GENERAL:

An Intramural Captain's Meeting for the "4th Annual United Way Coed 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 - 12): 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:

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<th>August 31 - September 7</th>
<th>September 8 - 20</th>
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<td>Monday - Thursday</td>
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<td>9:30 a.m.-7:00 p.m.</td>
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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, Var Hall, Hart House, Hoover Homestead, Scott Library, Curtis, #2, #4, #6 & #8 Assiniboine, Fine Arts, Burton, Atkinson College & Residence, McLaughlin College & Residence, Farquharson, Petris, WOB, Tatt McKenzie, Io 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 Kotner, 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 Reese, Coordinator, Special Projects, Office of the Registrar.

The Student Centre Childcare has spaces available for children 16 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 550659.

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 department satellite UCSD a été mis en place à la Librairie de Glendon. Dorenavant, les formulaires départementaux a entre (York University) seront disponibles à 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 Kronad 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 5414, 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 16, 1992.
GENERAL:

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 DelMonte at 55184.

United Way

Members of the York community are asked to note that the Parking Office (D37, EOB) will be open as follows from September 8 to 24:
Monday-Thursday - 9:00 a.m.-6:30 p.m.; and Friday - 9:00 a.m.-4:00 p.m.

Recreation York will offer free squash court classes on September 8, 14 and 16 from 12:15 to 12:45 p.m. Staff/faculty purchasing coupons before September 18 are entitled to three free coupons. Lifestyle programs begin September 21. Please note that spring/summer coupons are non-transferable.

Members of the York community are asked to note that squash and tennis court reservations will be received at the Women's Control Room, Tait McKenzie, effective September 14. Courts still may be reserved by calling 55185. Men may continue to obtain information about their court reservations at the Men's Control Room service counter.

Artsfest, 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.

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.

EVENTS:

WEDNESDAY, SEPTEMBER 9
2:30 p.m. - Philosophy Seminar - "The Function of Law: Toward a Theory of Legal Obligation" with Wesley Cragg, Chair, Business Ethics, Faculty of Admin. Studies - Room 5427, Ross

THURSDAY, SEPTEMBER 10
9:00 a.m. - 4:00 p.m. - TA Day '92 - [Centre for the Support of Teaching] this one-day orientation for Teaching Assistants will offer approximately 20 workshops aimed at developing TAs' professional skills - for further information, call Zeev Perelmuter or Susanerry at 1-55754. Registration is free and will take place starting at 8:30 a.m. outside the Senate Chamber (9th Floor), Ross
10:00 a.m. - MA Defence - [Graduate Program in Psychology] Lisa Kelner will defend her thesis titled "The Effect of Teacher Behaviour on Children's Play in Traditional Preschools" - Room N927, Ross
10:00 a.m. - MSc Defence - [Graduate Program in Computer Science] Mr. Ziqiang will defend his thesis titled "On Tracking Colour Objects" - Room N824, Ross
1:00 p.m. - Workshop - [York International] Dr. Victor Konrad of the Fulbright Program, Foundation for Education Exchange between Canada and the United States, will explain to interested faculty and graduate students the work of the Fulbright Program and the opportunities it provides - Room 305, York Lanes

FRIDAY, SEPTEMBER 11
1:30 p.m. - MA Defence - [Graduate Program in Social Anthropology] Terri Cundy Atholsi will defend her thesis titled "The Best Place to Be: Keepin' Cowboy' Through Narratives of Place, Experience, and Identity - Room N927, Ross
2:00 p.m. - PhD Defence - [Graduate Program in Social and Political Thought] William Conklin will defend his dissertation titled "The Legal Language of Authority" - York Room (N927), Ross

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than September 15, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counselor: Karen Wright

Student Programs Secretary - Office of Student Programs, Education [Hours: 8:30 a.m.-4:30 p.m., occasionally 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years related experience (e.g., secretarial, handling enquiries, preparing materials, etc.); typing 40-45 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing; on-line data entry and retrieval skills on a student records system preferred or willingness to learn; good organizational skills, including ability to set priorities and meet deadlines; attending accurately to detail; good oral communication to provide detailed information and answer enquiries in a clear and concise manner; working cooperatively and effectively with co-workers; exercising tact and diplomacy; maintaining confidentiality crucial)

BAND: 4 Provisional ($27,691) JOB NO: 168C (Re-advertising of JOB NO 086K)

Exit Control Clerk - Law Library [Sessional: September 1 - April 30; Hours: 35 hours per week over a 2 week shift as follows: Week 1: Sun: 1:00 p.m.-9:00 p.m.; Mon., Tues.: 8:00 a.m.-4:00 p.m.; Wed, Thurs.: 2:00 p.m.-10:00 p.m.; Fri, Sat: off; Week 2: Sun: 1:00 p.m.-9:00 p.m.; Mon, Tues.: 8:00 a.m.-2:00 p.m.; Wed, Thurs.: 4:00 p.m.-10:00 p.m.; Fri: off; Sat: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; 1 year related experience (e.g., security, cash handling, clerical, etc.), including front-line public service; good oral communication skills; tact and diplomacy; ability to work calmly and effectively while under pressure; accuracy with figures and handling cash; ability to perform different functions simultaneously; sense of responsibility; ability to operate photocopyers; manual dexterity; ability to lift heavy boxes.)

