

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 Maggle 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 Barrie daily. Call (705) 739-4735
 - Car pool from Cambridge area to York, daily, beginning January 1992. Call Valerie at -55110

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Tuesday, August 6 - Monday, August 12, 1991
Volume 11, Number 31

GENERAL:

The Department of Safety, Security & Parking Services advises the York community that **parking lots 1A, 3A and 3B will be unavailable** from Saturday, August 3 to Sunday, August 11 due to the Players Tennis Challenge. Motorists will be required to use alternate parking lots for the duration. Anyone requiring special or additional parking arrangements is asked to call the Parking Office for assistance.

A reception will be held to honour **Henry Graupner**, Director of Facilities Planning and Management, on the occasion of his retirement from York. The reception will be held August 28 from 3:00 to 6:00 p.m. in the Faculty Club. Contributions towards a gift can be forwarded to Francine Bernard, Room 107, CHB. Please RSVP by August 23 to -77602.

The University has been asked to submit no more than two projects for consideration in the **1991 CIDA/ICDS competition**. The Committee on International Exchanges, Linkages and Development Agreements will review proposed submissions and will make recommendations to the President and Vice-President (Academic Affairs) for their approval. Submissions must be received in the Office of York International by September 9. Application forms and guidelines are available at York International, Room 110, Admin. Studies Bldg. Meanwhile, the normal procedures of the Office of Research Administration will apply to preparation and eventual submission of all proposals.

The Centre for Refugee Studies has an opening for an **Administrative Assistant to the Director**. This position requires independent judgement and responsibility in one of the foremost research centres in the world dealing with an issue of worldwide significance. Qualifications include word processing, academic editing and organizational skills, excellent memory, good interpersonal and communication skills and ability to work at times under great pressure with a highly productive director. Please submit covering letter and resume with referees to the Centre for Refugee Studies no later than August 15. Mark: AA.

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.

EVENTS:

WEDNESDAY, AUGUST 7

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

THURSDAY, AUGUST 8

10:00 a.m. - **PhD Colloquium** - [Graduate Program in Psychology] Terri-Ann Pearson, PhD candidate, will present her colloquium entitled "Adult Autism and Chronic Schizophrenia, Points on a Continuum or Distinct Disorders: A Comparison of Symptomatology" - Room 203, Behavioural Sciences
12:00 noon - **YUSA General Membership Meeting** - Senate Chamber, Glendon

FRIDAY, AUGUST 9

11:45 a.m. - **PhD Defence** - [Graduate Program in Psychology] see Thursday's listing for information - Room N927, Ross

STAFF POSITIONS:

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

Admissions Assistant - Admissions, Graduate Studies [Hours: 9:00 a.m. - 5:00 p.m.; (summer): 8:30 a.m. - 4:30 p.m.] (High school graduation with some university courses; university degree or equivalent preferred; minimum 2 years' related experience (e.g., assessing applications, dealing with the public and competing priorities, etc.) in a student service area; typing 40-45 w.p.m., accuracy essential; wordprocessing skills required; knowledge of an on-line computerized records system essential; working knowledge of SAS would be an asset; excellent written communication skills; analytical skills; demonstrated skill/ability in the following areas: obtaining and explaining complex information accurately and clearly; working independently with frequent interruptions; attending accurately to detail and working effectively under pressure of high volume; dealing courteously and effectively with people; good organizational skills, including ability to set priorities and respond quickly to changing demands.) **GRADE: 5 Provisional (\$27,046) JOB NO: 268D**

Media Operations Technician I - Instructional Aid Resources [Sessional: September 1 to April 30; Hours: 8:00 a.m. - 4:00 p.m.] (High school graduation or equivalent; 6 months' related experience preferred (e.g., setting up and operating audio-visual equipment, etc.); manual dexterity; willingness to learn the fundamentals of audio-visual operations.) **GRADE: MOT I (Based on an annual salary of \$26,118) JOB NO: 269D**



"RECYCLABLE"

STAFF POSITIONS (cont'd.)

Counsellor: Dawn Richards

Student Affairs Clerk - Student Affairs, Osgoode Hall Law School [Hours: 8:30 a.m. - 4:30 p.m.; overtime may be required during peak periods] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., answering enquiries, secretarial, on-line data entry and retrieval, etc.), preferably in a student service area; typing 45-50 w.p.m., accuracy essential; wordprocessing and data entry skills required; knowledge of an on-line computerized records system preferred; good oral communication skills; tact and diplomacy essential; pleasant telephone manner; ability to maintain confidentiality; demonstrated skill/ability in the following areas; working effectively under pressure of high volume; dealing courteously and effectively with people; good organizational skills including ability to establish priorities.) **GRADE: 4 Provisional (\$25,406) JOB NO: 270H**

Counsellor: Susan Lanoue

Graduate Programme Assistant - Geography, Arts [Hours: 9:00 a.m. - 5:00 p.m.; (summer): 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; some post-secondary courses preferred; 2 years' related experience (e.g., wordprocessing, arranging meetings, answering detailed enquiries, etc.), preferably in a post-secondary environment; typing 40-45 w.p.m., accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: attending accurately to detail; setting priorities and meeting deadlines; minute taking; dealing courteously and effectively with people; good oral communication to elicit accurate information and answer detailed enquiries in a clear and concise manner; tact and diplomacy; good organizational skills including ability to work accurately and effectively under pressure of high volume.) **GRADE: 5 (\$27,046) JOB NO: 271L**

