

# York

## BULLETIN

UNIVERSITY

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

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 Note: Spring/Summer fitness class coupons are no longer valid.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 O10, 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 Balf 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

11/11

# YORK UNIVERSITY BULLETIN

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

Tuesday, September 3 - Monday, September 9, 1991  
Volume 11, Number 35

**GENERAL:**

**York Campus Bookstore Hours:**

<u>September 2-7</u>		<u>September 9-30</u>	
Monday	Closed - Labour Day	Monday-Thursday	9:00 a.m.-9:00 p.m.
Tuesday-Thursday	9:00 a.m.-9:00 p.m.	Friday	9:00 a.m.-5:00 p.m.
Friday	9:00 a.m.-5:00 p.m.	Saturday	10:00 a.m.-3:00 p.m.
Saturday	10:00 a.m.-3:00 p.m.	Monday, September 30	9:00 a.m.-7:00 p.m.

York Consulting Group has an opening for an **Administrative Co-ordinator**. This position requires someone with excellent organizational skills and experience in dealing with the public in a retail or sales environment. Other qualifications include: high school graduation with administrative/secretarial training; post secondary courses in accounting and office procedures would be an asset; demonstrated word processing and spreadsheet skills; database skills would be an asset; excellent interpersonal and communication skills; ability to work effectively under pressure; ability to work independently, set priorities and meet deadlines; experience in administering budgets. Salary range: \$28,000-\$30,000 per annum. Please send resume with references to York Consulting Group c/o Eric Cousineau, Room 226G, ASB no later than September 9, 1991.

Due to increasing concerns raised by non-smokers who must access some of the currently **designated smoking areas** in the course of their studies/duties, several of these are being redesignated non-smoking prior to the commencement of the fall term. Persons currently using these areas are requested to smoke outside the building or in the nearest alternate designated smoking area.

Members of the York community are asked to note the **new fax number** for the following offices: Vice President (Finance & Administration)- 736-5094; Vice President (Institutional Affairs)- 736-5094; Office of the Counsel- 736-5094.

The Department of Human Resources announces the following **appointments**: Karl Fleler, Manager, Computing Services, Administrative Studies, effective August 21; Crane Gittens, Administrative Officer, Office of the President, effective August 22. The following promotions/transfers have also taken place: Jane Sakay, Coordinator, Outreach Services, Admissions, Recruitment & Outreach, Atkinson College.

The **Medical Centre - York Lanes** opened its doors on August 19, 1991. The Centre will consist of three doctors: Dr. Paul Braude, Dr. Shiron Chu and Dr. Tina Chadda. Telephone: 661-7015. Office hours\*: Monday-Friday 9:00 a.m.-5:00 p.m. The practice operates on the basis of either "walk-in" or "by appointment". Members of the York community previously dealing with York Health Services may have their medical records transferred to the Medical Centre (or any doctor) by completing a Medical Information Release Form, available in the Office of Student Affairs, 124 Central Square. \*Hours will be extended at a later date.

**ARTSTART**, the Children's Fine Arts Program at York University, offers classes for children and teens from 2 1/2 to 16 years of age commencing September 21. Courses are offered in the fall and winter terms in Drama, Music, Creative and Modern Dance, Visual Arts and Movement for Parents and Tots. Registration Day is Saturday, September 14 in the lobby of the Fine Arts Building, Phase II, 10:00 a.m.-12:00 noon. For more information call -33817.

The Institute for Space and Terrestrial Science has an immediate opening for a **Project Scientist** to work in the Lidar Group of the Atmospheric Physics Laboratory of this Institute. Key Responsibilities: to assist in the design, development, construction and operation of lidar systems including data retrieval, analysis and report writing. Qualifications: Advanced degree in atmospheric sciences with at least two years experience, preferably in a research environment. Familiarity with instrumentation, remote sensing methods, FORTRAN and UNIX would be an asset. Candidates should have considerable self motivation and initiative to work as a member of an active Lidar research group. They offer a comprehensive benefits package and salary commensurate with experience. Interested applicants should forward their curriculum vitae and names of three references to the Director of Human Resources, Institute for Space and Terrestrial Science, 4850 Keele Street, North York, Ontario M3J 3K1 by September 20, 1991. Please quote reference number APL-9108.



"RECYCLABLE"

To help assist new and returning students to the campus the members of the York community are asked to note that the **Financial Aid Office** is now located in Room 110, Central Square.

Owing to the continuing construction of the Common, it has been necessary to implement **temporary measures for the 106 and 106A bus routes**. The routes are as follows: 106 comes onto the campus via Sentinel, turns left and travels around Pond and Fraser Rd. making the last stop just east of York Lanes before exiting on York Boulevard. 106A also travels north on Sentinel, turns right onto Pond, north onto Fraser and stops once at the Fraser/York Blvd. Intersection before exiting the campus via Chimneystack Rd.

Members of the York community are asked to note that the telephone number for the **Student Centre Childcare** has been changed to 736-5959.

**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.

**Yorkline Workshops for Faculty:** Faculty members are invited to attend a session devoted to recent changes to the online library catalogue, Yorkline. If you've never searched the catalogue before, need an introduction to the redesign, or would like to learn some more advanced searching techniques, please drop-in to Room 112, Scott Library. Monday, September 16, 1:00 p.m.-1:40 p.m.; Tuesday, September 24, 12 noon-12:40 p.m.; Wednesday, October 2, 10:00 a.m.-10:40 a.m. Forward any questions about the sessions to Melody Burton, Reference Dept., Scott Library, at -66489 (mburton@yorkvm2).

#### EVENTS:

##### FRIDAY, SEPTEMBER 6

10:00 a.m. - **M.Sc. defence** - [Graduate Program in Computer Science] Mr. Xiaqing Yuan will defend his thesis entitled "Cliques Trees in Sparse Matrix Computations" - Room N927, Ross Building

#### STAFF POSITIONS:

Applications for internal transfer/promotions should reach Human Resources no later than September 10, 1991. Application forms are available from Human Resources. \* Indicates position is exempt from the bargaining unit.

