



Published by
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Tuesday, August 4 - Monday, August 10, 1992
 Volume 12, Number 29

GENERAL:

The Parking Office summer hours (until September 4) are as follows: Monday & Tuesday - 9:00 a.m.-6:30 p.m.; Wednesday & Thursday - 9:00 a.m.-4:00 p.m.; Friday - 9:00 a.m.-12:45 p.m.

Members of the York community are asked to note that **Computing Help Services** has moved to Room T131, Steacie Science Library. Beginning August 1, 1992, they will be open, Monday to Friday, 8:00 a.m.-6:00 p.m. Regular evenings hours (6:00 p.m.-10:00 p.m.) and weekend hours (9 a.m.-5 p.m.) will resume on September 8.

Weight Watchers will hold an information session on Wednesday, August 5, 1992 at 12 noon in S136A, Ross. A 5-week session will begin the following Wednesday if a minimum 25 people register. For more information, contact Rose at -77079.

Interested participants are invited to take part in an **Intuition Quotient Test** to be held in Vari Hall "D", Monday, August 10th, at 6:30 p.m. Come and discover your Intuition capabilities! Please phone Peter at 759-1596, or Richard at 841-3240.

On Wednesday, August 12, ORA is coordinating a **SSHRC Seminar** to assist those faculty members who are considering submitting an application in the upcoming competition (deadline: October 15). Professor Stan Tweyman (Philosophy, Glendon), a successful applicant in last fall's competition, will be a panelist. For more information, contact the Office of Research Administration at -55055. E-mail: RESEARCH@VM2.YORKU.CA.

Faculty members and administrative staff of the scientific community please be advised that **NSERC** has made changes to application forms as well as publishing a supplement to the Awards Guide. Only the most recent version of NSERC forms will be accepted for **fall deadlines**. Those interested in a copy of the wordperfect 5.1 template or further information about recent application changes, please contact Research Administration. Phone: 736-5055; E-Mail: RESEARCH@VM2.YORKU.CA.

Members of the York community are asked to note that the **Internal Audit Department** has moved their office to Room 39, East Office Building. Telephone numbers remain unchanged.

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 noon), and Part II - Making the Most of an Interview (Thursday, August 13, 1992 at 1 p.m.). Space is limited per session. To register, please call Elizabeth Alexander (66159). Brown bag lunch; coffee and tea provided; active participation welcome! Location: Sylvester's, Room 201, Stong College.

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 11, 1992. Application forms are available from Human Resources. * Indicates position is exempt from bargaining unit.

Counsellor: Dawn Richards

* **Director, Career Counselling and Placement - Administrative Studies** (University degree or equivalent, MBA preferred; several years' directly related managerial experience in career counselling and planning, placement, recruitment and human resources, preferably in the corporate environment; client service and marketing/sales experience required; international experience would be an asset; excellent oral and written communication skills; proven organizational and managerial skills; supervisory and budgeting skills; effective public relations and public speaking skills; demonstrated ability to use initiative in developing programs, services and related materials; extensive knowledge of job search techniques and strategies; excellent career counselling skills; demonstrated ability to liaise and work effectively with a wide range of people including students, corporate executives, faculty and university administrators; working knowledge of computers, including database management skills. Please submit a resume when making an application.) **P&M 8 Under Review (\$45,356 - \$54,881)**
JOB NO: 136H

STAFF POSITIONS (cont'd.)

Counsellor: Donna Robbins

Fellows Secretary - Bethune College/Arts [Sessional: September 1 to 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; 1-2 years' related experience (e.g., reception, wordprocessing, etc.); typing 40-45 w.p.m., accuracy essential; basic bookkeeping skills preferred; demonstrated skill/ability in the following areas: wordprocessing; providing information and answering enquiries in a clear and concise manner; pleasant and effective telephone manner; dealing courteously and effectively with people; effective interpersonal skills; good organizational skills, including ability to set priorities.) **BAND: 4 (Based on an annual salary of \$27,691) JOB NO: 137K**

Counsellor: Susan Lanoue

Liaison Assistant - Admissions/Liaison [Temporary to May 31, 1993. Hours: 8:30 a.m.-4:30 p.m.; some overtime is required] (High school graduation with secretarial training or equivalent; some post secondary education preferred; minimum 1-2 years' related experience (e.g., answering detailed/complex enquiries and providing regulatory information, customer service, secretarial, etc.) preferably in a student service area; typing 40-45 w.p.m., accuracy essential; familiarity with Ontario secondary school education system preferred; knowledge of the Ontario university system, admissions criteria and university programmes; ability to train and oversee the work of others; computerized spreadsheet skills preferred; knowledge of a computerized records system; demonstrated skill/ability in the following areas: oral presentation skills; excellent written communication skills; proficiency in wordprocessing using a wide variety of functions; eliciting accurate information and providing regulatory information in a clear and concise manner; dealing courteously and effectively with people; effective interpersonal skills; exercising tact and diplomacy; working accurately and effectively under pressure of high volume and conflicting work demands; attending accurately to detail; setting and juggling conflicting priorities; excellent organizational skills; lifting and bending.) **BAND: 5 (Based on an annual salary of \$28,853) JOB NO: 138L**

Counsellor: Paule Cotter

Administrative Assistant - Athletics, Glendon College [Temporary to July 31, 1993. 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 1-2 years' related experience (e.g., administrative, secretarial, dealing with microcomputing, etc.), preferably in a related customer service environment; typing 30-40 w.p.m.; wordprocessing skills required; supervisory skills required; Bilingual Modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following area: excellent oral and written communications skills; dealing effectively with people; exercising tact and diplomacy and initiative; good organizational skills; working effectively under pressure. Please submit a resume when making an application.) **BAND: 8 (Based on an annual salary of \$32,643) JOB NO: 139G**