BAND: 4 (Based on an annual salary of $27,691) JOB NO: 169C
Administrative Assistant - Office of the Assistant Vice-President, Business Operations [Temporay from September 28, 1992 to April 2, 1993; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; some post-secondary bookkeeping or accounting courses preferred; typing 35-40 wpm, accurate essential; pleasant telephone manner; demonstrated skill/ability in the following areas: wordprocessing and computerized spreadsheets; budgetary work; handling figures with attending to detail; good oral and written communication skills; dealing courteously and effectively with people; tact and diplomacy; interpersonal; excellent organizational skills; including flex time, setting priorities and working independently; exercising judgement and initiative.) BAND: 7 (Based on a current salary of $31,328) JOB NO: 170C

Head, Acquisitions - Law Library [Library techniques diploma or equivalent; candidate for post-secondary education preferred; five years' library experience, preferably in law library; proven knowledge of French preferred; ability to work in a group management setting; demonstrated skill/ability in the following areas: supervisory, organizational, problem solving and budgetary/financial management skills; good oral and written communication skills. Please submit a resume when making an application.) P&M 4 (Under Review) ($33,339-$40,339) JOB NO: 171C

Counselor: Gina Dunnett

Student Affairs Assistant - Visual Arts, Fine Arts [Temporay to May 31, 1993; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some post-secondary courses preferred; 2 years' related experience (e.g., academic advising, counselling, admissions, enrolment, etc.) in a university environment; typing 40-45 w.p.m. accuracy essential; demonstrated skill/ability in the following areas: wordprocessing; data entry and retrieval on an on-line records system; dealing calmly, courteously and effectively with people; effective interpersonal skills; excellent oral and written communication skills. Please submit a resume when making an application.) BAND: 4 (Based on an annual salary of $30,065) JOB NO: 172D

Technical Coordinator - Visual Arts, Fine Arts [Sessional: August 15 to May 15, Hours: 8:30 a.m.-4:30 p.m.] with possible flexible time during academic term depending on class schedules (e.g. 9:30-5:30 p.m.) (Completed post-secondary education in visual arts with concentration in design, graphic design/visual communication design in microcomputers, or equivalent; 2 years' related experience (e.g., handling and operating CAD equipment); 1 year's experience with an automated system and training on use of equipment, inventory and scheduling, etc.; demonstrated working knowledge of Macintosh computer and applications programs relevant to design; knowledge of technical equipment and computer applications including statistics and the use of word processors and other software packages; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people; maintaining confidentiality and providing information and answering enquiries in a clear and concise manner; assessing and recommending software for computer systems; interpreting computer printouts and files; attending accurately to detail and working quickly under pressure of high volume; excellent organizational skills including ability to work independently, set priorities and meet deadlines; good written communication skills. Please submit a resume when making an application.) BAND: 13 (Based on an annual salary of $40,836) JOB NO: 173D

Technical Support/Computing Services [Sessional: August 15 to May 15, Hours: 8:30 a.m.-4:30 p.m. with possible flexible time during academic term depending on class schedules (e.g. 9:30-5:30 p.m.) (Completed post-secondary education with emphasis on Macintosh computer applications and fine arts, or equivalent; 2 years' related micro/mainframe experience (e.g., equipment maintenance, demonstrating skill/ability in the use of equipment and scheduling, etc.); including knowledge of the fine arts, preferably in a post-secondary environment; demonstrated working knowledge of various fine arts computer applications, including software and hardware (i.e. sound digitizers, scanners, CD-ROMS, video disk players, VCRs, mid工作站, plotters, video equipment and CCD projection devices, music samplers, keyboards, etc.); digital signal processing, graphics, computer-aided design, computer-aided animation, etc.; demonstrated skill/ability in the following areas: dealing calmly, courteously and effectively with people; clearly explaining and demonstrating equipment use and software procedures; accurate inputting and retrieving of information and answering and summarizing information in a clear and concise manner; excellent organizational skills, including ability to work independently and set priorities. Please submit a resume when making an application.) BAND: 13 (Based on an annual salary of $40,836) JOB NO: 174D

Problem Area 1 - Help Services, Computer and Communications Services [Temporay to April 13, 1993; Part time 28 hours per week Tuesday-Saturday; Hours of Work 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. (University degree in computer science or equivalent combination of post-secondary courses and experience in computing industry; minimum 1 year's experience in an user support role; clear and concise oral and 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 to detail; good organizational skills. Basic knowledge of: a wide variety of languages (e.g., PUL, FORTRAN, C, C++, etc.); business applications (e.g., Novell, Argus); intermediate knowledge of a scientific language (e.g., Fortran, PL/1); a business language (e.g., COBOL, BASIC); a statistical language (e.g., SAS, Minibit); 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., Microsoft, etc.) Communication hardware (e.g., Data Communications Utilities, etc.) Knowledge of word processing, scripting, graphical, microcomputer concepts, fundamentals, and related software. Please submit a resume when making an application.) BAND: 9 Provisional (Based on an annual salary of $34,113) JOB NO: 175D

Counselor: Paula Coffey

Night Facilities Coordinator - Athletics, Glendon College [Hours: Monday-Thursday: 3:30 p.m.-11:30 p.m. Friday: 12:00 p.m.-8:00 p.m.] (Community College diploma or equivalent; some related courses in Physical Education/Athletics required; minimum 1 year's related experience (e.g., providing customer service, sales, supervision, etc.), preferably in a service oriented environment; database management skills; Bilingual (English/Mandarin Chinese, etc.); Computer literacy (CPFR certificate preferred or must be obtained before 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 ($37,225) JOB NO: 176G

Drew Richards

Records Clerk - Employee Records, Human Resources [Temporay to November 27, 1992; Hours: 8:30 a.m.-4:30 p.m. (High school graduation or equivalent; 1-2 years experience with an automated HR/Payroll system in a computerized records area; typing 30 w.p.m., accuracy essential; demonstrated skill/ability in the following areas: maintaining confidentiality and providing information in a clear and concise manner; good organizational skills.) GRADE: CEYU 3 Provisional (Based on an annual salary of $26,084) JOB NO: 177D

Records Clerk - Employee Records, Human Resources [Temporay to November 27, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 1-2 years' experience with an automated HR/Payroll system in a computerized records area; typing 30 w.p.m., accuracy essential; demonstrated skill/ability in the following areas: maintaining confidentiality and providing information in a clear and concise manner; good organizational skills.) GRADE: CEYU 3 Provisional (Based on an annual salary of $26,084) JOB NO: 177D

