

R6
1/4

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 retire@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 Апреян 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**

Monday, October 7 - Tuesday, October 15, 1991
Volume 11, Number 40

GENERAL:

Meet the Pres!

Did you ever want to take your ideas right to the top? Harry Arthurs wants to hear what's on your mind. Times are tough for Ontario's universities. Serious issues are on everyone's mind. Come and discuss the future of York, its problems and prospects.

October 8
12:30 to 1:30 p.m.
East Bearpit, Central Square

Change In Scott Library Thanksgiving Weekend Hours: The Scott Library, as well as the branch libraries, will be open regular hours Friday, October 11 through Sunday, October 13. All York University Libraries will be closed on Thanksgiving Monday, October 14.

Thanksgiving Day: University offices will be closed Thanksgiving Monday, October 14.

Central Square Power Shut Down: Saturday, October 5 from 7:00 to 9:00 a.m.

Open meetings on the **future of academic computing at York** will be held October 9 at 9:30 a.m. and October 30 at 1:30 p.m. The Senate Committee on Academic Computing and the Vice-President (Academic Affairs) Stephen Fienberg are sponsoring two open discussions on proposed directions for academic computing at York. Background documentation is available in the University Secretariat (S945, Ross) and in Faculty Council offices.

The Department of Human Resources announces the following **appointment:** Campbell McDermid, Interpreter, Deaf Education Program, Education, effective September 16. The following **promotions/transfers** have also taken place: Eric Frackelton, Supervisor, Supply Services, Faculty of Pure & Applied Science; and Warren Lee, Manager, Community Relations & Alumni Liaison, Public Affairs, External Relations.

Members of the York community are asked to note that an **Academic Planning & Budgeting Workshop** will be held October 16 from 9:00 a.m. to 12:00 noon in the Senate Chamber (S915, Ross). The agenda is 1) "Enrolment Planning in a Corridor Environment" by Sheldon Levy, Vice-President (Institutional Affairs); 2) "York's Financial Problems" by Bill Farr, Vice-President (Finance and Administration); 3) "Challenges to Academic Planning" by Stephen Fienberg, Vice-President (Academic Affairs); and 4) "Local-Level Academic Planning in Tough Times," a discussion led by Vic Murray (Administrative Studies/Sociology).

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

Recreation York announces the following: 1) Staff members can use coupons to drop into any fitness class; 2) The following new classes have been opened: EB3, M/W/F, 7:45-8:30 a.m., Upper Gym; AFT6, T/R, 4:00-5:00 p.m., Judo Room; AWF3, T/R, 5:00-6:00 p.m., Bethune Studio; AQ5, M/W, 4:15-5:00 p.m., Pool; 3) Staff/Faculty Yoga classes, Thursdays only from 5:15-6:15 p.m., 4th Floor, Tait McKenzie, Member - \$65, Non-member - \$75 (register in Room 211, Tait); 4) Staff/Faculty Massage Therapy, Tuesdays, 11:00 a.m.-5:00 p.m. or Thursdays, 11:00 a.m.-2:00 p.m., 1/2 hour \$35 for members or 1 hour \$45 for members (Non-member's fee will be member's fee plus \$10). Call Recreation York at -55184 to book an appointment.

The Staff Development Office has space available in two courses designed for P&M staff: **Negotiating & Influencing**, October 23 & 24 and **Labour Relations**, October 31. Please call -22597 or refer to a copy of Initiatives, for further information about these programs and registration procedures.

The Counselling and Development Centre is offering a support group for **Adult Children of Alcoholics**. For further information call Polly MacFarlane at -55297.

The Retirement Centre is offering a series of three lunch-hour seminars on **"Street-Proofing For Women."** The series is offered at the Glendon Campus on October 15, 17 & 22 at 12:00 noon and 1:00 p.m. There is no registration fee. To register, call -66228 or PROFS retirece@yorkvm2.

EVENTS:

MONDAY, OCTOBER 7

10:00 a.m. - **Computer Science Seminar** - "Exponential Lower Bounds for the Pigeonhole Principle" with Toniann Pitassi, University of Toronto - Room N537, Ross



EVENTS (Monday, October 7, cont'd.)

4:00 p.m. - **Biology Research Seminar** - with Jeff Doyle, Cornell University - Room 320, Farquharson

WEDNESDAY, OCTOBER 9

9:30 a.m. - **Open Meeting** - on the future of academic computing at York (see general notice above) - Senate Chamber (S915), Ross

4:00 p.m. - **Yeowomen Soccer** - York vs. Ryerson - York Field

7:30 p.m. - **Fifth Annual Barbara Betcherman Lecture** - [Osgoode Hall Law School] "Women of the First Nations and the Law" by Alanis Obomsawin, director, producer, songwriter and performer (featuring a presentation through speech, song, and footage from Ms Obomsawin's soon to be released film concerning the events at Oka) - Moot Court Room, Osgoode Hall Law School

THURSDAY, OCTOBER 10

12:00 noon - **Weight Watchers' Information Session** - a special offer of \$89 for ten weeks is now being offered - Room S873, Ross

