

R6  
1/4

# 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 Eirene 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



"RECYCLABLE"

FINE PAPER ONLY  
PAPIER FIN SEULEMENT

## **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: Glna 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

# York UNIVERSITY

## BULLETIN

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

Tuesday, July 2 - Monday, July 8, 1991  
Volume 11, Number 26

### GENERAL:

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

**Micro York** will be closed from Monday, July 8 until Friday, July 12. They will re-open at the new Bookstore in York Lanes on Monday, July 15.

Members of the York community are advised that **1991/92 parking decals** are not yet available. Full-time Reserved and Full-time Unreserved decals will be honoured until further notice. Further information will be announced in the **York Bulletin**. Effective July 1, the following daily parking rates will apply: Daily Reserved - \$7.50 (Including GST); Daily Unreserved - \$4.00 (Including GST); Evening Reserved - \$6.00 (Including GST); Evening Unreserved - \$4.00 (Including GST); Saturday Reserved - \$6.00 (Including GST); Saturday Unreserved - \$4.00 (Including GST); Meters - \$.25 for 7 1/2 minutes, \$4.00 for 2 hours; and York Lanes - \$10.00 deposit (plus GST). The York Lanes parking lot (formally LL) will officially open July 2 as a "pay as you go" parking lot. York parking decals and parking passes will not be honoured in this lot.

**Academic Fee Waivers for Faculty/Staff Members or Dependents:** The University has implemented a mandatory enrolment deposit beginning with the Fall/Winter 1991/92 session. Faculty/Staff or dependents on academic fee waivers do not pay the enrolment deposit. However, the employee must: 1) ensure the appropriate employee number is on the academic fee waiver application form, and 2) immediately upon enrolment, the completed and approved academic fee waiver application must be forwarded to the Student Accounts Office, Room 123, Central Square. Failure to do so will result in de-enrolment from courses.

The Finance Department announces that effective July 2, Arpi Mar will replace Lee Smith as Financial Systems Analyst (Finance Area, EOB). At the same time, Lee Smith will take over Arpi Mar's position as Manager of Student Accounts (Central Square). Telephone numbers will remain the same.

In 1987, friends of the late Beverley Margaret Reynolds, a York University employee and an alumnus, established the **Beverley Margaret Reynolds Memorial Scholarship**. A fundraising brunch will be held Sunday, July 7 from 11:30 a.m. to 5:00 p.m. at the Northwood Community Centre (15 Clubhouse Court). Tickets are \$25 for adults, \$10 for children under 12 years of age. For further information call Louise Jacobs at -55219.

The Institute for Space and Terrestrial Science has an opening for a **Manager of Business Development**. The opportunity will appeal to a technically-oriented professional who understands the nature and development of scientific programs and who can also commercialize the resulting technologies and inventions. Experience in R&D and good presentation skills are essential. Experience in the international marketplace and fluency in both of Canada's official languages are desirable. 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 July 10. Please quote reference number ADM-9106.

**"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).

### EVENTS:

#### THURSDAY, JULY 4

10:00 a.m. - MSc Defence - [Graduate Program in Computer Science] Miss Zhengyan Wang will defend her thesis entitled "Using Phase Information to Detect and Localize Edges and Bars" - Room N927, Ross

### STAFF POSITIONS:

Applications for internal transfer/promotions should reach Human Resources no later than July 9, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

**Cataloguing Assistant V 'A' - Bibliographic Services, Scott Library, Libraries** [Hours: Choice of 8:00 a.m.-4:00 p.m. or 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (University degree or equivalent required; community college Library Technician diploma preferred; minimum 3 years' copy cataloguing to AACR2 standards and bibliographic searching experience; experience with on-line library systems and MARC coding procedures required; experience with LCSH and LC classifications required; typing 40-45 wpm, accuracy essential; demonstrated skill/ability in the following areas: reading and writing comprehension (equivalent to high school graduation level) of one or more of the following languages: French, German, Italian, Russian; attending accurately to detailed work; exercising good judgement; good organizational skills. Please submit a resume when making an application.)  
**GRADE: 7 (\$32,796) JOB NO: 217E**

**Enquiries Assistant, York Enquiry Services, Admissions/Liaison** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 2 years' related experience (e.g., answering a high volume of detailed enquiries, dealing with the public, etc.), preferably in a student service area; accurate on-line data entry skills required; good organizational skills; good interpersonal skills; demonstrated skill/ability in the following areas: wordprocessing; working calmly and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good oral communication skills to elicit accurate information and answer detailed enquiries; pleasant telephone manner.) **GRADE: 5 (\$27,046) JOB NO: 218E**

Counsellor: Michael Theall

**\*Assistant Superintendent of Utilities - Physical Plant, Physical Resources** (Stationery Engineer 1st Class Certificate plus Technical College diploma or equivalent; minimum 3 years' progressive experience in operations, maintenance and management of a large power plant and high voltage power and utility distribution systems, in a large building complex with a unionized workforce; demonstrated ability to manage and direct the operation and maintenance of a large heating and cooling plant, high voltage electrical power distribution systems, water, gas and sewer systems in a large building complex; sound knowledge of engineering principles, construction codes and regulations and specification writing; proven knowledge of skilled trades and power plant and utility maintenance; strong planning and organizational skills; ability to plan and manage a budget; good oral and written communication skills; familiarity with computers and their applications; demonstrated ability to deal effectively with people and provide excellent service. Please submit a resume when making an application.) **GRADE: P&M Ungraded JOB NO: 219F**

**Receiving Assistant/Courier - Bookstore, Business Operations** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (Grade 10 high school education or equivalent; 6 months' shipping/receiving experience; previous delivery experience preferred; good organizational skills to meet deadlines; good oral communication skills; valid class "F" or "G" driver's licence with proven good driving record; ability to deal courteously and effectively with people; demonstrated skill/ability in the following areas: lifting heavy material; pushing loaded carts; walking for lengthy periods.) **GRADE: 2 Prov. (\$23,106) JOB NO: 220F**

**Receiving Assistant/Courier - Bookstore, Business Operations** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (Grade 10 high school education or equivalent; 6 months' shipping/receiving experience; previous delivery experience preferred; good organizational skills to meet deadlines; good oral communication skills; valid class "F" or "G" driver's licence with proven good driving record; ability to deal courteously and effectively with people; demonstrated skill/ability in the following areas: lifting heavy material; pushing loaded carts; walking for lengthy periods.) **GRADE: 2 Prov. (\$23,106) JOB NO: 221F**