CORRECTION TO BULLETIN OF JULY 27 1992

College Secretary - Founders College, Arts [Sessional: August 1 - May 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 w.p.m., 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 - 1987 Z24 Cavalier CL, fully loaded, digital dash, new tires, new brakes, new le bra. \$7,000 firm. Call Pete at 694-8692
- Nordic Track Cross Country Ski Exercise Machine with new pulse meter. \$175. Call Vic at - 55093
- Rent - Two-bedroom ground level house apartment, Islington/Finch. Huge family room, kitchen, bath, walk-out to backyard, stove, fridge, laundry room, separate entrance. \$750 (negotiable). Call Rose at 856-6821, 749-7577, or -22304
- Beautiful spacious bachelor apartment located across from High Park subway. Available September 1st. Rent is \$524/month (parking is extra). Call 604-8351
 - Four-bedroom home at Bathurst and Clark. Backing on to park, study and additional bedroom in basement, available September to December 1992. Call 886-7927
 - Large, sunny bachelor apartment in home. Self-contained, parking, non-smoker. Bayview and Steeles Area, \$550 per month. Call 225-0775
 - Two level apartment in High Park house. Just renovated. One bedroom on main floor and second bedroom and/or office on lower level. New kitchen, hardwood floors, ceiling fan, laundry and parking. Minutes from subway and express bus to York. \$975 incl/month. Call -55091 or 763-6255 evenings
- Wanted - One-bedroom or large bachelor apartment in apartment building for October 1, 1992, rent: \$500-\$650, including utilities. Call Kathleen at -20613

YORK UNIVERSITY BULLETIN

Published by
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Department,
Suite A
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Monday, August 10 - Monday, August 17, 1992
Volume 12, Number 30

GENERAL:

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).

York Campus Bookstore Hours (August 17-September 5): Monday-Thursday, 8:30 a.m.-7:00 p.m.; Friday, 8:30 a.m.-4:30 p.m.; and Saturday, 10:00 a.m.-3:00 p.m.

The **Annual Unicoll Barbeque** is scheduled to take place August 19 from 11:30 a.m. to 1:30 p.m. behind York Lanes. It is free to members only.

The Office of Research Administration has coordinated an **SSHRC Seminar** for August 12, to assist those faculty members who are considering submitting an application in the upcoming competition (deadline: October 15). Prof. Stan Tweyman (Philosophy, Glendon), a successful applicant in last fall's competition, will be a panelist. For more information, contact ORA at -55055 (E-mail: RESEARCH@VM2.YORKU.CA).

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 **Mathematics Learning Centre** has moved to Room S525, Ross.

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.

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:

WEDNESDAY, AUGUST 12

12:00 noon - **Weight Watchers Information Meeting** - a five-week session will begin August 19 if a minimum of 25 people register - for more information, call Rose at -77079 - Room S136A, Ross

THURSDAY, AUGUST 13

1:30 p.m. - **PhD Defence** - [Graduate Program in Social and Political Thought] Ifeanyi Enwerem will defend his dissertation titled "Religion in Social Change: An Examination of the Politization of Religion in a Post-Colonial African Society" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 17, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Bob McDermot

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 wpm, 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: 4 (\$27,691) JOB NO: 140E**

SUMMER INTERCHANGE:

- Sale**
- Smith-Corona portable electric typewriter, self-correcting, excellent condition -asking \$60. Call Paule at -88518
 - Sofa and love seat (opens to double bed), light taupe colour -asking \$500 for set; 5-drawer chest of drawers, 2 night tables and table lamps, can be purchased separately -\$75 complete; Stereo stand -\$30; GE telephone answering machine -\$40; Apartment-size kitchen set -\$30. Call -55080
 - 1986 Oldsmobile Cutlass Supreme Brougham, automatic, air, AM/FM stereo, new tires, mint condition -\$4,800 or best offer. Call Laurie at -88291 or 783-9753 after 6:00 p.m.
 - Sofa bed, 2 seater, apricot-blue-white flowered, never used for sleeping, like new -asking \$200. Call Julie at -88273 or 487-2527
 - 1984 Fiero, sunroof, lady driven, low mileage -\$5,500. Call 621-5656.
 - Two traditional wing-back chairs, brand new -\$200. Call Cathy at -55005 or -55552
 - Trip to Florida: 3 nights in Ft. Lauderdale, 3 day cruise to Bahamas (Vacationbreak USA), must sell -\$300. Call Dawn at -55135 or 793-1522
 - Three-bedroom condominium apartment, 455 Sentinel, corner location, balcony, new broadloom, split-level living room, 5 appliances, fitness facilities, etc. -\$137,500. Call A.B.P. Lever at -22309
- Rent**
- Self-contained bachelor basement, own entry, Dufferin/Finch, utilities, parking included. Call 638-5593
 - Large furnished, ground-floor flat, 2 bedrooms, living and dining room, den and kitchen, in substantial Annex dwelling, available from September, ideal for visiting faculty. Call John Saul at 921-7127 or leave a message at -55235
 - Detached 4-bedroom house, Bathurst/Finch, quiet street, available September 1 -\$1,150/month. Call 631-9834
 - Basement bachelor apartment, St. Clair/Christie, large living area, eat-in kitchen, full bath, laundry facilities, own entrance, available September 1, non-smoker -\$495/month. Call 652-7766
 - Luxurious condominium, McCowan/Finch, 2 bedrooms, 2 baths, 5 appliances, air, parking, almost 1,300 sq. ft., available October 1 -\$1,220/month. Call 886-7203
 - One-bedroom basement apartment, fully equipped with own washer, available September, Leslie/Sheppard, suitable for 1 or 2, reasonable rate; One-bedroom apartment in house at Don Mills/Finch, large living room with fire place and walkout to backyard. Call Michelle at 491-6528
- Wanted**
- Car pool from York to Barrie, needed for afternoons only at 4:30 p.m. until the end of August, willing to pay reasonable rate. Call -55051
 - Home for a 1-year old Lhasa Apso, very light gold with some white, well trained, free. Call Grace at -22716

