WEDNESDAY, MARCH 4

For the Professional and Managerial Association is pleased to announce that this year's recipient of the P&M Service Award is Steve Dranitsaris, Executive Officer, Department of Physical Education, Recreation and Athletics. The award is made in recognition of outstanding service to the University community by a member of the P&M staff. All well-wishers are invited to a presentation reception to honor Steve on March 23 at 4:00 p.m. in the Common Room (221), Osgoode Hall Law School. President Susan Mann will present the award.

The Physical Resources Department wishes to inform the community that they have recently expanded the office fine recycling program to include additional paper products. The following paper products are now acceptable: coloured and white paper, computer print-out, fax paper, shredded paper, carbonless paper, boxboard, business cards, all non-padded envelopes, glossy paper, file folders, and kraft paper. Unsuitable items include: post-it notes, carbon paper, paper clips, hygienic paper, window envelopes, photocopier wrapper paper, gummed label envelopes, multi-layered composites paper and blue print paper.

A new brochure will be mailed out announcing the expansion of York's office fine paper program. For further information, contact Paul Mayol at 40444.

The Department of Human Resources announces the following appointments: Alex Cairik, Manager, Space Information Systems, Facilities, Planning & Management, Physical Resources, effective February 15; Leonard Pepper, Assistant Security Supervisor, Safety, Security & Parking Services, effective February 15; John Stoneman, Assistant Security Supervisor, Safety, Security & Parking Services, effective February 15; and Dave Raybould, Micro York Division Manager, Bookstore, effective February 22; Dabobor Paus, Manager, Human Resources Planning & Development, DHR, effective March 1. The following transfer/promotion has also taken place: Mary Schepers, Executive Officer, Fine Arts.

The Admissions/Liaison Office will host March Break '93 for Ontario secondary school applicants on March 16 and 17. The program will commence at 9:30 a.m. each day at Burton Auditorium. Visitors will have the opportunity to meet with faculty, staff, and students, as well as attend program sessions, special presentations, and a tour of the campus.

The Professional Development Program for the Faculty of Environmental Studies includes a special weekend retreat at the Centre of Expertise in Environmental Studies, held March 13 & 14. The program will include a roundtable on the topic of "The Future of Environmental Policy in Ontario." For further information, call 487-6710.

The Centre for International and Strategic Studies Graduate Research Assistance Fund is intended to provide funding assistance to York graduate students for the conduct of their doctoral dissertation research. The research must be in one or more of the Centre's defined research streams in international and strategic studies. Grants of up to $1,000 are available. The deadline for applications is March 31. Applications are available from Room 375, York Lanes (55158).

The York Cooperative Daycare Centre will offer a licensed March Break Camp for children ages six to nine years. The camp, located at 90 Atkinson Road will run from March 15-19 at a cost of $125, which includes field trips, daily snack, special art classes and one lunch prepared by the children themselves. For more information, call Judy or Colleen at 551-9300.


eventS:
MONDAY, MARCH 1
12:00 noon - 2:30 p.m. - 4th Annual East Asian Festival - (East Asian Studies Program/Students Association) with events as follows: 12:00 noon - Opening Ceremony featuring traditional Korean drumming, Chinese instrumentalists and a Chinese Lion Dance through York Lanes beginning at 11:30 a.m. then to the Rotunda of Vari Hall at 12:00 noon; Opening comments by York President Susan Mann; 2:30 p.m. - Martial Arts Demonstration featuring Akido and Taekwondo - Founders Dining Hall
2:00 p.m. - Economics Seminar Series - "Testing for Long-Run Neutrality" with Prof. Mark Watson, Northwestern University - Room 1063, Vari Hall
3:30 p.m. - Farewell Reception - (Staff Development Office, Human Resources and YUSA) to honour Ann Zaleshow, Coordinator of the Microcomputer Training Centre, who is leaving York on January 14 of dedicated service - those who would like to attend and/or contribute towards a farewell gift, are asked to call the Staff Development Office at -22567 - Master's Dining Room, Stong
4:30 p.m. - Public Policy Workshop - (Centre for Law and Public Policy, Faculty of Environmental Studies, and Roberts Centre for Canadian Studies) "The Politics of Urban Environmental Policy in World Cities: L.A. and Frankfurt" by Roger Kail, Faculty of Environmental Studies;
5:00 p.m. - "Affirmative Action and the Student Experience in the United States" by Michael Desautels, ArtSci 106.
6:30 p.m. - Workshop in Political Economy - (Graduate Program in Economics) "A Keynesian Approach to Currency and Exchange Rate Issues: Implications for European Monetary Union" with John Smithin, Faculty of Administrative Studies - Vari Lecture Hall 306
7:30 p.m. - Theatre Performance - Preview of "Who's Afraid of Virginia Woolf?" - produced by the Graduate Program in Theatre - admission $5 - Studio Theatre, Centre for Film and Theatre
TUESDAY, MARCH 2
12:30 p.m. - Faculty Seminar Series - (Faculty of Environmental Studies) "Eco-feminist Perspectives," with Miriam Wyman (WEED Foundation); Kate Sandlund (Arts); and Leena Forstunt and Tapanen Berman (Environmental Studies) - Room 305, Lumbard
12:30 p.m. - 3:30 p.m. - 4th Annual East Asian Festival - continues as follows: 12:30 p.m. - Beta Shoe Museum: Asian Footwear Presentation - by Mr. Jonathan Walford, Asst. Curator of the Beta Shoe Museum - Senior Common Room, Founders; 3:30 p.m. - Panel Discussion on Asian Women in Canada - "Caught Between Two Cultures" - chaired by Prof. Theresa Hyun, Vis. Prof., Humanities - Senior Common Room, Founders
4:00 p.m. - Dean's Lecture Series - (Faculty of Arts) "Gender, Power and Health: Community and Elite Interests in the Development of Women's Healthcare" by Gina Feldberg, Social Science and Centre for Health and Society - Room 5074, Ross
4:00 p.m. - MA Defence - (Graduate Program in Philosophy) Dan McIntosh will defend his thesis titled "Identity and Difference and Ontological Difference in the Later Writings of Martin Heidegger" - Room 2432, Ross
7:00 p.m. - East Asian Cultural Festival - (Stong College) featuring performances by Kang ShaoHui, dance expert from Beijing's Central Institute of Nationalities; Bena Quash, specialist in Chinese calligraphy arts; JM Kail, School of the Filipinos Martial Arts; and a Traditional Chinese Lion Dance - tickets $5 in advance or $7 at the door - for more information, call Sabina Cheung at 229-2024 - Strong Main Dining Hall
7:30 p.m. - Theatre Performance - "Who's Afraid of Virginia Woolf?" - produced by the Graduate Program in Theatre - admission $5 - Studio Theatre, Centre for Film and Theatre
WEDNESDAY, MARCH 3
12:00 noon - Healthy Living Seminar Series - (Health and Wellness Program) "High Blood Pressure: Causes, Prevention & Treatment" featuring the Canadian Heart and Stroke Foundation - for further information, call Dr. Joseph Levy at -33898 or Pat Valle at -55196 - Senior Common Room, Vanier
12:00 noon - Harry Crowe Memorial Lecture - (Centre for International and Strategic Studies) "The Modern State in the Middle East: The Need for a Human Face" by Gabriel Ben-Dor, University of Haifa and Centre for International and Strategic Studies - Room 305, York Lanes
GENERAL:

