

YORK UNIVERSITY BULLETIN

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

Monday, July 6 - Monday, July 13, 1992
Volume 12, Number 25

GENERAL:

Obituary: Earle Beattie died on June 8, 1992, at the age of 75. He was professor of Social Science at Atkinson College from 1972, until his retirement in 1983. A memorial service will be held in the Senior Common Room at Glendon College on July 31, at 4:30 p.m. Those interested in sending condolences are asked to phone his widow, Giselle Beattie at 425-6756.

CIDA/ICDS Competition: The University has been asked to submit no more than two projects for consideration in the 1992 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 reach the Office of York International by September 17. Application forms and guidelines are available from York International, Room 110, Admin. Studies Bldg. (-55177). Meanwhile, the normal procedures of the Office of Research Administration will apply to the preparation and eventual submission of all proposals.

Going Global - Europe 1992: This competition provides travel funding, with a maximum contribution of \$5,000 for each mission, for Canadian university professors working on science and technology cooperation projects with European counterparts. Guidelines and application forms are available from York International, Room 110, Admin. Studies Bldg.; in the Office of Research Administration, Room S414, Ross; and, in the Office of the Dean, Faculty of Pure & Applied Science, Room 108, Steacie. The deadline date for applications to reach York International is September 18, 1992.

EVENTS:

WEDNESDAY, JULY 8

12:00 noon - **Weight Watchers Meeting** - Room S127, Ross

FRIDAY, JULY 10

10:00 a.m. - **MA Defence** - [Graduate Program in Psychology] Sharon Jankey will defend her thesis titled "Optimism, Perceived Control, and Sense of Coherence and Their Relationship to Quality of Life" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than July 13, 1992. Application forms are available from Human Resources. * Indicates position is exempt from bargaining unit.

Counsellor: Irmgardt Duley

* **Director, User Services - Computing and Communications Services** (University degree or equivalent; minimum 10 years' related experience in computing and communications; 5 years' experience in managing the provision of computing and communication services in a large networked, multi-vendor environment, preferably in an academic institution; background in technical support at management level preferred; experience in a distributed computing environment essential; extensive knowledge of computing and communications technologies and applications; management skills; interpersonal skills; negotiation skills; presentation skills; planning skills; superior verbal and written skills essential, including ability to present to large groups. Please submit a resume when making an application.)
GRADE: P&M 11 Under Review (\$57,130 - \$69,126) JOB NO: 113B

Counsellor: Karen Wright

Faculty Secretary B - Undergraduate Law, 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., secretarial, wordprocessing, switchboard/reception, etc.); typing 40-45 w.p.m., accuracy essential; skill in transcribing from dictation equipment preferred; pleasant telephone manner; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume; good organizational skills, including ability to set priorities.) **BAND: 4 (\$27,691) JOB NO: 114C**

Bibliographic Assistant - Bibliographic Services, Scott Library, Libraries [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; one year's library experience (e.g., acquisitions, interlibrary loans, etc.) 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 required: French, German, Italian, Spanish or Russian; demonstrated skill/ ability in the following areas: attending accurately to detail; dealing courteously and effectively with people.) **BAND: 5 (\$28,853) JOB NO: 115C**

STAFF POSITIONS (cont'd.)

Counsellor: Donna Robbins

Receptionist/Secretary - Economics, 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 year's related experience (e.g., answering high volume of telephone enquiries, wordprocessing, etc.); typing 40-45 w.p.m., accuracy essential; demonstrated skill/ability in the following areas: wordprocessing; obtaining and providing information in a clear and concise manner; pleasant telephone manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume.) **BAND: 4 (\$27,691) JOB NO: 116K**

Enquiries Clerk/Receptionist - Financial Aid Office [Hours: 8:30 a.m.-4:30 p.m. Overtime required during peak periods.] (High school graduation or equivalent; 2 years' related experience (e.g., reception, processing forms, front-line enquiries, etc.) in a public service area; basic keyboarding skills, accuracy essential; good organizational skills; good written communication skills; demonstrated skill/ability in the following areas: retrieving information from a computerized records system; exercising tact and diplomacy; obtaining accurate information, explaining regulatory information and answering detailed enquiries in a clear and concise manner; dealing courteously and effectively with people; attending accurately to detail and working calmly, accurately and effectively under pressure of high volume.) **BAND: 5 (\$28,853) JOB NO: 117K**

