphasis on life science courses, or equivalent; 2 years' related experience (e.g., preparing and performing physiology labs, providing instruction to others, etc.); basic operational knowledge of the function and care of laboratory instruments, e.g., recorders, pH meters, electrocardiographs, spectrophotometers, cycle ergometers, treadmills, etc.; excellent oral communication skills; good organizational skills; demonstrated skill/ability in the following areas: preparing chemical solutions, spectrophotometers and tissues for physiology laboratories; providing instruction in the principles and techniques of laboratory experiments; manual dexterity; dealing courteously and effectively with people. Please submit a resume when making an application.) **GRADE: LAB TECH II (Based on an annual salary of \$29,130) JOB NO: 160H**

**Council Office Assistant - Council Office, Atkinson College** [Hours of Work: 9:00 a.m. - 5:00 p.m.; (summer) 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., reviewing student records, wordprocessing, providing information and direction, dealing with the public, etc.); typing 40-45 w.p.m., accuracy essential; data entry skills; knowledge of computerized records system preferred; good interpersonal skills; ability to exercise good judgement; analytical skills; demonstrated skill/ability in the following areas: wordprocessing; providing and explaining detailed information in a clear and concise manner; setting priorities and working effectively to meet deadlines under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; good written communication skills.) **GRADE: 5 Provisional (\$27,046) JOB NO: 161H**

**Student Programmes Assistant - Office of Student Programmes, Atkinson College**

[Temporary from June 17, 1991 to June 12, 1992. Hours of Work: 8:30 a.m. - 4:30 p.m. (summer); 9:00 a.m. - 5:00 p.m. (winter). Overtime required during peak periods.] (University degree or equivalent; 2 years' related experience (e.g., assessing student records, advising, supervising, etc.) in an academic programme or student service area; data entry skills; working knowledge of computerized records system and wordprocessing skills required; demonstrated skill/ability in the following areas: advising; overseeing the work of others; exercising

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

good judgment and initiative; obtaining, providing and explaining detailed information in a clear, concise and courteous manner; working independently; setting priorities and working effectively to meet deadlines under pressure of high volume; attending accurately to detail; exercising tact and diplomacy; good written communication skills. Please submit a resume when making an application.) **GRADE: 6 (Based on an annual salary of \$29,520) JOB NO: 162H**

**Clerk Typist - Office of Student Programmes, Atkinson College** [Hours of Work: 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 year's related experience (e.g., secretarial, working with student records, answering enquiries, etc.); typing 45-50 w.p.m., accuracy essential; wordprocessing skills and knowledge of computerized records system preferred; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; obtaining and providing information in a clear and concise manner; working accurately and effectively under pressure of high volume; good organizational skills, including ability to set priorities.) **GRADE: 3 (\$24,290) JOB NO: 163H**

Correction to Bulletin of May 6, 1991

Counsellor: Michael Theall

**Residence Coordinator - Housing and Food Services, Business Operations** [Hours of Work: 4:00 p.m. - 12:00 midnight] (High school graduation or equivalent; 2 years' related experience (e.g., dealing with the public, observing and reporting problems, coordinating activities, etc.); good organizational skills; demonstrated skill/ability in the following areas: clear and concise oral and written communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; working independently; overseeing the work of others; attending accurately to detail.) **GRADE: 5 Provisional (\$27,046) JOB NO: 152F**

Tuesday, May 14, 1991  
 Special Bulletin

## Dr. Stephen Fienberg, New Vice-President (Academic Affairs)

R. Bruce Bryden, Chair of the York University Board of Governors and Harry W. Arthurs, President are pleased to announce the appointment of Dr. Stephen Fienberg as Vice-President (Academic Affairs) effective July 1, 1991, when Vice-President Kenneth G. Davey retires from the position after five years of service.

"Dr. Fienberg was identified following a lengthy, and thoroughly proactive search. He is a Canadian with a fine reputation as a scholar and academic administrator, most recently the Maurice Falk Professor of Statistics and Social Science and Dean of the College of Humanities and Social Sciences at Carnegie Mellon University," says President Arthurs in announcing Dr. Fienberg's appointment.