**Bookstore Assistant - Electronics, Bookstore, Business Operations** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer); required to work 1 or 2 nights per week 11:30 a.m.-7:30 p.m.; during rush periods (i.e., May, September, January) required to work 1 or 2 nights per week 1:00 p.m.-9:00 p.m.; required to work Saturdays on a rotating basis (10:00 a.m.-3:00 p.m.)] (High school graduation or equivalent; 6-12 months' sales experience including some cashier experience; ability to operate a computerized cash register preferred; knowledge of consumer electronics preferred; 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; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Prov. (\$24,290) JOB NO: 222F**

Counsellor: Dawn Richards

**Administrative Assistant - Office of the Dean, Education** [Hours: 8:30 a.m.-4:30 p.m. (occasionally 9:00 a.m.-5:00 p.m.)] (High school graduation with secretarial training or equivalent; minimum 3 years' administrative experience, including budget and spreadsheet experience; typing 40 wpm, accuracy essential; computerized spreadsheet and wordprocessing skills required; pleasant telephone manner; supervisory skills preferred; demonstrated skill/ability in the following areas: exercising tact and diplomacy; maintaining confidentiality; dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; bookkeeping; working independently and setting priorities; attending accurately to detail; exercising good judgement and initiative; working effectively under pressure of high volume; good written communication skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 6 Prov. (\$29,520) JOB NO: 223H**

**Microcomputing Lab Assistant/Monitor - Facilities & Support Services, Atkinson College** [Temporary: July 15, 1991 to July 10, 1992; Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer); may be required to work overtime and flexible hours (including evenings and Saturdays) during peak periods] (Post secondary courses including some microcomputing courses or equivalent; minimum 6-12 months' related experience (e.g., training, scheduling, preparing documentation, etc.); good problem solving and analytical skills; working knowledge of a variety of software packages including wordprocessing, computerized spreadsheets, databases and disk operating systems; knowledge of local area networks preferred; demonstrated skill/ability in the following areas: training others in a variety of software functions and features; designing courses; clear and concise oral and written communications, including the ability to prepare documentation and make presentations; dealing courteously and effectively with people; working independently; working well under pressure of changing priorities; good organizational and bookkeeping skills; good interpersonal skills.) **GRADE: 5 Prov. (Based on an annual salary of \$27,046) JOB NO: 224H**

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 an 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: 225L**

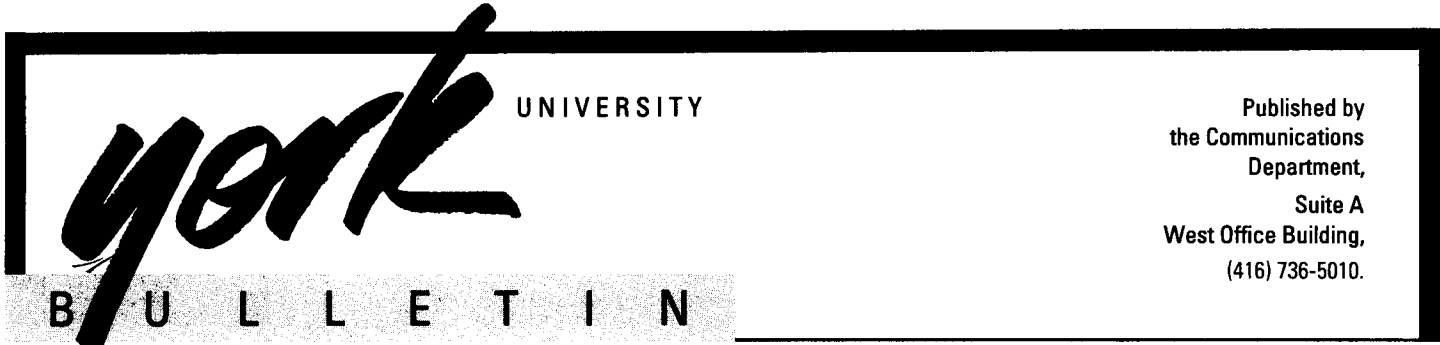
Counsellor: Paule Cotter

**Technical Coordinator - Student Affairs, Glendon College** [Seasonal: August 16-May 15; Hours: 9:00 a.m.-5:00 p.m., overtime and flexible hours required during peak periods] (Community college diploma in theatre technology or equivalent; minimum 2 years' related experience (e.g., stage or production management, technical direction, etc.); demonstrated skill/ability in the following areas: dealing courteously and effectively with people; training and overseeing the work of others; lighting and sound technology skills; attending accurately to detail; exercising tact, diplomacy and good judgement; budgeting; good interpersonal skills; good oral and written communication skills; good planning and organizational skills; Bilingual Module 1 (Intermediate)) **GRADE: HMT 3 (Based on an annual salary \$38,428) JOB NO: 226G**

Change to Bulletin of June 24, 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 year University education required; 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**

R6  
1/4



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

Monday, July 8 - Monday, July 15, 1991  
Volume 11, Number 27

**GENERAL:**

**Corrugated Cardboard Recycling:** The Department of Physical Plant reminds the York community that Caretaking and Grounds Divisions have expanded the Corrugated Cardboard Recycling program. This material will be picked up from all major loading docks and service locations on campus. Anyone using corrugated cardboard boxes should flatten the boxes and remove excess tape and plastic/styrofoam packaging. Please do not include waxed cardboard or box board. The Caretaking Division will pick up boxes left outside of offices. For further information call Paul Mayol, Waste Management Coordinator at York's Recycling Hotline (-40444).

The Department of Human Resources announces the following appointments: Amanda Lewis, Supplies Division Manager, Bookstore, effective June 24. The following promotions/transfers have also taken place: Paule Cotter, Administrative Officer, Principal's Office, Glendon College.

The Ministry of Natural Resources will release six young **Peregrine falcons** from the roof of the Ross Bldg. In the near future, as part of a wildlife conservation project aimed at saving this endangered species. Anyone spotting these birds on the ground is asked to notify the Ministry of Natural Resources staff or one of the volunteer observers stationed around the Ross Bldg., or call the Ministry at 832-2761. If the bird is in danger -- sitting on a road or threatened by a dog -- gently throw a blanket over it, place it in a box and move it to a safe place until ministry staff arrive. If a box is unavailable, guard the bird until ministry staff arrive.

The **Student Centre Childcare's Drop-in Centre** (Apt. 104, 2 Assiniboine Road) is now open. Supervised childcare spaces are available for flexible, part-time needs. Parents are also welcome to use this facility with their children. Hours are Monday-Friday, 8:30 a.m.-5:00 p.m. (flexible). Lunch is not available. For further information call -30102.

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.