Counsellor: Paule Cotter

Administrative Assistant - English, Glendon College [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with formal secretarial training or equivalent; minimum 3 years' secretarial/administrative experience preferably in a university environment; typing 45-50 w.p.m., accuracy essential; wordprocessing skills required; basic bookkeeping skills required; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Advanced); demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people; setting priorities and working effectively under pressure of high volume; excellent organizational skills; supervisory skills; providing information and answering inquiries in a clear and concise manner; tact and diplomacy essential; maintaining confidentiality essential; flexibility in adapting to competing demands; good oral and written communications skills. Please submit a resume when making an application.) **BAND: 10 (\$35,648) JOB NO: 118G**

Night Facility Coordinator - Athletics, Glendon College [Hours: Monday - Thursday: 3:30 p.m.-11:30p.m. Friday: 12:00 p.m.-8:00 p.m.] (Community College diploma in Recreation Administration or Management or equivalent; minimum 1 year's related experience (e.g., providing customer service, sales, supervision, etc.), preferably in a service oriented environment; database management skills; Bilingual Modules I (Advanced), III (Intermediate), IV (Intermediate); Cardio-pulmonary resuscitation (CPR) certificate preferred or must be willing to obtain training; demonstrated skill/ability in the following areas: providing information and answering enquiries in a clear and concise manner; handling crisis situations effectively; working effectively under pressure of high volume; overseeing the work of others; excellent problem solving skills; excellent interpersonal skills; good organizational skills. Please submit a resume when making an application.) **BAND: 11 Provisional (\$37,252) JOB NO: 119G**

CORRECTION TO BULLETIN OF JUNE 22, 1992

Counsellor: Dawn Richards

Secretary - Accounting, Administrative Studies [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 - 2 years' secretarial experience, preferably in a post-secondary environment; typing 45-50 w.p.m., accuracy essential; statistical typing skills required; demonstrated skill/ability in the following areas: wordprocessing; 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.) **BAND: 3 (\$26,626) JOB NO: 100H**

SUMMER INTERCHANGE:

- Sale**
- 1982 Toyota Tercel, 70,000 km, four-door sedan, no rust - \$1,800. Call Risto at -66499
 - Student desk (solid maple), three drawers, Sears brand, excellent condition - \$75; Full length (mid-calf-ankle) women's leather coat, black, size 10, excellent condition - \$50; Records - 78's, variety - \$1.50 each. Call Maggie at -55770 or 633-7900
 - Three-bedroom house at 592 Davenport Road (near Casaloma); owner leaving Toronto for academic appointment elsewhere - \$199,000. Contact owner: P. Hughes: 968-2532 or Agent I. Sera: 532-3391 (also available to rent)
 - One bedroom condo at 80 Grandravine Dr. (near Keele). Includes: stove, fridge, air conditioner - \$86,900. Call -77750
 - 17' Sail boat, sleeps 2, complete with all rigging, sails, anchors, 4 h.p. motor and trailer, \$1200.00; Canon AE1 Program camera, complete with 50mm, 80-200mm zoom, & 28mm wide angle lenses, plus carrying case, \$400.00. Call Alan at 590-9797
- Rent**
- Three-bedroom Bungalow, Finch/Bathurst, finished basement, two bathrooms, 2 kitchens. Call 221-9669
 - One large bedroom apartment with private bathroom in new family home located in Thornhill. Excellent location and commuting within walking distance to bus stop. Available immediately. Rent: Monthly -\$500.00. For more information, call Kathy after 6:00 p.m. at 731-0415
 - Two-bedroom Basement apartment, Dufferin/Steeles, clean, cosy, attractive with gray and pink decor, 3 piece bathroom, new white kitchen and ensuite laundry. Separate entrance with car-park. Available August 1, 1992, only \$650.00. Call Shan at 669-4719 or -22418.

YORK UNIVERSITY BULLETIN

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

Monday, July 13 - Monday, July 20, 1992
Volume 12, Number 26

GENERAL:

The **Player's International Tennis Tournament** will take place at York from July 15-25 (inclusive). Parking lots 3A, 3B and 1A will be reserved for this event. Members of the York community who regularly use these lots are asked to use either Parking lots 1B, 5A, 6A, 8A or 8B. Vehicles remaining in this reserved area will be moved to one of these lots. Anyone requiring special parking arrangements due to this event, is asked to call the Parking Office at -55335. For information regarding the Tennis tournament, call -55234.