1:00 p.m. - **Chemistry Seminar Series** - "The Photochemistry and Photocatalysis of Metal-Metal Bonded a-Diimine Complexes" with Prof. Richard Stufkens, University of Amsterdam - Room 317, Petrie

4:00 p.m. - **Council of the Faculty of Arts Meeting** - Senate Chamber (S915), Ross

4:30 p.m. - **Philosophy Seminar** - "Paraconsistency -- The Canadian Perspective" with Dr. Peter Schotch, Dalhousie University - Room S170, Ross

FRIDAY, OCTOBER 11

10:30 a.m. & 3:30 p.m. - **Yeowomen Field Hockey** - 10:30 a.m. - York vs. Waterloo; 3:30 p.m. - York vs. Western - Lamport Stadium

2:00 p.m. - **Philosophy Seminar** - "Postmodern Philosophy of Science" with Prof. Raphael Sassower, University of Colorado at Colorado Springs - Senior Common Room, Vanier

3:00 p.m. - **Yeomen Rugby** - York vs. Queen's - York Field

6:00 p.m. - **Yeowomen Basketball** - York vs. Alumnae - Tait McKenzie

8:00 p.m. - **Yeomen Basketball** - York vs. Alumni - Tait McKenzie

SATURDAY, OCTOBER 12

3:00 p.m. - **Yeomen Soccer** - York vs. Queen's - York Field

SUNDAY, OCTOBER 13

1:00 p.m. - **Yeomen Soccer** - York vs. Laurentian - York Field

TUESDAY, OCTOBER 15

12:00 noon - **Graduate Geography Colloquium Series** - "Modelling Climate Change Effects on the Duration of Arctic River Ice" with Dr. Ming-ko Woo, McMaster University - Room S421, Ross

3:30 p.m. - **Lecture-Demonstration** - [Department of Computer Science & Department of Music] "Teaching a Computer to Help a Composer" by Daniel Oppenheim, composer and computer specialist from Stanford University's Center for Computer Research in Music and Acoustics - Room 214, Calumet

STAFF POSITIONS:

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

Counsellor: Gina Dunnett

File Clerk II - Admissions, Graduate Studies [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; some office experience would be an asset; typing 35-40 wpm; wordprocessing skills preferred; clear and effective oral communication skills; good spelling skills; demonstrated skill/ability in the following areas: dealing courteously and tactfully with people; attending accurately to detail; good organizational skills; ability to work accurately and effectively under pressure of high volume; ability to work independently with frequent interruptions.) **GRADE: 3 (\$25,699) JOB NO: 332D**

Counsellor: Jennifer Hebert

Liaison Assistant - Admissions/Liaison [Temporary to July 10, 1992; Hours: 8:30 a.m.-4:30 p.m.; overtime required during peak periods] (High school graduation or equivalent with secretarial training; some post secondary education preferred; 1-2 years' related experience (e.g., providing regulatory information; dealing with the public, providing customer service, handling conflicting work demands, etc.), preferably in a student service area; typing 45-50 wpm, accuracy essential; excellent written communication skills; ability to elicit accurate information; ability to train and oversee the work of others preferred; oral presentation skills; computerized spreadsheet and database skills preferred; demonstrated skill/ability in the following areas: providing regulatory information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working accurately and effectively with a high volume of work under hectic conditions; lifting heavy boxes (max. 50 lbs); excellent interpersonal skills; excellent organizational skills, including ability to set priorities.) **GRADE: 4 (Based on an annual salary of \$26,880) JOB NO: 333E**

Counsellor: Dawn Richards

File/Documents Clerk, Floater - Office of Student Programs, Education [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., data entry, filing, general office experience, etc.), preferably in a high volume environment; typing 35-40 wpm, accuracy essential; data entry skills required; good oral communication skills; demonstrated skill/ability in the following areas: attending accurately to detail under pressure of high volume on a continuing basis; working cooperatively with co-workers; dealing courteously and effectively with people.) **GRADE: 3 Provisional (\$25,699) JOB NO: 334H**

Counsellor: Paule Cotter

Hospitality Coordinator - Business Operations, Glendon College [Hours: 9:00 a.m.-5:00 p.m.; overtime required; must be available to work evening and weekends] (Post-secondary graduation or equivalent; community college diploma in Hotel Management/Hospitality would be an asset; minimum 2 years' related experience (e.g., conference planning and implementation, allocating accommodation, hotel front desk coordination, sales and marketing, etc.), preferably in a strongly service oriented environment; typing 40-45 wpm, accuracy essential; tact and diplomacy essential; database skills preferred; computerized reservation booking system skills required; Bilingual modules I (Intermediate), III (Intermediate), and IV (Intermediate); demonstrated skill/ability in the following areas: customer service; dealing courteously and effectively with people; working effectively under pressure of high volume; report writing and minute taking; budgeting, record-keeping, and accounting; supervising others; working independently, setting priorities and meeting deadlines; wordprocessing and computerized spreadsheets skills; good oral and written communication skills; good grammatical and spelling in French and English; good interpersonal skills; good organizational skills.) **GRADE: 6L (\$34,699) JOB NO: 335G**

York

UNIVERSITY

BULLETIN

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

Tuesday, October 15 - Monday, October 21, 1991
Volume 11, Number 41

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.