**EVENTS:**

**TUESDAY, JULY 9**

2:00 p.m. - PhD Defence - [Graduate Program in Psychology] Barbara J. Erskine will defend her dissertation entitled "Text Processing and Recall of Text in University Students: An Investigation of the Effects of Advance Organizers" - Room N927, Ross

**WEDNESDAY, JULY 10**

2:30 p.m. - MEd Defence - [Graduate Program in Education] Marjorie Berger will defend her thesis entitled "From Theory to Practice: Implementing a Multi-Grade Staffing Model in an Elementary School" - Room N927, Ross

**THURSDAY, JULY 11**

11:00 a.m. - MA Defence - [Graduate Program in Geography] Jeremy Tucker will defend his thesis entitled "The Role of Cosmology in Societal Renewal: The Development of Indigenous Agricultural Technology Within the Rastafari Movement of Jamaica" - Room N401, Ross

**STAFF POSITIONS:**

Applications for internal transfer/promotions should reach Human Resources no later than July 15, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

**\*Manager - Computing Services, Administrative Studies** (Honours degree in Computer Science or equivalent; MBA an asset; 2-3 years' senior support and development role in a VAX/VMS environment; supervisory experience required; excellent oral communication skills; strong interpersonal and managerial skills; excellent written communication skills, including ability to write reports, presentations and proposals; analytical skills; well developed hands-on knowledge of Financial Modelling, Business Data Base management (use of 4GL), Business Graphics and local area networks; extensive knowledge of VAX/VMS & MS/DOS; working knowledge of VM/CMS, MVS and OS/2; extensive knowledge of one or more 3rd generation programming languages, e.g., FORTRAN, BASIC, 'C', etc.; working knowledge of 4th generation languages, e.g., RALLY, POWERHOUSE, etc. Please submit a resume when making an application.) **GRADE: P&M 8 (\$43,403 - \$52,518) JOB NO: 227D**

**Operator II - Operations, Computing and Communications Services** (Temporary to December 20, 1991; Hours: Shift and weekend work - 12:00 a.m.-8:00 a.m.; 8:00 a.m.-4:00 p.m.; 4:00 p.m.-12:00 midnight) (High school graduation or equivalent combination of education and experience; some courses in MVS, VM, VAX/VMS and/or UNIX operating systems preferred; minimum 1 year's experience using peripheral equipment in a MVS/JES2 and/or VM and/or VAX/VMS environment OR minimum 1 year's experience as an Operator I. Basic knowledge of: JCL & Utilities; intermediate knowledge of system commands and procedures of the following: MVS/JES2 and/or VM/CMS and/or VAX/VMS and/or VTAM and/or UNIX and/or VM/CMS XEDIT, EXEC & REXX and/or CME/RESOLVE commands; advanced knowledge of: peripheral equipment.) **GRADE: CS4 (Based on an annual salary of \$30,318) JOB NO: 228D**

Counsellor: Jennifer Hebert

**\*Administrative Assistant II - Office of the Associate Vice-President (Research)** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; several post-secondary courses in office administration required; minimum 3 years' related experience, (e.g., office management, budgeting, administrative, etc.) including supervising, preferably in a university environment; wordprocessing skills required; computerized spreadsheet skills preferred or willingness to learn; knowledge of French (oral and written comprehension) would be an asset; demonstrated skill/ability in the following areas: excellent organizational skills; working independently and setting priorities; budgeting; working quickly and effectively under pressure of high volume and changing priorities; providing information and answering enquiries in a clear and informed manner; tact and diplomacy essential; maintaining confidentiality; excellent written communication skills. Please submit a resume when making an application.) **GRADE: 7 (Pay Equity salary of \$34,272) JOB NO: 229E**

**Secretary - Office of the Associate Vice-President (Research)** [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., secretarial, drafting and proofreading written materials, maintaining filing systems, etc.) including using a wide range of wordprocessing functions; typing 50 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing; working quickly and effectively with a variety of assignments under pressure of high volume and changing priorities; maintaining confidentiality; attending accurately to detail; clear and effective oral communication skills; tact and diplomacy essential; good written communication skills, including accurate spelling and grammar; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 230E**

Counsellor: Dawn Richards

**Program Secretary - Deaf Education Program, Education** [Hours: 8:30 a.m.-4:30 p.m. (occasionally 9:00 a.m.-5:00 p.m.)] (High school graduation or equivalent; secretarial training would be an asset; minimum 2 years' related experience (e.g., secretarial, reception, etc.); typing 35-40 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; pleasant telephone manner; demonstrated skill/ability in the following areas: answering enquiries and providing information in a clear and concise manner; exercising tact and diplomacy; attending accurately to detail; working independently; following tasks through to completion; dealing courteously and effectively with people; excellent organizational skills, including meeting deadlines.) **GRADE: 4 Provisional (\$25,406) JOB NO: 231H**

**Program Secretary 'D' - Administrative Studies, Atkinson College** [Hours: Monday-Thursday - 11:00 a.m.-7:00 p.m.; Friday - 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; some university courses preferred; 1-2 years' related experience (e.g., reception, dealing with the public, secretarial, etc.), preferably in an educational institution; typing 45-50 wpm, accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: working accurately and quickly under pressure of high volume and strict deadlines; dealing courteously and effectively with people; working independently; good oral communication skills to obtain and provide accurate information clearly and concisely; pleasant telephone manner; tact and diplomacy essential; good organizational skills.) **GRADE: 4 Provisional (\$25,406) JOB NO 232H**

**Administrative Assistant - Office of the Dean, Osgoode Hall Law School** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 3 years' related experience (e.g., budgeting, supervising, administrative, etc.), preferably in a university environment; recent computerized budgeting and bookkeeping experience required; typing 40-45 wpm, accuracy essential; good interpersonal skills; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: using a wide range of wordprocessing functions; bookkeeping and budgeting; obtaining and providing accurate information in a clear and concise manner; tact and diplomacy essential; supervising, including ability to train others; exercising good judgement and initiative; working quickly and accurately to meet deadlines under pressure of high volume and changing priorities; dealing courteously and effectively with people; maintaining confidentiality; working independently; good written communication skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 6 (\$29,520) JOB NO: 233H**

Counsellor: Susan Lanoue

**Secretary - Physical Education, Arts** [Part-time: 28 hours/week; Hours: 8:30 a.m.-4:30 p.m., Monday to Thursday] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., wordprocessing, coordinating events, etc.); typing 40-45 wpm, accuracy essential; demonstrated skill/ability in the following areas: working calmly and effectively under pressure of frequent interruptions; explaining detailed information in a clear and concise manner; dealing courteously and effectively with people; minute taking; working accurately with figures; pleasant and effective telephone manner; working independently; good written communication skills; good organizational skills.) **GRADE: 4 Provisional (Based on annual salary \$25,406) JOB NO: 234L**