York Lanes will present a "**Birthday Bash Week**," July 20-24. "Lunch-time Concerts at the Lanes" will take place daily from 12:00 noon to 1:30 p.m. featuring the Catherine Wilson Trio. Bring your lunch (birthday cake supplied). A "Blow-Out Sidewalk Sale" will also take place July 15-25.

The **1992 Registration Fair** will take place September 8-10 from 9:00 a.m. to 7:00 p.m. and September 11 from 9:00 a.m. to 3:00 p.m. in the Vari Hall Rotunda. Commercial enterprises are being coordinated by Lynne Van Buskirk (-55923 or lynnevan@YORKVM2). For further information call Dianne Tromba in the Office of the Registrar (-20703 or diannet@YORKVM2).

The "**Book Lover's Annex**" is now open in York Lanes. Hundreds of titles from a variety of subject areas are being sold at bargain prices. Store hours are Monday-Friday, 9:00 a.m.-4:00 p.m.; and Saturday, 10:00 a.m.-3:00 p.m.

Members of the York community are asked to note that the **Fine Arts Studies Program** has moved their office to Room 279, Winters College. Telephone numbers remain unchanged.

Applications for the **Canada-U.S. Fulbright Program** are available from York International, Room 110, Admin. Studies. The deadline date for applications is September 30. Faculty and graduate students are welcome to apply. The program aims to enhance Canadian and American studies at universities in the two countries, as well as to encourage and broaden research in subjects pertaining to the relationship between Canada and the United States.

EVENTS:

MONDAY, JULY 13

7:15 p.m. - **Guest Lecturer** - [Master's Office, Atkinson College] "Italian Canadian Literature and Culture: Ethnic Cultural Production in Canada" by Antonio D'Alonso, poet, critic and publisher - Harry S. Crowe Room, Atkinson

THURSDAY, JULY 16

11:00 a.m. - **MA Defence** - [Graduate Program in Interdisciplinary Studies] Lise Lafond will defend her thesis titled "Telling the Truth' About Women and Friendship: Virginia Woolf and Vita Sackville-West, Margaret Laurence and Adele Wiseman" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than July 20, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Customer Service Assistant - Micro York, Bookstore, Business Operations [Hours: 9:00 a.m.-5:00 p.m., with 1 or 2 evenings per week from 11:00 a.m.-7:00 p.m. or 1:00 p.m.-9:00 p.m. depending on the hours of the Bookstore, is required to work some Saturdays on a rotating basis from 11:00 a.m.-3:00 p.m.; 8:30 a.m.-4:30 p.m. (summer)] (High school graduation or equivalent; minimum 2 years' related experience (e.g., providing front-line customer service, secretarial, reception, etc.), preferably in a retail environment; typing 35-40 wpm, accuracy essential; computerized spreadsheet skills preferred or willingness to learn; knowledge of basic accounting procedures; demonstrated skill/ability in the following areas: wordprocessing; working accurately with figures; attending accurately to detail; working quickly and accurately under pressure of high volume; maintaining confidentiality; dealing calmly, courteously and effectively with a high volume of enquiries in person and by telephone; providing a high level of customer service; handling cash transactions; good oral communication to provide information and answer enquiries in a clear and concise manner; pleasant telephone manner; good organizational skills, including ability to set priorities and meet deadlines.)
BAND: 4 Prov. (\$27,691) JOB NO: 120C

Counsellor: Dawn Richards

Administrative Assistant - Office of the Master, Atkinson College [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial/administrative training or equivalent; 3 years' related experience (e.g., organizing and coordinating events, arranging meetings, hosting special events, working with committees and/or volunteers, etc.); typing 45-50 wpm, accuracy essential; wordprocessing skills required; minute taking skills required; budgetary skills required; skill in transcribing from dictation equipment; demonstrated skill/ability in the following areas: excellent written communication skills, including report writing and editing; excellent oral communication skills, including public speaking; effective interpersonal skills; exercising initiative and good judgement; dealing courteously and effectively with people; working effectively under pressure of high volume and frequent conflicting deadlines; designing and formatting layouts for publications; planning and overseeing the work of others; excellent organizational skills, including ability to work independently and set priorities. Please submit a resume when making an application.) **BAND: 11 Prov. (\$37,252) JOB NO: 121H**

