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UNIVERSITY

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the Communications  
Department,  
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(416) 736-5010.

**BULLETIN**

Monday, June 3 - Monday, June 10, 1991  
Volume 11, Number 22

**GENERAL:**

**CONVOCATION CEREMONIES**

- Saturday, June 8 at 2:30 p.m. - Glendon College - **Rosemarie Landry** will receive an honorary Doctor of Letters degree - West Quadrangle Lawn, Glendon
- Tuesday, June 11 at 10:00 a.m. - Faculty of Fine Arts and Winters College - **Gerald Pratley** will receive an honorary Doctor of Letters degree
- Tuesday, June 11 at 2:30 p.m. - Faculties of Pure and Applied Science, Environmental Studies, and Graduate Studies, and Norman Bethune College - **Janet E. Halliwell** will receive an honorary Doctor of Science degree
- Wednesday, June 12 at 10:00 a.m. - Faculty of Education (Consecutive) - **Maria Campbell** will receive an honorary Doctor of Letters degree
- Wednesday, June 12 at 2:30 p.m. - Faculty of Education (Consecutive, Concurrent and In-Service) - **Lister S. Sinclair** will receive an honorary Doctor of Letters degree
- Thursday, June 13 at 10:00 a.m. - Faculty of Arts, Founders, McLaughlin, and Calumet Colleges - **Rosalie Silberman Abella** will receive an honorary Doctor of Laws degree
- Thursday, June 13 at 2:30 p.m. - Faculty of Arts, Vanier and Stong Colleges - **Victereene (Vicky) Draper** will receive an honorary Doctor of Laws degree and **Ralph Gustafson** will receive an honorary Doctor of Letters degree
- Friday, June 14 at 10:00 a.m. - Faculty of Administrative Studies - **Albert Reichman** will receive an honorary Doctor of Laws degree
- Friday, June 14 at 2:30 p.m. - Osgoode Hall Law School - **Hon. Allan Emrys Blakeney** will receive an honorary Doctor of Laws degree
- Saturday, June 15 at 10:30 a.m. - Atkinson College - **Peter Gzowski** will receive an honorary Doctor of Letters degree
- Saturday, June 15 at 2:30 p.m. - Osgoode Hall Law School: Special Convocation - **Hon. R. Roy McMurtry** and **Louella Sturdy** will receive honorary Doctor of Laws degrees

**NOTE:** All ceremonies (with the exception of the Glendon Convocation) will take place at the York campus, in the area north of the Steacie Science Library

**Notification of Road Closures:** Convocation ceremonies (June 8-15) will be held this year in the KK parking lot. To permit adequate preparation time for the ceremonies, KK lot will be closed from June 6-17. Six parking spaces in JJ lot will be designated as a handicapped parking area for the convocation ceremonies. There will be no parking on Ottawa Road during that time. Ottawa Road will also be closed to traffic from BB lot west to Fraser Drive. Ottawa Road, east of BB lot will be converted to two-way traffic (with BB lot being used as a turn-around point), in order that deliveries can be made to Complex 1, Lumbers and Farquharson. Decal holders for these parking lots will be permitted to use DD lot, HH lot or any single letter lot for the duration of these closures. Anyone requiring additional parking arrangements is asked to contact the Parking Office.

Members of the York community are asked to note that the **Faculty of Graduate Studies Council Meeting** scheduled for June 6 will not be held.

The Department of Human Resources announces the following **appointments:** Geoffrey Bonnycastle, Administrative Officer, Nankai Exchange Program, Administrative Studies, effective May 23; Jennifer Down, Book Division Manager, Bookstore, Business Operations, effective May 27; Jim Drennan, Director, Security Services, Safety, Security & Parking Services, effective June 1; Nancy Harris, International Placement Officer, Administrative Studies, effective May 13; Rob Lawson, Academic Staff Relations Officer, Office of the Vice-President (Finance & Administration), effective June 1. The following **promotions/transfers** have also taken place: Jack Collins, Area Supervisor, Housing Operations, Business Operations.

Members of the York community are asked to note that the **back room of the Faculty Club** will be closed Tuesday, June 11 to Saturday, June 15 (inclusive) for the Chancellor's luncheons.

York University in conjunction with the Hockey Coaching Journal presents the ninth annual **Elite Hockey Coaching Symposium**, June 14-16. The symposium features noted coaches such as Quebec Nordiques' Dave Chambers, Oshawa Generals' coach Rick Cornacchia, and Jacques Demers from the Detroit Red Wings. The registration fee is \$225. For further information call -55649.

The **York University Student Centre Childcare** will open this summer as a Resource/Drop-In Centre. All members of the York community are invited to become involved. One important aspect of the Resource Centre will be a Childcare Registry. Anyone in the York community offering childcare in or out of their home, who would like to be listed in this registry is asked to call the Centre. Students who provide babysitting services during the evenings, weekends, and on a part-time basis are also invited to register. Donations of kitchen supplies, dress-up clothing, Canadian Tire coupons, or toys would be greatly appreciated. The Centre would also like to hear from anyone interested in sharing their time and expertise (i.e., music, drama, dance, or knowledge of parenting issues). For further information call Denise or Lee at -30102. Donations can be dropped off at the Childcare Office, Room 114B, Ross.

**Art Galleries/Displays:** The Glendon Gallery presents "9 From Toronto," an exhibition of video, sculpture, textwork, photographs, painting, construction and bookwork. The exhibition opens June 6 at 7:00 p.m. Regular gallery hours are Monday-Friday, 11:00 a.m.-4:00 p.m.

Members of the York community are asked to note that the pop bottling industry has discontinued the 280 ml pop can and switched to a 355 ml can. As a result, all pop sold from **vending machines on the York campus** will now be \$1 per can.

**EVENTS:**

**WEDNESDAY, JUNE 5**

1:00 p.m. - MEd Defence - [Graduate Program in Education] Howard McCourt will defend his thesis entitled "Adult Student Misconceptions About the Reading and Writing Process and the Effect on Retention" - Room N824, Ross

**THURSDAY, JUNE 6**

1:00 p.m. - Seminar - [Faculty of Administrative Studies] "New Technologies for Communicating and Analyzing Manufacturing Competitiveness: A Demonstration of Interactive Multimedia and Simulation" with Dr. David Johnston, Management Science - Room 031, Admin. Studies

**STAFF POSITIONS:**

Applications for internal transfer/promotions should reach Human Resources no later than June 10, 1991.