Members of the York community are asked to note that the **York campus map has been revised**. Orders for quantities may be placed through Printing Services, who will hold plates of the York campus map on file. All orders must be accompanied by a completed Printing Services Department requisition form. For publications, or special applications and sizes, please contact Design & Production Services of the Department of Communications to order camera ready copy.

Art Galleries/Displays: The AGYU presents "Crossroads," its first major outdoor exhibition featuring works of six leading artists. The exhibition continues until the end of November. It provides an unusual opportunity and challenge for these artists to create a new kind of activity and experience for the spectator. For information, visit the AGYU in Room N145, Ross or call -55169.

- The IDA Gallery presents "Eight by Eight," a group show by graduate students in Visual Arts until 18. The Gallery is located on the main floor of the Centre for Fine Arts.

- The Winters Art Gallery will hold a fundraising event on October 21 from 4:30 to 8:30 p.m., featuring the sale of 280 contemporary Japanese posters. This collection of posters has been donated by Prof. Richard Perry and features most of Japan's leading graphic designers and artists. A donation of \$10 (to be deducted from any purchase) is required for fellows, faculty, staff and the public. There is no charge for students. All funds raised will be added to the Winters College Endowment Fund. Prices range from \$15-\$50. For information call -55493.

York International will present a lecture on "**Free Trade Between Canada/USA/Mexico**" by Mr. Eliseo Mendoza Berrueto, Governor of the State of Coahuila, Mexico on Wednesday, October 23 at 9:30 a.m. in the Senior Common Room of Founders.

The Search Committee for the **Dean of Environmental Studies** is seeking nominations from the York community for potential candidates. Excellent candidates who are women, native people, disabled or members of visible minorities are encouraged to apply. Candidates may be either internal or external to the University and nominations are especially encouraged from fields with which the Faculty has active collaboration. Nominations may be made in strict confidence to Bev Merriman, Secretary to the Committee, Faculty of Education, Ross. They should reach the Committee before the deadline date of October 21 if at all possible.

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

Winters Servery Hours ("The Greenery"): Monday-Thursday, 11:00 a.m.-7:00 p.m.; Friday, 11:00 a.m.-2:00 p.m.; Saturday and Sunday, closed.

The Department of Physical Education, Recreation and Athletics will offer the following: Between October 15 and November 11, any holders of York campus recreation/athletics memberships may receive a 50% rebate on their current fee for each new applicant recruited who purchases a membership (to a maximum of two new purchasers). Non members may also receive a 50% rebate. When groups of two or more non-members purchase memberships together, each new member may receive a 50% rebate on their fee. Conditions apply. For further information call -22346 or -55185. In addition, 1/3 sized locker prices will be discounted by 1/3 during the same period.

The Retirement Centre will present a seminar on "**Life After York...**", a seminar on York's Pension and Benefit Plan, on October 24 from 2:00 to 4:00 p.m. at Glendon. For further information or to register, call -66228 or PROFS ret1rece@yorkvm2.

Submissions are invited to the **Creative Writing Program's President's Prizes**. Submissions will be received in the following categories: poetry, prose fiction, screen-play, and stage-play. They must be from full-time or part-time York undergraduates. The deadline for submissions is January 10, 1992. For further information call -55910.

Fall/Winter Work/Study Program: The Financial Aid Offices announces that some funds are still available for the program. Call Nevia Jelenic at -22185 as soon as possible for application forms.



RECYCLABLE

EVENTS:

TUESDAY, OCTOBER 15

- 10:00 a.m. - **Graduate Program In Music Colloquium** - "The Embodiment of Gender In Musical Performance" with Dr. Carol Robertson, University of Maryland (College Park) - DACARY (D050), McLaughlin
- 12:00 noon - **Graduate Geography Colloquium Series** - "Modelling Climate Change Effects on the Duration of Arctic River Ice" with Dr. Ming-ko Woo, McMaster University - Room S421, Ross
- 12:00 noon - **Brown Bag Lunch Seminar Series** - [Centre for Refugee Studies] "The Role of Refugee Associations In the Resettlement Process: The Case of Ghanaian Refugees In Toronto" by Edward Opoku-Dapach - Conference Room (3rd floor), York Lanes
- 1:30 p.m. - **Guest Speaker** - [International Studies Program, Glendon] Prof. Pierre Dabozies, an expert on Africa, from the University of Paris, will speak on Africa in the context of the new world order (In French) - Room 045, York Hall (Glendon)
- 3:30 p.m. - **Lecture-Demonstration** - [Department of Computer Science & Department of Music] "Teaching a Computer to Help a Composer" by Daniel Oppenheim, composer and computer specialist from Stanford University's Center for Computer Research In Music and Acoustics - Multi-Media Seminar Room, Calumet