Secretary - Economics, Administrative Studies [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial experience, preferably in a post-secondary environment; typing 45-50 wpm, accuracy essential; statistical typing skills required; good written communication skills; demonstrated skill/ability in the following areas: wordprocessing; 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.) **BAND: 4 (\$27,691) JOB NO: 122H**

Administrative Assistant - York Development Corporation [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with formal secretarial training or equivalent; minimum 2 years' administrative and senior secretarial experience, including experience coordinating meetings and committees; experience in preparing legal documents preferred; previous experience in a real estate-oriented environment preferred; familiarity with land development projects would be an asset; typing 50 wpm, accuracy essential; skill in transcribing from dictation equipment; demonstrated skill/ability in the following areas: wordprocessing; minute taking; obtaining and providing detailed information in a clear and informed manner; dealing courteously and effectively with a variety of internal/external contacts at all levels; effective interpersonal skills including tact and diplomacy; working independently and setting priorities; exercising initiative; attending accurately to detail; working accurately under pressure of high volume; exercising good judgement; maintaining confidentiality; good written communication skills; excellent organizational skills including skill in planning and monitoring a variety of projects and activities. Please submit a resume when making an application.) **BAND: 9 Prov. (\$34,113) JOB NO: 123H**

Counsellor: Susan Lanoue

Administrative Coordinator I - Business and Administration, Computing and Communications

Services [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., trouble shooting, answering enquiries, scheduling meetings, etc.); typing 35-40 wpm; wordprocessing skills required; minute taking skills required; good written communication skills; familiarity with technical terminology; demonstrated skill/ability in the following areas: obtaining and providing accurate information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; handling cash transactions; working with figures; excellent organizational skills; basic trouble shooting skills.)

BAND: 5 Prov. (\$28,853) JOB NO: 124L

Computing Services Coordinator (Business Operations) - Management Information Systems [Hours: 8:30 a.m.-4:30 p.m.] (University degree or community college diploma in Computer Science or equivalent; 4-6 years' experience as a computing consultant involving mainframe systems, micro-computing systems, networks and communication systems, including one year systems support of mainframe hardware; good oral and written communication skills; ability to perform effectively in small group or team situations; exercising tact and diplomacy; demonstrated skill/ability in the following areas: setting priorities, meeting deadlines and following tasks through to completion; working effectively under pressure of high volume; exercising good judgement and initiative; providing a high level of service to the community; good analytical and problem solving skills; excellent organizational skills, including ability to work independently; maintaining confidentiality. Basic knowledge of: SAS; Housing software (e.g., Dehan); P.O.S. IBM cash register system; Billing system for printing services (e.g., Avanti Desktop); University Bookstore system (e.g., RATEX); Automatic touch tone order system, Electronic mail system; Systems support - IBM hardware (e.g., IBM RT/RS6000); Systems support - ES9000; Ultimate/Pick Operating System; Intermediate knowledge of: Variety of programming languages (e.g., C, BASIC); Microcomputer hardware and peripherals; Other PC Application Software (e.g., graphics, scheduling, communications and file management); Advanced knowledge of: Micro-computing operating systems (ms-dos, unix, os/2, windows); Variety of software, including PC utilities; Spreadsheet applications software (e.g., Lotus 123); Wordprocessing applications software (e.g., Wordperfect); Data base management systems (e.g., R:Base, Dbase); Local Area Networks and associated software (e.g., Token Ring, Novell, Ethernet, etc.). Please submit a resume when making an application.) **BAND: 12 Prov. (\$38,928) Reposting JOB NO: 112L**

SUMMER INTERCHANGE:

- Sale** - Modified 2/3 bedroom condo in luxurious Timberwalk settlement, separate entrance, 2 levels, 5 appliances, neutral decor, low maintenance, must sell under distress -\$97,500 (possible rent to own for qualified buyers). Call 1-416-775-2555 after 6:00 p.m.
- GE Medallion "70" fridge, 18.3 cu. ft., gold -\$200; Complete set of mechanics' tools with tool boxes -\$1,500. Call Ken or Janice at 223-9759 after 5:00 p.m.