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

Counsellor: Irmgardt Duley

**\*Director of Student Affairs - Osgoode Hall Law School** (University degree or equivalent; minimum 3 years' related experience in a student service area preferred i.e., registrarial, admissions or student programs at a senior management level; experience in the development and use of computerized records and database management systems essential; strong personnel management and supervisory experience required; thorough knowledge of university policy setting bodies and procedures, academic policies and regulations; strong administrative and management skills; excellent interpersonal skills; strong oral and written communication skills, including public speaking; proven ability to make independent decisions; advising/counselling ability; skill in developing and implementing policies, programs and procedures; excellent planning and analytical skills; knowledge of microcomputers and mainframe facilities and capabilities. Please submit a resume when making an application.) **GRADE: P&M 9 Under Review (\$46,874-\$56,717) JOB NO: 174B**

Counsellor: Gina Dunnett

**Assistant Academic Support Programmer - Computer Science, Science** [Hours: 8:30 a.m.-4:30 p.m. (summer) 9:00 a.m.-5:00 p.m. (winter)] (University degree in Computer Science or a related discipline, or equivalent combination of education and experience; 6 months related work experience in software development, systems administration or systems support; good problem solving and analytical skills; good oral and written communication skills; dealing courteously and effectively with people; good interpersonal skills; knowledge of systems programming in C under UNIX; installation, configuration and maintenance of UNIX work stations; Basic knowledge of: Pascal; C; Unix systems; Intermediate knowledge of: Documentation techniques; Preferred knowledge of: Tex, LaTeX and troff; System Operations; Networking; Performance Analysis and tuning. Please submit a resume when making an application.) **GRADE: CS4 (\$30,318) JOB NO: 175D**

Counsellor: Jennifer Hebert

**\*Pension Assistant - Pension Office, Human Resources** [Temporary to December 20, 1991; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent with some pension/benefits courses; 1-2 years' related experience (e.g., pension, dealing with the public, financial, etc.) in a computerized environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet and wordprocessing skills required; knowledge of pension and relevant legislation an asset; aptitude for detailed figure work essential; pleasant telephone manner; good written communication skills; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; excellent interpersonal skills; exercising tact and diplomacy; excellent organizational skills; working accurately and effectively under pressure of high volume; providing excellent customer service) **GRADE: 4 Provisional (Based on an annual salary of \$25,406) JOB NO:176E**

**\*Pension Counsellor - Pension Office, Human Resources** [Temporary to February 28, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent with related courses in Pension/Benefits Administration; 3 years' related experience (e.g., pension, counselling, working with figures, etc.) in a computerized environment; typing 40-45 wpm, accuracy essential; working knowledge of pension plan and relevant legislation; aptitude for detailed figure work and mathematical formulas; accuracy with figures essential; pleasant telephone manner; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheet; good written communication skills; interviewing; counselling; accurately obtaining and clearly explaining complex and detailed information; exercising tact and diplomacy; working independently, including setting priorities; working quickly and effectively under pressure of high volume; excellent interpersonal skills; excellent organizational skills; providing excellent customer service. Please submit a resume when making an application.) **GRADE: 6 Provisional (Based on an annual salary of \$29,520) JOB NO: 177E**

Counsellor: Michael Theall

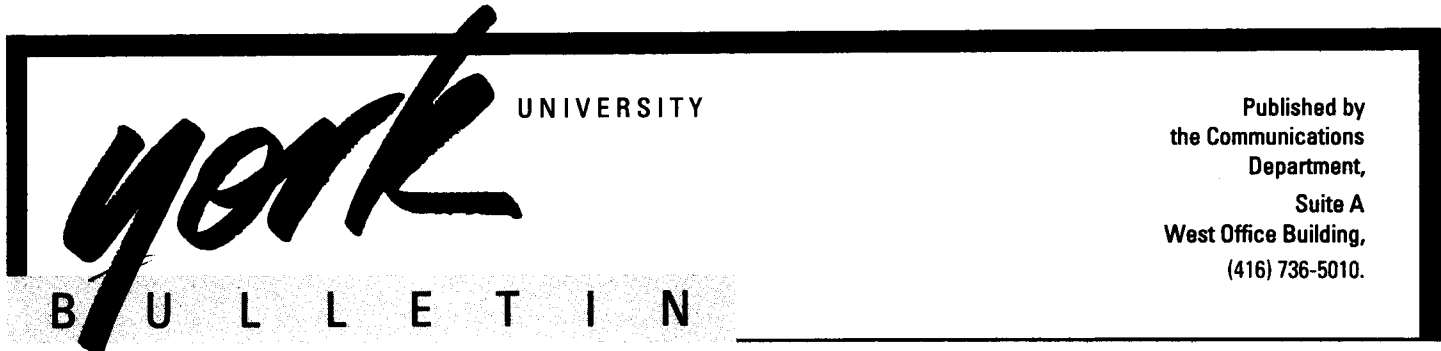
**Assistant to Supervisor - Bookstore, Business Operations, Glendon College** [Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer). Required to work 1 or 2 nights per week 11:00 a.m.-7:00 p.m. Alternate hours during September and January] (High school graduation or equivalent; 1-2 years' related experience (e.g., ordering, purchasing, providing information, etc.), preferably in a bookstore or library environment; basic keyboard skills to operate a computer terminal; initiative; Bilingual Modules I (Intermediate) and III (Intermediate); demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; attending accurately to detail; working effectively under pressure of high volume; dealing courteously and effectively with people; good written communication skills; good organizational skills.) **GRADE: 4L (\$27,046) JOB NO: 178F (previously posted as JOB NO: 107F)**

**Camera Room Operator - Printing Services, Business Operations** [Temporary to Oct. 7/91; Hours: 8:30 a.m.-4:30 p.m.] (Grade 10 high school education or equivalent; 2 years' related experience (e.g., platemaking, stripping, opaquing, pasteup, developing metal plates, etc.) on the designated equipment; good manual dexterity; mechanical aptitude; good judgement.) **GRADE: PH2 (Based on an annual salary of \$29,874) JOB NO: 179F**

Counsellor: Dawn Richards

**Receptionist/Secretary - Centre for the Support of Teaching** [Temporary to September 13, 1991; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 6 months' related experience (e.g., reception, general clerical, filing, etc.) preferred; typing 30-35 wpm, accuracy essential; wordprocessing skills preferred or willingness to learn; pleasant telephone manner; good oral communication skills; demonstrated ability to deal courteously and effectively with people; ability to exercise tact and diplomacy; good organizational skills.) **GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 180H**

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Monday, June 10 - Monday, June 17, 1991  
Volume 11, Number 23

**GENERAL:**

**CONVOCATION CEREMONIES**

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**NOTE:** All ceremonies will take place in the area north of the Steacie Science Library

**Take A Break and Mass Participate Results:** Winner - Great Scott (183 pts.); Runner-Up - Admission Allstars (116 pts.); 3rd - Financial Wizards (74 pts.); 4th - Con-ops (71 pts.); 5th - Passionate Petries - (50 pts.); 6th - Red Rage (48 pts.); 7th - Safety Wizards (33 pts.); 8th - Healthy, Happy Helpers (27 pts.); 9th - Team Paparazzi (25 pts.); and 10th - VIPs (11 pts.).

The York University Cooperative Daycare Centre has the following openings: June 1 - 7 Infant spaces; July 1 - spaces available in all sections; and August 1 - spaces available in all sections. Fees are as follows: Infants - \$740/month; Toddlers - \$660/month; Preschool - \$582/month. For further information call Judy or Colleen at -55190.