Secretary - Sociology, Arts [Temporary: September 9, 1991 to May 8, 1992; Hours: 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., arranging meetings, wordprocessing, reception, etc.), preferably in a post-secondary environment; typing 40-45 w.p.m., accuracy essential; wordprocessing and computerized spreadsheet skills required; data entry and retrieval skills required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good oral communication skills to elicit information and answer enquiries; good organizational skills including ability to set priorities and work effectively under pressure of high volume.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 272L**

Programme Secretary I - Psychology, Arts [Hours: 9:00 a.m. - 5:00 p.m.; (summer): 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, handling enquiries, etc.), preferably in a post-secondary environment; typing 35-40 w.p.m., accuracy essential; wordprocessing; knowledge of an on-line records system required; demonstrated skill/ability in the following areas: attending accurately to details; dealing courteously and effectively with people; exercising tact and diplomacy; good oral communication skills to elicit information and answer detailed enquiries; good organizational skills including ability to set priorities and work effectively under pressure of high volume.) **GRADE: 4 (\$25,406) JOB NO: 273L**

Course Secretary - Social Science, Arts [Hours: 9:00 a.m. - 5:00 p.m.; (summer): 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, wordprocessing, arranging meetings, etc.), preferably in a post-secondary environment; typing 40-45 w.p.m., accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: providing and obtaining information in a clear and concise manner; dealing courteously and effectively with people; pleasant telephone manner; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 274L**

Academic Records Assistant - Office of Student Programmes, Arts [Hours: 9:00 a.m. - 5:00 p.m.; (summer): 8:30 a.m. - 4:30 p.m.] (High school graduation or equivalent; some university courses preferred; 2 years' related experience (e.g., advising or dealing with enquiries, working with academic records, using on-line records systems, etc.) in a student service environment; basic keyboard skills required; wordprocessing and database skills an asset; demonstrated skill/ability in the following areas: working quickly, accurately and thoroughly on detailed work under pressure of high volume and multiplicity of tasks; accuracy and speed in working with figures; analytical skills; meticulous attention to detail; maintaining confidentiality; dealing courteously and effectively with detail; accuracy in obtaining and explaining complex information in a clear and concise manner; on-line data entry skills; excellent organizational skills.) **GRADE: 5 Provisional (\$27,046) JOB NO: 275L**

SUMMER INTERCHANGE:

Sale - 1982 Ford/Mercury LN7 -\$800. Call -55807

- Ladies' 10-speed bicycle -\$30. Call 883-0818 after 6:00 p.m.

- 1983 Mazda RX-7, 5-speed, new paint and tires, certified -\$5,000. Call Ann or Sara at 489-5742

Rent - Furnished basement, one-bedroom in townhouse, 15 minutes from York, no parking -\$475. Call 665-8367

- Two-bedroom condominium, close to York, 1 1/2 baths, five appliances, available Sept. 15 -\$980/month. Call 661-8705 after 6:00 p.m.

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YORK UNIVERSITY BULLETIN

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Monday, August 12 - Monday, August 19, 1991
Volume 11, Number 32

GENERAL:

Members of the York community are advised that **1991-92 parking decals** are now available from the Parking Office, Room D37, EOB. In order to maintain a self-sustaining parking operation, the following fees have been approved: Annual Reserved - \$320.00 + \$22.40 GST = \$342.20; Annual Unreserved - \$160.00 & \$11.20 GST = \$171.20; Sessional Reserved - \$128.00 + \$8.96 GST = \$136.96; Sessional Unreserved - \$64.00 + \$4.48 GST = \$68.48; Service Placards - \$400.00 + \$28.00 GST = \$428.00; Pool (each additional car) - \$1.00. To bring parking fee administration in line with the University's fiscal year, 1991-92 parking decals will expire April 30, 1992. Effective May 1, 1992, staff, faculty and students will be offered the option of purchasing parking privileges for the time they require it. Effective July 1, the following daily rates went into effect: Daily Reserved - \$7.00 flat rate (GST Included); Daily Unreserved - \$4.00 flat rate (GST Included); Evening Reserved - \$6.00 flat rate (GST Included); Evening Unreserved - \$4.00 flat rate (GST Included); Weekend Reserved - \$6.00 flat rate (GST Included); Weekend Unreserved - \$4.00 flat rate (GST Included); Meters - \$.25 for 7 1/2 minutes, \$4.00 for two hours. Payroll deduction will commence August 25. Reserved decals will not be held after August 25 unless a written request is received in the Parking Office. The grace period for **1990-91 annual parking decals** has been extended to September 8, 1991. Full-time Unreserved and Full-time Reserved decals will be honoured only. Anyone without a 1990-91 decal will be required to pay the daily fee. Free parking will be available September 1-8 in the Unreserved lots to allow students the time to purchase their new decals.