Monday, July 20 - Monday, July 27, 1992
Volume 12, Number 27

GENERAL:

Fraser Drive at Intersection 3 will be under construction from July 26 to August 3. The area will not be closed to through traffic, but members of the York community are advised to use alternate routes. The following bus routes will be affected: **60/41** will not turn north at Fraser Drive but will continue through the Common, stopping at York Lanes. It will turn south on Fraser Drive and loop to Northwest Gate exiting on Steeles at Northwest Gate. It will stop on Steeles at Founders Road. Regular stops on Fraser and Founders will be out of service during construction. **106** inbound, currently stopping at Intersection 3 and Fraser, will go to Steeles at Northwest Gate and back onto normal route via Chimneystack or York Blvd. The EOB and McLaughlin stops are out of service. Alternate stops are at Steeles and Founders, or at Tait McKenzie. Regular service is scheduled to resume August 4. For further information, call the Construction Hotline at -55445.

The **Player's International Tennis Tournament** continues at York until July 25. Parking lots 3A, 3B and 1A are reserved for this event. Members of the York community who regularly use these lots are asked to use either Parking lots 1B, 5A, 6A, 8A or 8B. Vehicles remaining in this reserved area will be moved to one of these lots. Anyone requiring special parking arrangements due to this event, is asked to call the Parking Office at -55335. For information regarding the Tennis tournament, call -55234.

Recreation York's **fitness classes** will end July 31. Staff/faculty coupons also expire July 31. Please note that they are non-transferrable and there are no refunds. Students must return their lifestyle passes by August 14 for a refund.

Employment Services, Department of Human Resources, offers support staff a one hour informal workshop on **Strategies for the Job Applicant - Part I - Preparing an Effective Resume** (Thursday, August 6, 1992 at 12:00 noon); and **Part II - Making the Most of an Interview** (Thursday, August 13, 1992 at 1:00 p.m.). Space is limited. To register, please call Elizabeth Alexander at -66159. Brown bag lunch; coffee and tea provided; active participation welcome! Location: Sylvester's, Room 201, Stong College.

York Lanes will present a **"Birthday Bash Week,"** July 20-24. "Lunch-time Concerts at the Lanes" will take place daily from 12:00 noon to 1:30 p.m. featuring the Catherine Wilson Trio. Bring your lunch (birthday cake supplied). The "Blow-Out Sidewalk Sale" continues until July 25.

The second international **Global Intuition Network Conference** will take place at York, August 20-22. Organized by York Environmental Studies Prof. Daniel Cappon, the conference will feature two major interdisciplinary tracks. One track will be devoted to the topic "intuition and intelligence." The second track will include a series of panels and case study demonstrations showing how intuitive skills can be practically used to increase productivity in a variety of applied organizational settings. The registration fee is \$300 (\$150 for students). For further information call Dr. Rebecca Jubis at -55252 or fax Dr. Cappon at 736-5679.

The Centre for Refugee Studies requires a **Legal Programs Coordinator**. Reporting to the Associate Director (Law), the incumbent will manage and support the legal research and teaching programs of the Centre by library and database research, database management, and conference coordination. Superb organizational skills are required. Legal background and computer skills strongly preferred. Interested persons are invited to send a resume and list of references by July 22 to Farhana Mather, Centre for Refugee Studies (Fax: 736-5837).

Members of the York community are asked to note that **all Libraries will be closed for the Civic Holiday weekend (August 1-3).**

The administrative and faculty offices for the **Department of Music** have relocated to Winters College. The main office is Room 225. All telephone numbers remain unchanged.

EVENTS:

FRIDAY, JULY 24

1:00 p.m. - **MA Defence** - [Graduate Program in Exercise and Sports Science] Ian M. Mitchell will defend his thesis titled "The Effects of Secobarbital Sodium and Nitrous Oxide on Feature Extraction as Indexed by Reaction Time and P300" - Room 258, Petrie

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than July 27, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Bob McDermott

***Administrative Secretary - Employment and Job Evaluation Services, Human Resources** [Temporary to December 23, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' administrative and secretarial experience; typing 40-45 wpm, spreadsheet and database skills required; demonstrated skill/ability in the following areas: wordprocessing; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; setting priorities and working independently; working accurately with detail work; good oral communication skills; excellent organizational skills.) **GRADE: 5 (Based on a Pay Equity annual salary of \$30,440) JOB NO: 125C**