WEDNESDAY, OCTOBER 16

- 9:00 a.m. - 12:00 noon - **Academic Planning and Budgeting Workshop** - to be held as follows: "Enrolment Planning In a Corridor Environment" by Sheldon Levy, Vice-President (Institutional Affairs); "York's Financial Problems" by Bill Farr, Vice-President (Finance and Administration); "Challenges to Academic Planning" by Stephen Flenberg, Vice-President (Academic Affairs); and "Local-Level Academic Planning In Tough Times," a discussion led by Vic Murray, (Administrative Studies/Sociology) - Senate Chamber (S915), Ross
- 2:00 p.m. - **Graduate Program In Music Colloquium** - "Musical Repercussions of 1492" with Dr. Carol Robertson, University of Maryland (College Park) - Senior Common Room (021), Winters
- 4:00 p.m. - **Yeowomen Soccer** - York vs. Toronto - York Field
- 8:00 p.m. - **Readings** - [La Maison de la Culture] featuring Acadian writers: Claude Le Bouthillier, winner of the France-Acadie Prize; France Daigle, poet, short story writer and novelist; Gerald Leblanc, poet; and Hermenegilde Chlasson, poet - La Maison de la Culture, Glendon

THURSDAY, OCTOBER 17

- 4:00 p.m. - **MSc Defence** - [Graduate Program In Exercise and Sports Science] Mark Takahashi will defend his thesis entitled "Effects of Chronic Stimulation on Biochemical and Functional Properties of Muscle" - Room 045, Farquharson
- 7:30 p.m. - **Yeomen Hockey** - York Yeomen vs. Queen's - Ice Arena

FRIDAY, OCTOBER 18

- 11:00 a.m. - **25th Anniversary Guest Speaker** - [Faculty of Administrative Studies - Economics Area] "Competing for Comparative Advantage Through Technological Change" with Dr. F.M.S. Scherer, John F. Kennedy School of Government, Harvard University - Room 038, Administrative Studies
- 12:30 p.m. - 5:00 p.m. - **Academic Appointments Workshop** - [CUEW and Centre for the Support of Teaching] featuring a public lecture on "Trends In Academic Appointments" by Robert Davidson, Director of Research at AUCC; and workshops on constructing a CV, developing a Teaching Dossier, and Interview/presentation strategies - for information call -55754 - Senate Chamber (S915), Ross
- 2:00 p.m. - **Psychology Colloquium** - "Freud and Femininity" with Sharna Olfman - Room 291, Behavioural Sciences

SATURDAY, OCTOBER 19

- 1:00 p.m. - **Yeomen Rugby** - York Yeomen vs. McMaster - York Field
- 8:00 p.m. - **Yeomen Basketball** - York Yeomen vs. Brock - Tait McKenzie

MONDAY, OCTOBER 21

- 4:00 p.m. - **Board of Governors Meeting** - Board/Senate Chamber, Glendon
- 4:00 p.m. - **Biology Research Seminar** - "Biochemical, Electrophysiological and Molecular Studies of NA⁺ Transport In Plant Vacuoles" with Eduardo Blumwald, University of Toronto - Room 320, Farquharson
- 4:00 p.m. - **Guest Speaker** - [Classical Studies Program, History Department and Classical Studies Students' Association] "Political Theatre? Comedy In Classical Athens" with Dr. Rainer Friedrich, Dalhousie University - Senior Common Room, Founders

STAFF POSITIONS:

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

Operations Coordinator I (Records) - Office of the Registrar [Hours: 8:30 a.m.-4:30 p.m.] (Post-secondary degree/diploma or equivalent; minimum 2 years' related experience (e.g., dealing with documentation for computerized systems, coordinating activities and schedules, working with a student records system, etc.) preferably in a post-secondary environment; typing 30-35 wpm; ability to work on a mainframe preferred; computerized spreadsheet skills required; ability to maintain confidentiality; knowledge of a computerized student records system and an in depth understanding of its applications required; demonstrated skill/ability in the following areas: proficiency in wordprocessing; excellent written communication skills; dealing courteously, tactfully and effectively with people; interacting effectively with technical staff and end users; working accurately and effectively under pressure of high volume; attending accurately to detail; good analytical skills; excellent organizational skills, including ability to work independently, set priorities and meet deadlines; excellent oral communication skills to provide and explain information and make presentations. Please submit a resume when making an application.) **GRADE: 6**
Provisional (\$31,232) JOB NO: 336E

Monday, October 21 - Monday, October 28, 1991
Volume 11, Number 42

GENERAL:

Entrance/Exit to Scott Library: There is a new temporary entrance/exit for the Scott Library through Central Square (with direct access to the Reserves section and the escalators to the second floor). The detour via the second floor podium is no longer necessary.

Members of the York community are advised that the Department of Safety, Security and Parking Services has introduced a newly developed **Scheduled Escort Service**. This new program is designed to eliminate unnecessary waiting time by allowing individuals to arrange their personal schedule in accordance with the escort service schedule. Escorts will now know when to expect escort vans to be at each scheduled stop. As well, these scheduled stops are strategically located at densely populated and well-lit campus locations for safety purposes. For further information on scheduling call -55454.

The **Office of Research Administration** will extend its office hours to assist faculty members in preparing applications to SSHRC. ORA will be open Saturday, October 26 from 9:00 a.m.-5:00 p.m. The office will also be open from 8:30 a.m.-8:00 p.m., October 28-31. For further information, call ORA at -55055 or drop by Room S414, Ross.