In order to facilitate some maintenance work, the **Founders Servery is closed**. It will re-open Monday, August 19 at 9:00 a.m. The Winters Servery will be open during this period as follows: Monday-Friday, 9:00 a.m.-6:00 p.m.*; Saturday/Sunday, 9:00 a.m.-6:00 p.m.* (*These are the minimum hours. Extension of these hours are subject to conference requirements).

The Department of Human Resources announces the following **appointment**: Adam Hazan, Manager, Executive Development, Administrative Studies, effective August 6.

The Institute for Space and Terrestrial Science has an opening for a **secretary**. Qualifications: High school education with a minimum of two years' secretarial experience; basic wordprocessing and spreadsheet skills; applicant must feel comfortable working in a computer environment; on-the-job training in scientific wordprocessing software will be provided; excellent oral and written communication skills; excellent organizational and interpersonal skills; basic administrative duties. The successful candidate must be able to work independently and to work well under pressure to meet deadlines. The key elements for success in this position are an eagerness to learn new skills and an interest to work with scientists. A comprehensive benefits package is available and salary is in the range of \$25,000 to \$27,000 per annum. Interested applicants should forward resumes to the Director of Human Resources, ISTS, 4850 Keele St., 2nd Floor, North York M3J 3K1 by August 20. Please quote Ref. No. SAL-9108.

A **part-time secretary** is needed to work with a Psychology professor on a three-year research project. Interested applicants must be people-oriented, willing to learn WordPerfect, and do bookkeeping. Receptionist duties and filing are required. Hours and salary negotiable, but preferably 9:00 a.m.-12:30 p.m. Please send resumes to Ann Pestano, Psychology, Room 296A, Behavioural Sciences.

EVENTS:

TUESDAY, AUGUST 13

10:00 a.m. - **MA Defence** - [Graduate Program in Psychology] Richard Bird will defend his thesis entitled "Human Smooth Pursuit of Central and Peripheral Targets on Different Backgrounds" - Room N927, Ross

WEDNESDAY, AUGUST 14

1:00 p.m. - **PhD Colloquium** - [Graduate Program in Psychology] PhD candidate Charlene Senn will present her colloquium entitled "The Impact of Pornography in Women's Lives" - Room 204, Behavioural Sciences

FRIDAY, AUGUST 16

10:00 a.m. - **PhD Defence** - [Graduate Program in Psychology] Charlene Senn will defend her dissertation - Room N927, Ross (see Wednesday's listing for title)

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 19, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

***Supervisor - Supply Services, Stores, Science** (University degree or equivalent including courses in areas relevant to purchasing, material management, waste management and administration; several years' related experience in a research and/or teaching environment; knowledge of Canadian import and export procedures; knowledge of government regulations and the procedures required in handling various hazardous chemicals and waste substances; proven management skills including administration and supervision; excellent interpersonal skills; proven negotiating skills; ability to communicate effectively, both verbally and in writing; demonstrated budgetary skills. Please submit a resume when making an application.) **GRADE: P&M 6 (\$37,210-\$45,022) JOB NO: 2760**



"RECYCLABLE"

Assistant to Liaison Officer - Liaison, Office of the Dean, Fine Arts [Temporary to June 30, 1992; Hours: 8:30 a.m.-4:30 p.m.] (Community College diploma or two years' university education required with secretarial training or equivalent; some Fine Arts training preferred; minimum 2 years' related experience (e.g., counselling, public relations, administration, etc.), including dealing with the public, preferably in an academic or arts-related environment; familiarity with a university setting preferred; excellent oral and written communication skills, including ability to accurately interpret and summarize information; wordprocessing skills required; microcomputer database skills preferred; editing and desk top publishing skills preferred; public speaking skills; excellent interpersonal skills; tact and diplomacy essential; typing 45-50 wpm, demonstrated skill/ability in the following areas: dealing courteously and effectively with a wide variety of internal and external contacts; providing excellent service; excellent organizational skills, including setting priorities.) **GRADE: 5 Under Review (Based on an annual salary of \$27,046) JOB NO: 277D**

Counsellor: Jennifer Hebert

Microcomputer Trainer - Staff Development, Human Resources [Temporary to December 31, 1991; Hours: 8:30 a.m.-4:30 p.m.] (Some post-secondary courses in adult training and/or microcomputing or equivalent; 3 years' related experience (e.g., training, program design, course administration, setting up local area networks, etc.); working knowledge of a variety of software packages; working knowledge of local area network operation; effective interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: microcomputing, wordprocessing, computerized spreadsheets, databases, graphic programs; assessing learning needs; designing courses and evaluating programs, preferably in adult education; working effectively with individuals at all levels within the organization; working independently; good organizational skills; excellent oral communication skills, including making presentations; good written communication skills. Please submit a resume when making an application.) **GRADE: 6 Provisional (Based on an annual salary of \$29,520) JOB NO: 280E**

Secretary - Frost Library, Libraries, Glendon College [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., secretarial, bookkeeping, clerical, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; good organizational skills; good oral communication skills; working accurately with figures; dealing calmly, courteously and effectively with a high volume of enquiries in person and on the telephone; accuracy in record keeping; Bilingual Modules I (Intermediate), II, III (Intermediate), IV (Basic).) **GRADE: 4L (\$27,046) JOB NO: 281E**