***Employment Assistant - Employment and Job Evaluation Services, Human Resources** [Temporary to December 23, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training plus additional courses in wordprocessing or equivalent; minimum 2 years' related experience (e.g., secretarial experience, dealing with the public, etc.), including experience in attending accurately to detail while adapting to changing priorities in a high volume environment; typing 40-45 wpm, accuracy essential; excellent organizational skills; excellent oral communication skills; pleasant telephone manner; interviewing skills preferred; tact and diplomacy essential; demonstrated skill/ability in the following areas: attending accurately and meticulously to detail; setting priorities; working effectively in a high volume environment on a continuing basis; providing a high level of service to the community; dealing calmly, courteously and effectively with people; wordprocessing.) **GRADE: 5 (Based on a Pay Equity annual salary of \$32,456) JOB NO: 126C**

Counsellor: Donna Robbins

Administrative Assistant - International MBA Program, Administrative Studies

[Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial/administrative training or equivalent; 3 years' related experience (e.g., administrative, supervisory, budgetary, planning and coordinating activities, etc.), preferably in an educational environment. Experience in an international/multicultural environment an asset; typing 45-50 wpm, accuracy essential; technical and statistical wordprocessing skills required; knowledge of French an asset; demonstrated skill/ability in the following areas: proficiency in wordprocessing; database management skills; supervisory skills; budgetary skills; excellent oral communication to elicit accurate information and answer detailed enquiries in a clear and concise manner; attending accurately to detail; working accurately and effectively under pressure of high volume and changing priorities; dealing courteously and effectively with people; exercising tact and diplomacy; exercising initiative and good judgement; excellent written communication skills; excellent organizational skills, including ability to work independently, set priorities and meet deadlines. Please submit a resume when making an application.) **BAND: 9 Provisional (\$34,113) JOB NO: 127K**

Secretary - International MBA Program, Administrative Studies [Hours: 8:30 a.m.-4:30 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; computerized spreadsheet and data entry skills preferred; demonstrated skill/ability in the following areas: wordprocessing; providing information and answering enquiries in a clear and concise manner; working effectively under pressure of high volume and changing priorities; attending accurately to detail; dealing courteously and effectively with people; exercising tact and diplomacy; working both independently and in a team setting; excellent organizational skills, including ability to set priorities and meet deadlines; good written communication skills.) **BAND: 4 Provisional (\$27,691) JOB NO: 128K**

SUMMER INTERCHANGE:

- Sale**
- Kitchen cupboards, brown wood in excellent condition; built-in gas oven and gas range top, both in good working order; off-white vinyl covered bench; large piece, medium blue wool carpet. Call Barbara at 633-7594
 - 1990 Mercury Sable Wagon LS, low mileage, fully loaded, keyless entry -\$17,000 or best offer. Call 775-2555 after 6:00 p.m.
 - 1985 TransAm, loaded, power steering, brakes and windows, tilt, air, AM/FM cassette, includes bra and extra rims -\$4,500. Call Mauro at 851-0911 or 230-0063
 - 1988 Honda Civic DX, maroon, 4-door sedan, good condition, 16 valve, fuel injected, 1.5L engine, 5-speed (approx. 40 mpg), mostly highway driven, high mileage, Kenwood KRC-3002 stereo with 4 speakers, alarm system with pager, certified -\$4,000. Call Edwina at -55758
- Rent**
- Spacious three-bedroom apartment house, kitchen, dining and living room, private entrance, parking, central air, 1 mile south of York, long-term only please. Call Tony at 635-6729
 - Two-bedroom apartment in Bradford, fireplace, patio, 2 walkouts, parking, view for miles, available immediately, no pets, references -\$650 plus utilities. Call 775-2555 after 6:00 p.m.
- Wanted**
- House mate to share a three-bedroom townhouse with one other, private bath, shared gourmet kitchen and laundry facilities, five-minute walk to Promenade mall, non-smoker preferred. Leave message at 660-6762

Monday, July 27 - Tuesday, August 4, 1992
Volume 12, Number 28

GENERAL:

Civic Holiday: University offices will be closed Monday, August 3.