Born in Toronto, Ontario, Dr. Fienberg received his BSc (Mathematics and Statistics) from the University of Toronto and his AM and PhD (Statistics) from Harvard University. Prior to joining Carnegie Mellon University, he served on the faculties of the University of Chicago and the University of Minnesota. He has been a Guggenheim Fellow (1984-85), a Berman Visiting Professor, Hebrew University, Jerusalem (1989-90), and the second recipient of the Presidents' Award, Committee of Presidents of Statistical Societies (1982), an award given to an outstanding statistician under the age of forty.

President Arthurs adds, "Dr. Fienberg is deeply committed to interdisciplinarity and he is an active researcher in the social sciences, law and biology. He has held academic appointments and cross-appointments in several disciplines. It is hard to imagine anyone could come to this important position with more appropriate credentials."

Dr. Fienberg's research interests focus on the development of statistical methodology and its application in a variety of domains. He has authored approximately 200 research and professional papers, and is the author or editor of 13 books and monographs. He is an active member of the American Statistical Association having served as Coordinating and Applications Editor of their Journal and as Vice President of the Association. His interests in federal statistical issues relate to his long service on the Committee of National Statistics at the National Academy of Sciences, which he chaired from 1981 to 1987. Dr. Fienberg is a founding co-editor of *Chance*, a new semi-technical magazine about statistics.

As Vice-President (Academic Affairs), Dr. Fienberg is, in general, responsible for ensuring the vitality and excellence of the University's academic programmes. The responsibilities include the development and implementation of: academic planning, policy and budgeting; recommendations for academic appointments; research; academic support and services; and international academic relations.

"Teaching and research are not distinct and should not be viewed as competitive," says Dr. Fienberg. "A primary goal of university faculty members should be to bring the excitement of their research activities into the undergraduate classroom. The symbiotic nature of teaching and research is the hallmark of a great university. I want to help lead York University into the ranks of outstanding universities, not just in Ontario and Canada, but throughout the world."

Dr. Fienberg has an affinity for York, having entered the University of Toronto at the same time as the first class of York began on the Toronto campus. He says, York has come through some tough times, but it is on a trajectory to provide leadership in transforming higher education in Canada over the next decade.

"I welcome Dr. Fienberg most warmly and look forward to working with him as York confronts both its current challenges and its wonderful long-term prospects," says President Arthurs.

"I also wish to express my thanks to an unusually hard working advisory committee and to its chair, Professor Liora Salter, for the efforts it made to provide the University and myself with a most attractive list of candidates."

The members of the advisory committee to recommend the Vice-President (Academic Affairs) were:  
*Jane Couchman*, Associate Professor of French and Humanities, Glendon and former Chair of Senate;  
*Jim Gillies*, Professor of Administrative Studies and former Vice-President (Academic);  
*Kim Innanen*, Dean, Faculty of Pure and Applied Science;  
*Sheldon Levy*, Vice-President (Institutional Affairs);  
*Sandra Pyke*, Dean, Faculty of Graduate Studies, former Advisor to the President on the Status of Women;  
*Liora Salter*, Professor of Law and Environmental Studies, a sociologist and former Acting Vice-President (Academic) at Simon Fraser University.  
*Dorothy Moore*, Executive Director, Office of the President, served as secretary to the Committee.

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# YORK UNIVERSITY

## BULLETIN

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

Tuesday, May 21 - Monday, May 27, 1991  
Volume 11, Number 20

### GENERAL:

The Senate Academic Policy and Planning Committee's Enrolment Working Group (EWG) is hosting four open sessions for interested parties to discuss the new initiatives tentatively proposed as part of the DRAFT Green Paper on Enrolment (York University in the Year 2010). The sessions will take place as follows: Wednesday, May 22, 12:00 noon, Senate Chamber (S915), Ross - Future Initiative in Health; Thursday, May 23, 1:00 p.m., Senate Chamber (S915), Ross - Future Initiative in Design and Communications; Thursday, May 30, 1:00 p.m., Curtis Lecture Hall "K" - Future Initiative in Information Science; Wednesday, June 19, 1:00 p.m., Senate Chamber (S915), Ross - A Third Campus. The EWG is holding these sessions as first response to suggestions made during the recent Senate Open Forum to discuss the initial draft of the Green Paper. All members of the York community are welcome to attend and present their views on the directions being contemplated, or to suggest other directions/initiatives which are not addressed in the document. Copies of the Draft Green Paper are available from the University Secretariat, Room S945, Ross.