Monday, August 17 - Monday, August 24, 1992
Volume 12, Number 31

GENERAL:

Momentary power interruptions will occur on the following dates and times - **Monday, August 24** between 6:00 and 8:00 a.m. affecting the following buildings: Founders College & Residence; Vanier College & Residence; Winters College & Residence; Stong College, Kitchen & Residence, Lumbers, Ross, Central Square, Osgoode, Student Centre, Vari Hall, Hart House, Hoover Homestead, Scott Library, Curtis Lecture Hall, #8 & #2 Assiniboine Road, Fine Arts, Burton, and Atkinson Residence; **Thursday, August 27** between 6:00 and 8:00 a.m. affecting all the previously listed buildings; **Monday, August 31** at 2:00 a.m. affecting Steacie and EOB; **Monday, August 31** between 6:00 and 8:00 a.m. affecting the following buildings: McLaughlin College & Residence, Farquharson, Petrie, WOB, Tait McKenzie, Ice Arena, Stong, Bethune College & Residence, Calumet College & Residence, York Lanes, Behavioural Sciences, Stedman, Ross, #4 & #6 Assiniboine Road, Scott Library, Admin. Studies, Passy Garden Apts., and Atkinson College; and **Thursday, September 3** between 6:00 and 8:00 a.m. affecting all of the above buildings.

The Faculty Club is open as follows for the month of August: Monday to Thursday, 8:00 a.m.-4:00 p.m.; and Friday, 8:00 a.m.-3:00 p.m.

The **Tait McKenzie Centre swimming pool** will be closed August 15 to September 7 for annual maintenance. In addition, most of the Tait McKenzie Centre will be closed August 22 to September 7 for maintenance.

York Campus Bookstore Hours (August 17 - September 5): Monday-Thursday, 8:30 a.m.-7:00 p.m.; Friday, 8:30 a.m.-4:30 p.m.; and Saturday, 10:00 a.m.-3:00 p.m.

A **Satellite UCSD Department** has been set up at the Glendon Bookstore. York University imprinted department forms will now be available through UCSD at the Glendon Bookstore.

Un departement satellite UCSD a ete mis en place a la Librairie de Glendon. Dorenavant, les formulaires departementaux a entete (York University) seront disponibles a la Librairie de Glendon.

Faculty members are asked to note that the up-dated **SSHRC guidebooks and research grant applications** for the October 15 deadline have arrived in the Office of Research Administration. Anyone considering applying for an SSHRC research grant this fall, and have not already received this information, is asked to contact ORA at -55055 (E-mail: RESEARCH@VM2.YORKU.CA).

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.

Dr. Victor Konrad of the Fulbright Program, will participate in a workshop on Thursday, September 10 to explain to interested faculty and graduate students, the work of the Program and the opportunities it provides. The workshop will take place from 1:00 to 3:00 p.m. in Room 305, York Lanes.

EVENTS:

WEDNESDAY, AUGUST 19

11:30 a.m. - 1:30 p.m. - **Annual Unicoll Barbeque** - free of charge to members only - Behind York Lanes (Note: Rain date is August 20)

MONDAY, AUGUST 24

1:00 p.m. - **PhD Defence** - [Graduate Program in Social and Political Thought] Janine Marchessault will defend her dissertation titled "The Moving Image in the Aura of Science: Identity, Technology, History" - Room N927, Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 24, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Faculty Secretary - Osgoode Hall Law School [Temporary to December 18, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, wordprocessing, switchboard/reception, etc.); typing 40-45 wpm, 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 independently; working effectively under pressure of high volume; good organizational skills including ability to set priorities.) **BAND: 4 (Based on an annual salary of \$27,691) JOB NO: 141C**

Student Affairs Clerk - Osgoode Hall Law School [Temporary to December 18, 1992; Hours: 8:30 a.m.-4:30 p.m.; some overtime required] (High school graduation with secretarial training or equivalent; minimum 1-2 years' related experience (e.g., answering enquiries, customer service, secretarial, etc.) preferably in a student service area; typing 40-45 wpm, accuracy essential; knowledge of admissions criteria and university programmes preferred; knowledge of a computerized records system; demonstrated skill/ability in the following areas: wordprocessing and data entry; obtaining and relaying information clearly and accurately; pleasant telephone manner; dealing courteously and effectively with people; effective interpersonal skills; exercising tact and diplomacy; working accurately and effectively under pressure of high volume; attending accurately to detail; maintaining confidentiality; good organizational skills.) **BAND: 6 (Based on an annual salary of \$30,065) JOB NO: 142**

Switchboard/Mail Clerk - Osgoode Hall Law School [Temporary to February 28, 1993; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g., switchboard operation, mailroom service, etc.); previous experience with Canada Post regulations and rate structures preferred; demonstrated skill/ability in the following areas: lifting heavy items; working accurately with figures; providing information and answering enquiries in a clear manner; pleasant telephone manner; dealing calmly, courteously and effectively with a high volume of enquiries in person and on the telephone; exercising tact and diplomacy; good organizational skills.) **BAND: 3 (Based on an annual salary of \$26,626) JOB NO: 143C**

Copyright Clearance Representative - Bookstore, Business Operations [Temporary to December 18, 1992; Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with some post-secondary courses or equivalent; 2 years' experience in a publishing, library research or bookstore environment; basic research skills required; demonstrated skill/ability in the following areas: good oral communication to obtain and provide accurate information clearly and concisely; working effectively under pressure of high volume; exercising initiative and good judgement; working accurately with figures; dealing courteously and effectively with people; exercising tact and diplomacy; providing excellent service; good organizational skills, including ability to work independently and set priorities; good record keeping skills; good written communication skills. Please submit a resume when making an application.) **BAND: 6 Provisional (Based on an annual salary of \$30,065) JOB NO: 144C**

STAFF POSITIONS (cont'd.)