Counsellor: Gina Dunnett

**Technical Secretary I - Chemistry, Science** [Temporary: September 30, 1991 to March 31, 1992. Hours of Work: 9:00 a.m. - 5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, formatting manuscripts, etc.); typing 45-50 w.p.m., accuracy essential; technical wordprocessing skills preferred or willingness to learn; skill in transcribing from dictation equipment preferred; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume; dealing courteously and effectively with people; proficiency in wordprocessing; good organizational skills, including ability to set priorities.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 3030**

Counsellor: Jennifer Hebert

**Stacker/Floater - Library Facilities, Scott Library, Libraries** [Sessional: October 1 - May 31. Hours of Work: 8:00 a.m. - 4:00 p.m., may be required to work an occasional evening shift.] (High school graduation or equivalent; 1 year's general office experience including experience in use of complex filing systems OR 6 months' library experience; some library experience preferred; ability to lift and bend while shelving books and to push heavy book trucks; good oral communication skills; ability to handle cash transactions; demonstrated ability to attend accurately to detail; demonstrated ability to deal calmly, courteously and effectively with people.) **GRADE: 2 (Based on an annual salary of \$23,106) JOB NO: 304E**

Counsellor: Susan Lanoue

**Secretary - Public Affairs, External Relations** [Sessional: September 1 to April 30. Hours of Work: 8:30 a.m. - 4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial experience including wordprocessing experience, preferably in a university environment; typing 45-50 w.p.m.; good written communication skills; pleasant telephone manner; demonstrated skill/ability in the following areas: proficiency in wordprocessing; obtaining and relaying information in a clear and concise manner; exercising tact and diplomacy; good organizational skills, including ability to work independently.) **GRADE: 4 Provisional (Based on an annual salary of \$25,406) JOB NO: 305L**

**Student Enquiries Secretary - Mathematics and Statistics, Arts** [Temporary: September 23, 1991 to March 27, 1992. Hours of Work: 8:30 a.m. - 4:30 p.m.] (High school graduation or equivalent with secretarial training; 1 year's related experience (e.g., answering enquiries, maintaining records, filing, etc.), preferably in an educational environment; typing 35-40 w.p.m., accuracy essential; wordprocessing and computerized spreadsheet skills; demonstrated skill/ability in the following areas: obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail under pressure of high volume; good interpersonal skills; good organizational skills, including ability to set priorities and meet deadlines.) **GRADE: 4 (Based on an annual salary of \$25,406) JOB NO: 306L**

Counsellor: Paule Cotter

**Secretary of Faculty Council - Office of the Principal, Glendon** [Hours of Work: 8:30 a.m. - 4:30 p.m.] (High school graduation or equivalent; one year post-secondary education or equivalent preferred; minimum 3 years' related administrative and legislative processes experience, preferably in a university environment; typing 40-50 w.p.m.; wordprocessing and computerized spreadsheet skills; database management; excellent minute taking skills; excellent analytical skills; demonstrated skill/ability in the following areas: excellent oral and written communication skills in both English and French; excellent interpersonal skills; tact and diplomacy essential; excellent organizational skills, including ability to set priorities and work independently; maintaining confidentiality; exercising initiative; working under pressure of high volume and constantly changing priorities; attending accurately to detail; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate). Please submit a resume when making an application.) **GRADE: 6L Provisional (Based on an annual salary of \$32,796) JOB NO: 307G**

**York**  
B U L L E T I N

UNIVERSITY

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

Tuesday, September 10, 1991  
Volume 11, Special Bulletin Number 3

SPECIAL BULLETIN

THE INSTALLATION OF THE  
CHANCELLOR OF YORK UNIVERSITY

**OSCAR PETERSON**

BURTON AUDITORIUM

FRIDAY, SEPTEMBER THIRTEENTH, NINETEEN HUNDRED AND NINETY-ONE  
AT TWO O'CLOCK P.M.

Tickets for the ceremony may be picked up at either the Convocation Office, 205 and 219 Curtis Lecture Halls or the West Office Building, Suite A, starting Thursday, September 12th at 9:00 a.m.

York identification is required with a maximum of two tickets per person. Distribution is on a first come, first served basis.

**Note:** Faculty robing information is available at the Convocation Office



RECYCLABLE

**GENERAL:****SPECIAL NOTICE**

With the winding down of the Capital Program - only a few projects remain - a number of staff in Physical Resources whose duties have related primarily to construction matters have received notice of termination of employment with the University. In addition, the budget cuts required of Physical Resources for 1991/92 entail elimination of a number of other positions beyond those directly connected with the Building Program. In keeping with the University's general intention with regard to staff reductions, staff attrition will be utilized as much as possible to reach budget targets; nevertheless it will be necessary to give notice to some employees in Physical Resources. Provisions for notice and severance pay will be made in accordance with contractual agreements or University standards approved by the Administrative Review Task Force.

W.D. Farr  
Vice-President, Finance & Administration

**Art Galleries/Displays:** The Glendon Gallery presents "Totem & Factotem", sculpture by Mark Prent. The exhibition opens September 12 at 7:00 p.m. Regular gallery hours are Monday-Friday, 11:00 a.m.-4:00 p.m.; and Sunday, 1:00 p.m.-4:00 p.m.

**York Bookstore Hours (September 9-30):** Monday-Thursday, 9:00 a.m.-9:00 p.m.; Friday, 9:00 a.m.-5:00 p.m.; and Saturday, 10:00 a.m.-3:00 p.m. (Note hours for Monday, September 30: 9:00 a.m.-7:00 p.m.)

In order to improve service to the York community, the Caretaking section is distributing tags that are to be used to identify large items that cannot be placed in regular waste baskets for disposal during the night shift. Articles or bags to be removed, should be placed near waste baskets or doors of offices with a tag on each item. **Plastic garbage bags and tags** may be obtained by calling Caretaking at -77606. Bags should not be overloaded. To dispose of heavy or bulky items as well as sizable quantities of cardboard, call Grounds at -55502.