Members of the York community are asked to note that the **following offices have been relocated in Central Square:** Office of Student Affairs, Room 103; Off-Campus Housing Service, Room 103; Convocation Office, Room 104; Office for International Studies, Room 105; Office for Persons with Disabilities, Room 109; Sexual Harassment Education and Complaint Centre - Room 108; Centre for Race and Ethnic Relations, Room 108; Attendant Care/March of Dimes Office, Room 107; and the Office of the Asst. Vice-President (Campus Relations and Student Affairs), Room 106.

The **Purchasing Department** has relocated to Suite B42A in the East Office Bldg. (Finance Division). Phone and fax numbers remain unchanged.

Applications for the **Canada-United States Fulbright Program** are available from York International (Room 110, Adm. Studies). The deadline for applications is November 30. Faculty and graduate students are invited to apply. The program is to enhance the study of Canada and the United States in all fields at universities in the two countries as well as to encourage and broaden research efforts in subjects pertaining to the relationship between Canada and the United States.

Applications for the **CIDA Professional Awards Program** are available from York International (Room 110, Adm. Studies). The annual application deadlines are January 15, 1992 and April 30, 1992. Award announcements will be made April 1 and June 30. Applicants are asked to develop their own work-study project, for a two-to-six month time period, in a developing world country. The project should be designed with a focus on utilizing skills and interests of the applicant and to meet a development need of the proposed host country.

The York University Co-op Daycare Centre presents its **Annual Scholastic Bookfair**, October 23-25 from 12:00 noon to 5:30 p.m. in the lobby of Atkinson Residence. This fundraising effort features soft and hardcover books for children of all ages.

Art Galleries/Displays: The AGYU presents "Crossroads," its first major outdoor exhibition featuring works of six leading artists. The exhibition continues until the end of November. It provides an unusual opportunity and challenge for these artists to create a new kind of activity and experience for the spectator. For information, visit the AGYU in Room N145, Ross or call -55169.

- The IDA Gallery presents "The Samuel Sarick Collection," a selection of outstanding MFA thesis works from previous years, presented as part of the Faculty of Fine Arts Open House celebrating the opening of the new Centre for Film and Theatre. The gallery is located on the main floor of the Centre for Fine Arts.

- The Winters Art Gallery will hold a fundraising event on October 21 from 4:30 to 8:30 p.m., featuring the sale of 280 contemporary Japanese posters. This collection of posters has been donated by Prof. Richard Perry and features most of Japan's leading graphic designers and artists. A donation of \$10 (to be deducted from any purchase) is required for fellows, faculty, staff and the public. There is no charge for students. All funds raised will be added to the Winters College Endowment Fund. Prices range from \$15-\$50. For information call -55493.

EVENTS:

MONDAY, OCTOBER 21

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

4:00 p.m. - **Biology Research Seminar** - "Biochemical, Electrophysiological and Molecular Studies of Na⁺ Transport in Plant Vacuoles" with Eduardo Blumwald, University of Toronto - Room 320, Farquharson

4:00 p.m. - **Guest Speaker** - [Classical Studies Program, History Department and Classical Studies Students' Association] "Political Theatre? Comedy in Classical Athens" with Dr. Rainer Friedrich, Dalhousie University - Senior Common Room, Founders



TUESDAY, OCTOBER 22

- 12:00 noon - **Brown Bag Lunch Seminar Series** - [Centre for Refugee Studies] "Land Settlement Schemes for Rural Refugees in Africa: Problems of Integration and Self-Sufficiency" by Veronique Jacob - Conference Room (3rd floor), York Lanes
- 1:00 p.m. - **Guest Speaker** - [York Centre for Feminist Research] "Mission Impossible: How Man Gave Birth to a Nation" with Marilyn Lake, La Trobe University, Australia - Harry Leith Room, Atkinson

WEDNESDAY, OCTOBER 23

- 9:30 a.m. - 11:00 a.m. - **Lecture** - [York International] "Free Trade Between Canada/USA/Mexico" by Mr. Eliseo Mendoza Berrueto, Governor of the State of Coahuila, Mexico - Room 305, Founders
- 12:00 noon - **Symposium** - [Public Policy & Administration Student Association] "The Ontario Economy and Canadian Perspectives" with Gerry Caplan, author and advisor to NDP; Katherine Swift, VP and Chief Economist, Canadian Federation of Independent Business; John Grant, economist, Wood Gundy; Thomas Walkom, Toronto Star columnist; and Jim Gillies, Administrative Studies - Moderator: Lloyd Robertson, Senior Editor and newscaster, CTV News - Junior Common Room, McLaughlin
- 4:00 p.m. - 5:30 p.m. - **Career Development Series** - [Faculty of Arts] "Getting into Education Programs" - Louise Lewin, Associate Dean of the Faculty of Education will talk about teacher training programs at York and elsewhere in Ontario, as well as explain the admissions process for York's Concurrent and Consecutive Education programs - Senate Chamber (S915), Ross