Bookstore Assistant - Science Bookshop, Bookstore, Business Operations [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (summer); must work or 2 evenings per week from 11:00 a.m.-7:00 p.m. and Saturday on a rotating basis from 10:00 a.m.-3:00 p.m.; also required to work 1 or 2 evenings per week during peak periods from 1:00 p.m.-9:00 p.m.] (High school graduation or equivalent; 6-12 months' experience in a customer service or retail environment, preferably in a library, bookstore or publisher environment; basic keyboarding skills to operate a computer terminal; good written communication skill; demonstrated skill/ability in the following areas: working effectively under pressure of high volume; attending accurately to detail; pleasant telephone manner; working cooperatively with co-workers; good oral communication to obtain and provide information in a clear and concise manner; good organizational skills, including ability to set priorities; dealing calmly, courteously and effectively with people; providing excellent service; exercising tact and diplomacy; exercising good judgement; lifting, bending and pushing mobile book carts on a regular basis.) **BAND: 3 Provisional (\$26,626) JOB NO: 145C**

Bookstore Assistant - Arts & Humanities Bookshop, Bookstore, Business Operations [Hours: 9:00 a.m.-5:00 p.m.; 8:30 a.m.-4:30 p.m. (summer); must work 1 or 2 evenings per week from 11:00 a.m.-7:00 p.m. and Saturday on a rotating basis from 10:00 a.m.-3:00 p.m.; also required to work 1 or 2 evenings per week during peak periods from 1:00 p.m.-9:00 p.m.] (High school graduation or equivalent; 6-12 months' experience in a customer service or retail environment, preferably in a library, bookstore or publisher environment; basic keyboarding skills to operate a computer terminal; good written communication skill; demonstrated skill/ability in the following areas: working effectively under pressure of high volume; attending accurately to detail; pleasant telephone manner; working cooperatively with co-workers; good oral communication to obtain and provide information in a clear and concise manner; good organizational skills, including ability to set priorities; dealing calmly, courteously and effectively with people; providing excellent service; exercising tact and diplomacy; exercising good judgement; lifting, bending and pushing mobile book carts on a regular basis.) **BAND: 3 Provisional (\$26,626) JOB NO: 146C**

Camera Room Operator - Printing Services, Business Operations [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent, some course in film work preferred; 2-3 years' related experience (e.g., art assembly, graphic arts film production, stripping, platemaking, etc.); working knowledge of art assembly, graphic arts photography, film imposition and platemaking; art assembly, including paste up, overlays and bookwork; photography, including line negative preparation, halftones, contact film (swells) and PMT's; film imposition, including signature work, work and turn, cutting masks and multi-colour (tight register); platemaking, including metal and silvermaster plates; demonstrated skill/ability in the following areas: producing quality work; attending accurately to detail; good organizational skills, including ability to set priorities; working effectively under pressure of high volume and deadlines.) **BAND: 5 (\$28,853) JOB NO: 147C**

Counsellor: Donna Robbins

Intramural Assistant - Athletics & Recreation, Physical Education [Temporary to April 9, 1993; Hours: 10:00 a.m.-6:00 p.m. (hours flexible), evenin and weekend work is required] (High school graduation plus minimum 2 years' university education or equivalent; 2 years' related experience (e.g., scheduling, coordinating, committee work, etc.) preferably in a university environment; wordprocessing skills required; basic keyboarding skills to operate a computer terminal; data retrieval skills; overseeing the work of others; knowledge of sports and familiarity with principles associated with recreational programming required; demonstrated skill/ability in the following areas: obtaining and providing information in a clear and concise manner; working accurately and effectively under pressure of high volume and frequent deadlines; working with committees; good presentation skills; good written communication skills, including ability to accurately interpret and summarize information; effective interpersonal skills; dealing calmly, courteously and effectively with people; good organizational skills, including ability to work independently, s priorities and meet deadlines. Please submit a resume when making an application.) **BAND: 8 Provisional (Based on an annual salary of \$32,643) JOB NO: 148K**

Counsellor: Susan Lanoue

Problem Analyst II - Help Services, Computing and Communication Services [Hours: will be assigned shift (changes on rotating basis): 8:00 a.m.-4:00 p.m., 8:30 a.m.-4:30 p.m., 9:00 a.m.-5:00 p.m., 10:00 a.m.-6:00 p.m.; 2:00 p.m.-10:00 p.m.; shift may include Saturday or Sunday 9:00 a.m.-5:00 p.m.] (University degree in computer science or equivalent combination of post-secondary courses and experience in computing industry; minimum 1 year's experience in an end user support role; clear and concise oral communication skills; good written communication skills; good presentation and demonstration skills; demonstrated skill/ability in the following areas: excellent problem solving skills; exercising good judgement; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good organizational skills. Basic knowledge of: a wide variety of languages (e.g., PL/I, FORTRAN, COBOL, APL, PASCAL, BASIC, C, Assembler); PC Networks (e.g., Novell, Appletalk); Intermediate knowledge of: a scientific language (e.g., FORTRAN, PL/I); a business language (e.g., COBOL, BASIC); a statistical language (e.g., SAS, Minitab); an academic language (e.g., PASCAL, C); Operating Systems (Mainframes) (e.g., VAX/VMS, VM/CMS, UNIX); Operating Systems (Workstations) (e.g., DOS, OS/2, ULTRIX); Application Packages (e.g., Script, Emacs, PROFS); Systems Utilities; Data Communications (e.g., Kermit, TCP/IP); knowledge of microcomputer concepts, fundamentals, and related software. Please submit a resume when making an application.) **BAND: 9 Provisional (\$34,113) JOB NO: 149L**