Employee Services - Employee Services, Human Resources [Temporay to April 30, 1993; Hours: 8:30 a.m.-4:30 p.m.] (Community college certificate in personnel management or equivalent; minimum 3 years' related personnel experience with emphasis on the employment area, preferably in a unionized environment; wordprocessing skills required; effective interpersonal skills, including sensitivity to employment issues; tact and diplomacy; demonstrated skill/ability in the following areas: coping effectively in a high volume environment with strong service orientation; attending accurately to detail; interviewing; exercising good judgement and initiative; dealing courteously and effectively with people; excellent oral and written communication skills; excellent organizational skills. Please submit a resume when making an application.) GRADE: CEYU 7 (Based on an annual salary of $37,452) JOB NO: 179H
INFORMATION SESSION

on

The International Space University (ISU)

Members of the York University community are invited to an information session at:

4:00 pm - 6:00 pm
Tuesday, September 15, 1992
Vari Hall, Lecture Hall C

The Institute for Space and Terrestrial Science (ISTS) has been co-ordinating a bid to have the permanent campus of the International Space University located in Ontario at a site on the campus of York University. At present, the ISTS bid is on the ISU short-list along with bids from France and Japan.

As the possible association of ISU with York University raises a number of issues, there is a need for the community to be informed and for the regular processes of the Senate, the Board and the administration to be engaged to review them. This information session is being sponsored by the Senate to ensure that members of the community have access to information about the bid and as a means for informing members of Senate committees about the issues.

A draft report of an ad hoc working group of Senate’s Academic Policy and Planning Committee will be circulated at the information session as means of informing the community of the process which Senate will pursue in reviewing York’s possible association with ISU.

Stuart Robbins
Chair of Senate
GENERAL:

PARKING ON CAMPUS?

Each year, as the University population increases, so does the demand for parking spaces. To maximize scarce parking spaces, here are some parking tips:

- For an extra dollar, save half the cost of a regular parking decal by sharing a multi-vehicle pass with a friend or colleague.
- Car Pool areas are available in Lots 5A, 6A, and 8A.
- Lots 1A and 8A have been expanded to accommodate more vehicles.
- A newly constructed overflow lot, 9A (east of Lot HH on Fine Arts Rd.), is a cash only lot.
- Lot JJ (between East and West Office Bldgs.) is a short-term or meter parking lot.
- Lots 1A, 1B, and 3A are designated as decals only lots for the convenience of university parking decal holders.

CALLING ALL CANVASSERS: This year's United Way Campaign kicks off on October 5 and promises to be our biggest campaign ever – but then the needs in our community are greater than ever. The Campaign Committee is looking for 200 faculty and staff members to help canvas their colleagues for the United Way. If you want to help make a difference in your community, be a canvasser this year. Call the Community Relations Office at -55010.

Members of the York community are asked to note that Metro Road and Transportation will commence the widening of Steeles Avenue (between Jane and Keele Streets) on September 17. 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.

As part of its 150th anniversary celebrations, the Geological Survey of Canada has prepared an exhibit to illustrate some aspects of the history and evolution of geological maps of Canada. A number of maps from the collection will be on display in the Map Library (Room 102, Scott) from September 14 to 28.

The Office for Persons with Disabilities requires volunteers to assist students with reading, mobility, library help, reader-taping, notetaking and exam proctoring. Times are flexible. Interested persons who can spare one to three hours per week, is asked to call -55140 or visit the OPD in Room 109, Central Square.

The Osgoode Decanal Search Committee invites nominations and applications from members of the York community for the position of Dean of Osgoode Hall Law School. Candidates for Dean should have the academic qualifications and administrative experience which will enable them to provide leadership in the teaching, research and community service programs of the school, and to assume responsibility for the school's budget and general administration. The appointment is for five years, beginning July 1, 1993. All correspondence will be treated confidentially and nominees will be consulted prior to any action being taken. All correspondence should be submitted by October 15, 1992 to Susan Herbertson, Secretary, Osgoode Decanal Search Committee, 3834, Ross.

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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.

Members of the York community are asked to note that the Parking Office (D37, EOB) will be open as follows from September 8 to 24:
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Recreation York will offer free aquacize classes on September 8, 14 and 16 from 12:15 to 12:45 p.m. Staff/faculty purchasing coupons before September 18 are entitled to three free coupons. Lifestyle programs begin September 21. Please note that spring/summer coupons are non-transferable.

A Weight Watchers' Information Session will take place September 30 at 12:00 noon in Room S752, Ross. A minimum of 25 registered people will be required to begin a ten-week session. For further information, call -33069 or -77079.

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.
GENERAL (cont'd.)

CIDA/CDCS Competition: The University has been asked to submit no more than two projects for consideration in the 1992 CIDA/CDCS 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 109, Steacie. The deadline date for applications reaching York International is September 18, 1992.


EVENTS:

MONDAY, SEPTEMBER 14
1:30 p.m. - MA Defence: [Graduate Program in Social Anthropology] Terri Cundy Alhoshi will defend her thesis titled The Best Place To Be: Keepin' Cowboy' through narratives of place, experience, and identity - Room N927, Ross (Note: The defence had been previously been advertised as taking place September 11)

TUESDAY, SEPTEMBER 15
4:00 p.m. - Information Session on the International Space University (ISU) - The Institute for Space and Terrestrial Science (ISTS) has been coordinating a bid to have the permanent campus of the International Space University located in Ontario at a site on the campus of York University. At present, the ISTS bid is on the ISU short-list along with bids from France and Japan - Lecture Hall "C", Vari Hall

WEDNESDAY, SEPTEMBER 16
2:30 p.m. - Computer Science Seminar - "Moveable Separability of Objects in Two and Three Dimensions" with Prof. Godfried T. Toussaint, McGill University - Room S174, Ross
3:30 p.m. - Memorial Service - [Faculty of Administrative Studies] for Prof. Stanley L. Warner - colleagues and friends are invited to attend - for further information call -55070 - Scott Religious Centre (the Stanley L. Warner Scholarship fund has been established to benefit undergraduate students in the Faculty of Arts and the Faculty of Administrative Studies)