Community Scholarship Week (March 8-12): Many on-campus businesses and York suppliers will be donating a portion of their profits during Community Scholarship Week towards full tuition scholarships for students entering first year. Watch for signs indicating supporting on-campus businesses.

The Students for the Exploration and Development of Space at York University (SEDS-York) and (SEDS-Canada) will co-sponsor a two-day space conference at York. To be held on March 20 and 21 from 9:00 a.m. to 6:00 p.m., during the vernal equinox, the "Space 1993 Conference" will provide an up-to-date overview of the current status of solar system research and exploration to the general public. It will also be host to the first SEDS-Canada National Assembly. The conference features a variety of renowned speakers including TVOntario's Rick Green, SPAR Director M. Parfitt, Hubble Project Scientist Dr. Cindy Cunningham, and Dr. Bartel, who is now renewable the Algonquin Radio Observatory. Admission to the conference is $15/2 days, $10/1 day (seniors and SEDS members: $12/2 days, $7/1 day). For further information call H. Peter White at SEDS-Canada (650-8890).

Applications are invited from members of the York community for the position of Residence Tutor of Founders College. The appointment is normally for a 2-3 year term and carries a stipend of $4,500. The successful candidate will reside in an apartment in the Founders Residence. Candidates from any Faculty should have an interest in undergraduate life. Applications should be submitted no later than March 12 to Patricia Swanson, Room 217, Founders.

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The Physical Resources Department wishes to inform the community that they have recently expanded the office fine paper recycling program to include additional paper products. The following paper products are now acceptable: coloured and white paper, computer print-out, fax paper, shredded paper, carbonless paper, boxboard, business cards, all non-panpered envelopes, glossy paper, and craft paper. Unacceptable items include: post-it notes, carbon paper, cup paper, hygienic paper, window envelopes, photocopier wrapper paper, gummed label envelopes, multi-layered composite paper and blue print paper. A new brochure will be mailed out detailing the expansion of York's office fine paper program. For further information, contact Paul Mayol at -40444.

Applications are invited for the position of Academic Advisor of Calumet College. Candidates should have an interest and knowledge in under-graduate education and the development of the College's mandate in the Faculty of Arts. The tenure appointment begins July 1, 1993. Length of term and compensation negotiable. Please address all applications and/or enquiries to Prof. R. Sheese, Chair of the Search Committee, Room 321, Calumet (55134). The deadline for applications is March 22.

Art Galleries/Displays: "Arts at Large," a mega-exhibition showcasing recent work by more than 60 York Visual Arts students, is on display one evening only, Tuesday, March 8 at 6:00 p.m. at The Factory Dance Club (15 Mercer Street). Live music, cash bar. Admission is $5 at the door.
- The Arthur Haberman Art Gallery (Room 207, Founders) presents a South Asian Art Exhibition with artist Sharon Fernandez and other South Asian Women Artists on Tuesday, March 9 from 4:00 to 7:00 p.m.
- The Student Centre Art Gallery presents an exhibition of paintings and installation works by Mary Tate Scheller titled "Bringing the Gap?" The exhibition runs March 8-12 with an opening reception on March 9 at 6:00 p.m. For gallery hours, call -56101.
- The Glendon Gallery presents a mixed media exhibition featuring drawings by Beaty Popescu and sculptures by Sandra Gregson until March 18. For gallery hours, call 487-6721.