Members of the York 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.

A farewell reception for **Pat Ouchterlony** will be held June 17 in the Stong Masters' Dining Room. Contributions towards a gift can be forwarded to Joanne Bailey, Room D23, EOB. RSVP to Joanne at -55330.

The Institute for Space and Terrestrial Science has an immediate opening for a **Research Associate** to work in the Human Performance in Space Laboratory. Qualifications: PhD (or near completion) in Biomedical Engineering or its equivalent; working experience in the development of non-commercial neural network software and in the simulation of robot or human joint kinematics and dynamics; experience in psychophysiological experiments on human motor control would be an asset. A comprehensive benefits package is available and salary commensurate with experience. Interested applicants should forward their resume to the Director of Human Resources, ISTS, 4850 Keele Street, North York M3J 3K1 by June 19. Please quote reference number HPL-9106.

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, JUNE 10**

8:00 p.m. - **Helen Sawyer Hogg Prize Lecture** - [Royal Astronomical Society of Canada, Canadian Astronomical Society] "The Prediction and Discovery of a New Solar System Object: The Planetary Trojan Asteroids" by Kim Innanen, Dean of the Faculty of Pure and Applied Science - Curtis Lecture Hall "I"

**TUESDAY, JUNE 11**

12:00 noon - 1:00 p.m. - **YUSA General Membership Meeting** - Glendon Senate Chamber

**WEDNESDAY, JUNE 12**

12:00 noon & 1:00 p.m. - **YUSA General Membership Meeting** - Curtis Lecture Hall "I"

## **STAFF POSITIONS:**

Applications for internal transfer/promotions should reach Human Resources no later than June 17, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

**Administrative Assistant II - Theatre, Fine Arts** [Temporary: August 19, 1991 to March 27, 1992; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation or equivalent with formal administrative training; minimum 3 years' secretarial/administrative experience (e.g., budgetary, supervisory, etc.), including exposure to theatre or arts organizational preferably in a university environment; typing 40-45 wpm; wordprocessing skills required; spreadsheet skills preferred or willingness to learn; minute taking skills required; demonstrated skill/ability in the following areas: clear and effective oral communication; exercising initiative and good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; working independently and setting priorities; working with figures; attending accurately to detail; working effectively under pressure of high volume; excellent written communication skills; budgetary and supervisory skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (Based on an annual salary of \$32,796) JOB NO: 181D**

**Installation Technician III - Telecommunications, Computing and Communication Services** [Hours: 8:30 a.m.-4:30 p.m.] (Community college diploma in Electronic Engineering or equivalent; telecommunications installation courses preferred; 3-4 years' experience in voice and data communications industry as a telephone installer; demonstrated good oral communication skills; demonstrated ability to deal courteously and effectively with people; tact and diplomacy; good organizational skills; demonstrated ability to work independently; intermediate knowledge of: fiber optics, including installation, splicing and testing connections; advanced knowledge of: telephone company installation standards and techniques, cross connections, testing procedures, inside and outside cable plant, cable colour coding, wiring connecting blocks, main distribution frames (MDFs), telephone and data apparatus. Please submit a resume when making an application.) **GRADE: CS7 (\$41,971) JOB NO: 182D**

Counsellor: Jennifer Hebert

**Grades and Examinations Coordinator - Office of the Registrar** [Temporary to December 20, 1991; Hours: 8:30 a.m.-4:30 p.m.] (Post-secondary degree/diploma or equivalent; minimum 2 years' experience in a university or college environment, with at least 1 year of direct involvement with major academic exercises such as grades, exams, enrolment and convocation; excellent interpersonal skills; excellent written communication skills; meticulous attention to detail; excellent analytical and organizational skills; wordprocessing 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. Please submit a resume when making an application.) **GRADE: 7 (Based on an annual salary of \$32,796) JOB NO: 183E**

Counsellor: Michael Theall

**Bookstore Assistant - Administration/Business Bookshop, Bookstore, Business Operations** [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter); required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; during rush periods (May, Sept., Jan.) required to work 1 or 2 nights per week from 1:00 p.m.-9:00 p.m.; some Saturday work on a rotating basis (i.e. 10:00 a.m. to 3:00 p.m.)] (High school graduation or equivalent; 6-12 months' sales experience including some cashier experience; basic keyboarding skills to operate a computer terminal; ability to exercise good judgement; ability to operate a computerized cash register preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; handling cash; attending accurately to detail; lifting and bending on a regular basis; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 184F**

**Bookstore Assistant - General Bookshop, Bookstore, Business Operations** [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter); required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; during rush periods (May, Sept., Jan.) required to work 1 or 2 nights per week from 1:00 p.m. - 9:00 p.m.; some Saturday work on a rotating basis (i.e. 10:00 a.m.-3:00 p.m.)] (High school graduation or equivalent; 6-12 months' sales experience including some cashier experience; basic keyboarding skills to operate a computer terminal; ability to exercise good judgement; ability to operate a computerized cash register preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; handling cash; attending accurately to detail; lifting and bending on a regular basis; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 185F**

**Bookstore Assistant - Social Science, Bookstore, Business Operations** [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter); required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; during rush periods (May, Sept., Jan.) required to work 1 or 2 nights per week from 1:00 p.m. - 9:00 p.m.; some Saturday work on a rotating basis (i.e. 10:00 a.m. to 3:00 p.m.)] (High school graduation or equivalent; 6-12 months' sales experience including some cashier experience; basic keyboarding skills to operate a computer terminal; ability to exercise good judgement; ability to operate a computerized cash register preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; handling cash; attending accurately to detail; lifting and bending on a regular basis; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 186F**

**Bookstore Assistant - Professional Bookshop, Bookstore, Business Operations** [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter); required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; during rush periods (May, Sept., Jan.) required to work 1 or 2 nights per week from 1:00 p.m. - 9:00 p.m.; some Saturday work on a rotating basis (i.e. 10:00 a.m.-3:00 p.m.)] (High school graduation or equivalent; 6-12 months' sales experience including some cashier experience; basic keyboarding skills to operate a computer terminal; ability to exercise good judgement; ability to operate a computerized cash register preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; handling cash; attending accurately to detail; lifting and bending on a regular basis; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 187F**

**Bookstore Assistant - Arts/Humanities, Bookstore, Business Operations** (Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter); required to work 1 or 2 nights per week from 11:30 a.m.-7:30 p.m.; during rush periods (May, Sept., Jan.) required to work 1 or 2 nights per week from 1:00 p.m.-9:00 p.m.; some Saturday work on a rotating basis (i.e. 10:00 a.m.-3:00 p.m.)) (High school graduation or equivalent; 6-12 months' sales experience including some cashier experience; basic keyboarding skills to operate a computer terminal; ability to exercise good judgement; ability to operate a computerized cash register preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; handling cash; attending accurately to detail; lifting and bending on a regular basis; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 188F**