**Secretary - Economics, Arts** [Temporary: August 12, 1991 to July 10, 1992. Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 2 years' secretarial experience, preferably in a post-secondary environment; typing 45-55 wpm, accuracy essential; wordprocessing skills required; technical typing skills required; good spelling and grammatical skills; good organizational skills; demonstrated ability to obtain and provide accurate information; demonstrated ability to deal courteously and effectively with people.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 235L**

**Secretary - Physical Education, Arts** [Sessional: August 15 to May 15; 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, providing information, reception, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills required; good organizational skills; demonstrated ability to provide accurate information and answer enquiries in a clear and concise manner; demonstrated ability to deal courteously and effectively with people.) **GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 236L**

**SUMMER INTERCHANGE:**

- Sale** - Smith Corona SD 850 wordprocessing typewriter: Two-line x 40 char. display, "Autospell," "LineEraser," 16,000 char. editable memory, triple pitch, unused, nine months old -\$225. Call Jill at 444-1319  
- 1978 Cutlass Salon Brougham, 8 cyl., 114km, excellent condition -\$1,000. Call 661-6474 after 5:00 p.m.  
- Beaumark air-conditioner, 10,000 BTU, one year old -\$490. Call Pak at -22792  
- 1987 Mazda 323, two-door, AM/FM stereo, automatic, certified -price negotiable. Call Vince at 851-0943 after 4:00 p.m.
- Rent** - Cottage for rent, Eagle Lake (north of Huntsville), three-bedrooms, colour TV, running water, row boat, beach, clean lake -\$500/week. Call Mr. Lee at -33713 or 629-2769

# YORK UNIVERSITY

## BULLETIN

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

Monday, July 15 - Monday, July 22, 1991  
Volume 11, Number 28

**GENERAL:**

**York Bookstore Hours for July:** Monday-Thursday (9:00 a.m.-4:30 p.m.); Friday (9:00 a.m.-3:30 p.m.); Saturday (closed).

**Corrugated Cardboard Recycling:** The Department of Physical Plant reminds the York community that Caretaking and Grounds Divisions have expanded the Corrugated Cardboard Recycling program. This material will be picked up from all major loading docks and service locations on campus. Anyone using corrugated cardboard boxes should flatten the boxes and remove excess tape and plastic/styrofoam packaging. Please do not include waxed cardboard or box board. The Caretaking Division will pick up boxes left outside of offices. For further information call Paul Mayol, Waste Management Coordinator at York's Recycling Hotline (-40444).

**Academic Fee Waivers for Faculty/Staff Members or Dependents:** The University has implemented a mandatory enrolment deposit beginning with the Fall/Winter 1991/92 session. Faculty/Staff or dependents on academic fee waivers do not pay the enrolment deposit. However, the employee must: 1) ensure the appropriate employee number is on the academic fee waiver application form, and 2) immediately upon enrolment, the completed and approved academic fee waiver application must be forwarded to the Student Accounts Office, Room 123, Central Square. Failure to do so will result in de-enrolment from courses.

**EVENTS:**

**TUESDAY, JULY 16**

3:00 p.m. - 5:00 p.m. - **Reception** - to honour Roy Witty, Caretaking Section, Department of Physical Plant, on the occasion of his retirement after 25 years at York - contributions towards a gift can be forwarded to Cathy Joost (-44758/22392) - Fellows' Lounge, Atkinson

**WEDNESDAY, JULY 17**

9:00 a.m. - **MSW Defence** - [Graduate Program in Social Work] Inge Barthlomeiczik will defend her thesis entitled "Intensive Users of Community Mental Health Services" - Room N927, Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions should reach Human Resources no later than July 22, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.  
Counsellor: Jennifer Hebert

**Secretary - Bibliographic Services, Scott Library, Libraries** [Temporary: August 6, 1991 to February 29, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1 year's secretarial experience required including budget preparation, preferably in a library environment; typing 40-45 wpm, accuracy essential; attending accurately to detail; working accurately with figures; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheet; providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; good organizational skills.) **GRADE: 4 (Based on annual salary of \$25,406) JOB NO: 237E**

Counsellor: Dawn Richards

**\*Interpreter - Deaf Education Program, Education** (Adaptive capability, including interest in and ability to familiarize oneself with a wide range of topics; demonstrated proficiency in providing visual interpretation, ASL, PSE, Sign English and/or oral interpreting for deaf and hard of hearing people; demonstrated ability to accurately translate a wide variety of material; excellent listening and communication skills; good interpersonal skills. Please submit a resume when making an application.) **GRADE: P&M Ungraded JOB NO: 238H**

**\*Interpreter - Deaf Education Program, Education** (Adaptive capability, including interest in and ability to familiarize oneself with a wide range of topics; demonstrated proficiency in providing visual interpretation, ASL, PSE, Sign English and/or oral interpreting for deaf and hard of hearing people; demonstrated ability to accurately translate a wide variety of material; excellent listening and communication skills; good interpersonal skills. Please submit a resume when making an application.) **GRADE: P&M Ungraded JOB NO: 239H**

**Front-line Registration Assistant I - Registration, Atkinson College** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation; minimum 2 years' university education or equivalent; minimum 2 years' related experience (e.g., enrolment, front-line advising, assessing, etc.), preferably in a student service area; typing 35-40 wpm, accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: working with computerized student record system; dealing courteously and effectively with people; exercising tact and diplomacy; providing information and answering enquiries in a clear and concise manner; attending accurately to detail; exercising good judgement and initiative; working effectively under pressure of high volume; overseeing the work of others; working independently; good written communication skills; good organizational skills. Please submit a resume when making an application.) **GRADE: 6 Provisional (\$29,520) JOB NO: 240H**





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

**Administrative Secretary - Osgoode Hall Law School** (Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, organizing conferences, etc.), preferably in a legal environment; typing 40-45 wpm; wordprocessing skills required; skill in transcribing from dictation equipment; pleasant telephone manner; demonstrated skill/ability in the following areas: excellent oral and written communication skills in French and English; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working independently and setting priorities; excellent organizational skills.) **GRADE: 5 (\$27,046) JOB NO: 241H**

**Faculty Secretary - Osgoode Hall Law School** (Temporary: August 19, 1991 to December 16, 1991; Hours: 8:30 a.m.-4:30 p.m.) (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience; typing 45-50 wpm; good wordprocessing skills required; skill in transcribing from dictation equipment preferred; good oral communication skills; pleasant telephone manner; good organizational skills; tact and diplomacy essential; demonstrated ability to deal courteously and effectively with people.) **GRADE: 3 Provisional (Based on annual salary of \$24,290) JOB NO: 242H**