THURSDAY, SEPTEMBER 17
4:00 p.m. - Philosophy Seminar - "Doxastic Capacity and Implicit Belief" with Susan Dywer, McGill University - Room S427, Ross

FRIDAY, SEPTEMBER 18
11:00 a.m. - LLM Defence - [Graduate Program Law] Lynda Covello will defend her thesis titled "Mythologies of Law: A Postmodern Assessment" - Room 415, Osgoode

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than Sept. 21, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Immarot Dutley
*Financial Planning Officer, Office of the Vice President (F&A) and Vice President (IA) Reporting to the Vice President (Finance and Administration) and Vice President (Institutional Affairs), the Financial Planning Officer must possess a proven ability to exercise sound judgement, tact and initiative; commitment to providing a high level of service to the University community; basic computer skills, including computerized spreadsheet experience. Please submit a resume when making an application.) P&M (Ungraded) (Salary range $60,000-$70,000) JOB NO: 1808

*Coordinator, Student Security & Parking - Security & Parking Services [Part-time regularly scheduled for between 24 and 32 hours per week] (University degree or equivalent; 2-3 years' related experience, including minimum 1 year's supervisory experience, preferably in a university environment or public service area; proven facilitative leadership, personnel and financial management skills; excellent organizational skills; effective oral and written communication skills; demonstrated ability to exercise sound judgement, tact and initiative; commitment to providing a high level of service to the University community; basic computer skills, including computerized spreadsheet experience. Please submit a resume when making an application.) P&M (Ungraded) JOB NO: 181C

*Event Manager, Parklife 92/93 - Security & Parking Services [Full-time: Mon-Thurs., 8:45-10:45 p.m.] (High school graduation; 1 year's related work experience; minimum 1 year's experience working with students, housekeeping and groundskeeping; strong interpersonal skills; attention to detail; ability to respond to a variety of situations; demonstrated ability to work under stress; excellent written and verbal communication skills; excellent organizational and presentation skills; exemplary attendance; salary range $23,000-$28,000) JOB NO: 182B

Counsellor: Dawn Richards

*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 with secretarial training or equivalent; legal secretarial training an asset; minimum three years' related secretarial experience (e.g. legal, administrative, etc.); responsible for the production, filing and distribution of correspondence; ability to type at high speed; accuracy and dependability; proven ability to work as part of a team; ability to work carefully and efficiently; ability to deal accurately with confidential and sensitive information; excellent organizational and problem-solving skills; CEFU 6 (Based on annual salary of $32,456) JOB NO: 183H (Previously posted as JOB NO: 162H)
GENERAL:

Each year, as the University population increases, so does the demand for parking spaces. To maximize scarce parking spaces, here are some parking tips:

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- Car Pool areas are available in Lots 5A, 6A, and 8A.
- Lots 1A and 8A have been expanded to accommodate more vehicles.
- A newly constructed overflow lot, 9A (east of Lot HH on Fine Arts Rd.), is a cash only lot.
- Lot JJ (between East and West Office Bldgs.) is a short-term or motor parking lot.
- Lots 1A, 1B, and 3A are designated as decal only lots for the convenience of university parking decal holders.

CALLING ALL CANVASSERS: This year’s United Way Campaign kicks off on October 5 and promises to be our biggest campaign ever – but then the needs in our community are greater than ever. The Campaign Committee is looking for 200 faculty and staff members to help canvass their colleagues for the United Way. If you want to help make a difference in your community, be a canvasser this year. Call the Community Relations Office at 55010.


Members of the York community are asked to note that a momentary power interruption will take place September 26 and 29 between 6:00 and 8:00 a.m. The following buildings will be affected: McLaughlin College and Residence, Farquharson, Petrie, WOB, Tait McKenzie, Ice Arena, Stong College, Booth Centre and Residence, Calumet College and Residence, and Metro Track and Field Centre.

The Department of Physical Resources wishes to inform the York community that its Office Fine Paper Recycling Program can now accept coloured, office, fine paper. This includes coloured note pads, "message for" notes, and manilla envelopes (without plastic windows or gummed labels). Please remember that "post-it" notes, carbon paper, glossy magazines, fax paper, file folders, paper cups and lunch bags are still not acceptable in the fine paper recycling program. For further information please call Paul Mayol at the University’s Waste Reduction Helpline at 40444.

Correction to Food Services’ Hours - 1992/93 Academic Term Schedule: Please note that Tim Hortons (Curits outlet) is open Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 3:00 p.m. They are closed Saturday and Sunday. Tim Hortons (Central Square outlet) is open Monday-Thursday, 7:30 a.m.-9:00 p.m.; Friday, 7:30 a.m.-5:00 p.m.; Saturday and Sunday, 8:30 a.m.-5:00 p.m.

Glendon Bookstore Hours (September 21-27): Monday-Thursday, 9:30 a.m.-7:00 p.m.; Friday, 9:30 a.m.-5:00 p.m.; Saturday and Sunday, closed.

Adult Children of Alcoholics - The Counselling and Development Centre is offering a group program that will focus on identifying and understanding the problems of growing up in an addicted family. For information or to register, call 55207 or drop by Room 145, Behavioural Sciences. The group will meet each Wednesday from 3:00 to 4:30 p.m.

Art Galleries/Displays: The AGYU presents an exhibition of sculpture by Cristina Iglesias. The exhibition opens September 23 at 6:00 p.m. and continues until November 1. For gallery hours, call 55169.

- The Glendon Gallery presents a mixed media exhibition by Tony Urquhart until October 15. For gallery hours, call 487-6721.