Counsellor: Dawn Richards

Secretary - Policy, Administrative Studies [Temporary: September 16, 1991 to April 3, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 45-50 wpm, accuracy essential; statistical typing skills preferred; skill in transcribing from dictation equipment preferred; good written communication skills; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; working accurately and effectively under pressure of high volume; good organizational skills including setting priorities.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 282H**

Registration Clerk - Student Affairs, Osgoode Hall Law School [Temporary: September 1, 1991 to February 28, 1992; Hours: 8:30 a.m.-4:30 p.m.; overtime may be required during peak periods.] (High school graduation with secretarial training or equivalent; minimum 1 year's related experience (e.g., providing information and answering enquiries, data entry, etc.) in a computerized environment, preferably in a student service area; typing 45-50 wpm, accuracy essential; wordprocessing and data entry skills required; knowledge of computerized records system preferred or willingness to learn; good oral communication skills; pleasant telephone manner; good organizational skills, including ability to establish priorities; demonstrated ability to deal courteously and effectively with people; demonstrated ability to work under pressure of high volume.) **GRADE: 4 Provisional (Based on an annual salary of \$25,406) JOB NO: 284H**

Clerk Typist - Office of Student Programs, Atkinson College [Temporary to February 7, 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 year's related experience (e.g., secretarial, working with student records, answering enquiries, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills and knowledge of computerized records system preferred; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; obtaining and providing information in a clear and concise manner; working accurately and effectively under pressure of high volume; good organizational skills, including ability to set priorities.) **GRADE: 3 (Based on an annual salary of \$24,290) JOB NO: 285H**

Counsellor: Susan Lanoue

Course 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; 1-2 years' related experience (e.g., wordprocessing, arranging meetings, etc.), preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; attending accurately to detail; good organizational skills including ability to set priorities and work effectively under pressure of high volume; good oral communication to elicit information and answer enquiries; pleasant telephone manner.) **GRADE: 4 (\$25,406) JOB NO: 286L**

Faculty Secretary 'A' - French Studies/Languages, Literature and Linguistics, Arts [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 6-12 months' secretarial experience preferred; some reception experience an asset; typing 40-45 wpm, accuracy essential; wordprocessing skills required; ability to type in several foreign languages preferred or willingness to learn; demonstrated good oral communication skills to obtain and relay information accurately in French and English; demonstrated ability to deal courteously and effectively with people.) **GRADE: 3 (\$24,290) JOB NO: 287L**

External Liaison Coordinator - Environmental Studies [Hours: 9:00 a.m.-5:00 p.m.] (University degree in Environmental Studies or closely related field, or equivalent wide range of work experience in an environmental organization(s) required; master's degree preferred; minimum 2 years' related administrative experience (e.g., recruitment, organizing programs and projects, publications, student services, etc.); wordprocessing skills required; knowledge of publishing and printing procedures required; budgetary skills preferred; valid driver's licence preferred; demonstrated skill/ability in the following areas: interviewing and advising; directing and coordinating projects; supervising; excellent interpersonal skills; excellent oral communication skills, including making presentations; excellent written communication skills, including writing reports and promotional materials; excellent organizational skills including the ability to set priorities and manage concurrent activities. Please submit a resume when making an application.) **GRADE: 8 (\$37,245) JOB NO: 288L**

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YORK UNIVERSITY

BULLETIN

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

Monday, August 19 - Monday, August 26, 1991
Volume 11, Number 33

GENERAL:

Members of the York community are asked to note that beginning Monday, August 19, **the most southern hallway between the Ross Building and Central Square will be closed for approximately 12 weeks.** Please use alternate access routes - the centre hallway and the north end of the corridors. Any questions concerning construction activity should be directed to the Construction Hotline (-55445).

Members of the York community are asked to note that on Tuesday, August 20 there will be **no running water in the Ross Building** between 10:00 p.m. and 2:00 a.m.

Accountable Advances: The Office of the Comptroller reminds all faculty and staff that individually, only one advance at a time is permitted. The amount of the advance requested should cover the estimated total costs involved. Requests should be made at least five working days in advance. Several days should be allowed for mail delivery.

York Campus Bookstore Hours:

	August 6-17		August 19-31
Monday-Thursday	9:00 a.m.-4:30 p.m.	Monday-Thursday	9:00 a.m.-7:00 p.m.
Friday	9:00 a.m.-3:30 p.m.	Friday	9:00 a.m.-3:30 p.m.
Saturday	Closed	Saturday	Closed

Labour Day: University offices will be closed Labour Day, Monday, September 2. University offices will also return to regular hours (9:00 a.m. to 5:00 p.m.) on Tuesday, September 3.

The York University Cooperative Daycare Centre presently has **seven infant spaces available.** The full fee rate is \$740/month. For further information, call Judy or Colleen at -55190.

The Jewish Student Federation requires a **secretary/bookkeeper/receptionist** for four days per week. The candidate should have secretarial and bookkeeping skills and be comfortable with WordPerfect and relevant bookkeeping software. Knowledge of Pagemaker and Aldus Freehand would be an asset. Salary is \$18,000-\$20,000 plus benefits. Interested persons should send resumes to Portable 1.