Applications to the **York Ad Hoc Research Fund** for travel grants must be submitted to the Office of Research Administration (S414, Ross) by September 15. These grants are available to faculty members who are to make a substantial presentation at a conference and where support from normal sources of funding is not available. (Please note that the Senate Committee on Research has approved a change in the deadline dates for the York Ad Hoc Research Fund. December 15 is now the only deadline for consideration of applications requesting support for Conferences and Periodicals. Applications for conference travel will still be considered at all four deadlines: September 15, December 15, March 15, and June 15.) To obtain an application or further information contact ORA at -55055.

The **Office of the Assistant Vice-President** (Management Information) has relocated to Suite D of the East Office Building as follows: David Smith, D14, (-55161); Enlo Presutto, D12, (-55162); Bill Bruce, D13, (-55162); Wendy Busby, D11, (-55162); Connie Vince, D10, (-55162); and Lisa Lanni, D06, (-55161).

CHRY Community Radio's on-air **Fund Raising '91** will run from September 25 to October 6. Their goal for this year is \$40,000 which counts for 20% of their annual budget. This funding is necessary for the maintenance of equipment, the purchase of new equipment, and special programming. This year the station also needs to equip their new studio in the Student Centre. For information call Howard Tessler or Gary Wright at -55293.

The Counselling and Development Centre offers groups and workshops for students, staff and faculty starting in September. Themes include **Self-Hypnosis Training, Self-Change and Management, Public Speaking, Relaxation Techniques, Strategies to Improve Social and Personal Relationships, Self-Esteem Development.** Enrolment is limited. For further information or to register, drop by Room 145, Behavioural Sciences Building or call -55297.

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 began 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 - 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.

**ARTSTART**, the Children's Fine Arts Program, offers classes for children and teens from 2 1/2 to 16 years of age commencing September 21. Courses are offered in the fall and winter terms in Drama, Music, Creative and Modern Dance, Visual Arts and Movement for Parents and Tots. Registration will take place September 14 from 10:00 a.m.-12:00 noon in the lobby of the Fine Arts Building, Phase II. For more information call -33817.



**GENERAL** (cont'd.)

The **Medical Centre** is now open in York Lanes. The Centre consists of three doctors: Dr. Paul Braude, Dr. Shiron Chu and Dr. Tina Chadda. Telephone: 661-7015. Office hours\* are Monday-Friday, 9:00 a.m.-5:00 p.m. The practice operates on the basis of either "walk-in" or "by appointment". Members of the York community previously dealing with York Health Services may have their medical records transferred to the Medical Centre (or any doctor) by completing a Medical Information Release Form, available in the Office of Student Affairs, Room 124, Central Square. \*Hours will be extended at a later date.

**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.

**Yorkline Workshops for Faculty:** Faculty members are invited to attend a session devoted to recent changes to the online library catalogue, Yorkline. If you've never searched the catalogue before, need an introduction to the redesign, or would like to learn some more advanced searching techniques, please drop-in to Room 112, Scott Library. Monday, September 16, 1:00 p.m.-1:40 p.m.; Tuesday, September 24, 12 noon-12:40 p.m.; Wednesday, October 2, 10:00 a.m.-10:40 a.m. Forward any questions about the sessions to Melody Burton, Reference Dept., Scott Library, at -66489 (mburton@yorkvm2).

**EVENTS:**

**THURSDAY, SEPTEMBER 12**

1:00 p.m. - **Chemistry Seminar** - "Behaviour of Enones Possessing a Nearby Hydroxy Group, in the Presence of Epoxidizing Agents" with Prof. Erwin Glotter, Levi Eshkol School of Agriculture, Hebrew University of Jerusalem - Room 317, Petrie

**MONDAY, SEPTEMBER 16**

3:15 p.m. - **M.A. Defence** - [Graduate Program in Social Anthropology] Colin P. Gomez will defend his dissertation entitled "Sacrifice and Cultural Violence in the Central Andes" - Room N927, Ross

**STAFF POSITIONS:**

Applications for internal transfers/promotions should reach Human Resources no later than September 16, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

**Convenience Store Assistant "B" - Bookstores, Business Operations** [Hours: 8:00 a.m.-4:00 p.m. or 1:00 p.m.-9:00 p.m. on a rotating basis; required to work 2 or 3 nights per week; required to work Saturdays on a rotating basis (10:00 a.m.-3:00 p.m.)] (Grade 10 high school or equivalent required: high school graduation preferred; 6-12 months' related experience (e.g., placing orders, monitoring inventory levels, etc.); experience in a high volume environment preferred; ability to exercise good judgement; ability to operate a computerized cash register preferred; good oral communication to provide information and answer enquiries in a clear manner; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; handling cash and attending accurately to detail; standing, lifting and bending for long periods; working independently; providing excellent service; good organizational skills.) **GRADE: 3 Provisional (\$24,290) JOB NO: 308E**

Counsellor: Susan Lanoue

**Administrative Assistant I - External Liaison, Environmental Studies** [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; some university courses required; minimum 3 years' secretarial/administrative experience, including experience in coordinating projects and events and dealing with the public at all levels; experience in an area related to student recruitment an asset; experience in preparing bibliographic data and editing experience required; typing 45-50 wpm, accuracy essential; computerized spreadsheet skills an asset; excellent written communication skills; supervisory skills; demonstrated skill/ability in the following areas: wordprocessing; providing detailed information and answering enquiries 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; bibliographic and editing skills; excellent organizational skills, including ability to work independently and set priorities. Please submit a resume when making an application.) **GRADE: 6 (\$29,520) JOB NO: 309L**



### GENERAL:

Due to the current **TTC strike**, in addition to the 800 ordinary overflow spaces - access through Lot 9A, an additional 800 parking spaces have been added as follows: Access through Lot 1A - 700 spaces; Access through Lot 6A - 100 spaces.