The Institute for Social Research’s Statistical Consulting Service will offer the following courses this Fall: Data Analysis and Statistical Graphics Using 'S' (beginning October 1), Introduction to SAS and PC/SAS (beginning October 9), Introduction to SPSS and SPSS/PC+ (beginning October 7), and Graphical Statistical Models: With Special Application to Contingency Table Analysis (beginning October 19). Please call Anita Valencia at 55061 for registration information.

As part of its 50th anniversary celebrations, the Geological Survey of Canada has prepared an exhibit to illustrate some aspects of the history and evolution of geological maps of Canada. A number of maps from the collection will be on display in the Map Library (Room 102, Scott) from September 14 to 28.

The Office for Persons with Disabilities requires volunteers to assist students with reading, mobility, library help, reader-taping, notetaking and exam proctoring. Times are flexible. Interested persons that can spare one to three hours per week, is asked to call 55140 or visit the OPD in Room 103, Central Square.

The Osgoode Decanal Search Committee invites nominations and applications from members of the York community for the position of Dean of Osgoode Hall Law School. Candidates for Dean should have the academic qualifications and administrative experience which will enable them to provide leadership in the teaching, research and community service programs of the school, and to assume responsibility for the school’s budget and general administration. The appointment is for five years, beginning July 1, 1993. All correspondence will be treated confidentially and nominees will be consulted prior to any action being taken. All correspondence should be submitted by October 15, 1992 to Susan Herbst, Secretary, Osgoode Decanal Search Committee, S634, Ross.
EVENTS:

MONDAY, SEPTEMBER 21
8:00 p.m. - Badminton Tourney - Tait McKenzie Centre

TUESDAY, SEPTEMBER 22
12:00 noon - Broeneig Seminar Series - [Centre for Refugee Studies] "Refugee Crisis in Africa with Special Reference to Kenya" with Ogena Ottunu - Conference Room (300), York Lanes
1:00 p.m. - MA Defence - [Graduate Program in Geography] Judy Bates will defend her thesis titled "Home Left Me: Shelter Users Among Toronto's Homeless Youth" - Room N401, Ross
8:30 p.m. - Badminton Tourney - Tait McKenzie Centre

WEDNESDAY, SEPTEMBER 23
12:00 noon - Inaugural Pierre Genesee Memorial Lecture - [Osgoode Hall Law School] "The Current Constitutional Debate" by The Hon. Peter Lougheed, former Premier of Alberta - Opening remarks by Mr. Justice John Sopinka, Supreme Court of Canada - Moot Court, Osgoode Hall Law School
1:00 p.m. - Dlir Defence - [Graduate Program in Law] Hualing Fu will defend his thesis titled "Formalizing Popular Justice, Police and Community in Post-Mao China" - Room 315, Osgoode Hall Law School
4:00 p.m. - Philosophy Seminar - "Feminism and the Self" with Marry Joy, Religious Studies, University of Calgary - Room S427, Ross
8:00 p.m. - Badminton Tourney - Tait McKenzie Centre

THURSDAY, SEPTEMBER 24
4:00 p.m. - Senate Meeting - Senate Chamber (S915), Ross
8:00 p.m. - Yeowomen Volleyball Tournament - Tait McKenzie Centre
8:00 p.m. - Merle Shain Memorial Lecture - [Osgoode Hall Law School] "The Men's Movement and the Frontlalsh Against Feminism" - Moot Court, Osgoode Hall Law School

FRIDAY, SEPTEMBER 25
4:30 p.m. - Yeowomen Field Hockey - York Yeowomen vs. Western - Lamport Stadium
5:00 p.m. - Launching of Essays - Roesann Runte, Principal of Glendon; Agnes Whilfield, Director of the School of Translation; and Jacques Cotram, Director of French Studies will launch Paroles Rebelles, a collection of essays edited by Marguerite Andersen and Christine Klein-Lataud, with the participation of Sylvia Arendt, Jane Coachman and Marie-France Silvero to be held in the presence of Suzanne Giroud and Rachel Bedard, Directors of the publishing company, Edition du remue-mange - RSVP to 487-6742/677-6719 - Principal's Apartment, Glendon Hall

SATURDAY, SEPTEMBER 26
10:00 a.m. - Yeomen Tennis - Brock & Western - Tait McKenzie Centre
1:00 p.m. - Yeomen Rugby - York Yeomen vs. Laurier - York Field
2:00 p.m. - Yeomen Football - York Yeomen vs. Windsor - Esther Shiner Stadium

SUNDAY, SEPTEMBER 27
1:00 p.m. - Yeowomen Soccer - York Yeowomen vs. Queen's - York Field

STAFF POSITIONS:
Applications for internal transfers/promotions should reach Human Resources no later than Sept. 28, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Assistant Security Supervisor - Security & Parking Services (4 positions) - Graduation from a community college security/law enforcement program or equivalent; must be willing to undertake specialized training as required; minimum 5 years' related experience in a university or college security environment, including a minimum of 3 years' practical experience and training in a military or police environment; demonstrated skill/ability in the following areas: effective interpersonal skills; flexibility; exercising tact and diplomacy; good listening skills; exercising good judgment, honesty and integrity; ability to manage and lead personnel in their areas of responsibilities; a sound knowledge of patrolling activities, crime prevention, investigative techniques, physical security, disaster preparedness and traffic control techniques; excellent oral and written communication skills; commitment to providing a consistently high level of service to members of the community; working knowledge of PC or willingness to learn; valid Canadian Driver's Licence. Defensive Driver Course (DDC) and First Aid Certificate. Please submit a resume when making an application.) BAND: P&M (Ungraded) JOB NO: 184C, 185C, 186C, 187C

Microcomputer Trainer/Administrator - Staff Development, Human Resources [Hours: 8:30 a.m.-4:30 p.m.] (Some post-secondary courses in adult training and/or knowledge of computer systems, or equivalent; 3 years' related experience (e.g., training, program design, course administration, etc.); working knowledge of a variety of a hardware and software applications (i.e. wordprocessing, computerized spreadsheets, databases); working knowledge of local area network operations; effective interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: assessing learning needs; designing programs; delivering and evaluating training sessions, preferably in adult education; working effectively with individuals at all levels within the organization; excellent organizational skills, including ability to work independently; good problem solving skills; excellent oral communication skills, including making presentations; good written communication skills. Please submit a resume when making an application.) BAND: 9 Provisional ($34,113) JOB NO: 188C