All Libraries will be closed for the Civic Holiday weekend (August 1-3).

Recreation York's **fitness classes** will end July 31. Staff/faculty coupons also expire July 31. Please note that they are non-transferrable and there are no refunds. Students must return their lifestyle passes by August 14 for a refund.

Faculty members who are considering applying to **SSHRC (deadline - October 15)** are reminded to give their names to the Office of Research Administration. ORA has recently been notified by SSHRC that guidebooks and applications will be forwarded to universities in mid-August. In the meantime, last year's information is available for those who wish to start preparing their applications. Phone: 736-5055; E-mail: RESEARCH@VM2.YORKU.CA.

CIDA/ICDS Competition: The University has been asked to submit no more than two projects for consideration in the 1992 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 reach the Office of York International by September 17. Application forms and guidelines are available from York International, Room 110, Admin. Studies Bldg. (-55177). Meanwhile, the normal procedures of the Office of Research Administration will apply to the preparation and eventual submission of all proposals.

EVENTS:

WEDNESDAY, JULY 29

10:00 a.m. - **MA Defence** - [Graduate Program in Geography] Paul Harpley will defend his thesis titled "Western Perception of Savannahs" - Room N401, Ross

2:00 p.m. - **MA Defence** - [Graduate Program in Social Anthropology] Gina Castillo will defend her thesis titled "Amethyst: Contested Meanings Within a 'Commune' Setting" - Room N927, Ross

THURSDAY, JULY 30

2:00 p.m. - **PhD Defence** - [Graduate Program in Social and Political Thought] Thomas Kemple will defend his dissertation titled "Ruptures in Reason: Melodrama, the Market and Marx's Grundrisse" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 4, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Production Supervisor's Assistant - Printing Services, Business Operations [Hours: 8:30 a.m.-4:30 p.m.]

(High school graduation or equivalent; some Graphic Arts courses preferred; 3-4 years' related experience (e.g., platemaking, cutting, folding, stripping, operating a collator with stitch folding trim and attachments, scheduling and assigning work, etc.) in a printing, camera and bindery environment; working knowledge of a wide variety of production equipment (e.g., production folders, process cameras, guillotine cutter, collators with stitch fold and trim, etc.); working knowledge of graphic arts production procedures and processes; knowledge of supplies and materials used in printing operations; demonstrated skill/ability in the following areas: good oral communication to provide information and answer enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume and strict deadlines; excellent organizational skills, including ability to set priorities; ability to solve production problems. Please submit a resume when making an application.) **BAND 9 Prov. (\$34,113) JOB NO: 129C**

On-Line Computer Clerk - Registration, Atkinson [Hours: 8:30 a.m.-4:30 p.m.; flexible evening hours may be required during peak periods.] (High school graduation or equivalent; 1-2 years' related experience (e.g., inputting information, correcting reports, maintaining files, etc.) with a computerized records system; basic keyboarding skills, accuracy essential; good oral communication skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: on-line data entry; exercising good judgement; working quickly and accurately under pressure of high volume; attending meticulously to detail; dealing courteously and effectively with people; maintaining confidentiality.) **BAND: 4 (\$27,691) JOB NO: 130C**

Counsellor: Bob McDermott

Registration Processing Assistant - Executive Development, Administrative Studies [Hours: Sept.1 - June 30: 8:00 a.m.-4:00 p.m. or 7:30 a.m.-3:30 p.m. as required during seminars; July, August and non-seminar days: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., mailing list maintenance and retrieval, registration, reception, etc.) in a customer service area; experience in a profit-oriented environment would be an asset; typing 40-45 wpm, accuracy essential; willingness and ability to learn computerized registration programme; demonstrated skill/ability in the following areas: ascertaining, interpreting and providing information in a clear and informed manner; dealing courteously and effectively with people at all levels in person and by telephone; working cooperatively as part of a team; wordprocessing and data entry; attending accurately to detail; providing high level of customer service; working effectively under pressure of high volume and constantly changing priorities; good organizational skills including setting priorities and meeting deadlines.) **BAND: 4 (\$27,691) JOB NO: 131E**