Telecommunications will now be expanding the **Phonemail System.** Those who had responded to the promotion of free installation and three month's free service will be contacted shortly. Installation will commence the week of September 3. Anyone still interested in the promotion can call -40200 until August 30.

The following **daily parking rates** are now in effect: Daily Reserved - \$7.50 (Note change to York Bulletin, Issue Number 32); Daily Unreserved - \$4.00; Evening Reserved - \$6.00; Evening Unreserved - \$4.00; Weekend Reserved - \$6.00; Weekend Unreserved - \$4.00; Meters - \$.25 for 7 1/2 minutes, \$4.00 for 2 hours.

A reception will be held to honour **Henry Graupner**, Director of Facilities Planning and Management, on the occasion of his retirement from York. The reception will be held August 28 from 3:00 to 6:00 p.m. in the Faculty Club. Contributions towards a gift can be forwarded to Francine Bernard, Room 107, CHB. Please RSVP by August 23 to -77602.

The University has been asked to submit no more than two projects for consideration in the **1991 CIDA/ICDS competition.** The Committee on International Exchanges, Linkages and Development Agreements will review proposed submissions and will make recommendations to the President and Vice-President (Academic Affairs) for their approval. Submissions must be received in the Office of York International by September 9. Application forms and guidelines are available at York International, Room 110, Admin. Studies Bldg. Meanwhile, the normal procedures of the Office of Research Administration will apply to preparation and eventual submission of all proposals.

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 26, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Susan Lanoue

***Manager - Community Relations and Alumni Liaison, Public Affairs, External Relations** (1 Year contract position) (University degree or equivalent; York degree preferred; several years' related administrative and public relations experience, including experience with community groups; excellent public relations skills; good verbal and written communication skills; excellent interpersonal skills; proven ability to plan and develop liaison programs; good organizational skills; an understanding of community issues and concerns. Please submit a resume when making an application.) **GRADE: P&M 8 Under Review (\$43,403-\$52,518) JOB NO: 278L**



"RECYCLABLE"

Counsellor: Jennifer Hebert

Exit Control Clerk - Circulation, Scott Library, Libraries [Temporary: September 8, 1991 to May 7, 1992; Hours: Monday-Thursday, 4:00 p.m.-12:00 midnight; Friday, 11:00 a.m.-7:00 p.m.] (High school graduation or equivalent; one year's related experience (e.g., general library, clerical, retail, etc.), including front-line public service; good record keeping skills required; tact and diplomacy essential; demonstrated skill/ability in the following areas: accurately handling cash transactions; dealing calmly, effectively and courteously with people; good oral and written communication skills.) **GRADE: 2 (Based on an annual salary of \$23,106) JOB NO: 279E**

Accounting Clerk II 'A' - Bookstores, Business Operations [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; 1-2 years' experience in a computerized accounting environment; basic typing skills; data entry skills preferred or willingness to learn; demonstrated skill/ability in the following areas: basic bookkeeping; working accurately with figures; attending accurately to detail and working quickly under pressure of high volume; dealing courteously and effectively with people; good oral and written communication skills; good organizational skills, including ability to meet deadlines.) **GRADE: 4 Provisional (\$25,406) JOB NO: 289E**

Stationery Assistant - Bookstores, Business Operations [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; 1 year's related experience (e.g., clerical, inventory control, order desk etc.); ability to operate a pallet jack and other mechanical lifting equipment; ability to lift heavy boxes; valid class 'G' driver's licence; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail and working effectively under pressure of high volume; working accurately with figures; maintaining accurate records; dealing courteously and effectively with people.) **GRADE: 4 (\$25,406) JOB NO: 290E**

Counsellor: Dawn Richards

Secretary - Student Affairs, Administrative Studies [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 with front-line contact, preferably in a post-secondary environment; typing 45-50 wpm, accuracy essential; ability to transcribe from dictation equipment; pleasant telephone manner; tact and diplomacy essential; customer service skills required; microcomputing skills an asset; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing accurate information in a clear and concise manner; dealing courteously and effectively with people at all levels.) **GRADE: 4 (\$25,406) JOB NO: 291H**

Counsellor: Susan Lanoue

Communications Officer - Communications [Hours: 9:00 a.m.-5:00 p.m.] (University degree or equivalent in Journalism, Communications (Mass or Corporate), Marketing or English; minimum 3-4 years' recent experience in a combination of media/public relations and editorial/publications, including familiarity with Toronto and surrounding area media contacts; tact and diplomacy essential; ability to use a 35mm camera; demonstrated skill/ability in the following areas: wordprocessing and/or desk top publishing; working effectively under pressure of high volume and meeting deadlines; handling diverse public affairs assignments; working independently and exercising good judgement; writing and editing news releases and articles for publication; interviewing and researching; excellent oral and written communication skills. Please submit a resume when making an application.) **GRADE: Editor/Public Affairs Officer (\$39,707) JOB NO: 292L**

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: 293L**

Counsellor: Paule Cotter

Administrative Secretary - Canadian/International Studies, Glendon 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, administrative, organizing conferences, etc.), preferably in a university environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; desktop publishing skills preferred; basic bookkeeping skills; accurate grammatical and spelling skills in both French and English required; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working independently and setting priorities; adapting well to changing priorities; good oral and written communication skills.) **GRADE: 5L (\$29,520) JOB NO: 294G**