Occupational Hygienist (Human Factors) - Occupational Health and Safety (University degree in Sciences or Engineering specializing in Human Factors and some courses in Occupational Health and/or Hygiene and Safety, or equivalent; several years' related experience in physical assessment of workplace/worker, development and implementation of educational programmes, Human Factors, and hazard assessment, preferably in a large institutional environment; excellent oral and written communication skills including public speaking; excellent interpersonal skills; proven analytical skills utilizing hygiene evaluation mechanisms; familiarity with the theory and development of educational materials; extensive knowledge of ergonomics and biomechanics; working knowledge of related legislation (e.g., Occupational Health and Safety Act, Human Rights Code); demonstrated ability to use computer software and develop application programs; demonstrated ability to provide a high level of service. Please submit a resume when making an application.) **GRADE: P&M 6 (\$38,884-\$47,048) JOB NO: 150L**

SUMMER INTERCHANGE:

- Sale**
- Panasonic Automatic Sheet Feeder for Raven or Rolland type Dot Matrix Printed (KX-P10921, KX-P1083 option), excellent condition, -\$150; Canac kitchen cabinets, 13 doors, 4 drawers, dark wood, light wood counter top, double sinks, range hood (fan included) -\$1,200 or best offer. Call Paule at -88518
 - Jaegershund permanent registered kennel has German Shorthair Pointer pups, 4 males, 1 female -\$350 each. Call Ginny at 1-519-941-9323
 - 1991 Jeep YJ, hardtop, tilt steering, V6 4L engine, black, 5-speed, 22,000km, full size spare, lock nuts, lots of warranty remaining -\$14,000 (negotiable). Call Christine at -55818
 - Two tickets for "Evita," August 22 at the O'Keefe Centre -\$90. Call -20303 or 940-5305
 - Study table, 6'x2 1/2'; Kitchen table with 2 chairs; 3/4 bed and dresser; TV table; Book shelves, 6' lamp -quick sale. Call 484-1556
 - Kawai electronic organ, 74 keys, split keyboard, bench, music books, excellent condition -\$500; Desk, 60", walnut, typewriter extension, 2 drawers, good condition -\$100; IBM Quietwriter, memory, expanded type, spellcheck, auto correct, ribbons, service contract -\$700; Dining ten used twice, good condition -\$100. Call 669-5178
- Free**
- One or two grey cats to a good home: Female - 4 years old, very placid, longish hair, pretty; Male - 2 years old, very affectionate, playful, basket and toys included. Call Lisa at 733-0611
- Rent**
- Third floor apartment in a Victorian mansion, 1,100 sq. ft., loft bedroom, private balcony, kitchen, private laundry, 4-piece bath, pine floors, private entrance, 5 minutes from Keele subway station and High Park, non-smokers preferred -\$1,050 per month including utilities. Call Jim or Marlene at 924-0932
 - Room in large spacious apartment, available immediately, Keele/Finch -\$350 per month including utilities. Call Bill or Burt at 650-5242
 - Three-bedroom furnished house, 2 baths, Eglinton/Allen Expressway, washer and dryer, leaden windows, garage, available January-June 1993, references required -rent negotiable. Call 781-0056
- Wanted**
- The Finch West Red Cross needs a Fridge for their Food Bank as well as a Dot Matrix Printer. All items must be in good working order. A tax receipt will be given for the value of the donation. Call Warren Lee at -55010 or the Red Cross at 736-0902

Monday, August 24 - Monday, August 31, 1992
Volume 12, Number 32

GENERAL:

Members of the York community are asked to note that the **reconstruction of Shoreham Drive has started**. Access is restricted to one lane for each direction. This construction is expected to be completed by mid-October. It is advisable to use alternate routes during the afternoon rush hour. TTC bus routes will be maintained. Please also note that the **widening of Steeles Avenue (between Jane and Keele Streets) will commence September 21**. Access to Steeles Avenue will be maintained. However, traffic on Steeles will be restricted to one lane for each direction. Alternate routes should be used. The construction will begin on the south side at Jane and move eastward. The north side will likely be reconstructed next year.

Labour Day: University offices will be closed on Monday, September 7. Please note that **university offices will return to regular hours** on Tuesday, September 8 (9:00 a.m. to 5:00 p.m.).

Artstart, York's fine arts program for children and teens, will be offering classes in Dance, Music, Theatre, and Visual Arts, commencing in September. Registration will take place Saturday, September 12 from 10:00 a.m. to 12:00 noon in the lobby of the Centre for Fine Arts. For more information, call -33817.

The Office of Research Administration has coordinated an **SSHRC Seminar** for Friday, September 4 to assist those faculty members who are considering submitting an application in the upcoming competition (Deadline: October 15). Prof. Richard Irving (a successful applicant in the October 1990 competition) and Prof. Alan Simmons (member of an SSHRC's adjudicating committee) will be panelists. The seminar will take place at 10:00 a.m. in the Senate Chamber (S915), Ross. To register, contact ORA at -55055 (E-mail: RESEARCH@VM2.YORKU.CA).

The Faculty Club will present "Salad Days" for the month of August.

The **YUSA Office** will be moving to Room D111, West Office Bldg., effective August 24. Telephone numbers remain unchanged.

Mailboxes are available to rent. They are located at the main entrance to Curtis Lecture Halls. For more information, call York Postal Services at -77598 or -22383.

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than August 31, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright

Residence Coordinator - Housing Services, Business Operations [Temporary to June 30, 1993; Hours: 8:30 a.m.-4:30 p.m.; regular overtime required] (High school graduation or equivalent; 2 years' related experience (e.g., dealing with the public, observing and reporting problems, coordinating activities, etc.); clear and concise oral and written communication skills; good organizational skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; working independently; overseeing the work of others; attending accurately to detail.)

BAND: 6 (Based on an annual salary of \$30,065) JOB NO: 151C

Information Desk/Off Campus Assistant - Reference, Scott Library [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation with some post-secondary courses or equivalent; some library technician courses in a community college preferred; 1 year's library experience in any one or combination of the following areas: interlibrary loan, circulation, cataloguing, searching or information services; recent front-line high volume public service experience in an academic environment preferred; basic keyboarding skills to operate a computer terminal required, accuracy essential; demonstrated skill/ability in the following areas: good organizational skills, including ability to work independently and set priorities; working effectively under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people; good oral and written communication skills. Please submit a resume when making an application.) **BAND: 7 Provisional (\$31,328) JOB NO: 152C**



STAFF POSITIONS (cont'd.)