Assistant in the Office of the Associate Dean (Research), Administrative Studies [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation plus one year university education or equivalent; 3 years' related experience (e.g., administrative, assembling and analyzing information, committee work, desk top publishing, etc.); preferably in a university environment; typing 50-55 wpm, accuracy essential; demonstrated skill/ability in the following areas: proficiency in wordprocessing, database management, computerized spreadsheets and desktop publishing; minute taking skills; budgetary skills; excellent oral communication skills to elicit accurate information and answer detailed questions in a clear and concise manner; excellent written communication skills; excellent layout skills for newsletter, etc.; researching and analyzing data and information; effective interpersonal skills; dealing courteously and effectively with people; exercising tact and diplomacy; excellent organizational skills, including ability to work independently and set priorities; attending accurately to detail; working accurately under pressure of high volume and changing priorities; exercising initiative and good judgement. Please submit a resume when making an application.) BAND: 7 Provisional ($31,328) JOB NO: 189H

Counselor - Susan Laroue Student Programs Clerk - Office of Student Programs, Education [Hours: 8:30 a.m.-4:30 p.m. or 9:00 a.m.-5:00 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., answering enquiries, handling enrolment/registration, secretarial, etc.); preferably in a student service area; typing 35-40 wpm; wordprocessing skills and data entry skills required; knowledge of student records system required; pleasant telephone manner; 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; working accurately and effectively under pressure of high volume; good organizational skills.) BAND: 5 ($28,863) JOB NO: 190L
GENERAL:

Traffic Woes: The province has suddenly made funds available for the widening of Steeles Avenue. Unfortunately, there are severe time-limits attached to the funding. Steeles Avenue will be an area to avoid for the rest of the construction season. Other construction areas such as Shoreham Drive, which was originally scheduled to be completed at the end of September, should now be completed by mid-October because of rain delays. The campus is also being inundated with "non-community commuters" trying to avoid the traffic congestion off-campus. To help this unfortunate situation, Metro has opened the Pond Road intersection at Keele Street. Access is as follows: 1) In-going right turn onto Pond Road for southbound Keele Street traffic; 2) Out-going right turn from Pond Road for traffic southbound on Keele Street; and 3) In-coming left turn across median for northbound Keele Street traffic. The traffic signals around the campus have been adjusted to favour traffic moving on and off the campus at Keele and Cansoarc, at Finch (the left signal on Sentinel has been increased from 8 to 20 seconds), Founders and Steeles (the advanced green has been extended considerably in an effort to ease the Keela-Steeles gridlock that was occurring), and the green signal from Shoreham at Jane has been extended from 25 to 34 seconds. This intersection does not have the equipment to permit an advanced green for left turns, but Metro may have it installed. Metro is open for other suggestions. Please call the Construction Hotline at 55445.

United Way

CALLING ALL CANVASSERS: This year's United Way Campaign kicks off on October 5 and promises to be our biggest campaign ever - but then the needs in our community are greater than ever. The Campaign Committee is looking for 200 faculty and staff members to help canvass their colleagues for the United Way. If you want to help make a difference in your community, be a canvasser this year. Call the Community Relations Office at 55010.

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Health & Wellness York will present "Health Awareness Day" (in conjunction with National AIDS Awareness Week) on October 5 in the West Bear Pit, Central Square. Information will be available on the following: Alcohol, AIDS, Fitness, Nutrition, Smoking, Recreation York, Sexually Transmitted Diseases, and Student Safety on Campus.

Auditions for "Who's Afraid of Virginia Woolf," which will be performed at York in March 1993, will be held as follows: Saturday, October 3, 12:00 noon-6:00 p.m. at the Equity Scenespace (Room 291, Dufferin), and October 5, 9:30 a.m.-6:00 p.m. at the Centre for Film & Theatre (Room 139). Roles available are Martha (a boisterous, middle-aged woman), and George (her middle-aged husband). A photo and resume are required. To schedule an appointment or for further information, call 33005.

All Libraries will be closed Thanksgiving Monday, October 12. The Libraries will be open regular hours on October 10 and 11.

York Campus Bookstore Hours (September 28-December 12): Monday-Thursday, 9:00 a.m.-7:00 p.m.; Friday, 9:00 a.m.-5:00 p.m.; and Saturday, 10:00 a.m.-3:00 p.m. **NOTE: The Bookstore will be closed Thanksgiving Monday, October 12**

Glendon Campus Bookstore Hours (September 28-December 20): Monday and Thursday, 9:30 a.m.-7:00 p.m.; Tuesday, Wednesday and Friday, 9:30 a.m.-5:00 p.m.; Saturday and Sunday (closed).

The Office of Research Administration reminds faculty members that the deadline for letters of intent for a research grant under the Tri-Council (SSHRC, NSERC, and MRC) Green Plan Program is December 15. The full application is due October 15. ORA is compiling a list of York faculty members who might be interested in preparing a letter of intent. For information call 55055 (E-mail: RESEARCH@VM2.YORKU.CA) by October 15. ORA will be extending its office hours for the weeks of October 5 and 12 to assist faculty members who are preparing their grant applications with Foundation deadlines. The office will be open 8:30 a.m.-6:00 p.m. from October 5-6, and October 13-14.

The Staff Development Office wishes to inform all YUSA and CEYU employees that spaces are still available for the October 20th session of "Managing Change." For further information, please refer to the Initiatives program calendar, or call -22957.

A reception will be held to honour Harvey Donaldson who is retiring from York Security. The reception will be held Wednesday, October 7 at 3:30 p.m. in the Atkinson cafeteria. Contributions towards a gift may be forwarded to Joanne Bailey, Room 203, EOB. Please RSVP to -55330.