SUMMER INTERCHANGE:

- Sale**
- Two boys' racing bikes -\$50 each. Call Mary at -66422
 - Ten gallon fish tank complete with pump and stand -best offer. Call -22219 or 749-6210
 - Sofa and love seat which opens to double bed, light taupe colour -\$500 for set or will sell separately. Call 508-1921
 - Brass fireplace screen -\$15; Antiques: Side chair -\$75; Tulip-motif stained glass window -\$65; Victorian mahogany mirror -\$55; Bartlett, unframed, coloured prints -\$35 each; Pine dough box -\$125; Set of six framed English hunting scenes -\$200; Pine mirror -\$20. Call 226-0297
 - Braided carpet, 12'x15', greens/brown/white -\$50. Call Karen at -22798
 - Sears Kenmore washer and dryer, one year old, heavy duty, extra capacity -\$900. Call -77511 or 881-4573
 - Crib/junior bed with five drawers, deluxe mattress and extension mattress for bed, bumpers, pillow and quilt included -\$400; 1988 Olds Delta 88, 18,000 miles, air, AM/FM cassette, has "permashine," lady driven, non-smoker -\$13,700. Call 246-0679
- Rent**
- Two-bedroom condominium, close to York, 1 1/2 baths, 5 appliances, available Sept. 15 -\$980/month. Call 661-7950 or 567-8705 after 6:00 p.m.
 - Three-bedroom detached bungalow in Maple, available Sept. 1 until summer of 1992 (flexible) -\$1,100/month plus utilities. Call G. Norcliffe at -22475 or 832-1324
 - Two-bedroom semi-detached house in Maple -\$820/month plus utilities. Call 832-8848
 - Two-three females wanted to share three-bedroom apartment, 20 minutes from York, available Sept. 1 -\$900/month. Call 246-0679

Monday, August 26 - Tuesday, September 3, 1991
Volume 11, Number 34

GENERAL:

Labour Day: University offices will be closed Labour Day, Monday, September 2. University offices will return to regular hours, 9:00 a.m. to 5:00 p.m. on Tuesday, September 3.

York University Libraries will be closed Saturday, August 31 to Monday, September 2, inclusive.

Members of the York community are advised that this is the last issue of the York Bulletin containing **Summer Interchange**.

The Department of Postal Services will temporarily close their **Retail Postal Outlet** August 28-30. Regular business hours will resume September 3 at their new location (the area previously occupied by the Universities and Colleges Credit Union).

A complete shutdown of the chilled water system will take place August 29 between the hours of 8:00 p.m. and 12:00 midnight. All building air conditioning will be affected.

The **Fall 1991 Active Lifestyle Program Brochures** are now available from Room 211, Tait McKenzie. Members of the York community are asked to pick-up a brochure as they will not be mailed out. The programs will begin September 16. Staff and faculty registration will begin September 3. Enrolment is limited. Class spaces will be issued on a first-come, first-served basis. Note: Spring/Summer fitness class coupons are no longer valid. Staff and faculty yoga classes will take place from September 19 to December 5 (Thursdays only) from 5:15 p.m.-6:15 p.m. in the Judo Room, Tait McKenzie. Member fee is \$70, Non-member fee is \$80. Registration is in Room 211, Tait McKenzie.

Registration in the Language Lab: All students enrolled in a language course requiring laboratory sessions must register in the Language Lab, Room S117, Ross between September 5-19 (9:30 a.m.-3:30 p.m.), unless otherwise instructed. The lab will be closed Friday, September 20. Registration is on a first-come, first-served basis.

Hiring of Monitors: The Language Lab is now hiring monitors for the 1991-92 academic year. Anyone fluent in Chinese (Mandarin), French, Hebrew, Italian, Japanese, or Spanish is invited to apply in Room S117, Ross no later than September 10.

York University Printing Services has moved its camera, press and bindery operations from Room N116, Ross to Room 010, Central Square (across from Scott loading dock). The administrative and copy operations are still located in Room S174, Ross. Paul Harrison, Production Supervisor, can be reached at -33617. Ext. -33628 is no longer in service.

The P&M Program Committee is presenting a series of **Bridge Instruction** video tapes, open to all York staff and faculty. The tapes will be presented over an 8-week period, beginning September 11 from 12:00 noon to 1:00 p.m. in Room 111C, Steacie (next to the north stairwell). Weekly bridge games will also take place at the same time for players of all levels. For further information or to register, call Bruce Shuman at -88689.

The Office for Persons With Disabilities needs **volunteers** for a variety of services including: readers, notetakers, readers/tapers, mobility assistants and outreach workers. Faculty and staff members that can spare a few hours a week are asked to call Kerrie Myers at -55140.

The University has been asked to submit no more than two projects for consideration in the **1991 CIDA/ICDS competition**. The Committee on International Exchanges, Linkages and Development Agreements will review proposed submissions and will make recommendations to the President and Vice-President (Academic Affairs) for their approval. Submissions must be received in the Office of York International by September 9. Application forms and guidelines are available at York International, Room 110, Admin. Studies Bldg. Meanwhile, the normal procedures of the Office of Research Administration will apply to preparation and eventual submission of all proposals.