THURSDAY, OCTOBER 24

- 10:00 a.m. - **MA Defence** - [Graduate Program in Psychology] "An Exploratory Inquiry of the Cognitive Components of Metaphor Production" - Room N927, Ross
- 12:30 p.m. - 10:30 p.m. - **Open House** - [Centre for Film and Theatre] with events as follows: 12:30-5:00 p.m. - Open House; 3:00 p.m. - Official Opening; 7:30-10:30 p.m. (continuously) - "FINE FOOTAGE: 20 Years of Film and Video at York," a retrospective of works by past students - Rooms 106, 108 and 110; 7:30 & 9:00 p.m. - "NO FRILLS THEATRE REVUE," directed by Theatre alumnus Sky Gilbert and featuring a cast of former Theatre students and faculty - Studio Theatre
- 1:00 p.m. - **Chemistry Seminar Series** - "Thiocyclophanes as Ligands in Transition Metal Chemistry" with Stephen J. Loeb, University of Windsor - Room 317, Petrie
- 4:00 p.m. - **Senate Meeting** - Senate Chamber (S915), Ross
- 4:00 p.m. - **York Seminar in the History of Economic Thought** - "Re-evaluating Bohm-Bawerk's 'Mistakes' in Capital Theory: Mathematical Innocence or Problem of Equilibrium Versus History?" with Avi Cohen, Economics - Room S839, Ross
- 4:00 p.m. - **Workshop** - [Vanier] the second in the Vanier "Help!" Series: "What Do I Need to Say?: Skills For Successful Oral Presentations" with John Spencer, Writing Workshop - Senior Common Room, Vanier
- 7:00 p.m. - **Yeomen Football** - York Yeomen vs. McMaster - Esther Shiner Stadium

FRIDAY, OCTOBER 25

- 10:00 a.m. - **MA Defence** - [Graduate Program in Interdisciplinary Studies] Susan Lord will defend her thesis entitled "The Armed Eye: Women and Film in the Work of Germaine Dulac" - Room N927, Ross
- 2:00 p.m. - **Psychology Colloquium** - "From Distress Regulation to Cognitive Competence: The Impact of Early Experience" with Marc Lewis, OISE - Room 291, Behavioural Sciences

SATURDAY, OCTOBER 26

- 9:00 a.m. - 5:00 p.m. - **Women's Self-Defence (Wen-Do) Workshop** - [SHEACC, York Security, YFS] to register, call -55324 - Vanier Dance Studio

SUNDAY, OCTOBER 27

- 4:00 p.m. - **Harold Crowe Memorial Lecture Series** - "The Holocaust: The Tragic Context" by Dr. Steven T. Katz, professor of Near East Studies at Cornell University, and editor of the journal Modern Judaism - Moot Court, Osgoode Hall Law School

MONDAY, OCTOBER 28

- 2:00 p.m. - **MA Defence** - [Graduate Program in Interdisciplinary Studies] Sherry Rowley will defend her thesis entitled "Sacred Female Imagery and Symbol in Pre-Christian and Early Christian Irish Religion - Persistence, Transformation, Empowerment" - Room N927, Ross
- 4:00 p.m. - **Biology Research Seminar** - "Plant Ecotones and Butterfly Hybrid Zones in the Great Lakes Region" with Mark Scriber, Michigan State University - Room 320, Farquharson
- 4:00 p.m. - **Harold Crowe Memorial Lecture Series** - continues as follows: "Case Studies of Heroism: The Courage and Morality of Rescuers" by Dr. Steven T. Katz - Moot Court, Osgoode Hall Law School

STAFF POSITIONS:

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

Counsellor: Jennifer Hebert

***Administrative Assistant - Office of the Registrar** [(21 hours per week; Hours: 8:30 a.m.-4:30 p.m.) (High school graduation or equivalent with post-secondary courses in bookkeeping/accounting; minimum 3 years' related experience (e.g., working with budgets, overseeing work of others; maintaining department personnel files, coordinating/planning activities, etc.) preferably in an educational environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; ability to maintain confidentiality; excellent interpersonal skills; demonstrated skill/ability in the following areas: computerized spreadsheets; budgetary skills; excellent oral and written communication skills; dealing courteously and effectively with people; exercising tact and diplomacy; exercising initiative and good judgement; working effectively under pressure of high volume; ability to oversee the work of others; excellent organizational skills, including ability to work independently and set priorities. Please submit a resume when making an application.)

GRADE: 6 Provisional (Based on an annual salary of \$31,232) JOB NO: 337E

Monday, October 28 - Monday, November 4, 1991
Volume 11, Number 43

GENERAL:

Members of the York community are asked to note that **momentary power interruptions** will take place on the York campus as follows: **October 31 (between 6:00 and 8:00 a.m.)** - affecting McLaughlin College and Residence, Farquharson, Petrie, WOB, Tait McKenzie, Ice Arena, Stong, Bethune College and Residence, Calumet College and Residence, BSB, Stedman, Ross, #4 and #6 Assiniboine, Scott Library, Atkinson, Administrative Studies, and Passy Gardens Apts.; **November 4 (between 6:00 and 8:00 a.m.)** - affecting all campus buildings, Tennis Canada, Kinsmen, Computer Methods, Student Centre, and York Lanes (with the exception of Steacie and EOB); **November 9 (at 2:00 a.m.)** - affecting Steacie and EOB; and **November 11 (between 6:00 and 8:00 a.m.)** - affecting Stong College Kitchen and Residence, Kinsmen, Lumbers, Computer Methods, Ross, Central Square, Osgoode, Hart House, Hoover Homestead, Scott Library, Curtis, CUB, #2 and #8 Assiniboine, Fine Arts II and III, Burton Auditorium, Student Centre, Varf Hall, York Lanes and Atkinson Residence. There will also be another interruption **from 10:00 p.m. on October 31 until 6:00 a.m. on November 1**, affecting the Metro Toronto Track and Field Centre.