**Scott Library Construction Detour:** Due to unforeseen circumstances, the main entrance to Scott Library through Central Square will be blocked for the next few weeks. Please enter the library through the outside doors on the second floor podium. Access to the podium is possible via the outside stairs or the North Ross elevators. Persons with disabilities should call the Reserve section at -55613 if it is necessary to arrange for assistance across the podium from the North Ross elevators. Library elevator keys may be signed out to persons with disabilities from the Exit Control Desk in Scott (adjacent to the podium entrances).

Although SSHRC's deadline date for receiving **research grant and strategic grant applications** for the 1992-93 competition remains officially October 15, SSHRC will accept applications until November 1. However, applicants are encouraged to make every effort to submit their proposals by the due date. This extension is being granted due to delays in printing and mailing of guidelines and application forms. Please note that ORA must receive completed applications ten days before the deadline.

The **Office of Academic Staff Relations** has relocated to Suite C of EOB as follows: Paula O'Reilly, C24 (-55400); Rob Lawson, C17 (-55400); Ron Mitchell, C15 (-55400); Gladys Strangways, C26 (-66220); and Chris Stefou, C26 (-33381).

The Counselling and Development Centre offers a support group for **Bulimia**. Bulimia involves binge eating and purging as a way of coping with the demands of daily life. Weekly sessions to explore one's underlying issues as a way of overcoming this problem, food preoccupation and dieting will be focused on and explored. For further information call Dr. Page Westcott at -55297 or drop by Room 145, BSB.

The York University Faculty Association requires a full-time **receptionist/clerk/typist** to begin work as soon as possible until May 29, 1992. Salary rate is \$26,233 per annum plus benefits. Responsibilities include typing, filing, mailings and general office duties. Applicants must be able to use WordPerfect 5.0 or 5.1. Good telephone manner is essential. Please send resume to David Clipsham, YUFA, Room 241, Admin. Studies (Telephone: 736-5236, Fax: 736-5850). The deadline for receipt of applications is September 25.

**Yorkline Workshops for Faculty:** Faculty members are invited to attend a session devoted to recent changes to the online library catalogue, Yorkline. If you've never searched the catalogue before, need an introduction to the redesign, or would like to learn some more advanced searching techniques, please drop-in to Room 112, Scott Library. Monday, September 16, 1:00 p.m.-1:40 p.m.; Tuesday, September 24, 12 noon-12:40 p.m.; Wednesday, October 2, 10:00 a.m.-10:40 a.m. Forward any questions about the sessions to Melody Burton, Reference Dept., Scott Library, at -66489 (mburton@yorkvm2).

CHRY Community Radio's on-air **Fund Raising '91** will run from September 25 to October 6. Their goal for this year is \$40,000 which counts for 20% of their annual budget. This funding is necessary for the maintenance of equipment, the purchase of new equipment, and special programming. This year the station also needs to equip their new studio in the Student Centre. For information call Howard Tessier or Gary Wright at -55293.

**Art Galleries/Displays:** The Glendon Gallery presents "Totem & Factotem", sculpture by Mark Prent until October 31. Gallery hours are Monday-Friday, 11:00 a.m.-4:00 p.m.; and Sunday, 1:00 p.m.-4:00 p.m.

### EVENTS:

#### MONDAY, SEPTEMBER 16

- 1:00 p.m. - **LLM Defence** - [Graduate Program in Law] Meinhard Doelle will defend his thesis entitled "Environmental Regulation into the 21st Century Toward Long-Term Solutions or a Dead End" - Room 415, Osgoode Hall Law School
- 4:00 p.m. - **Faculty of Arts Dean's Lecture Series** - "Politics and Statistics in the U.S. Decennial Census" by Dr. Stephen Fienberg, Vice-President, Academic Affairs - Faculty Club, Ross
- 4:00 p.m. - **Biology Research Seminar** - "Light Induction of Heat Shock Genes and Implications for Protein Functions" with Priti Krishna, University of Minnesota - Room 320, Farquharson

#### TUESDAY, SEPTEMBER 17

- 9:30 a.m. - **PhD Defence** - [Graduate Program in Sociology] Fred Ashbury will defend his dissertation entitled "International Scholarly Exchange and Status Recognition: A Case Study of China's Exchange Scholars and Students in Ontario Universities" - Room N927, Ross
- 2:00 p.m. - **MA Defence** - [Graduate Program in Sociology] Edward Janzen will defend his thesis entitled "Confessionum: Augustine's Cartography of Churchly Authority and Pastoral Care" - Room 215, Founders
- 3:30 p.m. - **PhD Defence** - [Graduate Program in Social Anthropology] Maria Ines Arratia will defend her dissertation entitled "Cultural Action and Cultural Synthesis? Participatory Methodologies and the Aymara of Northern Chile" - Room N927, Ross



**EVENTS** (Tuesday, September 17, cont'd.)

4:00 p.m. - **Philosophy Seminar** - "Wittgenstein Versus Quine on Logical Necessity" with Hans-Johann Glock, St. John's College, Oxford - Senior Common Room, Founders

**THURSDAY, SEPTEMBER 19**

2:00 p.m. - **LLM Defence** - [Graduate Program in Law] Jurii Manlichuk will defend his thesis entitled "A Problem of Comparative Legal Method: Comparison of Buyers' Remedies for Breach of Delivery of the Sale of Goods in Canadian Common Law and Ukrainian Civil Law" - Room 315, Osgoode Hall Law School

4:00 p.m. - **Public Lecture** - [Centre for the Support of Teaching] "Doing Feminist Research on Feminist Pedagogy" by Patti Lather, Ohio State University - Moot Court, Osgoode Hall Law School

**FRIDAY, SEPTEMBER 20**

2:00 p.m. - **PhD Defence** - [Graduate Program in Biology] Mohammed A. Khan will defend his thesis entitled "Detection of *in vivo* Induced Gene Mutation and Chromosomal Aberrations in Mammalian Lung Cells" - Room 320, Farquharson