Counsellor: Susan Lanoue

**Administrative Assistant II - Social Science, Arts** (Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with secretarial training or equivalent; 3 years' related administrative experience including budgetary and supervisory responsibilities, preferably in a university environment; typing 40-45 wpm; wordprocessing skills required; effective interpersonal skills; demonstrated skill/ability in the following areas: providing information in a clear and concise manner; exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; minute taking; supervising; bookkeeping and budgeting; working effectively under pressure of high volume; working accurately with figures; excellent written communication skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (\$32,796) JOB NO: 189L**

**Educational Support Coordinator - Secretarial Services, Arts** (Hours: 8:30 a.m.-4:30 p.m.) (Post secondary graduation or equivalent with courses in adult education or other preparation in adult teaching methods; 3 years' related microcomputer experience, including training, program design and assessment, application development, software use evaluation, course administration; knowledge of Macintosh computers or willingness to learn; effective interpersonal skills, tact and diplomacy; demonstrated skill/ability in the following areas: microcomputing, wordprocessing, spreadsheets and database in an MS-DOS/PC-DOS environment; assessing learning needs; designing courses and evaluating programmes, preferably in adult education; working effectively with individuals at all levels within the organization; working independently; working effectively and meeting deadlines under pressure of high volume; ascertaining, providing and explaining, information in a clear and informed manner; training using flexible and varied methods and approaches; presentation skills; excellent written communication skills, including writing training manuals; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 8 Provisional (\$37,245) JOB NO: 190L**

**Administrative Secretary - Office of the Dean, Arts** (Temporary: July 1, 1991 to June 30, 1992. Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with secretarial training or equivalent; 2 years' related secretarial/administrative experience (e.g., answering enquiries, arranging meetings, coordinating special events/conferences, etc.); typing 45-50 wpm; wordprocessing skills required; ability to transcribe from dictation equipment required; minute taking/speedwriting skills; ability to maintain confidentiality; implementing decisions; ability to comprehend abstract concepts; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed enquiries; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; exercising initiative and good judgement; good written communication skills; excellent organizational skills, including ability to set priorities and work independently under pressure of high volume.) **GRADE: 5 Provisional (Based on an annual salary of \$27,046) JOB NO: 191L**

**Secretary - Office of the Dean, Arts** (Temporary: July 2, 1991 to March 20, 1992; Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with secretarial training or equivalent; 2 years' related secretarial experience (e.g., answering enquiries, arranging meetings, etc.); typing 40-45 wpm; wordprocessing skills required; ability to transcribe from dictation equipment required; minute taking/speedwriting skills; ability to maintain confidentiality; implementing decisions; ability to comprehend abstract concepts; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed enquiries; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; exercising initiative and good judgement; excellent organizational skills, including ability to set priorities and work independently under pressure of high volume.) **GRADE: 4 Provisional (Based on an annual salary of \$25,406) JOB NO: 192L**

Change to Bulletin of June 3, 1991

Counsellor: Jennifer Hebert

**\*Pension Counsellor - Pension Office, Human Resources** (Temporary to February 28, 1992; Hours: 8:30 a.m.-4:30 p.m.) (High school graduation or equivalent with related courses in Pension/Benefits Administration; 3 years' related experience (e.g., pension, counselling, working with figures, etc.) in a computerized environment; typing 40-45 wpm, accuracy essential; working knowledge of pension plan and relevant legislation; aptitude for detailed figure work and mathematical formulas; accuracy with figures essential; pleasant telephone manner; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheet; good written communication skills; interviewing; counselling; accurately obtaining and clearly explaining complex and detailed information; exercising tact and diplomacy; working independently, including setting priorities; working quickly and effectively under pressure of high volume; excellent interpersonal skills; excellent organizational skills; providing excellent customer service. Please submit resume when making an application.) **GRADE: 6 Provisional (Based on annual salary of \$31,583) JOB NO: 177E**

#### SUMMER INTERCHANGE:

- Sale - Power stepper (stair machine) -\$500. Call Lena at -55326
- Two window air conditioners: One 5,000 BTU Sears Kenmore, four years old -\$150; One 8,000 BTU Sears Kenmore, three years old -\$250. Call Debby at -55113
- Two children's bicycles, excellent condition -\$25-\$30 each. Call Gloria at -55380
- Antique bedroom suite: Queen-size bed, armoire, bedside table (marble top), handmade in Europe (mid-fifties), very good condition. Call 740-4806 after 8:00 p.m.
- Nose guard for a 1990 Plymouth Colt 200, used one month -\$80 (was \$124 new). Call Cindy at -22088
- 1983 Nissan Sentra Hatchback, good condition, certified -\$1,500. Call Bonnie at 638-1353
- Four-bedroom house, Dufferin/Clark, 2,000 sq. ft., 2 1/2 bathrooms, fireplace, central air and vac, five appliances. Call 738-2401 for an appointment
- SuperFitness Club life membership, transferable, may use at any club in Metro -\$375. Call Alma at -33168 or 736-7043 late evening

Monday, June 17 - Monday, June 24, 1991  
Volume 11, Number 24

## GENERAL:

**CANADA DAY:** University offices will be closed Canada Day, Monday, July 1.

Members of the York community are asked to note that Phase I of the **Student Centre** will open June 18. Phase I includes an Information Centre, Food Court, Gateways Cigar Store, and the "Yet Unnamed" Restaurant/Club.

Osgoode Hall Law School invites members of the York community to a special reception to celebrate the award of Doctor of Laws to **Miss Louella Sturdy** and to honour Miss Sturdy on her retirement from Osgoode following 43 years of dedicated service to the school. The reception will be held June 24 from 3:00 to 5:00 p.m. in the Faculty Common Room (2nd floor), Osgoode. RSVP to Maggie Stockton at -55199. Contributions to the proposed Louella Sturdy Bursary Fund can be forwarded to Penny Spence, Room 222D, Osgoode.

The **York Youth Connection** is a Fine Arts summer day camp program for children ages nine to fourteen. Spaces for July and August are now available. For further information call Community Relations at -55010.

Members of the York community are advised that Butterfield & Robinson Travel has changed its name to **Senate Travel-Cuts**, and will be known as such when it relocates to York lanes this summer.

The York University Women's Squash Team needs a **coach**. For further information call Mary Lyons, Coordinator, Women's Athletics, at -22289.

The Student Centre Corporation has an opening for an **Administrative Assistant** to the General Manager (temporary from August 6, 1991 to February 1992). Qualifications: High school graduation preferred with 1-2 years secretarial training or equivalent; managerial and supervisory skills required; typing 45-50 wpm; wordprocessing; LOTUS 1-2-3; and the ability to book and schedule meetings. The successful candidate will have the ability to work independently; set priorities and meet deadlines; deal courteously and effectively with people; ability to maintain confidentiality; excellent organizational skills; excellent oral and written communication skills. Please submit resume to York University Student Centre Corporation, c/o York Post Office, Attention: Laurie Montgomery, no later than June 29.

The Department of Occupational Health and Safety advises the York community that **first aid kits, refills and supplies** are now available from Stores. Due to limited space, DOHS is no longer able to stock these items.