The Search Committee for a new **Master of Vanier College** is now receiving nominations and applications for the position of Master. Candidates should be members of the York academic community and are asked to supply a letter of application and curriculum vitae. Please address correspondence and/or enquiries to Debra Glass, Secretary of the Search Committee, Room 103, Central Square (-55144). The term of appointment begins July 1, 1992. The deadline for applications is November 11, 1991.

The Department of Postal Services has recently received a number of complaints regarding the circulation of **chain letters on campus**. The campus mail system is to be used for University business mail only.

The **Budget Department (Finance Division)** has relocated to Suite D, Room 74, in the East Office Building. Telephone numbers remain unchanged.

The Department of Physical Education, Recreation and Athletics will offer the following until November 11: Any holders of York campus recreation/athletics memberships may receive a 50% rebate on their current fee for each new applicant recruited who purchases a membership (to a maximum of two new purchasers). Non members may also receive a 50% rebate. When groups of two or more non-members purchase memberships together, each new member may receive a 50% rebate on their fee. Conditions apply. For further information call -22346 or -55185. In addition, 1/3 sized locker prices will be discounted by 1/3 during the same period.

The Retirement Centre will offer a workshop titled **"Introduction to Retirement Planning,"** November 7, 14, 21 and 28 from 9:00 a.m. to 4:00 p.m. in the Master's Dining Room, Founders. Topics covered include lifestyles, housing, legal issues, health, relationships, finance, and York's Pension Plan. To register, call the Retirement Centre at -66228 or PROFS at retirece@yorkvm2.

The Restaurant/Club in the Student Centre has been renamed **"The Underground."** It is open Monday-Wednesday, 8:00 a.m.-12:00 p.m.; Thursday & Friday, 8:00 a.m.-1:00 a.m.; and Saturday, 7:00 p.m.-1:00 a.m.

EVENTS:

MONDAY, OCTOBER 28

- 4:00 p.m. - **Biology Research Seminar** - "Plant Ecotones and Butterfly Hybrid Zones in the Great Lakes Region" with Mark Scriber, Michigan State University - Room 320, Farquharson
- 4:00 p.m. - **Harold Crowe Memorial Lecture Series** - continues as follows: "Case Studies of Heroism: The Courage and Morality of Rescuers" by Dr. Steven T. Katz - Moot Court, Osgoode Hall Law School

TUESDAY, OCTOBER 29

- 12:00 noon - **Brown Bag Lunch Seminar Series** - [Centre for Refugee Studies] "Politics in an American Life Boat: The Case of Laotian Refugees" by John Harles - Conference Room (3rd Floor), York Lanes
- 3:30 p.m. - **Computer Science Seminar Series** - "Sensor-Based Mobile Robotics: Qualitative Navigation" with Evangelos Milios, Computer Science - Room 312, Farquharson
- 4:00 p.m. - **Harry Crowe Memorial Lecture Series** - continues as follows: "From the Particular to the General: Philosophical, Ethical and Phenomenological Reflections on Moral Heroism" - Moot Court, Osgoode
- 6:00 p.m. - **Yeowomen Basketball** - York Yeowomen vs. Brock - Tait McKenzie
- 8:00 p.m. - **Yeomen Basketball** - York Yeomen vs. Wilfrid Laurier - Tait McKenzie

WEDNESDAY, OCTOBER 30

- 12:00 noon - **Weight Watchers' Meeting** - last day to register for the 10-week program - Room S537, Ross
- 1:30 p.m. - **Open Meeting** - [Senate Committee on Academic Computing and Vice-President, Academic Affairs] on the future of academic computing at York - background documentation is available in the University Secretariat (S945, Ross) as well as in Faculty Council offices - Senate Chamber (S915), Ross

THURSDAY, OCTOBER 31

- 2:00 p.m. - **Economics Seminar Series** - "The Evolution of Attitudes to Risk: Relative Wealth and Reckless Behaviour" with Prof. Arthur Robson, University of Western Ontario - Room S839, Ross

FRIDAY, NOVEMBER 1

- 9:00 a.m. - 4:00 p.m. - **Education Symposia Series** - [Centre for Continuing Education] "Whole Teaching" with Diane C. Lalonde, a teacher with the York Region Roman Catholic Separate School Board - registration is \$99; for information call -55804 - Ground Floor, Admn. Studies