Correction to Bulletin of July 8, 1991

**Program Secretary - Deaf Education Program, Education** (Hours: 8:30 a.m.-4:30 p.m., occasionally 9:00 a.m.-5:00 p.m.) (High school graduation or equivalent; secretarial training would be an asset; minimum 2 years' related experience (e.g., secretarial, reception, etc.); typing 35-40 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; pleasant telephone manner; skill in sign language preferred or willingness to learn; knowledge of TDD equipment preferred; demonstrated skill/ability in the following areas: answering enquiries and providing information in a clear and concise manner; exercising tact and diplomacy; attending accurately to detail; working independently; following tasks through to completion; dealing courteously and effectively with people; excellent organizational skills, including meeting deadlines.) **GRADE: 4 Provisional (\$25,406) JOB NO: 231H**

**SUMMER INTERCHANGE:**

- Sale**
- Dinette set - large rectangular wood grain table top, four chairs -\$180; 10" RCA black & white television -\$50; Five-drawer chest of drawers, two night tables and lamps, can be purchased separately or -\$75 complete; Solid wood & glass coffee table -\$150; Stereo components including floor speakers: Sony, Yamaha, Thorens -prices negotiable. Call 508-1921 to leave message
  - Queen-size split box spring, one-year old -\$200; Queen-size water bed, three years old -\$100. Call Birgit at -44649
  - Tubular-frame elevated bed & mattress, two attached book shelves & adjustable desk (to fit beneath bed) -\$275. Call 489-5556
  - Kenmore microwave oven, almost new -\$150; GE electric range, perfect working condition -\$200. Call Gill at -22416 or 764-6553
  - Super Fitness VIP membership for one year, access to eight locations -\$400. Call Chor at -55087 or 739-6077
  - Detached house in Richmond Hill (Yonge/16th Ave.), 1,700 sq. ft., many upgrades -price negotiable. Call -20380 or 737-8664
  - 1986 Toyota Camry, 75,000km, extended warranty, five-speed, snow tires on rims, AM/FM plus cassette, will certify -\$5,900. Call D. Pelletier at -33339
  - Solid pine pedestal table (for dining room or breakfast room) and six matching chairs -\$600; NEC multi-speed laptop, two 3.5" drives (640K), adaptor, carrying case, handbooks -\$600. Call Farhana at -20304 or 363-6844
  - Super single waterbed, six-drawers, bookcase headboard, heater; Single canopy bed frame, white with gold trim; Desk, five-drawers, steel. Call Cheryl at -66665
  - Fridge, 13 cu. ft., blue, good condition -\$275; Bell and Howell Super 8 film projector and camera, used once -\$225. Call Victor at -88142
  - 1991 Nissan NX, T-Bar roof, AM/FM cassette, five-speed, cruise control -\$15,999. Call David at -20455
- Rent**
- Two-bedroom apartment, Islington/Steeles. Call 749-7365 or 741-9277
  - Fully-furnished detached house, two-bedrooms, quiet street south of Richmond Hill, available Sept. 1/91 to Aug. 31/92. Call -77709
  - Two-bedroom apartment, fully-furnished, 1 1/2 baths, available six to eight months commencing Sept. or Oct. -\$1,200/month. Call 225-4911 after 5:00 p.m.
  - Two-bedroom condominium apartment, penthouse, sunroom, two baths, appliances, 15 minutes from York, available July 15. Call 851-5486 evenings
  - Four-bedroom furnished house in country, Sept/91 to summer 1992, all appliances, 10 acres, 50 minutes north of York. Call Steve at -77769
  - Four-bedroom, furnished, semi-detached house, Yonge/St. Clair, air, three+ baths, two fireplaces, eight appliances, available Sept/91 to May/92 (negotiable) -\$2,200 plus utilities. Call 486-7017
  - Six-room house on 1/2 acre lot, Yonge/Hwy. #7 -\$1,100/month plus utilities. Call Sam Iatomasi at 324-2626
  - One-bedroom furnished (or unfurnished) apartment, 10 minutes from York, five appliances, available August 1 -\$600. Call 733-3256 after 6:00 p.m.
  - Two/three bedroom bungalow, two baths, sauna, garage, Avenue/Lawrence -\$1,200/month plus utilities. Call Ella at -22640
  - First and second floor of house, four-bedrooms, air, fireplace, Yonge/Finch -\$1,050 plus utilities; Ground floor and basement of house, two-bedrooms, 1 1/2 baths, air -\$750 plus utilities. Call -33418 or 223-3880

R6  
1/4

**YORK UNIVERSITY**  
**BULLETIN**

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

Monday, July 22 - Monday, July 29, 1991  
 Volume 11, Number 29

**GENERAL:**

Applications are currently being accepted for the position of **Don In Calumet College** for the 1991-92 academic year. Successful applicants are generally senior undergraduate or graduate students with a solid academic record. Job descriptions are available from the Calumet College General Office, Room 235 (Calumet College). Interested applicants should forward a resume with two letters of recommendation and a covering letter to P. Keall, Master, Room 235, Calumet College. The deadline for receipt of applications is July 31 at 12:00 noon. For further information call -55098.

The Admissions Office invites members of the York community to contribute to a farewell gift for **Noel Bernan**, who has recently ceased to work for the University because of a serious illness. Noel received a BA and MA from York, and served the University well for many years, ultimately as Associate Director of Admissions. Those who would like to pay tribute to Noel and wish him well are invited to send contributions to the Admissions Office, WOB. Cheques should be made payable to Deborah Hobson.

The Off-Campus Housing Service has **accommodation listings** for incoming faculty, visiting faculty, and sabbaticants who require short and long-term housing. Information is available in Room 124, Central Square or call -55141 to receive the most up-to-date housing information.

Recreation York advises members of the York community that the Staff/Faculty Health Insurance Plan covers **Massage Therapy**. Appointments can be made by calling -55184 for Tuesdays, 11:00 a.m.-5:00 p.m. or Thursdays, 11:00 a.m.-2:00 p.m. Fees are \$35 for 1/2 hour (members) or \$45 for one hour (members). Non-member's fee will be member's fee plus \$10. Fitness class coupons expire July 31. N1 (M/W/F), 12:15-12:45 p.m. and AWF1 (M/W), 4:45-5:45 p.m. will continue until August 16. Coupons can be purchased individually for these classes.