The **York University Cooperative Daycare Centre** has the following openings: June 1 - 7 infant spaces; July 1 - spaces available in all sections; and August 1 - spaces available in all sections. Fees are as follows: Infants - \$740/month; Toddlers - \$660/month; Preschool - \$582/month. For further information call Judy or Colleen at -55190.

## EVENTS:

### TUESDAY, JUNE 18

2:00 p.m. - Physics Seminar Series - "Electron Impact Ionization of Hydrogen and Helium at Very Low Energies" with Prof. M.K. Srivastava, University of Roorkee, India - Room 317, Petrie

### WEDNESDAY, JUNE 19

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 proposal that the University might establish a third campus" - Senate Chamber (S915), Ross

### FRIDAY, JUNE 21

6:45 p.m. - Screening - [La Maison de la Culture] "My Father's Glory," from the memoirs of Marcel Pagnol, of l'Academie Francaise - admission \$25/person - Innis College Town Hall (2 Sussex Street)

### MONDAY, JUNE 24

1:00 p.m. - PhD Defence - [Graduate Program in Biology] Michael J. Horsfall will defend his dissertation entitled "Mutational Specificities of Carcinogenic Nitrosamines in the lacI gene of Escherichia coli" - Room 312, Farquharson

4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

## STAFF POSITIONS:

Applications for internal transfer/promotions should reach Human Resources no later than June 24, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.  
Counsellor: Irmgardt Duley

**\*Swedish Academic Consultant - Swedish Canadian Academic Foundation/Arts** (PhD in Philosophy or Psychology, with post-doctorate experience in Swedish-Canadian relations; several years' related research and teaching experience; public relations experience, including current contacts within the Swedish government and various universities; knowledge of fundraising techniques and strategies; ability to liaise with senior government officials and conduct international negotiations; management skills to develop administrative programs and bilateral academic programmes; knowledge of social theory, including Swedish-Canadian comparisons, and philosophical categories of analysis; fluency in Swedish required. Please submit a resume when making an application.) **GRADE: P&M Ungraded JOB NO: 193B**

**\*Swedish Academic Consultant - Swedish Canadian Academic Foundation/Arts** (PhD in Philosophy or Psychology, with post-doctorate experience in Swedish-Canadian relations; several years' related research and teaching experience; public relations experience, including current contacts within the Swedish government and various universities; knowledge of fundraising techniques and strategies; ability to liaise with senior government officials and conduct international negotiations; management skills to develop administrative programs and bilateral academic programmes; knowledge of social theory, including Swedish-Canadian comparisons, and philosophical categories of analysis; fluency in Swedish required. Please submit a resume when making an application.) **GRADE: P&M Ungraded JOB NO: 194B**

**\*Director of Student Affairs - Osgoode Hall Law School** (University degree or equivalent; minimum 3 years' related experience in a student service area i.e., registrarial, admissions or student programmes at a senior management level; experience in the development and use of computerized records and database management systems essential; strong personnel management and supervisory experience required; thorough knowledge of university policy setting bodies and procedures, academic policies and regulations; strong administrative and management skills; excellent interpersonal skills; strong oral and written communication skills, including public speaking; proven ability to make independent decisions; advising/counselling ability; skill in developing and implementing policies, programmes and procedures; excellent planning and analytical skills; knowledge of microcomputers and mainframe facilities and capabilities. Please submit a resume when making an application.) **GRADE: P&M 9 Under Review (\$46,874-\$56,717) REPOSTING OF JOB NO: 174B**

Counsellor: Gina Dunnett

**Telephone Lab Supervisor - Institute for Social Research** [Hours: Part-time - 28 hours/week; Monday-Thursday - 5:00 p.m.-10:00 p.m. (occasionally 7:00 p.m. to 12:00 midnight); Saturday or Sunday - 12:00 noon-9:00 p.m. Flexibility in working hours is also required] (High school graduation with secretarial training or equivalent; 1 year post-secondary education including courses in quantitative social sciences or survey methods; minimum 2 years' related experience (e.g., interviewing survey respondents, etc.) including 1 year's supervisory experience; demonstrated skill/ability in the following areas: accurately obtaining and explaining complex information in a clear and concise manner; good written communication skills; training and overseeing the work of others; ability to work on personal computer; ability to access information using a microcomputer; ability to work under pressure of high volume; ability to work readily on a variety of jobs in a variety of situations; excellent organizational skills; knowledge of a second language (i.e., French, Italian) would be an asset.) **GRADE: 5 Provisional (Based on annual salary of \$27,046) JOB NO: 195D**

**Student Programs Assistant "A" - Office of Student Programs, Fine Arts** [Temporary: July 22, 1991 to July 16, 1992; Hours: 9:00 a.m.-5:00 p.m., Summer: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; minimum 1 year university education required; 1-2 years' related experience (e.g., data entry, dealing with a variety of competing priorities, etc.), preferably in a student service area; typing 40-45 wpm, accuracy essential; wordprocessing and data entry skills required; good organizational skills; initiative; demonstrated skill/ability in the following areas: working accurately and quickly under pressure of high volume and tight deadlines; obtaining and providing accurate information in a clear and concise manner; working independently; exercising good judgement.) **GRADE: 5 (\$27,046) JOB NO: 196D**

Counsellor: Jennifer Hebert

**Liaison Officer - Liaison, Admissions** [Temporary: August 12-November 29, 1991; Hours: 8:30 a.m.-4:30 p.m. (flexible) including some weekend and evening hours] (University degree or equivalent; minimum 1 year's related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; familiarity with Ontario secondary school education system preferred; knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking, tact and diplomacy essential; working independently and setting priorities; excellent interpersonal skills; excellent written communication skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (Based on annual salary of \$32,796) JOB NO: 197E**

**Liaison Officer - Liaison, Admissions** [Temporary: August 12-November 29, 1991; Hours: 8:30 a.m.-4:30 p.m. (flexible) including some weekend and evening hours] (University degree or equivalent; minimum 1 year's related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; familiarity with Ontario secondary school education system preferred; knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking, tact and diplomacy essential; working independently and setting priorities; excellent interpersonal skills; excellent written communication skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (Based on annual salary of \$32,796) JOB NO: 198E**

**Liaison Officer - Liaison, Admissions** [Temporary: August 12-November 29, 1991; Hours: 8:30 a.m.-4:30 p.m. (flexible) including some weekend and evening hours] (University degree or equivalent; minimum 1 year's related experience (e.g., public relations, liaison, making presentations, etc.) preferably in a university environment; familiarity with Ontario secondary school education system preferred; knowledge of the university system and admissions criteria; valid "G" driver's licence, with proven good driving record; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of time constraints; obtaining detailed information and answering enquiries in a clear and concise manner; public speaking, tact and diplomacy essential; working independently and setting priorities; excellent interpersonal skills; excellent written communication skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (Based on annual salary of \$32,796) JOB NO: 199E**