Counsellor: Bob McDermott

Media Operations Technician - Instructional Technology Centre [Hours: 8:00 a.m.-4:00 p.m.] (High school graduation plus some audio-visual courses at a post-secondary level or equivalent; 2 years' related experience in a media centre including delivery and set-up of audio-visual equipment, preferably in an educational environment; familiarity with all types of audio-visual equipment including all video formats, large video projectors, film projectors, slide projectors, PA systems, film telecine, laser discs, audio/video routers, computers, all types of liquid crystal display units; knowledge of computers and computer software, dataphones and computer projection; demonstrated skill/ability in the following areas: working accurately and effectively under pressure of high volume; exercising tact and diplomacy; dealing calmly and effectively with people; lifting and moving equipment; good eye/hand coordination and manual dexterity; supervising and training.) **BAND: 6 Provisional (\$30,065) JOB NO: 153E**

Financial Clerk - Administrative Studies [Temporary to February 5, 1993; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; some bookkeeping courses required); 1-2 years' related experience (e.g., monitoring budget lines, preparing invoices, etc.) preferably with large volume accounts; typing 45-50 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing and computerized spreadsheets; bookkeeping; working with figures and attending accurately to detail under pressure of high volume; working independently and meeting deadlines; explaining information in a clear and uncomplicated manner; dealing courteously and effectively with people; good written communication skills.) **BAND: 6 (Based on an annual salary of \$30,065) JOB NO: 154E**

Counsellor: Susan Lanoue

Computer Operator 2 - Computer Operations, Computing & Communications Services [Hours: Shift Work (1) weekdays 8:00 a.m.-4:00 p.m., and weekends 9:00 a.m.-5:00 p.m., (2) 4:00 p.m.-midnight, (3) midnight-8:00 a.m.] (High school graduation or equivalent combination of education and experience; some courses in MVS, VM, VAX/VMS and/or UNIX operating systems preferred; 1 year's experience using peripheral equipment in a MVS/JES2 and/or VM and/or VAX/VMS and/or UNIX environment OR minimum 1 year's experience as an Operator 1; basic keyboarding skills to operate a computer terminal; good written and oral communication skills; exercising tact and diplomacy; working efficiently under pressure of high volume and constantly changing priorities; attending accurately to detail. Basic knowledge of JCL & Utilities; Intermediate knowledge of: MVS/JES2, VM/CMS, VAX/VMS, VTAM, UNIX commands and procedures; VM/CMS, XEDIT, EXEC, REXX; OMEGAMON commands; PROFS; Advanced knowledge of: peripheral equipment. Please submit a resume when making an application.) **BAND: 6 (\$30,065) JOB NO: 155L**

Clerical Assistant, Annual Programs - Private Funding, External Relations [Hours: 8:30 a.m.-4:30 p.m.(summer); 9:00 a.m.-5:00 p.m.(winter); 1:30 p.m.- 9:30 p.m. 1 or 2 evenings per week] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, clerical, dealing with the public, etc.); typing 45 wpm, accuracy essential; skills in using computerized records system; good written communication skills; computerized spreadsheet skills preferred or willingness to learn; proofreading skills; tact and diplomacy essential; pleasant telephone manner; good organizational skills; demonstrated skill/ability in the following areas: wordprocessing, including use of advanced functions; obtaining and relaying information clearly, concisely and courteously; attending accurately to detail under pressure of high volume; ability to communicate effectively with the public; ability to exercise full discretion in dealing with highly confidential matters.) **BAND: 5 Provisional (\$28,853) JOB NO: 156L**

Counsellor: Paule Cotter

Student Programs Clerk/Typist - Office of Student Programs, Glendon [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1 year's related experience (e.g., secretarial, answering counter/telephone enquiries, etc.), preferably in a student service environment; typing 35-40 wpm, accuracy essential; bilingual modules I (Advanced), II, III (Intermediate); wordprocessing skills; database and computerized spreadsheet skills preferred; basic clerical/filing skills; demonstrated skill/ability in the following areas: accurately obtaining and explaining complex information in a clear and concise manner; pleasant telephone manner; maintaining confidentiality; dealing courteously and effectively with people; working accurately and effectively under pressure of high volume.) **BAND: 4 Provisional (\$27,691) JOB NO: 157G**

Administrative Secretary - Sociology, Glendon [Temporary: October 1, 1992-April 30, 1993; Hours: 8:30 a.m. -4:30 p.m.(summer) and 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., administrative, secretarial, etc.); preferably in a customer service environment; typing 40-45 wpm, accuracy essential; wordprocessing skills required; desktop publishing skills preferred; basic bookkeeping skills; accurate grammatical and spelling skills in both French and English required; bilingual modules I (Advanced), II, III (Intermediate), IV (Intermediate); demonstrated skill/ability in the following areas: dealing courteously and effectively with people; maintaining confidentiality; working independently and setting priorities; excellent organizational skills; adapting well to competing demands; good oral and written communication skills. Please submit a resume when making an application.) **BAND: 7 (Based on an annual salary of \$31,328) JOB NO: 158G**

SUMMER INTERCHANGE:

Sale - Sony Trinitron 14" colour TV, 1 year old -\$280; Packard Bell 11" TTL monitor -\$40 (\$300 for both items). Call Mike at -33363

YORK UNIVERSITY

BULLETIN

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Monday, August 31 - Tuesday, September 8, 1992
Volume 12, Number 33

GENERAL:



United Way

An Intramural Captain's Meeting for the "4th Annual United Way Coed Slo-Pitch Softball Classic" will be held Monday, September 14 in the Student Centre Council Chambers (Room 313). For further information, call David DeMonte at -55184.