A Weight Watchers' Registration Meeting will take place March 17 at 12:30 p.m. in Room S736, Ross. A minimum of 25 people may be pre-registered in order for the next 10-week session to begin the following week. The registration fee is $120 for new members, $110 for continuing members, $100 for new students, and $90 for continuing students. For further information, call -33068 or -77079.

Applications are being accepted for the Lucille Herbert Memorial Scholarship, an award of up to $1,000 to assist any good undergraduate student in English (Arts), proposing to travel to Europe, especially France, and who has taken at least four courses in English (including current enrollment). Anyone wishing to apply should write to Prof. Anne Pilgrim, Chair, Department of English, stating present level of study; English courses taken and grades obtained; present academic plans; and object of travel. No referees. The deadline for applications is March 31 and the Department Committee reserves the right not to make an award in a given year.

The Admissions/Liaison Office will host March Break '93 for Ontario secondary school applicants on March 16 and 17. The program will commence at 9:30 a.m. each day at Burton Auditorium. Visitors will have the opportunity to meet with faculty, staff, and students, as well as attend program sessions, special demonstrations, and tours of the campus. Complimentary to the March 17 schedule will be Environmental Action Day. This year's theme is "Creating Green Communities." Approximately 40 non-profit environmental and social change groups will set up displays in York Lanes beginning at 9:30 a.m. and a panel discussion on the theme will take place at 12:00 noon in Room 306, Lumbers. For more information about March Break '93, call Sharon Harrison at -65100 and for Environmental Action Day, call Diane Zochetti at -55285 or Joanne Nonnekes at -55282. For information on Glendon's March Break program, please call 487-6710.
STUDENT FIELD HOUSE

On Monday evening the Finance, Property and Building Committee of York's Board of Governors approved a recommendation to the full Board that a 30,000 square foot gymnasium and fitness facility, provisionally named the York Student Field House, be constructed on the west side of the Tait McKenzie facility.

The new facility is in partial response to the long-standing deficit in Physical Education, Athletics and Recreation space. (Numerous provincial and national studies have shown that York has only 32% of the space necessary for such activities in a university with 50,000 students and employees.) It is intended and designed to address the pressing co-curricular (non-academic) needs of that population only. The academic needs of the Physical Education Department remain at the top of the list of priorities for future facilities.

The $2.5-million Student Field House is being funded largely by unallocated student activity revenue produced by recent years' over-enrolment. According to Ministry of Colleges and Universities Guidelines such funds must be spent on non-academic activities.

For this reason, the Student Field House will only accommodate athletic and the ever-expanding intramural and recreational programmes demanded by students at York. (York employees and alumni pay memberships approximating student ancillary fees to participate in such programmes.)

The new facility, which is expected to open its doors in September 1993, will be accessible to the disabled and provide security control for the entire Tait McKenzie and Field House complex after normal business hours.

For further information, please contact Beth Hopkins, Vice-President (Campus Relations and Student Affairs) at 736-5275 or Steve Dranitsaris, Executive Officer of the Department of Physical Education, Athletics and Recreation at 736-5182.
GENERAL:
The Retirement Planning Centre will offer a financial planning seminar with David Chilton, author of Canadian best-seller, The Wealthy Barber, on March 24 from 3:30 to 6:00 p.m. in the Senate Chamber, 9th floor, Ross. The popular author will offer his advice on making the most of your paycheques, paying the least tax possible, ensuring your family’s financial future and making the most of your savings. Tickets are $5. To register, call Mary at the Retirement Planning Centre at 662-228.

University offices will operate on summer hours (8:30 a.m. to 4:30 p.m.) from the beginning of Daylight Saving Time until the Labour Day weekend. Effective date: Monday, April 5 to Friday, September 3. Good Friday: University offices will be closed Good Friday, April 9.

The Students for the Exploration and Development of Space at York University (SEDS-York) and (SEDS-Canada) will co-sponsor a two-day space conference at York. To be held on March 20 and 21 from 8:00 a.m. to 6:00 p.m., during the vernal equinox, the "Space 1993 Conference" will provide an up-to-date overview of the current status of solar system research and exploration to the general public. It will also be co-hosted for the first National SEDS-Canada National Assembly. The conference features a variety of renowned speakers including TVOntario's Rick Green, SPAR Director M. Parfitt, Hubble Project Scientist Dr. Cindy Cunningham, and Dr. Barton, who is now renewing the Algonquin Radio Observatory.

Admission to the conference is $15/2 days, $10/1 day (seniors and SEDS members: $12/2 days, $7/1 day). For further information call H. Peter White at SEDS-Canada (650-9880).