Counsellor: Michael Theall

**Convenience Store Assistant "A" - Bookstores, Business Operations** [Hours: 8:00 a.m.-4:00 p.m. or 1:00 p.m.-9:00 p.m. on a rotating basis; required to work 2 or 3 nights per week; required to work Saturdays on a rotating basis (10:00 a.m.-3:00 p.m.)] (Grade 10 high school education or equivalent; high school graduation preferred; 6-12 months' cashier experience including dealing with the public; experience working in a high volume environment preferred; ability to operate a computerized cash register; good oral communication skills to provide information and answer enquiries clearly; demonstrated skill/ability in the following areas: handling cash and attending accurately to detail; dealing courteously and effectively with people; lifting and bending on a regular basis; providing excellent service.) **GRADE: 3 Provisional (\$24,290) JOB NO: 200F**

**Convenience Store Assistant "B" - Bookstores, Business Operations** [Hours: 8:00 a.m.-4:00 p.m. or 1:00 p.m.-9:00 p.m. on a rotating basis; required to work 2 or 3 nights per week; required to work Saturdays on a rotating basis (10:00 a.m.-3:00 p.m.)] (Grade 10 high school education or equivalent; high school graduation preferred or equivalent; 6-12 months' related experience (e.g., placing orders, monitoring inventory levels, etc.); experience in a high volume environment preferred; ability to exercise good judgement; ability to operate a computerized cash register preferred; good oral communication to provide information and answer enquiries in a clear manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; handling cash and attending accurately to detail; standing, lifting and bending for long periods; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 201F**

Counsellor: Dawn Richards

**Secretary, Advanced Standing - Office of Student Programs, Atkinson College** [Temporary: August 6, 1991 to February 7, 1992; Hours: 9:00 a.m.-5:00 p.m. (winter), 8:30 a.m.-4:30 p.m. (summer); overtime may be required] (High school graduation or equivalent; some university courses preferred; 2 years' related experience (e.g., assessing student records, answering enquiries, front-line customer service, etc.) in an academic program or student service area; typing 45-50 wpm, accuracy essential; wordprocessing and data entry skills; knowledge of a computerized student records system; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact, diplomacy and good judgment; initiative; obtaining and providing information in a clear and concise manner working accurately and effectively under pressure of high volume; maintaining confidentiality; excellent organizational skills, including ability to set priorities.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 202H**

**SUMMER INTERCHANGE:**

- Sale** - Furnished Leaside house, three-bedrooms, study, large deck, all appliances, quiet area, available mid-August to June 1992, dates negotiable -\$1,800/month. Call 489-7009 or 736-5015
- Sealy sectional, queen-size sofa bed, off-white, good condition -\$500. Call Cathy at -88894
  - Boys' 20" BMX bicycle, brand new, won in a contest, sells in Canadian Tire for \$115 (including tax) -will sell for \$80. Call Debbie at -55010 or 841-9095
  - New black/vanilla bedroom suite -\$1,300; new white baby's crib/dresser/change table -\$1,200; white table with four black/grey chairs -\$200; blue/white child's table with two chairs -\$40; silk bedspread with two pillows/cases (hand painted) -\$300. Call Lidia at -22425 or 635-8898
  - Five-piece, walnut bedroom set plus two mirrors, Mediterranean style, kingsize headboard, frame, night tables, man's and lady's dressers, excellent condition -\$500. Call Mary at -66422
  - White wall unit with natural oak trim, one-year old, great condition -\$400. Call Varda at -77607
  - Seven-piece, walnut bedroom suite, two light blue table lamps and matching chandelier included, all excellent condition -\$800; light blue sheer valance, approx. 7' wide -\$25; love seat sofa bed -\$100. Call Angela at 638-5994 or -55030
  - Kitchen cupboards, counters, double sink, range hood -\$500; ping-pong table -\$60. Call Elaine at -33992 or 222-2609
  - Large dog carrier, new -\$55; 35 gallon aquarium kit, complete with stand, Hagen aqua clear filter, heater, cover, lights -\$65. Call Debbie at -77486
  - Lady's ten-spoke bicycle -\$250; lady's black leather, bomber style jacket, size 10 -\$70; lady's winter parka, handmade and embroidered, size 10; man's winter parka, handmade and embroidered, size 36 -\$100 each. Call Wanda at 739-0694 or -77487
  - Lindsay upright piano with bench -\$2,000; two lined oak dressers, one with mirror -\$200 for both; exercise bicycle, rowing machine and treadmill -all for \$150 or will sell separately. Call 663-3342 to leave message
  - 10" black and white television -\$40; Jerrod converter (without remote) -\$15; white exercise bike -\$40. Call Dawn at -55135
  - Three+two bedroom, two-storey house, Dufferin/Steeles, 12 years old, central air, 1 1/2 washrooms, double car driveway, cold room, partially finished basement; IBM Quietwriter memory typewriter, spellcheck, service contract, supplies -\$800. Call Carole at -55097 or 669-5178
  - 1981 Chevrolet Citation, V6 automatic, certified -\$1,100. Call James at -55134 or 833-2124
  - Zenith laptop, Z-180, two 3.5" drives (740k), extra adaptor, carrying case, software if required -\$650. Call Asher at -88833 or 531-8723
  - Printer sound covers, excellent buffers for noisy printers -\$30-\$100. Call -55315
  - 1987 Honda Accord LX, four-door, five-speed, 83,000 km, new snow tires, brakes and exhaust -\$8,000. Call 663-5769 or 736-5076
- Rent** - Two-bedroom cottage on Wasaga Beach, fully equipped, available week of July 6-13 and month of August - \$450/week. Call Grace at 749-1279
- One-bedroom apartment in University City, available August 10 -\$600/month. Call Charles Porter at -55256 or 739-9324
  - Fully furnished, luxury, downtown condominium, near U of T, two-bedrooms, 2 baths, den, solarium, underground parking, 6 appliances, piano, jacuzzi, pool, sauna, available July/91 to August/92 (flexible) -\$1,650/month plus hydro. Call D. Pelletier at 944-0716 or -33339
  - One-bedroom basement apartment, Eglinton/Mt. Pleasant, quiet residential street, separate entrance, shared laundry facility -\$560/month. Call 485-8682
  - One-bedroom apartment, fully furnished, Thornhill near village centre, available September-May -\$750/month includes utilities and parking. Call 886-4874
  - Furnished Leaside home, three-bedrooms, study, finished basement, all appliances, quiet area, available mid-August to June/92, dates negotiable -\$1,800/month. Call 489-7009 or 736-5015
- Wanted** - Sabbaticant seeks apartment in New York from September 1991 for one year, preferably rent-controlled. Call -77722
- Ride from Hwy. 427 & Derry Road, 8:30 a.m. to 4:30 p.m. Call Kim at -22272
  - Dehumidifier for basement. Call Debbie at -77486
  - Ride to and from Oshawa daily. Call Johanne at -33217



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# YORK UNIVERSITY BULLETIN

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

Monday, June 24 - Tuesday, July 2, 1991  
Volume 11, Number 25

**GENERAL:**

**CANADA DAY:** University offices will be closed Canada Day, Monday, July 1.

Osgoode Hall Law School and the Faculty of Law at Australia's Monash University present a conference titled **"Toward the 21st Century: Canadian/Australian Legal Perspectives."** The conference began June 23 and continues until June 25 at Glendon College. For information on registration fees call Nicola Cunningham at -55515.