Counsellor: Dawn Richards

***Senior Admissions Officer - Admissions, Graduate Studies** (University degree or equivalent; graduate degree would be an asset; several years' related administrative experience in an educational institution, including experience in an admissions and/or recruiting area; supervisory experience required; demonstrated ability to supervise and direct staff; strong oral and written communication skills; effective interpersonal and advising skills; excellent organizational skills; good statistical and analytical skills; sound knowledge of computer programs, capabilities and applications; broad knowledge of universities and educational systems world wide, including quality of academic standards and acceptability preferred. Please submit a resume when making an application.) **GRADE: P&M 7 (\$41,993-\$50,813) JOB NO: 132H**

Counsellor: Donna Robbins

***Coordinator, Office for Persons with Disabilities - Office of the AVP, Campus Relations & Student Affairs** (University degree in Social Work, Psychology, Education, Rehabilitation Counselling or equivalent field; must have extensive knowledge of disabilities issues; some graduate study in a related field would be an asset; several years' directly related experience in counselling/advising persons with disabilities; minimum two years' administrative experience, including staff training and supervision, volunteer management, budget management, programme development and evaluation, public speaking, report and proposal writing; superior counselling/advising skills particularly as related to persons with disabilities; superior interpersonal; mediation/negotiation skills; familiarity with post-secondary setting and disability related issues; familiarity with campus and community resources, social services, advocacy-related agencies and legislation pertaining to persons with disabilities; demonstrated skill/ability in the following areas: excellent oral and written communication skills; ability to supervise and motivate regular and volunteer staff; excellent organizational skills; excellent problem solving skills; advocacy skills; working effectively with student clients; client assessment skills; dealing calmly with and defusing emergency/crises situations; exercising tact and diplomacy. Please submit a resume when making an application.) **GRADE: P&M 7 (\$41,993-\$50,813) JOB NO: 133K**

Student Programs Clerk/Typist - Office of Student Programs, Arts [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1 year's related experience (e.g., secretarial, answering counter/telephone enquiries, etc.), preferably in a student service environment; typing 50-55 wpm, accuracy essential; database and computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: accurately obtaining and explaining complex information in a clear and concise manner; pleasant telephone manner; wordprocessing; maintaining confidentiality; dealing courteously and effectively with people; working accurately and effectively under pressure of high volume; good organizational skills, including ability to work independently and set priorities; basic clerical/filing skills.) **BAND: 3 Prov. (\$26,626) JOB NO: 134K**

College Secretary - Founders College, Arts [Sessional: August 1-June 30; Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m.(summer)] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., secretarial, planning and coordinating meetings and events, working with committees, etc.); typing 40-45 wpm, accuracy essential; wordprocessing skills required; pleasant telephone manner; demonstrated skill/ability in the following areas: basic bookkeeping; minute taking; obtaining and providing accurate information in a clear and concise manner; exercising tact and diplomacy; good organizational skills, including ability to work independently and set priorities; dealing courteously and effectively with people; working effectively under pressure of conflicting demands.) **BAND: 5 Prov. (Based on an annual salary of \$28,853) JOB NO: 135K**

SUMMER INTERCHANGE:

- Sale**
- 1981 Cadillac Fleetwood Brougham, black, factory sunroof, A/C, AM/FM cassette, wire wheels, certified -\$3,750 or b.o.; 1979 Firebird Formula, 80,000 original miles, 1 owner, 4-speed standard, never driven in winter, beautiful collector car -\$2,750. Call 636-3488
 - Permanent coffee filter basket, environment friendly, dishwasher safe, suitable for Proctor-Silex, Sunbeam, Philips, Black & Decker, never used -\$15. Call Carol at -22642
 - 1982 Buick Skyhawk, 4-door, owner leaving country -\$1,500 or b.o. Call Nana Debrah at -33611
 - Kitchen table, 47"x36", 1-12" extension and 4 blue vinyl chairs -\$125; Two window air conditioners, 22"x14 1/2" -\$100 each. Call Jane at 781-6517
 - Stove, fridge, washing machine and dryer, excellent condition. Call Josephine at 743-9016 between 5:00 and 8:00 p.m.
- Rent**
- Two apartments in house, Jane/Lawrence, available July 1, utilities, cable, parking and laundry included -\$850 & \$900/month. Call 636-3488
 - Three-bedroom cottage in Huntsville, plumbing, electricity, heat, colour TV, gas BBQ, large deck with view, rowboat, fishing, golf -\$500/week. Call Mr. Lee at -33713