**STAFF POSITIONS:**

Applications for internal transfers/promotions should reach Human resources no later than September 23, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Gina Dunnett

**Residence Coordinator - Housing & Food Services, Business Operations** [Hours: 4:00 p.m.-12:00 midnight (Sunday-Thursday)] (High school graduation or equivalent; 2 years' related experience (e.g., dealing with the public, observing and reporting problems, coordinating activities, etc.); good organizational skills; demonstrated skill/ability in the following areas: clear and concise oral and written communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; working independently; overseeing work of others; attending accurately to detail.) **GRADE: 5 Provisional (\$27,046) JOB NO: 310D**

**Residence Coordinator - Housing & Food Services, Business Operations** [Hours: 4:00 p.m.-12:00 midnight (Tuesday-Saturday)] (High school graduation or equivalent; 2 years' related experience (e.g., dealing with the public, observing and reporting problems, coordinating activities, etc.); good organizational skills; demonstrated skill/ability in the following areas: clear and concise oral and written communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; working independently; overseeing work of others; attending accurately to detail.) **GRADE: 5 Provisional (\$27,046) JOB NO: 311D**

Counsellor: Jennifer Hebert

**Secretary/Floater - Employment Services, 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: 312E**

Counsellor: Dawn Richards

**Program Secretary "B" - Administrative Studies, Atkinson College** [Hours: 9:00 a.m.-5:00 p.m. (winter), 8:30 a.m.-4:30 p.m. (summer), 11:00 a.m.-7:00 p.m. approximately one day per week during peak periods] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., reception, dealing with the public, secretarial, etc.), preferably in a student related area; typing 45-50 wpm, accuracy essential; skill in transcribing from dictation equipment; good oral communication to obtain and provide accurate information clearly and concisely; pleasant telephone manner; tact and diplomacy essential; good organizational skills; demonstrated skill/ability in the following areas: working efficiently with a high volume of calls; dealing courteously and effectively with people; wordprocessing; working accurately and effectively under pressure of high volume.) **GRADE: 4 (\$25,406) JOB NO: 313H**

**Status/Enquiries Clerk - Office of Student Programs, Education** [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some university courses would be an asset; 1-2 years' related experience (e.g., handling enquiries, enrolment/registration, customer service, etc.), preferably in a student service area; typing 25-30 wpm; obtaining and providing information in a clear and concise manner; tact and diplomacy essential; demonstrated skill/ability in the following areas: working cooperatively and effectively with co-workers; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 314H**

**Administrative Secretary - Real Property Development, Administrative Studies** [Hours: 9:00 a.m.-5:00 p.m. (winter), 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., administrative/secretarial, organizing events, coordinating activities, monitoring a budget, dealing with the public, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills; database management skills; skill in transcribing from dictation equipment; knowledge and understanding of marketing strategies and promotional activities an asset; demonstrated skill/ability in the following areas: excellent oral communication to elicit accurate information and answer detailed enquiries; good written communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; exercising good judgement and initiative; excellent interpersonal skills; excellent organizational skills, including ability to work independently and set priorities.) **GRADE: 5 Provisional (\$27,046) JOB NO: 315H**

**Secretary - Osgoode Hall Law School** [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., wordprocessing, coordinating room bookings, answering enquiries, etc.); typing 45-50 wpm, accuracy essential; skill in transcribing from dictation equipment required; pleasant telephone manner; demonstrated skill/ability in the following areas: good organizational skills; good oral communication skills; wordprocessing; dealing courteously and effectively with people; exercising tact and diplomacy.) **GRADE: 4 Provisional (\$25,406) JOB NO: 316H**

Monday, September 23 - Monday, September 30, 1991  
Volume 11, Number 38**GENERAL:**

It is anticipated that if construction is on schedule, the Scott Library will be closed to the public from October 11-14. All branch libraries will be open October 11 through October 13 but closed Thanksgiving Day, October 14. If there is any change in plans, the library will inform members of the York community.

The Institute for Social Research's Statistical Consulting Service will offer the following courses: **Data Analysis and Statistical Graphics Using "S"** (beginning October 3), **Introduction to SPSS and SPSS/PC+** (beginning October 15), **Introduction to SAS and PC/SAS** (beginning October 16), and **Scale Development** (beginning November 7). Call Sharon Chisholm at -55061 for registration information.

The Retirement Consultation Centre is offering a series of three lunch-hour seminars on **Street-Proofing For Women**. Participants will learn how to reduce the likelihood of attack, how to interrupt the attacker's plan, and how to use their strengths against the attacker's weaknesses. The seminars will be offered at 12:00 and again at 1:00 p.m., September 30, October 2, and October 4 at the York Campus, and at the Glendon Campus, October 15, 17 & 22. There is no registration fee, however, space is limited. For further information or to register, call -66228 or PROFS retirece@yorkvm2.

Vanier College offers the **"Vanier Help! Series,"** a series of workshops designed to help students improve their academic skills. Topics will include essay writing, exam writing, oral presentations, library research, job searching, and critical skills. The first workshop will be held September 26 at 4:00 p.m. in the Vanier Senior Common Room. For further information call the Vanier Academic Office at -55191 or drop by Room 237.

**Adult Children of Alcoholics:** The Counselling and Development Centre is offering a group program that will focus on identifying and understanding the problems of growing up in an addicted family. For information or to register, call -55297 or drop by Room 145, Behavioural Sciences. The Centre also offers specialized services to students with **psychiatric disabilities**. The program is support oriented vs. treatment focused. Students must be under the care of a mental health professional in the community. For information call Enid Weiner at -55297.

The Student Centre Childcare is now open. Spaces are still available for children 18 months to five years on a flexible, part-time basis. The Centre will hold an Open House on October 1 from 12:30-1:30 p.m. and 4:00-7:00 p.m. For further information call -55959.