The Department of Postal Services reminds users that **personal off-campus mail** directed to the mailrooms for postage will be returned to the sender. Personal mail (i.e., telephone bills, credit card payments, London Life claims) must have sufficient postage affixed before mailing.

Telecommunications requests the assistance of the York community in returning any extra copies of the **1990-91 Internal Directory** to Room 016, Steacie. The department has run out of these directories and are unable to fill any requests for additional copies.

**"Swimming for the Terrified Beginner"** is a two-day lunch-hour session that will help those overcome their fear of water. The classes will be held July 9 and 11 from 12:00 noon to 1:00 p.m. in the Tait McKenzie Pool. There is no charge for the program. For further information or to register, call Mary Durzi, Retirement Consultation Centre (-66228).

A reception will be held to honour **Roy Witty**, Caretaking Section, Department of Physical Plant, on the occasion of his retirement after 25 years at York. The reception will be held July 16 from 3:00 to 5:00 p.m. in the Atkinson Fellows' Lounge. Contributions towards a gift can be forwarded to Cathy Joost. Please RSVP by July 9 to -44758/-22392.

The Department of Occupational Health and Safety advises the York community that **first aid kits, refills and supplies** are now available from Stores. Due to limited space, DOHS is no longer able to stock these items.

The **York Youth Connection** is a Fine Arts summer day camp program for children ages nine to fourteen. Spaces for July and August are now available. For further information call Community Relations at -55010.

The Student Centre Corporation has an opening for an **Administrative Assistant** to the General Manager (temporary from August 6, 1991 to February 1992). Qualifications: High school graduation preferred with 1-2 years secretarial training or equivalent; managerial and supervisory skills required; typing 45-50 wpm; wordprocessing; LOTUS 1-2-3; and the ability to book and schedule meetings. The successful candidate will have the ability to work independently; set priorities and meet deadlines; deal courteously and effectively with people; ability to maintain confidentiality; excellent organizational skills; excellent oral and written communication skills. Please submit resume to York University Student Centre Corporation, c/o York Post Office, Attention: Laurie Montgomery, no later than June 29.

**EVENTS:**

**MONDAY, JUNE 24**

- 10:00 a.m. - MA Defence - [Graduate Program in Psychology] Brenda Weinberg will defend her thesis entitled "Psychological Functioning of Children and Mothers in Violent and Homeless Families" - Fireside Room (3rd floor), York Hall, Glendon
- 1:00 p.m. - PhD Defence - [Graduate Program in Biology] Michael J. Horsfall will defend his dissertation entitled "Mutational Specificities of Carcinogenic Nitrosamines in the lacI gene of Escherichia coli" - Room 312, Farquharson
- 3:00 p.m. - Reception - to celebrate the award of Doctor of Laws to Miss Louella Sturdy and to honour Miss Sturdy on her retirement from Osgoode after 43 years at York - RSVP to Maggie Stockton at -55199 - Faculty Common Room (2nd floor), Osgoode
- 4:00 p.m. - Board of Governors Meeting - Board/Senate Chamber, Glendon

**TUESDAY, JUNE 25**

- 3:00 p.m. - Physics Seminar Series - "Clocks Which Don't Obey Einstein's Equations" with Prof. Ludwik Kostro, Gdansk University, Poland - Room 317, Petrie

**WEDNESDAY, JUNE 26**

- 3:00 p.m. - Reception - for Margaret Smith who is retiring from York - for further information contact Barbara or Elrene at -55685 - Scott Library Staff Lounge

**THURSDAY, JUNE 27**

- 3:00 p.m. - 5:00 p.m. - Reception - for Eric Pond who is retiring from York Security; contributions towards a gift may be forwarded to Joanne Bailey, Room D23, EOB (RSVP to -55330) - Master's Dining Room, Founders
- 4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross



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## STAFF POSITIONS:

Applications for internal transfer/promotions should reach Human Resources no later than July 2, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

**Technical Secretary - CRESS, Science** [Temporary to February 1, 1992; Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; technical wordprocessing experience preferred; typing 45-50 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; good organizational skills; knowledge of scientific wordprocessing software packages an asset.) **GRADE: 4 (Based on an annual salary of \$25,406)**  
**JOB NO: 203D**

**Undergraduate Program Assistant - Computer Science, Science** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; some post-secondary courses preferred; 2 years' related experience (e.g., secretarial, answering enquiries, accurately maintaining computerized records, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; good written communication skills; data entry and retrieval skills preferred; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; exercising tact, diplomacy and good judgement; dealing courteously and effectively with people; good interpersonal skills; good oral communication skills to explain complex regulatory information; good organizational skills.) **GRADE: 5 (\$27,046)** **JOB NO: 204D**

**Administrative Assistant II - Theatre, Fine Arts** [Temporary: August 19, 1991 to March 27, 1992; Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; one year university education required; minimum 3 years' secretarial/administrative experience (e.g., budgetary, supervisory, etc.), preferably in a university environment; typing 40-45 wpm, accuracy essential; wordprocessing skill required; computerized spreadsheet skills preferred or willingness to learn; minute taking skills required; demonstrated skill/ability in the following areas: clear and effective oral communication; exercising initiative and good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; working independently and setting priorities; working with figures; attending accurately to detail; working effectively under pressure of high volume; excellent written communication skills; budgetary and supervisory skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (Based on an annual salary of \$32,796)** **JOB NO: 205D**  
**(previously posted as JOB NO: 181D)**

Counsellor: Jennifer Hebert

**Circulation Assistant (Reserves), Circulation, Frost Library, Glendon College** [Hours: 8:30 a.m.-4:30 p.m.; required to work one evening per week, 1:00 p.m.-9:00 p.m.] (High school graduation or equivalent; 1 year's library experience, including on-line data entry experience; basic keyboarding skills to operate a computer terminal, accuracy essential; on-line data entry skills; Bilingual Modules I (Advanced) and III (Intermediate); demonstrated skill/ability in the following areas: providing information clearly and concisely; attending accurately to detail; working calmly and efficiently with a high volume of enquiries; dealing courteously and effectively with people.) **GRADE: 4L (\$27,046)** **JOB NO: 206E**

**Circulation Assistant II - Frost Library, Libraries, Glendon College** [Temporary: July 1, 1991 to April 30, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 6 months' library or equivalent related experience, e.g., public service desk experience, bookstore experience, etc., basic keyboarding skills to operate a computer terminal; accuracy essential; on-line data entry skills; bilingual modules I (Intermediate) and III (Intermediate); 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: 207E (previously posted as JOB NO: 170E)**