**EVENTS:**

**TUESDAY, JULY 23**

1:00 p.m. - **PhD Defence** - [Graduate Program in Sociology] William Ramp will defend his dissertation entitled "Durkheim and Parsons: A Study in the Political Discourse of Social Theory" - Room 215, Founders

**THURSDAY, JULY 25**

10:00 a.m. - **MA Defence** - [Graduate Program in Psychology] Judi Riches will defend her thesis entitled "Female Lone-Parents: Stress, Social Support, and Psychological Well-Being" - Room N927, Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions should reach Human Resources no later than July 29, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

**Counsellor: Gina Dunnett**

**\*Interdisciplinary Studio Technician - Visual Arts, Fine Arts** [Sessional: August 15-May 15; Hours: 17.5 hours per week to be arranged depending on schedule] (2 years community college education or equivalent, including courses in film, video, and fine arts computer applications; 2 years' related experience (e.g., demonstration, monitoring inventory, scheduling, evaluating equipment, etc.); thorough working knowledge of film and video equipment and techniques, including editing; basic knowledge of video and film lighting equipment and techniques; working knowledge of audio recording equipment; working knowledge of fine arts computer applications (i.e. imaging, titling and editing); good organizational skills; good written communication skills; good oral communication skills to make presentations and explain techniques and procedures, including safety procedures; demonstrated ability to deal courteously and effectively with people. Please submit a resume when making an application.) **GRADE: MOT III (Based on an annual salary of \$34,145) JOB NO: 243D**

**Assistant Secretary of Council/Publications Coordinator - 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 or equivalent; minimum 1 year university education required; 3-4 years' administrative experience required, including editing experience; typing 45-50 wpm; wordprocessing and database management skills required; ability to oversee the work of others required; demonstrated skill/ability in the following areas: excellent oral and written communication skills; excellent editing skills; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume; excellent organizational skills, including ability to work independently and set priorities. Please submit a resume when making an application.) **GRADE: 7 (\$32,796) JOB NO: 244D**



♻️"RECYCLABLE"♻️

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

**Administrative Assistant - Dean's Office, 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 with secretarial training or equivalent; 3 year's secretarial and administrative experience including budgeting/accounting, preferably in a student service area; wordprocessing and computerized spreadsheet skills required; familiarity with computerized records system; ability to train and supervise others required; budgeting and accounting skills required; public speaking skills an asset; demonstrated skill/ability in the following areas: eliciting and providing accurate information in a clear and concise manner; exercising tact and diplomacy; taking minutes; working independently; maintaining confidentiality; dealing courteously and effectively with people; working effectively during peaks of high volume and constant interruptions; good organizational skills including setting priorities; good written communication skills. Please submit a resume when making an application.) **GRADE: 6 (Based on an annual salary of \$29,520) JOB NO: 245D**

**Counsellor: Jennifer Hebert**

**Administrative Program Coordinator - Career & Placement Centre, Student Affairs** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with some university courses or equivalent; 3 years' related experience (e.g., coordinating programs and services; supervision; bookkeeping and financial management, etc.), preferably in a post-secondary or human service environment; knowledge of current career and placement resources and university administrative procedures an asset; demonstrated skill/ability in the following areas: coordinating projects and events; supervising; bookkeeping; excellent organizational skills; excellent oral and written communication skills, including ability to make presentations; effective telephone manner; maintaining confidentiality; providing client/customer service; working independently and cooperatively as part of a team; dealing courteously and effectively with people; exercising tact and diplomacy; ability to set priorities and manage conflicting demands; handling cash. Please submit a resume when making an application.) **GRADE: 7 (\$32,796) JOB NO: 246E**

**\*Administrative Assistant - Office of the Vice President (Finance & Administration)** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with formal secretarial training or equivalent; university coursework preferred; minimum 3 years' administrative/secretarial experience at a senior level, involvement in project management preferred; wordprocessing and spreadsheet skills required; minute taking skills; analytical skills; willingness to learn different software packages; ability to oversee the work of others; demonstrated skill/ability in the following areas: budgetary, including knowledge of the University Financial System; excellent oral and written communication skills; exercising good judgement and initiative; maintaining confidentiality; providing excellent service to the community; working effectively under pressure of high volume and frequently changing tasks; dealing courteously and effectively with people; exercising tact and diplomacy; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 Provisional (\$32,796) JOB NO: 247E**

**Counsellor: Dawn Richards**

**Administrative Secretary - Osgoode Hall Law School** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, organizing conferences, etc.), preferably in a legal environment; typing 40-45 wpm, accuracy essential; skill in transcribing from dictation equipment; pleasant telephone manner; demonstrated skill/ability in the following areas: wordprocessing; excellent oral and written communication skills in French and English; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working independently and setting priorities; excellent organizational skills.) **GRADE: 5 (\$27,046) JOB NO: 248H**  
**previously posted as 241H**

**Administrative Secretary - Tutorials, Dean's Office, Administrative 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; minimum 2 years' related experience (e.g., administrative, secretarial, budget monitoring, co-ordinating activities, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and informed manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume; exercising initiative and good judgement; good written communication skills; excellent organizational skills, including ability to set priorities and work independently.) **GRADE: 5 Provisional (\$27,046) JOB NO: 249H**

**Faculty Secretary - Pre-Service, Education** [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; minimum 1 year's secretarial and reception experience; typing 40-45 wpm, accuracy essential; wordprocessing skills required; good oral communication skills; pleasant telephone manner; demonstrated ability to deal courteously and effectively with people; demonstrated ability to accurately handle a high volume of work on a continuing basis; good organizational skills.) **GRADE: 3 (\$24,290) JOB NO: 250H**

**Faculty Secretary - In-Service, Education** [Temporary: September 3, 1991 to March 6, 1992; Hours: Monday-Thursday, 10:30 a.m.-6:30 p.m.; Friday, 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; minimum 1 year's related experience (e.g., secretarial, making arrangements, ordering and coordinating resources, etc.), preferably in an educational environment; typing 40-45 wpm accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: providing accurate information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; attending accurately to detail; working effectively under pressure of high volume and constant changing priorities; good organizational skills.) **GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 251H**

**Assistant to Contracts Officer - Dean's Office, Atkinson College** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some university courses preferred; minimum 2 years' related experience (e.g., working with figures, spreadsheets, maintaining a computerized records system, etc.), preferably in an academic environment; typing 40-45 wpm, accuracy essential; wordprocessing and computerized spreadsheet skills required; working accurately with figures; good written communication skills; demonstrated skill/ability in the following areas: obtaining and providing detailed information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; working accurately and effectively under pressure of frequent changing deadlines; working independently; maintaining confidentiality; good organizational skills.) **GRADE: 5 Provisional (\$27,046) JOB NO: 252H**