OBITUARY: Prof. Stan Warner died on August 25. He joined the Faculty of Administrative Studies in 1971 and held a joint appointment with the Department of Economics. A memorial service will be held at York in September.

Labour Day: University offices will be closed on Monday, September 7. Please note that **university offices will return to regular hours** on Tuesday, September 8 (9:00 a.m. to 5:00 p.m.).

All Libraries will be closed for the Labour Day weekend (Saturday, September 5 through Monday, September 7).

York Campus Bookstore Hours (September 8 - 26): Monday-Thursday - 9:00 a.m.-9:00 p.m.; Friday - 9:00 a.m.-5:00 p.m.; Saturday - 10:00 a.m.-3:00 p.m.

Glendon Bookstore Hours:

August 31 - September 7

Monday - Thursday	9:30 a.m.-7:00 p.m.
Friday	9:30 a.m.-5:00 p.m.
Saturday & Sunday	Closed
Monday, September 7	Closed

September 8 - 20

Monday - Thursday	9:30 a.m.-8:00 p.m.
Friday	9:30 a.m.-5:00 p.m.
Saturday	10:00 a.m.-2:00 p.m.
Sunday	Closed

A momentary power interruption will occur on September 3 between 6:00 and 8:00 a.m., affecting the following buildings: Founders College & Residence, Vanier College & Residence, Winters College & Residence, Stong College, Kitchen & Residence, Lumbers, Ross, Central Square, Osgoode, Student Centre, Vari Hall, Hart House, Hoover Homestead, Scott Library, Curtis, #2, #4, #6 & #8 Assiniboine, Fine Arts, Burton, Atkinson College & Residence, McLaughlin College & Residence, Farquharson, Petrie, WOB, Tait McKenzie, Ice Arena, Bethune College & Residence, Calumet College & Residence, York Lanes, BSB, Stedman, Admin. Studies, and Passy Garden Apts.

The Department of Human Resources announces the following **appointments**: Teferi Adam, Race Relations Advisor B, Office of the VP (Campus Relations & Student Affairs), effective Aug. 17; Julie Ketner, Development Officer, Administrative Studies, effective Aug. 24. The following **promotions/transfers** have also taken place: Shirley Robertson, Student Programmes Officer, Administrative Studies; Cathy Clarke, Manager, Career & Placement Centre, Campus Relations & Student Affairs; and Anna Di Rezze, Coordinator, Special Projects, Office of the Registrar.

The Student Centre Childcare has **spaces available** for children 18 months to 5 years, on a flexible, part-time basis. The Centre will hold an Open House/Registration until September 4 between 9:00 a.m. and 5:00 p.m. For further information, call -55959.

Registration in the Language Lab: All students enrolled in a language course requiring laboratory sessions must register in the Language Lab (Room S117, Ross) between September 8 and 17 (9:30 a.m.-3:30 p.m.), unless otherwise instructed. The lab will be closed September 18. Registration is on a first-come, first-served basis.

Hiring of Monitors: The Language Lab is now hiring monitors for the 1992-93 academic year. Anyone fluent in Chinese (Mandarin), French, Italian, Japanese, or Spanish is invited to apply in Room S117, Ross.

A **Satellite UCSD Department** has been set up at the Glendon Bookstore. York University imprinted department forms will now be available through UCSD at the Glendon Bookstore.

Un departement satellite UCSD a ete mis en place a la Librairie de Glendon. Dorenavant, les formulaires departementaux a entete (York University) seront disponibles a la Librairie de Glendon.

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.

Dr. Victor Konrad of the Fulbright Program, will participate in a workshop on Thursday, September 10 to explain to interested faculty and graduate students, the work of the Program and the opportunities it provides. The workshop will take place from 1:00 to 3:00 p.m. in Room 305, York Lanes.

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.



"RECYCLABLE"

EVENTS:

FRIDAY, SEPTEMBER 4

10:00 a.m. - **SSHRC Seminar** - [ORA] to assist those faculty members who are considering submitting an application in the upcoming competition (deadline: October 15) - to register, call -55055 (E-mail: RESEARCH@VM2.YORKU.CA) - Senate Chamber (S915), Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than September 8, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: **Karen Wright**

Student Affairs Clerk - Student Affairs, Osgoode Hall Law School [Hours: 8:30 a.m.-4:30 p.m.; some overtime is required] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., answering enquiries, customer service, secretarial, etc.), preferably in a student service area; typing 40-45 wpm, accuracy essential; knowledge of admissions criteria and university programs preferred; knowledge of a computerized records system; demonstrated skill/ability in the following areas: wordprocessing and data entry skills; obtaining and relaying information clearly and accurately; pleasant telephone manner; dealing courteously and effectively with people; effective interpersonal skills; exercising tact and diplomacy; working accurately and effectively under pressure of high volume; attending accurately to detail; maintaining confidentiality; good organizational skills.) **BAND: 6 Provisional (\$30,065) JOB NO: 159C**

Counsellor: **Dawn Richards**

***Administrative Officer - Office of the President** (University degree or equivalent; 2-3 years' administrative experience, including managing projects in a university environment; excellent organizational skills, including ability to deal with competing priorities; wordprocessing skills and knowledge of computer software; ability to deal effectively with a variety of internal/external contacts at all levels; excellent oral and written communication skills; bilingual (French/English) communication skills preferred; tact and diplomacy essential; ability to maintain confidentiality; proven ability to exercise initiative and good judgement; skill in planning and monitoring a variety of projects and activities simultaneously; ability to work independently. Please submit a resume when making an application.) **P&M 4 (\$33,339-\$40,339) JOB NO: 160H**