EVENTS:
MARCH 15
1:30 p.m. - Computer Science Seminar - "Multisearch Techniques: Parallel Data Structures on Distributed Memory Multicomputers" with Andrew Rau-Chaplin, Carleton University - Room 320, Farquharson
2:30 p.m. - Graduate Program in Women's Studies Faculty Seminar - "Ragged Hungry Blues: Gender, Song and Resistance in Appalachia" with Prof. Shelly Romalis - Room 390, York, Lanes
2:30 p.m. - Seminar - [Graduate Program in Exercise and Health Science] "Myocardial Calcium Cycling Defect in Congestive Heart Failure" with Dr. C. Robert Cory, Post-Doctoral Research Fellow, Department of Pathology, Ontario Veterinary College at the University of Guelph - Gallery, Room 320 Bethune College
6:00 p.m. & 7:30 p.m. - Festival of New Choreography - Five different programs showcasing 26 new choreographies by students, alumni and associates of the Dance Department - admission $2.50-program - Fine Arts Studio Theatre, Centre for Film and Theatre
6:30 p.m. - Workshop in Political Economy - [Graduate Program in Economics] "Problems of Transition to a Capitalist Economy in Eastern European Countries" with Z. Sadowski, President of the Economics Association of Poland - Var Lecture Hall 1063
7:00 p.m. - Film - [McLaughlin] "Gerda," a film about the Canadian sex scandal that almost brought down the Government of Canada - the official story vs. the personal narrative with the filmmaker Prof. Brenda Longfellor - Junior Common Room, McLaughlin
7:30 p.m. - Theatre Performance Preview - "Crime and Punishment," produced and performed by students in the Theatre Department - admission $5 - Atkinson Theatre

TUESDAY, MARCH 16
11:30 a.m. - Philosophy Seminar - "A Furry Tale About Mental Representation" with Dr. Deborah Brown, University of Toronto - J.O. Wisdom Room (Room S427), Ross
12 noon - Violence and Conflict Resolution Seminar - [LaMarsh Research Program] "Obscene Phone Calls to Women: Data from a National Survey" with Michael Smith, Department of Sociology - Room 305, York Lanes
12 noon - Jazz Concert - [McLaughlin College & Music Department] featuring the Canadian Forces Jazz Quintet led by Andy Reijic - Junior Common Room, McLaughlin
12:30 p.m. - Faculty Seminar Series - [Faculty of Environmental Studies] "Native Perspectives" with Peter Homerick, Michael Poslums, Shirley Williams, and Mary Bernard (Environmental Studies) - Room 306, Lumbars
4:00 p.m. - Public Policy Workshop - [Centre for Law and Public Policy, Faculty of Environmental Studies & Roberts Centre for Canadian Studies] "The Role of Lawyers and Consultants in Judicial Policymaking: Canada's Refugee Determination Policy" by Ian Greene, Political Science; Commentator: Tom Zizys, Ryerson (and former Director of Policy, Premier's Office) - Room 306, Lumbars
6:00 p.m. & 7:30 p.m. - Festival of New Choreography - see Monday's listing for information
7:30 p.m. - Theatre Performance - "Crime and Punishment," produced and performed by students in the Theatre Department - admission $5 - Atkinson Theatre