- 3:00 p.m. - **Graduate Program In Exercise and Sports Science Seminar** - "Energy Expenditure and Metabolism In Bulimia and Anorexia Nervosa" with Dr. Richard Black, University of Toronto - Room 320, Norman Bethune
- 3:00 p.m. - **Psychology Colloquium** - "Colour Science and Perceptual Theory In the Eighteenth Century" with John Mollon, Cambridge University - Room 291, Behavioural Sciences
- 7:00 p.m. - 9:30 p.m. - **Career and Life Planning Weekend Seminar** - [Career and Placement Centre] "Taking Charge of Your Future" - for information call -55351 or drop by Room N108, Ross

SATURDAY, NOVEMBER 2

- 9:30 a.m. - 4:00 p.m. - **Career and Life Planning Weekend Seminar** - see Friday's listing for information

SUNDAY, NOVEMBER 3

- 10:00 a.m. - 6:00 p.m. - **Women's Self-Defence (Wen-Do) Workshop** - [SHEACC, York Security, YFS] to register, call -55324 - Vanier Dance Studio
- 3:00 p.m. - **Yeomen Hockey** - York Yeomen vs. Guelph - Ice Arena

MONDAY, NOVEMBER 4

- 12:00 noon - **James A. Beveridge Guest Lecture Series** - [Department of Film & Video] "Voyages of Discovery: The Cinema of Frederick Wiseman" by Barry Grant, Brock University - Nat Taylor Cinema (N102, Ross)
- 4:00 p.m. - **Biology Research Seminar Series** - "Clonal Analysis of Germ Layer Formation and Early Organogenesis In the Mouse Embryo" with Kristie Lawson, Dutch Institute for Developmental Biology, - Room 320, Farquharson

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than November 4, 1991. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Bibliographic Assistant - Bibliographic Services, Scott Library, Libraries [Temporary to May 8, 1992; Hours:

9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 6 months' library experience, preferably in a cataloguing area; basic keyboard skills to operate a computer terminal required, accuracy essential; on-line 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; demonstrated ability to deal courteously and effectively with people.) **GRADE: 4 (Based on an annual salary of \$26,880) JOB NO: 338E**

***Secretary - Office of the Associate Vice-President (Research), Academic Affairs** [Temporary to February 28, 1992;

Hours: 8:30 a.m.-4:30 p.m., (summer); 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., writing, secretarial, wordprocessing, etc.); typing 45-50 wpm, accuracy essential; skill in transcribing from dictation equipment; demonstrated skill/ability in the following areas: proofreading; wordprocessing including ability to produce a wide range of documents using a variety of functions; maintaining a filing system; working quickly and effectively with a variety of assignments under pressure of high volume and changing priorities; maintaining confidentiality; attending accurately to detail; excellent written communication skills including the ability to organize and compose written material; clear and effective oral communication skills; exercising tact and diplomacy; accurate spelling and grammar; good organizational skills.) **GRADE: 4 Provisional (Based on an annual salary of \$26,880) JOB NO: 339E**

Counsellor: Dawn Richards

Secretary - Legal Research & Writing, Osgoode Hall Law School [Sessional: July 1 to April 30; Hours: 8:30 a.m.-

4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., organizing/arranging meetings, switchboard/reception, secretarial, etc.); typing 40-45 wpm, accuracy essential; skill in transcribing from dictation equipment; good written communication skills; pleasant telephone manner; 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; working effectively under pressure of high volume; attending accurately to detail; good organizational skills, including ability to work independently and set priorities.) **GRADE: 4 (Based on an annual salary of \$26,880) JOB NO: 340H**

Student Programs Assistant II "C", Office of Student Programs, Education [Temporary to September 30, 1992; Hours:

9:00 a.m.-5:00 p.m.] (High school graduation with one year university education or equivalent; minimum 2 years' related experience (e.g., assessing applications, advising students, overseeing the work of others, etc.), preferably in a student service area; basic keyboarding skills; demonstrated skill/ability in the following areas: supervising; good written communication skills; providing and explaining 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 on a continuing basis; exercising initiative and good judgement; excellent organizational skills, including ability to work independently and set priorities.) **GRADE: 6 (Based on an annual salary of \$31,232) JOB NO: 341H**

Departmental Secretary - School of Social Work, Atkinson College [Hours: 11:00 a.m.-7:00 p.m. (Monday to Thursday),

8:30 a.m.-4:30 p.m. (Friday)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, answering complex enquiries, providing front-line service, etc.); typing 40-45 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing skills, including use of advanced functions; good oral communication to obtain and provide complex 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 ability to work independently and meet frequent deadlines.) **GRADE: 4 Provisional (\$26,880) JOB NO: 342H**

Counsellor: Paule Cotter

Departmental Secretary - French Studies, Glendon College [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-

5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., dealing with the public, arranging meetings, secretarial, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; dealing calmly, courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume; attending accurately to detail; flexibility in adapting to competing demands; good organizational skills, including ability to set priorities; good oral and written communication skills in both French and English.) **GRADE: 4L (\$28,615) JOB NO: 343G**

Counsellor: Susan Lanoue

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 (\$25,699) JOB NO 287L (Re-posting)**