Counsellor: Dawn Richards

**Registration Processing Assistant - Executive Development, Administrative Studies** [Hours: September 1-June 30: 8:00 a.m.-4:00 p.m. or 7:30 a.m.-3:30 p.m. as required during seminars; July & August and non-seminar days: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., mailing list maintenance and retrieval, registration, reception, etc.) in a customer service area; experience in a profit-oriented environment would be an asset; typing 40-45 wpm, accuracy essential; willingness and ability to learn computerized registration programme; demonstrated skill/ability in the following areas: ascertaining, interpreting and providing information in a clear and informed manner; dealing courteously and effectively with people at all levels in person and by telephone; working cooperatively as part of a team; wordprocessing and data entry; attending accurately to detail; providing a high level of customer service; working effectively under pressure of high volume and constantly changing priorities; good organizational skills including setting priorities and meeting deadlines.) **GRADE: 4 (\$25,406)** **JOB NO: 208H**

**Duplicating Operator IV (a) - Facilities & Support Services, Atkinson College** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer); may be required to work overtime during peak periods. Limited vacation permitted during April/May, July/August, November/December] (High school graduation or equivalent; formal technical training in printing processes or equivalent experience required; minimum 2 years' experience operating two colour offset press equipment; skilled operational knowledge of a variety of printing processes, platemaking and colour mixing; skilled operational knowledge of a variety of printing and bindery equipment; good manual skill and mechanical aptitude; ability to exercise good judgement in mechanical applications; demonstrated skill/ability in the following areas: working quickly and effectively under pressure of high volume; dealing courteously and effectively with people; working independently; good organizational skills, including setting priorities.) **GRADE: OP 4 (\$27,650)** **JOB NO: 209H**

**Technical Secretary - Computer Science and Math, Atkinson College** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer); overtime may be required during peak periods.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, technical typing, answering enquiries, etc.); typing 40-45 w.p.m., accuracy essential; technical typing skills required; demonstrated skill/ability in the following areas: obtaining and providing information in a clear manner; working accurately and effectively under pressure of high volume and frequent deadlines; working independently; exercising tact and diplomacy; attending accurately to detail; dealing courteously and effectively with people; good organizational skills; good written communication skills.) **GRADE: 4 (\$25,406)** **JOB NO: 210H**

**Departmental Secretary - Humanities, Atkinson College** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, answering enquiries, etc.) preferably in an academic setting; typing 40-45 w.p.m., accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: good oral communication to obtain and provide information clearly; tact and diplomacy essential; attending accurately to detail and working effectively under pressure of high volume, frequent deadlines and shifting priorities; dealing courteously and effectively with people; working independently; good organizational skills; good written communication skills.) **GRADE: 4 Provisional (\$25,406) JOB NO: 211H**

**Administrative Secretary - Philosophy/Modes of Reasoning, Atkinson College** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, basic advising, coordinating a variety of exercises, etc.), preferably in an academic setting; typing 45-50 wpm, accuracy essential; dictation skills preferred; familiarity with a computerized student records system preferred; computerized spreadsheet and budgetary skills preferred; demonstrated skill/ability in the following areas: wordprocessing; working quickly and accurately under pressure of high volume and shifting priorities; working independently and attending accurately to detail; dealing courteously and effectively with people; excellent organizational skills; good written communication skills.) **GRADE: 5 (\$27,046) JOB NO: 212H**

Counsellor: Susan Lanoue

**Administrative Secretary - Social Science, Arts** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; some university courses preferred; 2 years' related experience (e.g., wordprocessing, maintaining a computerized records system, planning and coordinating meetings and events, working with the public, 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: minute taking; obtaining and providing accurate information in a clear and concise manner; exercising tact, diplomacy and good judgement; working effectively and independently under pressure of conflicting demands; dealing courteously and effectively with people; good written communication skills; good organizational skills; basic bookkeeping skills; knowledge of an on-line computerized records system.) **GRADE: 5 Provisional (\$27,046) JOB NO: 213L**

**Receptionist/Secretary - Economics, Arts** [Temporary to December 19, 1991; Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 1 year's related experience (e.g., answering a high volume of telephone enquiries, wordprocessing, secretarial, etc.); typing 40-45 wpm, accuracy essential; 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.) **GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 214L**

**Undergraduate Program Assistant - History, Arts** [Temporary: August 12, 1991 to May 18, 1992; Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., maintaining accurate computerized records, monitoring enrolment procedures, secretarial, etc.) preferably in an academic environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; data input and retrieval skills; knowledge of student records system required; ability to maintain confidentiality; demonstrated skill/ability in the following areas: working independently and setting priorities; answering enquiries and providing accurate information in a clear and concise manner; working well under pressure of high volume; good written communication skills; excellent organizational skills.) **GRADE: 5 (Based on an annual salary of \$27,046) JOB NO: 215L**

Counsellor: Paule Cotter

**Liaison Officer 'B' - Liaison, Glendon College** [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (summer), flexible working hours and some travelling required.] (University degree or equivalent; 3 years' related experience (e.g., media and 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 communities, and their educational, social and cultural contexts; some knowledge of the university system and admissions criteria; valid "G" driver's licence; access to a vehicle for own transportation required; Bilingual Modules I (Advanced), III (Intermediate) and IV (Advanced); 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. Please submit a resume when making an application.) **GRADE: 8L (\$41,695) JOB NO: 216G**

Change to Bulletin of June 17, 1991

**Student Programs Assistant 'A' - Office of Student Programs, Fine Arts** [Temporary: July 22, 1991 to July 16, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., data entry, dealing with a variety of competing priorities, providing support for academic exercises, etc.) in a student service area; typing 40-45 wpm, accuracy essential; wordprocessing and data entry skills required; good organizational skills; initiative; demonstrated skill/ability in the following areas: working accurately and quickly under pressure of high volume and tight deadlines; obtaining and providing accurate information in a clear and concise manner; working independently; exercising good judgement.) **GRADE: 5 (Based on an annual salary of \$27,046) JOB NO: 196D**

#### **SUMMER INTERCHANGE:**

- Sale - Fancy dress fabric -\$4/metre; Polyester fabric for rough usage -\$2/metre. Call Kina at -55351  
- Chesterfield, cotton print, loose cushions, 90" long, almost new -\$350. Call Mary at -33262 or 223-3554  
- Portable chess computer (Novag Micro III) with eight skill levels -\$45. Call John at -88604
- Rent - Three-bedroom house, Finch/Sentinel, separate entrance, private parking, fridge, stove, partially furnished, central air. Call -20380 for an appointment  
- Sabbatical house from July/August 1991 to summer of 1992, Dufferin/Steeles, completely furnished, three-bedrooms, 2 1/2 baths, completely furnished, kitchen appliances and utensils included. Call 663-7624  
- Four-bedroom cottage at Eight Mile Point on Lake Simcoe just south of Orillia, available month of July (two-week periods also available) -\$2,200/month. Call 705-326-9657
- Wanted - Apartment to rent for quiet, non-smoking student, close to Centennial College (Warden Woods campus), Scarborough, beginning Sept. 1/91. Call Dorothy at -22459