WEDNESDAY, MARCH 17
10:00 a.m. - Trade Union Speaker Series - [Centre for Research on Work & Society] "Labour as a Partner: Cooperation Without Concession" with Thomas Kukovica, International Vice-President and Canadian Director, United Food and Commercial Workers Union - Moot Court, Osler House Law School
12 noon - Healthy Living Seminar Series - [Health and Wellness Program] "Healthy Walking Program for Beginners" with Dr. Joseph Levy - for further information, call Dr. Levy at 333-929 or Pat Valle at 851-96 - Senior Common Room, Vanier
12 noon - Noon-Hour Music Series - Music Department chair Steve Otto will give a lecture/demonstration on "Kolintang," the Philippine gong ensemble - DACARY Hall, McLaughlin
12 noon - 2:00 p.m. - st. Patrick's Day Event - Images of Ireland through music, poetry, and drama - SCR, Founders
12:30 p.m. - Prime Time Series - [Theatre Department] - speaker t.b.a. - Burton Auditorium
12:30 p.m. - Weight Watchers' Registration Meeting - a minimum of 20 people must pre-register in order for the next 10-week session to begin the following week; registration fee is $110 for both new and continuing members, 190 for students - 5736, Ross
1:00 p.m. & 7:30 p.m. - Theatre Performance - see Tuesday's listing at 7:30 p.m.
1:30 p.m. - Career Days - [McLaughlin] with specially invited speakers - Junior Common Room, McLaughlin
3:30 p.m. - Philosophy Seminar - "Relations and Leibniz's Nominalism" with Prof. Richard Arthur, Middlebury College, Vermont - 5427, Ross
4:30 p.m. - Feminist Forum - [Women's Studies Program] "Violence and the Politics of Gender" with Prof. Carol Brush, University of Toronto, and Dr. Paul Taylor, Department of Philosophy - 5427, Ross
6:00 p.m. & 7:30 p.m. - Festival of New Choreography - see Monday's listing for information
THURSDAY, MARCH 18
12:00 p.m.: Colloquium Series - [Graduate Program in Interdisciplinary Studies] "LOU ANDREAS-SALOME: A Radical Feminist of the Fin-de-Siècle Europe" with Heidirose Butcher - Vanier Senior Common Room (0)
12:30 p.m.: CELRC Seminar Series - "Guyana Politics of Change" with David Baker, Sociology Department - Room 390, York Lanes
1:30 p.m.: Career Days - with specially invited speakers - Junior Common Room, McLaughlin
2:30 p.m.: Lecture - [Founders College] - "The Political Implications of Neo-Liberal Economics in Latin America" with Prof. Ian Roxbrough, BUNY Scr, Founders College
4:00 p.m.: Seminar in the History of Economic Thought - "Rationality and Rule Following in the Old and New Institutional Economics" with Malcolm Rutherford, University of Victoria - Room 1063, Varli Hall
6:00 p.m.: Annual Restaurant Night - featuring a potluck dinner - RSVP to Aileen at 487-6742 - Senior Common Room (3rd floor), York Hall
6:30 p.m. - 7:30 p.m.: Festival of New Chorography - see Monday's listing for information
7:30 p.m.: Theatre Performance - see Tuesday's listings at 7:30 p.m.
FRIDAY, MARCH 19
1:00 p.m. & 7:30 p.m.: Theatre Performance - see Tuesday's listings at 7:30 p.m.
6:00 p.m. & 7:30 p.m.: Festival of New Chorography - see Monday's listing for information
SATURDAY, MARCH 20
9:00 a.m. - 6:30 p.m.: Biology Research Symposium - [Association of Graduate Students in Biological Sciences] "Molecular Determinants of Development" - Moot Court, Osagoda Hall Law School
1:00 p.m. - 7:30 p.m.: Festival of New Chorography - see Monday's listing for information - admission $10 for the whole series excepting "9:00 a.m. - 6:30 p.m.":
3:30 p.m.: Building Competition - [Real Property Development Program] Teams will have up to eight hours to construct their buildings - for details, call Paul Kemper at -556676 - Upper Gym, Tait McKenzie
7:30 p.m.: Theatre Performance - see Tuesday's listings at 7:30 p.m.
SUNDAY, MARCH 21
10:00 a.m.: Building Competition - [Real Property Development Program] Judging will be conducted between 10:00 and 11:00 a.m. - Upper Gym, Tait McKenzie
MONDAY, MARCH 22
1:30 p.m.: Colloquium Series - [Graduate Program in Education] Margaret Tope will defend her thesis titled "Deaf and Hearing Teachers Working as Professional Partners in a Bilingual/Bicultural Program for Deaf Students" - Room 392, Ross
3:00 p.m.: Economics Research Visitor Seminar - "Short-run and Long-run Factor Market Consequences of Recent Immigration to the United States" with Prof. Ulrich Kohli, University of Geneva - Economics Seminar Room, Room 1063, Varli Hall
4:00 p.m.: Lecture - [Department of English (Arts)] "Julian of Norwich and the Translation of Affective Mysticism" with Nicholas Watson (UWO) - Sylvester's (Room 201)
6:30 p.m.: Workshop in Political Economy - [Graduate Program in Economics] "Is a Market Socialism Possible in Eastern Europe?" with Henry Fliksiker, Social Science and Economics - Varli Lecture Hall 1063
STAFF POSITIONS:
Applications for internal transfers/promotions should reach Human Resources no later than March 22, 1993. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright
Assistant - Geography - Atkinson College (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. overseeing an operation, coordinating publications, performing a variety of secretarial duties, etc.), preferably in a related academic service area; typing 50-55 wpm, accuracy essential; computerized spreadsheet skills required; knowledge of computerized student records system preferred; demonstrated skill/ability in the following areas: keyboarding; word processing; proofreading; pleasant telephone manner; dealing courteously and effectively with people; tact and diplomacy essential; excellent interpersonal skills; working independently; maintaining confidentiality; working effectively; attending accurately to detail; good organizational skills, including ability to set priorities and work independently; good oral and written communication skills.) BAND: 8 Provisional ($30,065) JOB NO: 033C

Counsellor: Deirdre Richards
*Personnel Analyst - Employment and Job Evaluation Services, Human Resources [Temporary: April 1, 1993 to November 26, 1993; Hours: 8:30 a.m.-4:30 p.m. (Minimum one year university education and additional courses in personnel or equivalent; minimum 3 years' related human resources experience (e.g., job evaluation, preparing and implementing procedures, coordinating processes, maintaining up-to-date information, etc.); demonstrated skill/ability in the following areas: knowledge of job evaluation and pay equity principles and issues; excellent oral and written communication skills, including the ability to explain and elaborate complex and detailed information; research and analytical skills; dealing courteously and effectively with people; tact and diplomacy essential; excellent interpersonal skills; exercising initiative and good judgement; maintaining confidentiality; working independently; attending accurately to detail; working effectively in a high volume environment with a strong service orientation; excellent organizational skills; word processing skills. Please submit a resume when making an application.] GRADE: CYEY 7 (Based on a pay equity annual salary of $37,452) JOB NO: 034H

Media Operations Technician - Instructional Technology Centre [Hours: 7:30 a.m.-3:30 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 and written communication skills; preferential in an educational environment; familiarity with all types of audio-visual techniques; and the ability to explain, elaborate, and utilize all visual formats, large video projectors, film projectors, slide projectors, PA systems, film telene, laser discs, audio/video recorders, computers, all types of liquid crystal display units; knowledge of computers and computer software, dataphons 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, effectively and effectively with a high volume of inquiries in person and on the telephone; answering inquiries and providing information in a clear and concise manner; exercising tact and diplomacy; excellent advising skills; public relations and marketing skills; superior interpersonal skills; working independently and cooperatively; good written communication skills, including ability to set priorities and meet deadlines; adapting readily to changing priorities and managing multiple projects simultaneously. Please submit a resume when making an application.] BAND: 10 Provisional (Based on an annual salary of $35,648) JOB NO: 035K