**SUMMER INTERCHANGE:** As a community service for the summer only, commencing the week of May 27, the York Bulletin will offer to staff and faculty only, the opportunity to advertise, without charge, items for sale, rent or exchange. Advertisers must observe and be aware of the following:

- 1) all items must be submitted in typed form, with name, campus telephone number and address, to Suite A134, WOB (no telephoned or hand written items will be accepted);
- 2) the York Bulletin has the right to edit all material received;
- 3) items will be published once only and on a first-come, first-served basis;
- 4) due to space limitations, the York Bulletin cannot guarantee publication of the Summer Interchange section in each edition; and
- 5) no commercial or outside agencies will be permitted to use this space.

Members of the York community should have now received their own personal copy of the 1991-92 Undergraduate Calendar. Anyone not wanting their calendar is asked to return it to the Communications Department, Suite A, WOB.

Investigative assistance is sought from anyone who may have information about or observed person(s) unknown removing an **Apple MacIntosh IICI computer with extended keyboard** from the eighth floor of the Ross Bldg. on the weekend of April 12-14. The computer may have been transported in a blue canvas computer carrying bag. The equipment, along with several individual keys for the eighth floor, were stolen during a Break and Enter. Anyone having information on this matter, is asked to contact Al Mossman at -55821 or the Security Control Centre at -33333.

The York University Development Corporation invites applications for the position of **Building Manager for the York Lanes retail/office complex**. The manager will be responsible for the complete operation of the building, including coordination of a retail marketing program for approximately 30 retail tenants. He/she must be able to establish their own operating procedures, systems and controls. Applicants should have at least five years' building management experience, preferably with a shopping centre. Please submit resumes (in confidence) with salary expectations to: York University Development Corporation, Suite D104, WOB (Attention: Director of Finance).

Members of the York community are asked to note that the **chilled water system will be shutdown** on May 24 at 1:00 p.m. The system will be back in operation on May 27 at 6:00 a.m. All building on the campus will be affected.

Members of the York community are reminded that the next date for **disposing of unwanted confidential material** will be the week of June 24. Material will be delivered to a paper recycling company where it will be disposed/recycled in a confidential manner. Users of this service should be aware of the following: June 3 - Last day to order cartons from Grounds and Vehicles (-55502). Cartons will be delivered by June 7. June 19 - Last day to request pickup giving location and number of cartons to be collected. Week of June 24 - Collection of confidential material.

The Centre for Continuing Education presents the 17th annual **Mathematics Conference**, May 23 & 24 at the York campus. This national conference is designed to provide updated study and analysis of mathematics from early childhood through secondary levels. For further information, call the Centre at -55804.

The York Bookstores wishes to remind faculty members that **textbook orders for Fall/Winter 1991 courses** should be forwarded to the Bookstore as soon as possible. Language orders are most urgent.

Members of the community are invited to **view the stars and planets** from the York Observatory in Petrie Science Bldg. The observatory is open every Wednesday until the end of September from approximately 9:00 to 11:00 p.m. There is telescope viewing (when the skies are clear), a slide show, spectroscopy display and video presentation. "Shoot the moon and photograph the planets - Jupiter in early summer and Saturn during August and September." For further information call -77773.

### EVENTS:

#### WEDNESDAY, MAY 22

12:00 noon - Open Session - [Senate Academic Policy and Planning Committee's Enrolment Working Group] for interested parties to discuss the "DRAFT Green Paper on Enrolment's Proposed New Initiative in Health" - Senate Chamber (S915), Ross (see General notice above for further details)



**EVENTS (cont'd.)**

**THURSDAY, MAY 23**

1:00 p.m. - Open Session - [Senate Academic Policy and Planning Committee's Enrolment Working Group] for interested parties to discuss the "DRAFT Green Paper on Enrolment's Proposed New Initiative in Design and Communications" - Senate Chamber (S915), Ross (see General notice above for further details)

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

**FRIDAY, MAY 24**

9:00 a.m. - MSc Defence - [Graduate Program in Biology] Christine Marton will defend her thesis entitled "Disruption of Smooth Pursuit By a Textured Display as a Function of the Relative Depth Between the Pursuit Target and the Display" - Room 320, Farquharson