Recreation York offers **Staff/Faculty Massage Therapy:** Tuesday, 11:00 a.m.-5:00 p.m. and Thursday, 11:00 a.m.-2:00 p.m. Fees are \$35 for members (1/2 hour) or \$45 for members (1 hour). Non-member's fee will be member's fee plus \$10. Call Recreation York at -55184 to book an appointment. **Staff/Faculty Yoga** will take place September 26 to December 12. Classes are held each Thursday from 5:15-6:15 p.m. in the Judo Room, Tait McKenzie. Member -\$65, Non-member -\$75. Register in Room 211, Tait McKenzie. A Discover Scuba Course will be held September 26 from 5:30-9:30 p.m. in the Tait McKenzie Classroom. There is no charge. Bring swim wear.

Members of the York community are asked to note that the new telephone number for **L'Eclair Deli** is -55965. The Kosher Deli will be closed September 23, 24, 30 and October 1 for the Jewish Holy Days.

**EVENTS:****MONDAY, SEPTEMBER 23**

- 10:00 a.m. & 1:30 p.m. - **"The Portrayal of the History of African Cubans in Film"** - [Centre for Race and Ethnic Relations] 10:00 a.m. - a showing and discussion of "The Slave Hunter" by Cuban filmmaker Sergio Giral - Room 035, Central Square; 1:30 p.m. - a showing and discussion of "Maria Antonia" by Sergio Giral - Room 038, Admin. Studies
- 2:00 p.m. - **PhD Defence** - [Graduate Program in Psychology] Huzur T. Altay will defend her dissertation entitled "The 'Type A Behaviour Pattern' and Its Relationship to Work and Coping Styles" - Room N927, Ross
- 4:00 p.m. - **Biology Research Seminar** - "Electrophysiology of Tip Growth and Plant-Pathogen Interactions" with Neil Gow, University of Aberdeen, Scotland - Room 320, Farquharson

**TUESDAY, SEPTEMBER 24**

- 11:00 a.m. - 7:30 p.m. - **"The Portrayal of the History of African Cubans in Film"** - continues as follows:  
11:00 a.m. - a showing and discussion of "The Other Francisco" with Sergio Giral - Stedman "F"; 3:00 p.m. & 7:30 p.m. - a showing and discussion of "Maria Antonia" with Sergio Giral - Room S137, Ross at 3:00 p.m. and Room 221, Stong at 7:30 p.m.
- 12:00 noon - **Graduate Geography Colloquium Series** - "Simple Linear Dunes" with Dr. Haim Tsar, Bier Sheva University - Room S421, Ross
- 3:15 p.m. - **Computer Science Seminar** - "Upward Planar Drawing of Single-Source Acyclic Digraphs" with Michael Hutton, University of Toronto - Room 258, Petrie

**WEDNESDAY, SEPTEMBER 25**

- 4:00 p.m. - **McLaughlin Public Policy Series** - "Contemporary Penal Policy in Britain and the Dispersal of Justice" with Prof. Pat Carlen, Centre of Criminology, Keele University, UK - Senior Common Room, McLaughlin
- 7:00 p.m. - 10:00 p.m. - **"The Portrayal of the History of African Cubans in Film"** - a showing and discussion of "The Other Francisco" with Sergio Giral - Stedman "B"



#### THURSDAY, SEPTEMBER 26

- 9:00 a.m. - **MA Defence** - [Graduate Program in Psychology] Lorne M. Korman will defend his thesis entitled "Emotion Episodes" - Room N927, Ross
- 1:00 p.m. - **Chemistry Seminar Series** - "The Measurement of Atmospheric ROx Radicals" with Dr. Donald R. Hastie, Chemistry - Room 317, Petrie
- 3:00 p.m. - **African Studies Lecture** - "Contradictions of Democracy in Africa" with Prof. Issa Shivji, University of Dar-es-Salaam, Tanzania - Senior Common Room, Founders
- 4:00 p.m. - **Senate Meeting** - Senate Chamber (S915), Ross

#### FRIDAY, SEPTEMBER 27

- 9:00 a.m. - 12:00 noon - **"The Portrayal of the History of African Cubans in Film"** - a showing and discussion of "Maluala" with Sergio Giral - Curtis "C"
- 10:00 a.m. - **MSW Defence** - [Graduate Program in Social Work] Glenda Kerr will defend her thesis entitled "The Relationship Between Recent Parental Marital Breakdown and Mental Health and Negative Life Events in Adolescents" - Room N927, Ross

#### MONDAY, SEPTEMBER 30

- 1:00 p.m. - **MA Defence** - [Graduate Program in Psychology] Rhoda Goldman will defend her thesis entitled "Development and Verification of the Experiential Therapy Treatment Manual and Adherence Measure" - Room N927, Ross
- 4:00 p.m. - **Biology Research Seminar** - with York Biology Prof. Ron Pearlman - Room 320, Farquharson (title t.b.a.)

#### STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human resources no later than September 30, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

#### **Circulation Assistant (Statistics Canada) - Government Documents, Administrative Studies Library** [Hours:

8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related library or public service experience required (e.g., circulation, kardexing, etc.); typing 30-35 wpm; wordprocessing skills required; good written communication skills; knowledge of automated library systems preferred; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; attending accurately to detail; working calmly and efficiently with high volume of enquiries; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 317E**

#### **Bookstore Assistant (Special Orders) - Bookstores, Business Operations** [Temporary to March 15, 1992; Hours:

9:00 a.m.-5:00 p.m.; required to work 1 or 2 nights per week from 11:00 a.m.-7:00 p.m.; during rush periods (May, September, January) required to work 1 or 2 nights per week from 1:00 p.m.-9:00 p.m.; some Saturday work on a rotating basis (i.e. 10:00 a.m.-3:00 p.m.)] (High school graduation or equivalent; 1-2 years' related experience (e.g., contacting Book Publishers, processing book orders, purchasing, answering enquiries, etc.), preferably in a bookstore or library environment; basic keyboarding skills to operate a computer terminal; good written communication skills; ability to gather information from a variety of sources; good organizational skills; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; attending accurately to detail; dealing courteously and effectively with people; working effectively under pressure of high volume; working independently and setting priorities.) **GRADE: 3 Prov. (Based on an annual salary of \$24,290) JOB NO:318E**