Counsellor: Donna Robbins
Placement Services Coordinator - Career and Placement Centre, Campus Relations and Student Affairs [Temporary: May 3, 1993-January 7, 1994; Hours: 8:30 a.m.-4:30 p.m. (summer); September-April: 8:30 a.m.-7:00 p.m.; 4 days/week, 9:00 a.m.-5:00 p.m.; occasional weekend hours required] (High school graduation or equivalent with some community college or business school courses in business, human resources management or psychology; 1-2 years' related experience (e.g., event/program planning and coordination, managing several ongoing projects simultaneously, advising, public service, etc.), preferably in a related human resources or placement setting; word processing and database management skills required; desktop publishing and computerized spreadsheet skills preferred; demonstrated skill/ability in the following areas: program or project planning and coordination; presentation skills; attending accurately to detail; exercising initiative; dealing calmly, courteously and effectively with a high volume of inquiries in person and on the telephone; answering inquiries and providing information in a clear and concise manner; exercising tact and diplomacy; excellent advising skills; public relations and marketing skills; superior interpersonal skills; working independently and cooperatively; good written communication skills, including ability to set priorities and meet deadlines; adapting readily to changing priorities and managing multiple projects simultaneously. Please submit a resume when making an application.] BAND: 8 Provisional ($30,065) JOB NO: 035H

Counsellor: Susan Lang
*Manager, Support Services - Management Information Systems (University degree in Computer Science, Business Administration or equivalent; 7-9 years' experience in a variety of roles, of which at least 4 years' includes analysis, plus voice response applications, and workstation support; a minimum of 1 year's experience training and overseeing the work of others; demonstrated skill/ability in the following areas: excellent oral and written communication skills; excellent organizational skills; including effectively meeting deadlines and following tasks through to completion under pressure of high volume; performing effectively in small groups or team situations; leading projects; exercising good judgement, initiative, tact and diplomacy; exercising good analytical and problem solving skills; supervising, directing and coordinating activities; providing training; preparing and making presentations; maintaining confidentiality; monitoring budget; providing a high level of service to customers. Please submit a resume when making an application.) GRADE: P&M 8 Under Review (149,356- 354,881) JOB NO: 037L
Wednesday, 12:00 would placed Art 4:30 4:00 service. A Building. parcel participating Ross The University this All University 2:00 - Seminar Prof. Shelly Romalis - Glendon Studio Course Exhibition "Painting". The preview is on Thursday, March 25 from 7:00 p.m. to 9:00 p.m. and the exhibition continues to April 8. For gallery hours, call 487-6721. "The IDA Gallery presents a group exhibition of works by Visual Arts students in the Design Area from March 22-26.

Japanese university students participating in a month-long summer language program at York University's English Language Institute are pleased to welcome this community event for one weekend. The program begins Friday August 13 and continues through Sunday August 15. If you would like to open your home to one or two of these students please call the English Language Institute at 55353.