**STAFF POSITIONS:**

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

Counsellor: Jennifer Hebert

**Administrative Secretary - York University Development Corporation** [Temporary to December 6, 1991; Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation with formal secretarial training or equivalent; minimum 2 years' administrative and senior secretarial experience, including experience coordinating meetings and committees; experience in preparing legal documents preferred; familiarity with land development projects would be an asset; typing 50 wpm, accuracy essential; minute taking skills; shorthand skills an asset; skill in transcribing from dictation equipment; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing information in a clear and informed manner; dealing courteously and effectively with people; exercising tact and diplomacy; working independently, including setting priorities; exercising initiative; attending accurately to detail; working accurately under pressure of high volume; good written communication, including spelling and grammatical skills; excellent organizational skills.) **GRADE: 5 (Based on an annual salary of \$27,046) JOB NO: 164E**

Counsellor: Dawn Richards

**Secretary (Pre-Service) - Office of Student Programs, Education** [Hours: 8:30 a.m.-4:30 p.m., some overtime from March to June] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, handling enquiries, preparing materials, etc.), preferably in a post-secondary environment; typing 40-50 wpm, accuracy essential; clear and effective oral communication to obtain and relay information accurately; good organizational skills; demonstrated skill/ability in the following areas: wordprocessing; working independently; working accurately and effectively under pressure of frequent interruptions; tact and diplomacy; dealing courteously and effectively with people.) **GRADE: 4 (\$25,406) JOB NO: 165H**

Counsellor: Susan Lanoue

**Student Programs Advisor - Environmental Studies** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation; minimum 1 year university education or equivalent; minimum 3 years' related experience in a student service area, such as assessing academic records, handling enquiries, interpreting regulations, advising, working with a computerized record system and dealing with a variety of competing priorities; typing 45-50 w.p.m., accuracy essential; demonstrated skill/ability in the following areas: working accurately and quickly under constant pressure of high volume; working independently and setting priorities; exercising good judgement and initiative; interpreting and providing information in a clear and informed manner; dealing courteously and effectively with people; exercising tact and diplomacy; excellent written communication skills; excellent organizational skills; high level of computer literacy, including wordprocessing and database. Please submit a resume when making an application.) **GRADE: 6 (\$29,520) JOB NO: 166L**

Counsellor: Paule Cotter

**Administrative Assistant I - Office of the Principal, Glendon College** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with formal secretarial training or equivalent; 3 years' related senior secretarial and administrative experience (e.g., supervisory, organizing/coordinating events, meetings and special projects, etc.); bilingual modules I (Adv) II, III (Int), IV (Adv); typing 45-50 wpm, accuracy essential; excellent organizational skills; good spelling and grammatical skills in both English and French; knowledge of DOS required; demonstrated skill/ability in the following areas: wordprocessing, computerized spreadsheet and computerized desktop publishing on PC; communicating complex information in a clear and concise manner, exercising tact and diplomacy; proofreading; supervising; attending accurately to detail; working independently and adapting well to frequently changing demands; dealing courteously and effectively with people. Please submit a resume when making an application.) **GRADE: 6L (\$32,796) JOB NO: 167G**

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# YORK UNIVERSITY

## BULLETIN

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

Monday, May 27 - Monday, Monday, June 3, 1991  
Volume 11, Number 21

**GENERAL:**

York faculty and administration are reminded that **request forms for Convocation robes** should reach the Convocation Office, Room 205, Curtis, no later than June 3. The Convocation Office realizes that many members of the York community would like to attend the Vanier/Stong ceremony on June 13 at 2:30 p.m., when Vicky Draper will be awarded the Degree of Doctor of Laws (Honoris causa). The Convocation Office requests that guests to the University are given time to be seated first, and that staff line-up at the south entrance of the tent by 2:10 p.m. An usher will admit staff to the seats at the appropriate time. It is anticipated that there will be enough seats for everyone.

Members of the York community are asked to note that a **momentary power interruption** will take place between 6:00 and 8:00 a.m. on May 31 affecting the following buildings: Founders College & Residence; Vanier College & Residence; Winters College & Residence; Stong College, Kitchen & Residence; Norman Bethune College & Residence; Lumbers; Kinsmen; Computer Methods; Ross; Central Square; Osgoode; Scott Library; Curtis; #2 & #8 Assiniboine Road; Fine Arts & Burton; Atkinson Residence; Calumet construction site; Hoover Homestead; Hart House; Student Centre; Physical Plant Workshop; Construction Headquarters Building; Rideau Road Offices; and Tennis Canada Offices.