***Driver - Office of the President** [Hours: Varies] (Grade 10 or equivalent; experience in a chauffeur driver position; must have a valid Class "G" driver's licence with proven good driving record; demonstrated excellent driving skills; ability to read maps; knowledge of Metropolitan Toronto; ability to work independently and exercise judgement; exercising tact and diplomacy.) **(CEYU Ungraded Provisional) JOB NO: 161H**

***Secretary to Counsel - Office of the Counsel, Institutional Affairs** [Temporary from October 15, 1992 to April 23, 1993; Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent plus formal training or experience as a legal secretary; minimum 3-4 years' experience as a senior legal secretary, including exposure to litigation and corporate/commercial areas; typing 50 wpm, accuracy essential; shorthand skills preferred; budget or bookkeeping skills an asset; demonstrated skill/ability in the following areas: wordprocessing; exercising good judgement and discretion; working independently and setting priorities; working accurately and effectively under pressure of high volume; exercising tact and diplomacy; excellent organizational skills; excellent oral and written communication skills. **GRADE: CEYU 6 (Based on an annual salary of \$32,456) JOB NO: 162H**

Counsellor: **Donna Robbins**

Student Programs Coordinator - Office of Student Programs, Science [Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; minimum 3 years' related experience (e.g., publications, liaison, academic advising, supervisory, etc.) in a student service area; familiarity with communication functions of computers; computerized typesetting coding skills preferred; demonstrated skill/ability in the following areas: supervising; researching and analyzing information and statistics; exercising good judgement; writing and editing; wordprocessing and computerized spreadsheets skills; using an on-line computerized records system; effective interpersonal skills; excellent organizational and planning skills, including setting priorities; excellent oral communication skills, including making presentations. Please submit a resume when making an application.) **BAND: 14 (\$42,837) JOB NO: 163K**

Administrative Secretary - Office for Persons with Disabilities [Temporary to December 11, 1992; Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1-2 years' related experience (e.g. front line public service, providing services to persons with disabilities, community service, etc.); typing 40-45 wpm; willingness to learn braille required; demonstrated skill/ability in the following areas: wordprocessing; answering enquiries and providing information clearly and concisely; tact and diplomacy essential; pleasant telephone manner; dealing courteously and effectively with people; maintaining confidentiality; excellent organizational skills; effective interpersonal skills; sound judgement under stressful conditions/crisis situations. **BAND: 4 (Based on an annual salary of \$27,691) JOB NO: 164K**

***Manager of Space Information Systems - Department of Facilities, Planning & Management, Physical Resources** (A degree/diploma in a related discipline or equivalent; several years' supervisory/managerial/technical experience in related fields; demonstrated effective managerial/supervisory skills; facilitative leadership skills required; thorough knowledge of computer systems, including computer-aided drafting; programming experience in either "C" or dBase or equivalent; Auto Cad skills preferred; drafting experience an asset; knowledge of the construction industry desirable; good written and oral communication skills; commitment to providing a high level of service to the University community. Please submit a resume when making an application.) **P&M 8 (Under review) (\$45,356-\$54,881) JOB NO: 165K**

Counsellor: **Susan Lanoue**

Records Clerk (Research & Records) - Private Funding, External Relations [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., maintaining filing system, researching data, computerized records entry and retrieval, clerical, etc.); typing 45 wpm, accuracy essential; wordprocessing skills required; skills in using computerized records system; micro database management skills preferred; basic research skills; good written communication skills; proofreading skills; pleasant telephone manner; demonstrated skill/ability in the following areas: obtaining and relaying information clearly, concisely and courteously; exercising tact and diplomacy; attending accurately to detail under pressure of high volume; ability to communicate effectively with the public; ability to exercise full discretion in dealing with highly confidential matters; good organizational skills.) **BAND: 4 Provisional (\$27,691) JOB NO: 166L**

***Fundraising Project Manager (Asia Pacific) - Private Funding** [Temporary to February 15, 1993] (University degree or equivalent; minimum of 5 years' experience in public relations, communications, or fundraising/advancement profession, including management experience; excellent public relations and oral communication skills; good written communication skills; excellent oral and written communication skills in Mandarin and Cantonese; understanding of cultural sensitivities of Asian-Pacific community; ability to conceptualize, develop and coordinate programs; fundraising skills; understanding of the socio-economic-political structure in the Asian-Pacific region; research skills. Please submit a resume when making an application.) **P&M 4 (Under review) (Based on an annual salary of \$33,339-\$40,339) JOB NO: 167L**

SUMMER INTERCHANGE:

- Sale**
- 1986 Buick Skyhawk, 4-door, 2 tone gray, low mileage, power steering, brakes, windows, doors, and trunk lock, air, AM/FM radio, cruise control, tilt steering, immaculate condition. Call Diane Adam at -33625 or 247-5998
 - Queen-size motionless waterbed, dark pine, high bookcase headboard, 6 drawers underneath, new heater, very good condition -\$300 or best offer; Two sets of queen-size waterbed sheets, cream colour, 6 months old -best offer. Call Dianne at -55285 or 477-4652
 - Bicycles: Ladies' 10-speed touring style, Sears Free Spirit -\$70; Boys' 12-speed, needs gear cables -\$40. Call Maggie at -55770 or 633-7900
 - Dining room set, 8 piece "Andrew Malcolm," cherry wood -\$1,000. Call Stefanie at -55079
 - Antique, white wicker, rocking chair, very well constructed, excellent condition -\$225. Call -88689 or 223-4627
 - Nintendo control deck, 2 control paddles, 11 games -\$275 or best offer. Call Cheryl at -55401 or 663-6154
- Rent**
- Two storey house in Weston, 2 separate apartments, non-smokers wanted, all utilities, parking and laundry included -price negotiable. Call -55807 or 636-3488
- Wanted**
- Three or four-bedroom house, two-storey detached, 2 bathrooms, finished basement, sit-down kitchen, Finch/Albion/Islington area, needed October 1 -up to \$1,200/month. Call Kathleen at -20613

NOTE: This is the last issue which will include items for "Summer Interchange."