EVENTS:
MONDAY, MARCH 22
1:30 p.m. - PhD Defence - [Graduate Program in Education] Margaret Topo will defend her thesis titled "Deaf and Hearing Teachers Working as Professional Partners in a Bilingual/Bicultural Program for Deaf Students" - Room N927, Ross
2:30 p.m. - Graduate Program in Women's Studies Faculty Seminar - "Ragged Hungry Blues: Gender, Song and Resistance in Appalachia" with Prof. Shelly Romalis - Room 390, York Lanes
3:30 p.m. - Seminar - [Graduate Program in Exercise and Health Sciences] - "Regulation of Free Fatty Acid Metabolism in Skeletal Muscle" with Dr. Lorraine Turcotte, Post-Doctoral Research Fellow, Research Group on Diabetes and Metabolic Regulation, Centre de Recherche/Hotel-Dieu de Montreal Hospital - Gallery, Room 320, Bethune College
3:00 p.m. - Economics Research Visitor Seminar - "Short-run and Long-run Factor Market Consequences of Recent Immigration to the United States" with Prof. Ulrich Kohli, University of Geneva - Room 1065, Vari Hall
3:30 p.m. - Norman Bethune College Seminar Series on Disenfranchised Science - "Gender in the Making of Modern Science: Why Mammals Are Called Mammals" with Dr. Londa Schiebinger, Pennsylvania State University - Senate Chamber, Room S915, Ross
4:00 p.m. - Guest Speaker - [Department of English (Arts)] "Julian of Norwich and the Translation of Affective Mysticism" with Nicholas Watson (UWO) - Sylvester's (Room 201), Stong
6:30 p.m. - Workshop in Political Economy - [Graduate Program in Economics] "Is a Market Socialism Possible in Eastern Europe?" with Henryk Fiskierski, Social Science and Economics - Vari Lecture Hall 1053
TUESDAY, MARCH 23
12:00 noon - Noon-Hour Music Concert - featuring Canadian jazz guitarist Mark Crawford
12:00 noon - Brown Bag Lunch Seminar Series - (Centre For Refugee Studies) "Certaines Pretiques Culturales en Afrique noire" with Malu Mueni, Glendon College, Women's Studies Program - Room 306, York Lanes (Note seminar will be presented in French)
12:30 p.m. - Faculty Seminar Series - [Faculty of Environmental Studies] "Grass-roots Initiatives on Sustainability" with Beth Franklin (Environmental Studies); Chris Winter (Conservation Council of Ontario); and Sean Coagrove (Toronto Food Policy Council) - Room 306, Lumber
c:00 p.m. - P&M Reception - to honour Steve Draff, the recipient of the P&M Service Award - Osgood Hall Common Room
3:40 p.m. - Book Launching - [Atkinson College Student Association] - "To Atkinson With Love" by George Hopton - Room 346, Student Centre
4:30 p.m. - Professional Lecture Series - [Glendon] "The Misdew of Discretion: Academic Freedom and Self-Censorship" by History Prof. Michal Horn - for information, call Principal's Office at 487-6727 - Room 204, York Hall, Glendon
WEDNESDAY, MARCH 24
12:00 noon - Healthy Living Seminar Series - [Health and Wellness Program] "PMS and Menopause - A Positive Approach" featuring the North York Public Health Department - Senior Common Room, Vanier
12:00 noon - Brown Bag Lunch Seminar Series - (Centre for International and Strategic Studies) "Age Composition and Conflict: The Neglected Population Factor" with Chris Mesquida, Interdisciplinary Studies - Room 305, York Lanes
12:00 noon - Noon-Hour Music Concert - featuring Michael Bakwach - DACARY Hall, McLainugh
12:30 p.m. - CELRAC Seminar Series - "The Dialectics of Defense: Development in Panama" with Steve Beranly, Political Science Department - Room 390, York Lanes
EVENTS (Wednesday, March 24, cont’d)
1:30 p.m. - Sixth Annual Wendy Michener Symposium - [Fine Arts & Writers] "Changing Channels: Public Broadcasting and the New Television Technologies" with Peter Hennadorf, Chair and CEO of TVOntario - Chaired by York Sociology Prof. Thelma McCormack - Nat Taylor Cinema, Ross
2:00 p.m. - M.Sc. Defence - [Graduate Program in Exercise and Health Sciences] - Herbert A. Eisenberg will defend his thesis titled "Blood Flow, Mitochondria and Performance in Skeletal Muscle Following Dehydration and Rehydration" - Room 258, Patie
3:30 p.m. - Philosophy Seminar - [Friend and Fugue: Social Implications of Modern Psychology] with Alexander Jacob, University of Toronto and York - Room S427, Ross
6:30 p.m. - Guest Speaker - [Program in Technical and Professional Writing] "Multimedia and the Future of Technical Communication" with Rachel Rocho, President of Digital Renaissance - Room 128, York Hall, Glendon
7:00 p.m. - Winters College 25th Anniversary Speaker Series - "Comic Books: The Genesis of Wiscrackers" with Canadian film director and writer, Gail Singer - Senior Common Room, Winters

THURSDAY, MARCH 25
12:00 noon - Discussion - [Centre for Refugee Studies] "International Refugee Law" with Prof. B.S. Chimni, Visiting Fellow - Room 305, York Lanes
12:30 p.m. - Dance Performance - featuring the York Dance Ensemble - Junior Common Room, McLaughlin
12:30 p.m. - Concert - [Stong College] - "The Wedding Breakfast: A Cantata, and other songs by Franz Schubert" with The Demi-tasse Opera Company (Joan Pelletier, Cora Dusk, Michael Herren, Hollis Rinheim and Peter Tammea - Sylvester's (Room 201), Stong
2:00 p.m. - Economics Seminar Series - "Defining Cycles with Business Cycle Models" with Prof. Gregor Smith, Queen's University
4:00 p.m. - Senate Meeting - Senate Chamber (S116), Ross
4:00 p.m. - Seminar - [Centre for the Support of Teaching] "Marking and Grading Essays" - Room N143, Ross, for more information call 8-6754
7:00 p.m. - Lecture - [Faculty of Education] "Against the Sovereignty of Racial Origins: Contradictions in the Experience of Inequality in Education and Society" by Prof. Cameron McCarthy, Dept. of Speech Communication, University of Illinois at Urbana-Champaign - Curtis Lecture Hall "D"
8:00 p.m. - Theatre Performance - "Beyond Therapy," performed by the Calumet Theatre Group - admission $4 - Samuel Beckett Theatre, Stong
8:00 p.m. - Readings - [School of Translation & Department of French Studies, Glendon] Authors Andre Carpentier and Matt Cohen will read from their recent collections of short stories - Principal's Apartment, Glendon Hall, Glendon

FRIDAY, MARCH 26
1:30 p.m. - Guest Speaker - [McLaughlin Public Policy Program & Faculty of Environmental Studies] "Energy and the Environment: Future Directions for Ontario Hydro" by Maurice Strong, Chair and CEO, Ontario Hydro - Room 305, Lumbars
3:00 p.m. - Graduate Seminar - [Graduate Program in Exercise and Health Sciences] "Aging and Active Living: A Social Science Perspective" with Dr. Barry McPherson, Dean, Faculty of Graduate Studies, Wilfrid Laurier University, Waterloo - Gallery, Room 120, Bethune College
8:00 p.m. - Theatre Performance - see Thursday's listing for information

SATURDAY, MARCH 27
8:00 p.m. - Theatre Performance - see Thursday's listing for information

MONDAY, MARCH 28
2:00 p.m. - Economics Seminar Series - "Dynamic Oligopolistic Competition With Endogenous Demand Inertias" with Prof. Andrea Hornstein - Room 1063, Varli Hall
4:00 p.m. - Board of Governors' Meeting - Board/Senate Chamber, Glendon
4:00 p.m. - Movie - [English Student Association] "The Grapes Of Wrath", Sylvester's (Room 201), Stong
6:30 p.m. - Workshop in Political Economy - [Graduate Program in Economical] "Japan in the World Economy" with Tom Sekine, Economics Department - Varli Lecture Hall 1063