**Communications Officer - Outreach Services, Atkinson College** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (University degree in a related field (Communications, Journalism, English, Marketing) or demonstrated equivalent; 3 years' recent experience in public relations or related activity (media/public relations, editorial/publications), including familiarity with Toronto media contacts; typing 35-40 wpm; ability to establish media contact; knowledge of desk-top publishing; interviewing and researching skills an asset; demonstrated skill/ability in the following areas: excellent written and editorial skills; excellent oral communication including public speaking; good organizational skills, dealing courteously and effectively with people; exercising tact and diplomacy; working independently under pressure of frequent deadlines. Please submit a resume when making an application.) **GRADE: Editor/Public Affairs Officer (\$41,361) JOB NO: 253H**

**\*Coordinator - Outreach Services, Atkinson College** [Temporary: August 1, 1991 to June 30, 1992] (University degree; 3-4 years' related administrative experience, preferably in a university environment; demonstrated ability to develop, coordinate and implement plans; demonstrated ability to deal effectively with all levels of the Community and to provide excellent service; excellent oral and written communication skills; excellent organizational skills; public speaking skills; good counselling skills; supervisory skills; ability to exercise good judgement and initiative; valid Ontario driver's license required. Please submit a resume when making an application.) **GRADE: P&M 6 (Based on an annual salary of \$37,210-\$45,022) JOB NO: 254H**

Counsellor: Susan Lanoue

**Assistant Superintendent - Stores, Physical Plant** [Hours: 8:00 a.m.-4:00 p.m.] (High school graduation or equivalent; WHMIS training courses at the instructional level required; 3 years' related experience (e.g., supervisory, inventory control, purchasing, etc.), preferably in a maintenance environment; good keyboarding skills to operate a computer terminal; accounting and procurement skills; Class "G" Ontario driver's license required; demonstrated skill/ability in the following areas: supervisory; extensive knowledge of technical/mechanical inventory; excellent oral and written communication skills; ability to exercise good judgement; good working knowledge of inventory control; ability to operate a fork lift and other mechanical equipment; working accurately with figures; working effectively under pressure of high volume, including maintaining a high level of service. Please submit a resume when making an application.) **GRADE: 7 (\$32,796) JOB NO: 255L**

**Wordprocessing Operator - Secretarial Services, Arts** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 2 years' related experience including 1 year experience using all wordprocessing functions; typing 50-55 wpm, accuracy essential; language and technical typing skills preferred or willingness to learn; willingness to learn new software packages as required; knowledge of DOS; familiarity with macros and conversion of software packages; ability to transcribe from dictation equipment; ability to adapt well to changing procedures; demonstrated skill/ability in the following areas: proficiency in using all wordprocessing functions; good oral communication to elicit accurate information and answer detailed technical enquiries; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working effectively in a team environment; excellent organizational skills, including ability to set priorities and work independently under pressure of high volume.) **GRADE: 4 (\$25,406) JOB NO: 256L**

**Receptionist - Secretarial Services, Arts** [Temporary to February 7, 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; 1-2 years' related experience (e.g., reception, arranging meetings, maintaining a log, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; spreadsheet and database skills an asset; demonstrated skill/ability in the following areas: good oral communication to elicit accurate information and answer detailed technical enquiries; pleasant telephone manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively in a team environment; good organizational skills.) **GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 257L**

Counsellor: Paule Cotter

**Administrative Assistant I - Multidisciplinary Studies, 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 secretarial training or equivalent; 3 years' secretarial and administrative experience, preferably in a student related area; typing 45-50 wpm, accuracy essential; excellent wordprocessing skills required; skill in transcribing from dictation equipment; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following areas: working effectively under pressure of high volume and conflicting demands; meeting deadlines; bookkeeping; working independently and exercising initiative; dealing courteously and effectively with people; exercising tact and diplomacy; training and overseeing the work of others; providing information and answering enquiries in a clear and concise manner; good written communication skills; excellent organizational skills; effective interpersonal skills. Please submit a resume when making an application.) **GRADE: 6L (\$32,796) JOB NO: 258G**

#### SUMMER INTERCHANGE:

- Sale**
- Air conditioner, 10,100 BTU, never used -\$500. Call 738-5005 or 738-5878
  - Kitchen set, seven pieces -\$100; Two twin beds, including box springs, mattresses, and rails -\$75 each; Two pairs of girl's jazz shoes, sizes 3 and 5 -\$15 each. Call Helen at -20399 or 490-9329
  - Window coverings: Full-size drapes to cover window and walk-out to balcony, neutral sheers -\$100; Roll blind for second bedroom; Air conditioner, apartment unit -\$150. Call 508-1921 to leave message
  - 1981 Omni -best offer; Square rattan and glass table with four chairs -\$125; 1979 Cadillac -best offer. Call Linda at 731-6593 after 6:00 p.m.
  - Kitchen Table and 4 chairs, white, round -\$299; Rectangular parsons table, almond -\$99; Sofa and love seat -\$99; Two office high-back swivel chairs -\$35 each; Coffee table -\$50. Call 731-0656
- Rent**
- Two-bedroom luxury condominium, new, two full baths, six appliances, near Humber College/Humber Memorial Hospital, available Sept. 1 -\$1,250; Office/storage space, Keele/Hwy. 7 area, 100-200 sq. ft. Call 738-5005 or 738-5878
  - Two-bedroom condominium, Promenade Towers, Bathurst/Steeles, 1 1/2 baths, five appliances, available Sept. 1 -\$1,100/month. Call Franca at 743-3343
  - One-bedroom condominium with solarium, Queensway/South Kingsway, three appliances, available Sept. 1 -\$1,000/month. Call 239-9376 or 760-7327
- Wanted** - Woman's bicycle, preferably with not too many gears. Call Deborah Hobson at -77489

# YORK UNIVERSITY

## BULLETIN

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

Monday, July 29 - Tuesday, August 6, 1991  
Volume 11, Number 30

### GENERAL:

**Civic Holiday:** University offices will be closed Monday, August 5.

Major changes to **TTC bus service** affecting the Glendon campus began July 21. For further information, call the TTC at 393-INFO.

The **Unicoll Credit Union** will relocate to a new, expanded branch in York Lanes on August 19. The annual **Unicoll BBQ** is scheduled to take place August 21 from 11:30 a.m. to 1:30 p.m. behind York Lanes. It is free to members only.

The Department of Physics is now the **Department of Physics and Astronomy** and the Graduate Program in Physics is now the **Graduate Program in Physics and Astronomy**. Effective August 1, the Department of Instructional Aid Resources (DIAR) will be renamed the **Instructional Technology Centre (ITC)**.