Counsellor: Dawn Richards

**Status/Enquiries Clerk - Office of Student Programs, Education** [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some university courses would be an asset; 1-2 years' related experience (e.g., handling enquiries, enrolment/registration, customer service, etc.), preferably in a student service area; typing 25-30 wpm; obtaining and providing information in a clear and concise manner; tact and diplomacy essential; demonstrated skill/ability in the following areas: working cooperatively and effectively with co-workers; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; good organizational skills.) **GRADE: 4 (\$25,406) JOB NO: 319H**

**Technical Secretary - Computer Science & 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; minimum 1 year's related experience (e.g., secretarial, wordprocessing a variety of documents, answering enquiries, etc.), preferably in an academic setting; typing 40-45 wpm, accuracy essential; technical typing skills preferred; 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; wordprocessing skills, including use of advanced functions; good organizational skills; good written communication skills.) **GRADE: 4 (\$25,406) JOB NO: 320H**

Counsellor: Susan Lanoue

**Enrolment/Records Clerk - Advising Centre, Arts** [Temporary: October 1, 1991 to March 31, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., maintaining records, compiling statistical reports, etc.) in a student service environment; typing 30-35 wpm; desktop publishing skills an asset; analytical skills; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheets; data entry and retrieval on an on-line records system; accuracy in obtaining and explaining detailed information in a clear and concise manner; working independently; attending accurately to detail; working accurately and effectively under pressure of high volume; maintaining confidentiality; dealing courteously and effectively with people; exercising tact and diplomacy; good organizational skills.) **GRADE: 4 Prov. (Based on an annual salary of \$25,406) JOB NO: 321L**

**Academic Records Assistant - Office of Student Programs, Arts** [Hours: 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 independently; attending accurately to detail; working accurately and effectively under pressure of high volume; accuracy and speed in working with figures; analytical skills; maintaining confidentiality; dealing courteously and effectively with people; accuracy in obtaining and explaining complex information in a clear and concise manner; on-line data entry skills; excellent organizational skills.) **GRADE: 5 Prov. (\$27,046) JOB NO: 322L**

R6  
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# YORK UNIVERSITY BULLETIN

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

Monday, September 30 - Monday, October 7, 1991  
Volume 11, Number 39

**GENERAL:**



**LET'S GET TOGETHER! IT'S THE WAY TO HELP THE MOST** - York's 1991 United Way canvassing team hopes to raise \$110,000 during a three-week, campus-wide fundraising campaign that runs October 10-31. Our team of canvassers will be asking for your support. Let's get together. It's the way to help the most. For details about this year's fundraising efforts or to find out how you can help, please contact Bob Richardson or Laura Tortorelli in External Relations at 736-5010.

**AN IMPORTANT REMINDER TO ALL SUPERVISORY STAFF:** It has been reported that, in some instances, all personnel have not been safely evacuated from areas where a fire alarm has been activated. Whenever the building fire alarm system is activated, supervisors, in conjunction with the Emergency Response Wardens, are responsible for the safe evacuation of personnel. As well, the Ontario Fire Code states that, if an alarm has been sounded and it is safe to do so, "...OCCUPANTS WILL EVACUATE THE AREA." In the event of an emergency, your cooperation in the safe and timely evacuation of the area is anticipated and appreciated.

**Scott Library Construction Detour:** Due to unforeseen circumstances, the main entrance to Scott Library through Central Square will be blocked for the next few weeks. Please enter the library through the outside doors on the second floor podium. Access to the podium is possible via the outside stairs or the North Ross elevators. Persons with disabilities should call the Reserve section at -55613 if it is necessary to arrange for assistance across the podium from the North Ross elevators. Library elevator keys may be signed out to persons with disabilities from the Exit Control Desk in Scott (adjacent to the podium entrances).

The **York University Bookstore** will close at 5:00 p.m. on October 1 & 2. Normal hours will resume October 3.

**Fall/Winter Work/Study Program:** The Financial Aid Office announces that some funds are still available for the Work/Study Program. For applications forms please call Nevia Jelenic as soon as possible at -22185.

The Counselling and Development Centre will offer **"Biofeedback for Tension Management of Headaches."** Ten weekly sessions will begin October 4 at 12:00 noon. Drop by Room 145, BSB for further information and to register.

The Retirement Consultation Centre will offer two lunch-hour sessions on **"Fit for Life: Taking the Stress Off Your Back."** They will take place October 8 and 10 at 12:00 noon and 1:00 p.m. To register, call -66228 or PROFS retirece@yorkvm2.

The Office of Research Administration will extend its office hours during the week of October 7. From October 7-10, staff will be available from 8:30 a.m.-8:00 p.m. to answer questions regarding funding opportunities for faculty members (e.g. SSHRC and NSERC), the application process, etc. In addition, ORA will be open October 5 from 9:00 a.m.-5:00 p.m. Drop by Room S414, Ross or call -55055.

**EVENTS:**

**MONDAY, SEPTEMBER 30**

- 12:00 noon - **Guest Speaker** - [Department of Film & Video] Sergio Giral, an internationally celebrated Cuban filmmaker will be available for a question/answer session as part of the James A. Beveridge Lecture Series - Nat Taylor Cinema (N102), Ross
- 4:00 p.m. - **Biology Research Seminar** - with York Biology Prof. Ron Pearlman - 320, Farquharson (title t.b.a.)