The Jewish Student Federation requires a **secretary/bookkeeper/receptionist** for four days per week. The candidate should have secretarial and bookkeeping skills and be comfortable with WordPerfect and relevant bookkeeping software. Knowledge of Pagemaker and Aldus Freehand would be an asset. Salary is \$18,000-\$20,000 plus benefits. Interested persons should send resumes to Portable 1.

Accountable Advances: The Office of the Comptroller reminds all faculty and staff that individually, only one advance at a time is permitted. The amount of the advance requested should cover the estimated total costs involved. Requests should be made at least five working days in advance. Several days should be allowed for mail delivery.

Telecommunications will now be expanding the **Phonemail System**. Those who had responded to the promotion of free installation and three month's free service will be contacted shortly. Installation will commence the week of September 3. Anyone still interested in the promotion can call -40200 until August 30.



EVENTS:**TUESDAY, AUGUST 27**

1:00 p.m. - **MA Defence** - [Graduate Program in Interdisciplinary Studies] Aditi Gowri will defend her thesis entitled "The Social Construction of Symbolic Algebra in Industrial England: Progress and Cyclicity of Mathematical Reform" - Room N927, Ross

WEDNESDAY, AUGUST 28

3:00 p.m. - 6:00 p.m. - **Farewell Reception** - to honour Henry Graupner, Director of Facilities Planning and Management, on the occasion of his retirement from York - Room 107, CHB

THURSDAY, AUGUST 29

3:00 p.m. - 6:00 p.m. - **Farewell Reception** - to honour David Hare, Operations Manager, Housing Services - contributions towards a gift can be forwarded to Sharon Lance, Housing Services (-33772) - Vanier/Winters Master's Dining Room

TUESDAY, SEPTEMBER 3

10:00 a.m. - **LLM Defence** - [Graduate Program in Law] Volker Olbrich will defend his thesis entitled "Land and Justice: Towards a Comprehensive Scheme of Land Conservation" - Room 415, Osgoode Hall Law School

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than September 3, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

Assistant to Liaison Officer - Liaison, Office of the Dean, Fine Arts [Temporary to June 30, 1992; Hours:

8:30 a.m.-4:30 p.m.] (Community College diploma or two years' university education required with secretarial training or equivalent; some Fine Arts training preferred; minimum 2 years' related experience (e.g., counselling, public relations, administration, etc.), including dealing with the public, preferably in an academic or arts-related environment; familiarity with a university setting preferred; excellent oral and written communication skills, including ability to accurately interpret and summarize information; wordprocessing skills required; microcomputer database skills preferred; editing and desk top publishing skills preferred; public speaking skills; excellent interpersonal skills; tact and diplomacy essential; typing 45-50 wpm, demonstrated skill/ability in the following areas: dealing courteously and effectively with a wide variety of internal and external contacts; providing excellent service; excellent organizational skills, including setting priorities.) **GRADE: 5 Under Review (Based on an annual salary of \$27,046) JOB NO: 2950 (previously posted as JOB NO: 277D)**

Clerk/Typist - Chemistry, Science [Part-time 25 hours/week; Temporary: September 1, 1991 to May 29, 1992; Hours: 9:00 a.m.-3:00 p.m.] (High school graduation with some secretarial training or equivalent; 1 year's related experience (e.g., maintaining computerized records, answering enquiries, secretarial, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; computerized spreadsheet skills preferred; technical wordprocessing skills preferred or willingness to learn; proofreading skills; good organizational skills; demonstrated skill/ability in the following areas: providing information and answering enquiries accurately and clearly; attending accurately to detail; dealing courteously and effectively with people; exercising tact and diplomacy.) **GRADE: 3 Under Review (Based on an annual salary of \$24,290) JOB NO: 2960**

Counsellor: Jennifer Hebert

Receptionist - Office of the Vice-President (External Relations) [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; minimum 1-2 years' related experience (e.g., front-line service, reception, etc.); typing 40-45 wpm, accuracy essential; excellent oral communication skills; pleasant telephone manner; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; working effectively under pressure of high volume; good organizational skills, including ability set priorities.) **GRADE: 3 (\$24,290) JOB NO: 297E**

***Administrative Assistant II - Office of the Vice-President (External Relations)** [Temporary: September 16, 1991 to April 10, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with formal secretarial training; post-secondary education preferred; minimum 3 years' administrative experience preferably in a university environment; experience dealing with a wide range of internal/external contact in a public relation or public affairs setting required; typing 50-55 w.p.m., accuracy essential; wordprocessing skills required; ability to take minutes; excellent written communication skills; tact and diplomacy essential; computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: obtaining and providing accurate information in a clear and concise manner; budgeting; supervising; exercising initiative and good judgement; working independently and setting priorities; dealing courteously and effectively with people; excellent interpersonal skills; excellent organizational skills. Please submit a resume when making an application.) **GRADE: 7 (Based on a pay equity salary of \$34,272) JOB NO: 298E**