The Department of Postal Services advises members of the York community that **van-route on-campus mail delivery schedules** may fluctuate over the summer months due to the high volume of construction vehicles and road detours.

The Senate Academic Policy and Planning Committee's Enrolment Working Group (EWG) is hosting four open sessions for interested parties to discuss the new initiatives tentatively proposed as part of the **DRAFT Green Paper on Enrolment** (York University in the Year 2010). The two remaining sessions are to be held as follows: Thursday, May 30, 1:00 p.m., Curtis Lecture Hall "K" - proposed new initiative in Information Science; and Wednesday, June 19, 1:00 p.m., Senate Chamber (S915), Ross - A third campus. The EWG is holding these sessions as first response to suggestions made during the recent Senate Open Forum to discuss the initial draft of the Green Paper. All members of the community are welcome to attend and to present their views on the directions being contemplated, or to suggest other directions/initiatives which are not addressed in the document. Copies of the **Draft Green Paper** are available from the University Secretariat, Room S945, Ross.

A reception will be held to celebrate the Doctor of Laws degree (Honoris causa) being awarded to **Vicky Draper**. The reception will take place June 13 at 4:00 p.m. in the Senior/Fellow's Common Room (010), Vanier. Members of the York community wishing to attend are asked to RSVP to -55260 (Office of the Dean of Arts) by June 5.

A position for a **Senior Don in Winters Residence** is available. Preference will be given to graduate or mature students. Related experience an asset. Visa students are invited to apply. Applications are available from Valerie Bruce, Room 275, Winters. The deadline for receipt of applications is May 31 at 12:00 noon.

Elizabeth Hopkins (Vice-President of Campus Relations/Student Affairs), will again display her support and commitment to healthy active living through a spirited, campus community walk on **Participation Day, May 29**. Recreation York welcomes all faculty, staff and students to "take a break and mass participate." A 15-minute walk will begin at 12:15 p.m. from the southeast entrance of the Ross Building and end at the Tait McKenzie Building. The walk is part of the Crownlife Participation Challenge, a one-day, Canada-wide, mass participation event in support of a healthy, active lifestyle. This year, York will join Toronto in friendly competition against the greater Toronto area to defend its title as the fittest city. A Brita water filter container will be presented to 12 lucky participants.

The Institute for Space and Terrestrial Science has two **secretarial positions** available. Qualifications: High school education with three to four years' secretarial experience; typing 50-60 wpm; applicant must have basic wordprocessing and spreadsheet skills and an aptitude to learn other software packages; excellent oral and written communication skills; excellent organizational and interpersonal skills; ability to work independently and to work well under pressure. A comprehensive benefits package is available and salary is commensurate with experience. Interested applicants should forward resumes no later than May 31 to the Director, Human Resources, ISTS, 4850 Keele Street, 2nd floor, North York, M3J 3K1. Please quote reference #SGL-9105.

**EVENTS:**

**TUESDAY, MAY 28**

1:00 p.m. - **PhD Defence** - [Graduate Program in Biology] Zhiwei Wang will defend his thesis entitled "Studies on Vitellogenesis of *Rhodnius prolixus* (Insecta: Hemiptera)" - Room 320, Farquharson

**THURSDAY, MAY 30**

1:00 p.m. - **Open Session** - [Senate Academic Policy and Planning Committee's Enrolment Working Group] for interested parties to discuss the **"DRAFT Green Paper on Enrolment's"** proposed new initiative in Information Science - Curtis "K" (see General notice above for further details)

**FRIDAY, MAY 31**

9:00 a.m. - **MSc Defence** - [Graduate Program in Biology] Megumi Fuse will defend her thesis entitled "Osmoregulation in the Parasitic Nematode *Phocanema decipiens*" - Room 320, Farquharson

- continued

**STAFF POSITIONS:**

Applications for internal transfers/promotions should reach Human Resources no later than June 3, 1991.

Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

**Secretary - Dean's Office, Graduate Studies** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)]  
(High school graduation with secretarial training or equivalent; no experience necessary; typing 40-45 wpm; wordprocessing skills preferred or willingness to learn; good oral and written communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills.) **GRADE: 3 (\$24,290) JOB NO: 168D**

**Receptionist/Secretary - Information Technology, Computing and Communications Services** [Temporary to September 30, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year's related experience (e.g., secretarial, reception, using a mainframe operating system, etc.); typing 40-45 wpm, accuracy essential; mainframe text editing skills required; microcomputing skills preferred; document composition skills preferred; good oral communication skills; tact and diplomacy; pleasant telephone manner; demonstrated skill/ability in the following areas: handling cash transactions; working effectively under pressure of frequent interruptions; dealing courteously and effectively with people.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 169D**

Counsellor: Jennifer Hebert

**Circulation Assistant II - Frost Library, Glendon College/Libraries** [Temporary: July 1, 1991 to April 30, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' library experience including serials and/or government documents; basic keyboarding skills to operate a computer terminal; accuracy essential; on-line data entry skills; bilingual modules I (Int) and III (Int); demonstrated skill/ability in the following areas: working calmly and efficiently with a high volume of enquiries; providing information and answering enquiries clearly and concisely; attending accurately to detail; good organizational skills.) **GRADE: 4L (Based on an annual salary of \$27,046) JOB NO: 170E**

Counsellor: Dawn Richards

**Program Secretary "A" - Administrative Studies, Atkinson College** [Temporary to September 27, 1991; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter). Required to work 11:00 a.m.-7:00 p.m. approximately one day per week] (High school graduation with secretarial training or equivalent; minimum 6 months' secretarial experience, preferably in a student related area; typing 40-45 wpm, accuracy essential; wordprocessing skills required; pleasant telephone manner; good organizational skills; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; working accurately and quickly under pressure of high volume; ability to deal courteously and effectively with people.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 171H**

Counsellor: Susan Lanoue

**Student Programs Information Clerk - Office of Student Programs, Arts** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent, 1 year university education preferred; 2 years' related experience (e.g., dealing with the public, answering detailed enquiries, working with on-line records system, etc.), preferably in a post-secondary environment; ability to maintain confidentiality; pleasant telephone manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working effectively under pressure of high volume; accurately obtaining and explaining complex information in a clear and concise manner; exercising tact, diplomacy and good judgement; data retrieval skills; good organizational skills.) **GRADE: 5 (\$27,046) JOB NO: 172L**

**Information Officer - Office of Research Administration** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (University degree or equivalent; 2 years' related experience (e.g., obtaining and disseminating information, writing, researching, etc.), preferably in a university setting; experience in a funding or research environment would be an asset; wordprocessing; computerized spreadsheet skills and working knowledge of SAS preferred or willingness to learn; demonstrated skill/ability in the following areas: explaining and interpreting complex and detailed information clearly and accurately; analyzing statistics; working accurately with figures; exercising tact and diplomacy; exercising initiative; excellent organizational skills; effective presentation and promotional ability; excellent written communication, including report writing and editing skills. Please submit a resume when making an application.) **GRADE: 8 (\$37,245) JOB NO: 173L**

**SUMMER INTERCHANGE:**

- Sale** - Desk/bookcase, one year old, excellent condition -\$200. Call Sharon at -55328
- Zenith colour television, 26" console, 12 year's old, excellent condition; Sanyo VCR, Beta format, five year's old - both for \$125. Call Debbie at -55010
  - Walnut dining room set, made in 1930s, 8 pieces, table with 5 leaves, can seat 10, 5 side chairs, 1 arm chair, sideboard with mirror, excellent condition -\$990 (will deliver), \$900 if picked up. Call Jane at 233-4627 or Bruce at -88689
  - Casio MT540 keyboard, excellent condition -\$250. Call Debbie at -55229 or 667-8241
  - 1987 Toyota SR5 Pick-up Extra Cab with Cap, 70,000 km, auto, p/s, p/b, stereo -\$8,500. Call Sylvia at -77523 or 745-3317
- Rent** - Vacation rental at Provincetown, Cape Cod, week of August 24-31, furnished 1-bedroom unit (sleeps 4) at timeshare resort with private beach, indoor & outdoor pools, etc., owner has photos -\$495. Call -33339 or 944-0716
- Sabbatical house, August/September 1991 for 10-12 months, 3-bedroom detached house in Maple, furnished, non-smoking family, references required -\$1,200/month plus utilities. Call Norcliffe at 832-1324 or -22475
  - Furnished 5-bedroom house, August 1/91 to July 31/92, detached house located near Bloor/Ossington, renovated kitchen, all appliances, back yard with 2-car garage -\$1,500/month plus utilities. Call Mike Ornstein at 536-3353 evenings