### EVENTS:

#### FRIDAY, AUGUST 2

9:00 a.m. - **PhD Colloquium** - [Graduate Program in Psychology] James D.A. Parker will present his colloquium entitled "In Search of the Person: The Historical Development of American Personality Psychology"  
- Room 203, Behavioural Sciences Building

#### TUESDAY, AUGUST 6

10:00 a.m. - **PhD Defence** - [Graduate Program in Psychology] James D.A. Parker will defend his dissertation entitled "In Search of the Person: The Historical Development of American Personality Psychology"  
- Room N927, Ross

### STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 6, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.  
Counsellor: Jennifer Hebert

**Records Clerk - Research and Records, Private Funding** [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter). Location is off-campus at Wildcat Drive] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., maintaining filing systems, researching data, computerized records entry and retrieval, clerical, etc.); typing 45 wpm, accuracy essential; wordprocessing skills required; microcomputer database management skills required; pleasant telephone manner; proofreading skills; basic research skills; good written communication skills; demonstrated skill/ability in the following areas: obtaining and relaying information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working effectively under pressure of high volume; exercising full discretion in dealing with highly confidential matters; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 259E**

**Cataloguing Assistant IV - Bibliographic Services, Scott Library, Libraries** [28 hours per week (Monday-Thursday) Hours: choice of 8:00 a.m.-4:00 p.m.; 8:30 a.m.-4:30 p.m.; or 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 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 (Based on an annual salary of \$29,520) JOB NO: 260E**

**Bibliographic Assistant - Bibliographic Services, Scott Library, Libraries** [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1 year's library experience, preferably in a cataloguing area; basic keyboard skills to operate a computer terminal required, accuracy essential; bibliographic searching skills preferred; reading knowledge of one or more of the following languages preferred: French, German, Italian or Russian; demonstrated ability to attend accurately to detail.) **GRADE: 4 (\$25,406) JOB NO: 261E**

**Grades and Examinations Coordinator - Office of the Registrar** [Temporary: September 1, 1991 to December 20, 1991; Hours: 8:30 a.m.-4:30 p.m.] (Post-secondary degree/diploma or equivalent; minimum 18 months' experience in a university or college environment, and some direct involvement in 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 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: 6 (Based on an annual salary of \$29,520) JOB NO: 262E**



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

**Serials Assistant II (Kardex) - Acquisitions & Processing, Scott Library, Libraries** [Temporary: September 3, 1991 to March 6, 1992; Hours: 8:00 a.m.-4:00 p.m.] High school graduation or equivalent; six months' related library experience (e.g., serials, bibliographic searching, etc.); experience with on-line library systems preferred; basic typing skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; working accurately with figures; dealing courteously and effectively with people; good oral communication skills; good organizational skills.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 263E**

Counsellor: Susan Lanoue

**\*Faculty Secretary - English, Arts** [21 hours/week: Monday/Wednesday/Thursday; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1 year related secretarial experience, preferably in an educational environment; typing 40-45 wpm, accuracy essential; ability to maintain confidential material; demonstrated skill/ability in the following areas: wordprocessing; clear and effective oral communication skills to obtain and relay information accurately; pleasant telephone manner; dealing courteously and effectively with people; working effectively under pressure of high volume; good organizational skills.) **GRADE: 3 Provisional (Based on an annual salary of \$24,290) JOB NO: 264L**

**Graduate Program Assistant - Mathematics, Arts** [Temporary: September 16, 1991 to March 27, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., receiving and checking applications, handling student enquiries, arranging meetings and schedules, etc.), preferably in a student service area; typing 45-50 wpm; demonstrated skill/ability in the following areas: wordprocessing; accurately obtaining and clearly explaining detailed information; good written communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; working accurately with figures; attending accurately to detail; excellent organizational skills, including ability to set priorities.) **GRADE: 5 (Based on an annual salary of \$27,046) JOB NO: 265L**

**Fellows' Secretary - Bethune College, Arts** [Temporary: September 3, 1991 to June 30, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., reception, wordprocessing, etc.; typing 40-45 wpm, accuracy essential; wordprocessing skills required; basic bookkeeping skills preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; pleasant and effectively telephone manner; dealing courteously and effectively with people; good interpersonal skills; good organizational skills, including ability to set priorities.) **GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 266L**

**Administrative Secretary - Humanities, Arts** [Temporary: September 16, 1991 to April 30, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with formal secretarial training or equivalent; 2 years' related experience (e.g., secretarial, answering enquiries, arranging meetings/events, etc.), preferably in a student service area; typing 45-50 wpm, wordprocessing skills required; good written communication skills; demonstrated skill/ability in the following areas: obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; excellent organizational skills, including ability to set priorities.) **GRADE: 5 (Based on an annual salary of \$27,046) JOB NO: 267L**

**SUMMER INTERCHANGE:**

- Sale**
- 1987 Jeep Comanche Sportruck, 4 cyl., 5-speed, buckets, AM/FM cassette, fibreglass cap, excellent condition, must sell -\$6,000. Call Jim at -22704
  - Velo Sport, 10-speed, men's bicycle, limited edition, handle bar bag included -\$200. Call Marnie at -77490 or 467-8894
  - 1981 Citation, V6, automatic, certified, good condition. Call James at -55134
  - Admiral air-conditioner, cools three rooms -\$200; Admiral large microwave -\$200; Hotpoint dishwasher, butcherblock top, used twice -\$350; Quasar 21" console television, stained oak -\$150. Call Gisela at 635-8261 after 6:00 p.m. or -33989
  - Student desk, maple, three-drawer, single pedestal, Sears brand -\$125; Two full-length, women's leather coats, size 12, one black, one burgundy -\$150 each; Carrier for bicycle, trunk mount -\$10. Call Maggie at -55770
  - 1974 Mercury Bobcat hatchback, ex-senior's car, excellent condition. Call 487-6760 after 7:00 p.m.
  - Windsurf, high technology design board, sail and accessories, Masterclass board, Neil Pryde sail, used sparingly. Call -20303 or 882-5705 after hours
  - Sony walkman, AM/FM cassette, new -\$50. Call Kathryn at 731-4786
- Rent**
- Furnished one-bedroom apartment, Yonge/Eglinton, balcony, primarily adult building, 1 or 2-year lease, available, Sept. 1, non-smoker -\$875/month includes utilities. Call Mel at -55106
  - Two-bedroom condominium, Promenade Towers, Bathurst/Steeles, 1 1/2 baths, five appliances, available Sept. 1 -\$1,100/month. Call Franca at 743-3443
- Wanted**
- Rocking chair, preferably upholstered. Call Joanna at -44600
  - Ride to and from Barrle daily. Call (705) 739-4735
  - Car pool from Cambridge area to York, daily, beginning January 1992. Call Valerie at -55110