**TUESDAY, OCTOBER 1**

- 12:00 noon - **Graduate Geography Colloquium Series** - "Myth and Metaphor in Antarctica" with Dr. Paul Simpson-Housley -S421, Ross

**WEDNESDAY, OCTOBER 2**

- 11:00 a.m. - **Philosophy Seminar** - "The Idea of Morality" with Dr. Ruben Апреyan of the Soviet Academy of Sciences, Moscow - Senior Common Room, Vanier

**THURSDAY, OCTOBER 3**

- 4:00 p.m. - **Economics Seminar** - "The Ranking and Relationship Among Economics Journals: The Role of General vs. Field Journals" with Economics Prof. George Fallis - S839, Ross

**FRIDAY, OCTOBER 4**

- 2:00 p.m. - **Psychology Colloquium** - "Freud, Fromm and the Pathology of Normalcy: Clinical, Social and Historical Perspectives" with Dan Burston - 291, Behavioural Sciences

**MONDAY, OCTOBER 7**

- 4:00 p.m. - **Biology Research Seminar** - with Jeff Doyle, Cornell University - Room 320, Farquharson (title t.b.a.)

**STAFF POSITIONS:**

Applications for internal transfers/promotions should reach Human Resources no later than October 7, 1991. Application forms are available from Human Resources. \*Indicates position is exempt from bargaining unit.  
Counsellor: Gina Dunnett

**Assistant Secretary to Council/Publications Coordinator, Office of the Dean, Graduate Studies** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (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; minute taking skills; 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 (\$34,699) JOB NO: 323D**

**\*Student Programs Assistant I "C", Office of Student Programs - Science** [21 hours per week; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with one year university education or equivalent; minimum 2 years' related experience (e.g., answering detailed enquiries, interpreting legislation, assessing student records, etc.) in a student service area; basic keyboarding skills; wordprocessing skills required; excellent interpersonal skills; good written communication skills; demonstrated skill/ability in the following areas: obtaining accurate information and answering detailed enquiries; working accurately and effectively under pressure of high volume; exercising initiative and good judgement; attending accurately to detail; dealing courteously and effectively with people; exercising tact and diplomacy; oral presentation skills; excellent organizational skills, including setting priorities; on-line data entry and retrieval skills. Please submit a resume when making an application.) **GRADE: 6 Provisional (Based on an annual salary of \$31,233) JOB NO: 324D**

Counsellor: Jennifer Hebert

**Archives Assistant - Archives & Special Collections, Scott Library, Libraries** [Hours: 9:00 a.m.-5:00 p.m.] (University degree with formal archival training or equivalent; minimum 2 years' related experience (e.g., acquisitions and processing of archival collections, preservation maintenance of archive material, etc.) in a recognized archive; familiarity with physical control requirements of special media (e.g., sound, moving image and graphic archives); experience in preservation management and exhibits an asset; knowledge of archival principles and practices; demonstrated skill/ability in the following areas: clear and effective oral communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; analytical skills; excellent organizational skills, including ability to work independently; familiarity with descriptive standards in archives and the MARC/amc format. Please submit a resume when making an application) **GRADE: 6 Provisional (\$31,233) JOB NO: 325E**

**Archives & Special Collections Services Assistant - Archives & Special Collections, Scott Library, Libraries** [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., clerical, general office experience, etc.), preferably in a library environment; knowledge of the LC classification system an asset; wordprocessing skills an asset; knowledge of Yorkline an asset; basic bookkeeping skills required; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; ability to lift and move books and boxes; good organizational skills.) **GRADE: 4 Provisional (\$26,880) JOB NO: 326E**

**Client Intake Assistant - Career & Placement Centre, Student Affairs** [Temporary to March 30 1992; Hours: 8:30 a.m.-4:30 p.m. (occasional evening and weekend work)] (High school graduation or equivalent; 1-2 years' reception and front-line experience, preferably in a placement or career environment; typing 35-40 wpm; wordprocessing skills required; demonstrated skill/ability in the following areas: providing customer service; answering enquiries and providing information clearly and concisely; pleasant telephone manner; dealing courteously and effectively with people; working independently and cooperatively; good organizational skills.) **GRADE: 4 (Based on an annual salary of \$26,880) JOB NO: 327E**

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 (\$26,880) JOB NO: 291H** (previously advertised in York Bulletin of August 19, 1991)

**Course Secretary - CMA Program, Administrative Studies** [Temporary to February 28, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' secretarial experience; typing 40-45 wpm, accuracy essential; demonstrated wordprocessing skills; ability to prepare tables and financial statements; clear oral communication skills; demonstrated ability to deal courteously and effectively with people; good organizational skills.) **GRADE: 3 (Based on an annual salary of \$25,699) JOB NO: 328H**

Counsellor: Susan Lanoue

**Undergraduate Program Assistant - Social Science, Arts** [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; some university courses preferred; 2 years' related experience (e.g., secretarial, administrative, preparing statistics, etc.), preferably in a post-secondary environment; typing 45-50 wpm, accuracy essential; wordprocessing and computerized spreadsheet skills required; database skills preferred; good interpersonal skills; familiarity with computerized records system; demonstrated skill/ability in the following areas: obtaining and relaying complex and detailed information accurately; working independently, setting priorities and meeting strict deadlines; dealing courteously and effectively with people; exercising tact and diplomacy; working accurately with figures; attending accurately to detail; good written communication skills.) **GRADE: 5 (\$28,615) JOB NO: 329L**

**Undergraduate Program Secretary - Geography, 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 post-secondary courses preferred; 2 years' related experience (e.g., advising, maintaining database, interpreting programme requirements, secretarial, etc.), preferably in a post-secondary environment; typing 40-45 wpm, accuracy essential; wordprocessing skills and database skills required; good interpersonal skills required; familiarity with computerized records system required; demonstrated skill/ability in the following areas: obtaining and relaying detailed information accurately; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working independently, setting priorities and meeting strict deadlines under pressure of high volume; good written communication skills.) **GRADE: 4 (\$26,880) JOB NO: 330L**

**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 (\$26,880) JOB NO: 331L**