Members of the York community are asked to note that L'Echaim Dell in Winters College will be closed for the Jewish Holy Days as follows: September 28, 29, October 7, 12 and 13 (all day); and October 6 from 1:00 p.m.

EVENTS:

MONDAY, SEPTEMBER 28
9:30 a.m. - 4:45 p.m. - Hong Kong Festival - [Joint Centre for Asia Pacific Studies] featuring a workshop titled "Education Connections: Hong Kong and Canada" - for information call 55784 - Governing Council Board Room, Simcoe Hall, University of Toronto

TUESDAY, SEPTEMBER 29
9:30 a.m. - 12:45 p.m. - Hong Kong Festival - [Joint Centre for Asia Pacific Studies] continuation of the workshop titled "Education Connections: Hong Kong and Canada" - Conference Room, York Lanes

12:00 noon - Brownbag Seminar Series - [Centre for Refugee Studies] "Reflections on the Field Research in Ethiopia" with Yohannes Gebreselassie - Conference Room (960), York Lanes

4:00 p.m. - Physics & Astronomy Seminar - "Photoltonization in Superintense Laser Fields" with Dr. Marko Horbach - Room 317, Petrie

WEDNESDAY, SEPTEMBER 30
9:30 a.m. - 4:30 p.m. - Hong Kong Festival - [Joint Centre for Asia Pacific Studies] featuring a workshop titled "Societal Issues in Hong Kong" - Conference Room, York Lanes

12:00 noon - Weight Watchers' Information Session - a minimum of 25 people will be required to begin this ten-week session - for information, call -33098 or -77079 - South Portable 100

3:30 p.m. - Computer Science Seminar - "Computational Models of Robot Dynamics" with Prof. R.E. Ellis, Queen's University - Room 317, Petrie

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

8:00 p.m. - Yeowomen Volleyball Tournament - Tait McKenzie Centre
THURSDAY, OCTOBER 1
3:00 a.m. - 4:30 p.m. - Hong Kong Festival - [Joint Centre for Asia Pacific Studies] 9:30 a.m.-12:45 p.m. - continuation of the workshop titled "Societal Issues in Hong Kong" - Governing Council Board Room, Simon Hall, University of Toronto; 9:30 a.m.-4:30 p.m. - Focus Workshop: "Political Transition in Hong Kong" - Room 2005, York Lanes
3:00 a.m. - MSc Defence - [Graduate Program in Exercise and Health Science] Michelle Marie Dionne will defend her thesis titled 'Feminist Ideology as a Predictor of Body Dissatisfaction in Women' - Room N2927, Ross
4:00 p.m. - FGS Council Meeting - Senate Chamber (S193), Ross
5:00 p.m. - Yemen in the History of Economic Thought - 'Atomic Versus Organicism in Economics' with York Prof. Ted Winlow - Room 1063, Var Hall
8:00 p.m. - Yeowomen Volleyball Tournament - Tait McKenzie Centre
FRIDAY, OCTOBER 2
9:30 a.m. - 3:30 p.m. - Hong Kong Festival - [Joint Centre for Asia Pacific Studies] 'Canada and Hong Kong: Legal Issues Workshop' - for information call 55784 - Conference Room (3rd Floor), York Lanes
1:00 p.m. - MSc Defence - [Graduate Program in Computer Science] Yuyan Liu will defend her thesis titled 'A Performance Study of Interleaved Video' - Room 2183, Var Hall

SATURDAY, OCTOBER 3
1:00 p.m. - Yeowomen Soccer - York Yeowomen vs. Carlton - York Field
3:00 p.m. - Yeomen Soccer - York Yeomen vs. Carlton - York Field
5:30 p.m. - Yeomen Hockey Tournament - York Ice Arena
8:00 p.m. - Yeowomen Volleyball - York Yeomen vs. York Alumni - Tait McKenzie Centre
SUNDAY, OCTOBER 4
11:30 a.m. - Yeomen Hockey Tournament - York Ice Arena
1:00 p.m. - Yeowomen Soccer - York Yeomen vs. Laurentian - York Field
MONDAY, OCTOBER 5
10:00 a.m. - MSc Defence - [Graduate Program in Education] Judith Dunbar will defend her thesis titled 'An Adult Literacy Model Developed from Comparing the Ideology of Paulo Freire to Four National Literacy Networks' - Room N2927, Ross
1:00 p.m. - MSc Defence - [Graduate Program in Biology] D.R. Brian Gordon will defend his thesis titled 'Presence of and a Possible Neural Role for Protein Kinase C in the Cestode Hymenolepis diminuta' - Room 320, Farquharson

STAFF POSITIONS:
Application for internal transfers/promotions should reach Human Resources no later than Oct. 5, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Councilor: Irene Wright

Storekeeper - Technical Services, Pure and Applied Sciences [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] [High school graduation or equivalent; course in Chemistry or Electronics preferred; WHIMIS Bill 79 and Transportation of Dangerous Goods Training preferred or willingness to learn; 2 years' inventory control experience in a related area, including experience in procurement and accounting processes; knowledge of personal computers; knowledge of electronic supplies; demonstrated skill/ability in the following areas: handling of chemicals and compressed gases; good oral communication skills to elicit accurate information and answer enquiries in a clear and concise manner; dealing courteously and effectively with people; excellent organizational skills, including ability to work independently; ability to lift and transport heavy objects in excess of 100 lbs; working accurately with figures; attending accurately to detail; ability to operate warehouse equipment. Please submit a resume when making an application.] BAND: 8 [Salary $32,643] JOB NO: 191C