Secretary/Floater - Employment, Human Resources [Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m., according to assignment.] (High school graduation with secretarial training or equivalent; 2 years' secretarial and clerical experience, preferably in an educational environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet or database skills an asset; bookkeeping skills an asset; technical wordprocessing/typing skills preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; adapting readily to frequent change in work environments and assignments; working accurately and effectively under pressure of changing priorities and high volume; obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; good written communication skills; good organizational skills including setting priorities and meeting deadlines.) **GRADE: 4 (\$25,406) JOB NO: 299E**

Counsellor: Dawn Richards

Administrative Secretary - Administrative Studies, Atkinson College [Hours: 9:00 a.m.-5:00 p.m. and 11:00 a.m.-7:00 p.m. during peak periods] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., secretarial, administrative, coordinating a major exercise, etc.), preferably in a student-related area; typing 45-50 wpm, accuracy essential; good written communication skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; providing information and answering enquiries in a clear and concise manner; working independently and setting priorities; working accurately under pressure of high volume; wordprocessing and computerized spreadsheet skills; excellent organization skills.) **GRADE: 5 (\$27,046) JOB NO: 300H**

Secretary - Accounting, Administrative Studies [Temporary to May 15, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 45-50 wpm, accuracy essential; wordprocessing skills required, including ability to prepare tables and schedules; statistical typing skills preferred; demonstrated skill/ability in the following areas: obtaining and providing information in a clear and concise manner; exercising tact and diplomacy; dealing courteously and effectively with people; working effectively under pressure of high volume; good organizational skills, including setting priorities and meeting deadlines.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 301H**

Counsellor: Susan Lanoue

Research & Records Administration Officer - Private Funding, External Relations [Location is off-campus at Wildcat Drive; Hours: 8:30 a.m.-4:30 p.m.] (Post-secondary graduation or equivalent; a background in research or other relevant field preferred; some accounting and statistical analysis courses preferred; 3 years' related experience in a business and/or social research/analysis environment; typing 30-35 wpm, accuracy essential; wordprocessing skills and micro computer database management skills required; knowledge of basic accounting systems and transaction treatment; proofreading skills; pleasant telephone manner; demonstrated skill/ability in the following areas: excellent oral and written communication skills; strong analytical skills; ability to exercise good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume; attending accurately to detail; ability to use discretion when dealing with confidential matters; excellent organizational skills, including working independently and dealing with competing priorities. Please submit a resume when making an application.) **GRADE: 7 Provisional (\$32,796) JOB NO: 302L**

Change to Bulletin of August 12, 1991

Faculty Secretary 'A' - French Studies/Languages, Literature and Linguistics, Arts [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 6-12 months' secretarial experience preferred; some reception experience an asset; typing 40-45 wpm, accuracy essential; wordprocessing skills required; ability to type in several foreign languages preferred or willingness to learn; demonstrated good oral communication skills to obtain and relay information accurately in French and English; demonstrated ability to deal courteously and effectively with people.) **GRADE: 3 (\$24,290) JOB NO: 287L**

SUMMER INTERCHANGE:

- Sale**
- Bauer boys' skates, size 10, excellent condition -\$15. Call 841-9095
 - One bedroom condominium, penthouse, all amenities, solarium, five appliances, Mississauga/Hwy. 10, \$10,000 down, assume the balance -\$120,000. Call Victor at 850-0100
 - 1986 Renault Alliance, needs major mechanical repair, body in fair condition -\$500. Call 322-0627 or -77194
 - 1974 Mercury Bobcat, ex-senior's car, excellent condition -\$450. Call 487-6760
 - 1984 Honda Prelude, good condition. Call Victor at -88142
 - Queen-size camel-back sofa bed, mint condition, winter white with cherry red and blue threads, one year old -\$450 (was \$950 new). Phone 694-0493
 - Queen-size bed, no mattress, dresser, two bedside tables -\$200; Ice-cream set; Table and four chairs -\$100. Call 248-4348
 - Camcorder cartridge, TDK TC-20, never used -\$5. Call Bruce at -88689
 - Macintosh 12" colour monitor, five months old -\$450. Call Enore at -22662
- Free**
- Spaniel x-breed male dog to a good home, neutered, four years old, good disposition and very affectionate, needs country home if possible with older or no children, house trained. Call Diane at -22707 or (705) 721-2431
- Rent**
- Bachelor basement apartment, separate entry, Dufferin/Finch, utilities, parking, available Sept. 1. Call 636-6518
 - Two-bedroom apartment, 45 Balfron Blvd., Richmond Hill, available October 1 -\$957/month. Call Dianne at 736-5153 or 737-9595 after 6:00 p.m.
 - Basement apartment, large bed/sitting room plus full kitchen, separate entry, suitable for two-three people, Bathurst/Steeles -\$750. Call 665-2991
 - Bedroom in five-bedroom house, Yonge/Sheppard, two baths, five appliances, available Sept. 1, females preferred -\$275 plus utilities. Call Jeannine at -55065 or 733-8092 after 4:00 p.m.
- Wanted**
- Young woman seeking one-bedroom or bachelor, furnished apartment for six months, January 1/92 to June 30/92. Call Beth Macklin at 1-613-541-0872