Councilor: Gene Dunbar

Computer Equipment Support Technician - Computing Services - [Hours: 8:30 a.m.-4:30 p.m.] [High school graduation and some post-secondary courses in microcomputer hardware and software, or equivalent; minimum one year's experience in microcomputer support and hardware installation; basic skill in diagnosing and troubleshooting terminals, printers and microcomputers; knowledge of administration and computer science; proven computer skills; knowledge of microcomputer software installation and troubleshooting; knowledge of CD-ROM applications preferred; good analytical and problem solving skills; good oral communication skills to interpret and communicate technical information; ability to deal cooperatively and effectively with people; valid Ontario driver's licence required. Intermediate knowledge of communications software, MIS/PC/DOS, microcomputer equipment troubleshooting, networking (e.g. mainframe-XT/AT, TCP/IP), microcomputer disk installation and maintenance, microcomputer logic board installation; Basic knowledge of: a variety of software, including microprocessor applications software (e.g. WordPerfect), spreadsheet applications software (e.g. Lotus), maintenance utilities, MIS/PC/DOS batch routines, local area networks and associated software (e.g., IBM Token Ring, Novell Netware); UNIX. Please submit a resume when making an application.] BAND: 8 Provisional [Salary $32,643] JOB NO: 192D

Councilor: Dawn Richards

*Secretary - Office of the Associate Vice-President (Research) [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; 2 years' related experience (e.g., typing, word processing, filing, etc.); typing 45-50 wpm, accuracy essential; skill in transcribing from dictation equipment; demonstrated skill/ability in the following areas: proofreading; word processing including ability to produce a wide range of documents using a variety of functions; maintaining a filing system; working quickly and effectively with a variety of assignments; understanding pressure of high volume and changing priorities; maintaining confidentiality; attending accurately to detail; excellent communication skills including the ability to organize and compose written material; clear and effective oral communication skills; exercising tact and diplomacy; accurate spelling and grammar; good organizational skills.] GRADE: CEYU: 4 [$27,283] JOB NO: 193H

Undergraduate Program Assistant - Physical Education, Recreation and Athletics/Arts [Hours: 8:30 a.m.-4:30 p.m.] [High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., advising, dealing with student files, supervising, enrolment, etc.) preferably in a student service area; 2 years' typing experience; 45-50 wpm, accuracy essential; skill in transcribing from dictation equipment; demonstrated skill/ability in the following areas: word processing and maintaining computerized records; attending accurately to detail; training, coordinating and supervising the work of others; maintaining confidentiality; exercising tact, diplomacy, initiative and good judgement; dealing courteously and effectively with people; working independently; problem solving; exercising patience; good oral communication skills to provide information and answer detailed enquiries in a clear and concise manner; good written communication skills; good organizational skills including ability to set priorities and work effectively under pressure of high volume. Please submit a resume when making an application.] BAND: 10 [$35,648] JOB NO: 194H

*Administrative Assistant II - University Secretariat, Executive Group [Hours: 9:00 a.m.-5:00 p.m. (winter), 8:30 a.m.-4:30 p.m. (summer)] [University degree or equivalent; 3 years' administration experience (e.g., word processing, reports, etc.) in a post-secondary environment; word processing and microcomputing skills; excellent organizational skills, including ability to set priorities; excellent written communication skills, including ability to analyze, organize and present information in a clear and concise manner and to prepare statistical analysis; excellent interpersonal skills for effective liaison; knowledge of French would be an asset; demonstrated skill in determining the following areas: analyzing and providing accurate information; exercising tact and diplomacy; maintaining accurate records; working independently; minute taking; maintaining confidentiality; dealing calmly, courteously and effectively with people; research and analytical skills. Please submit a resume when making an application.] GRADE: CEYU 7 Provisional [$32,519] JOB NO: 195H

Councilor: Bruce Pratt

Faculty Secretary - Mathematics and Statistics, Arts [Hours: 8:30 a.m.-4:30 p.m. (winter), 8:30 a.m.-4:30 p.m. (summer)] [High school graduation with secretarial training or equivalent; 2 years' related experience (e.g., wordprocessing, answering enquiries, clerical, etc.) preferably in a post-secondary environment; 45-50 wpm, accuracy essential; demonstrated skill/ability in the following areas: word processing, answering enquiries, dealing with people, etc. attending accurately to detail; excellent organizational skills, including ability to set priorities and work effectively under pressure of high volume; pleasant telephone manner.] BAND: 4 [$27,691] JOB NO: 196H

*Coordinator, Student Security & Parking - Security & Parking Services [Hours: 40 hours per week] [University degree or equivalent; 2-3 years' related experience, including minimum one supervisory experience, preferably in a university environment or public service area; proven facilitative leadership, personnel and financial management skills; excellent organizational skills; effective oral and written communication skills; demonstrated ability to exercise sound judgement, tact and diplomacy; ability to work independently; ability to provide first line of service to the University community; basic computer skills, including computerized spreadsheet experience. Please submit a resume when making an application.] P&M (Ungraded) JOB NO: 197L (Re-posting of JOB NO: 181C)
FORUM
on issues relating to a potential linkage between
YORK UNIVERSITY
and the
INTERNATIONAL SPACE UNIVERSITY

Senate's Academic Policy and Planning Committee extends a welcome to interested members of the York community to a forum to raise and discuss issues relating to a potential linkage between York University and the International Space University. The forum will be held:

Date: Monday, October 5, 1992
Time: 4:00 pm to 6:30 pm
Place: Vanier College Dining Hall

Themes to be discussed will include, but will not be limited to, the following:

- The bid process and its current status
- Potential advantages/hazards for York of a relationship with ISU
- Potential advantages/hazards for Ontario in ISU
- Economic and funding issues
- Research issues and ISU research mission
- Student accessibility
- Academic linkages
- Structure and organization of ISU and non-academic linkages to York
- Collegial issues, e.g. employment status, hiring etc.
- Impact on York services
- Links with the private sector
- Other Issues

To facilitate the discussion of these themes and other questions raised at the forum, there will be a panel with members representing a cross-section of views. The Chair of Senate, Dr. Stuart Robbins will moderate the session.