Institute for Space and Terrestrial Science: The Algonguin Space Campus is located at the site of the former Algonguin Radio Observatory, 85 km west of Pembroke in Algonguin Park, the Algonguin Space Campus is Canada’s first residential space education facility for high school students, teachers and adults. The Campus will open on June 6, 1993. Enrollment is limited to 50 persons per week for the 16 week season from June to mid-September. Positions available for the following are full-time positions from May 26, 1993 to September 25, 1993. All successful candidates will be trained on the site for two weeks in the Space Campus curriculum, fire and water safety, and campus operations. They will live and work on the site at Algonguin Park for 16 weeks. Lab Leaders: With the assistance of Lab Instructors, Lab Leaders function as instructors, senior counselors and supervisors to those attending the Space Campus. Lab Leaders work with the assigned High School Graduates, assisting them in the instruction and supervision of participants of the Camp. They will also assist in leading recreational activities and will act as chaperons for teen student campers. Site Leaders: The Site Leaders function as the Waterfront Director and the Assistant Director of the Campus. With the assistance of Site Instructors, the Site Leader leads waterfront, recreation and social activities of the Campus and supervises the maintenance of the Campus environment. Site Instructors: Site Instructors assist the Site Leader in leading waterfront, recreation and social activities, and in maintaining the Campus environment. Site Qualifications: Lab Enrolments: Enrollment in a science or science education program at a university; at least one year leadership experience in a youth organization, residential or travel camp; supervisory and/or tutoring/teaching experience; an understanding of a variety of sciences and technologies especially space sciences; preference will be given to those with current water safety and/or first aid certificates. Candidates will be appointed as a Lab Leader or Lab Instructor, as appropriate, depending on qualifications. Site Leader: High School graduation; at least one year leadership experience in a youth organization, residential or travel camp; supervisory experience; environmental skills; experience in leading sports and recreational activities; current water safety certificates are required. Site Leaders will be appointed as a Site Leader or Site Instructor, as appropriate, depending on qualifications. Rate of Pay: Lab Leader and Site Leader - Approximately $360.00 per week; Lab Instructors and Site Instructors - Between $254.00 and $280.00 per week. ISTS will also cover the room and board at the Campus. Interested applicants should forward their resume to Margaret Lawrence, Institute for Space and Terrestrial Science, 4850 Keele Street, North York, Ontario, M3J 3K1 by March 24, 1993. Please quote reference number ASC-9303A. Only those selected for an interview will be contacted. ISTS has applied to the Environmental Youth Corps (EYC) Special Initiative Program of the Ministry of Natural Resources for the funding of the above positions. In accordance with the intention of the EYC Special Initiative, applications are particularly encouraged from youth with disabilities, aboriginal peoples, racial minorities, women, francophones and social assistance recipients and youths in areas of high unemployment. ISTS is committed to Employment Equity.
TUESDAY, MARCH 30
1:30 p.m. - Computer Science Seminar Series - "Upper and Lower Bounds for Selection on the Mesh" with Lata Narayanan, University of Manitoba - Room S102, Ross
2:00 p.m. - Economics Seminar Series - "Dynamic Oligopolistic Competition With Endogenous Demand Inertia" with Prof. Andreas Hornstein - Room 1063, Vari Hall
2:00 p.m. - Panel Discussion - [Centr for the Support of Teaching] "Transforming the Curriculum" - Panellists: Fred Case (U. of T.), Carol Duncan (Graduate Program in Sociology), Marcela Duran (Education), Amy Roesler (Social Work, Atkinson), and a member of the student group "Speak Out" from Glendon; Moderator: Michael Stevenson (Dean of Arts) - Senate Chamber (S915), Ross
2:30 p.m. - Graduate Program in Exercise and Health Science Seminar - "Transcriptional Activators of Cardiac Muscle Genes" with Dr. Alexandra Stewart, University of California, San Francisco - Gallery (Room 320), Norman Bethune
4:00 p.m. - Board of Governors' Meeting - Board/Senate Chamber, Glendon
4:00 p.m. - Screening - [English Students Association] "The Grapes of Wrath" - Sylvester's (Room 201), Stong
7:30 p.m. - Theatre Performance Preview - "Our Town" featuring York's 4th year acting ensemble; directed by York Theatre Prof. Joseph G. Green - tickets are $10, students and seniors $7 - Burton Auditorium

TUESDAY, MARCH 30
12:00 noon - Brown Bag Lunch Seminar Series - [Centre for Refugee Studies] "Field Work with Chilian Refugees" with Jaime Llamble-Wolf - York - Room 306, York Lines
12:15 p.m. - Seminar - [Centre for Public Law and Public Policy] "The United Nations and its Human Rights Institutions" with Prof. Bayefsky - Room 220A, Osgoode Hall Law School
1:00 p.m. - Law and Economics Seminar Series - [Department of Economics & York International] "The Role of Government in China's [IPR] Economy" with Dr. Yang Zai Ping, Wuhan University and Visiting Scholar, Department of Economics - Room S201, Ross
3:30 p.m. - Philosophy Seminar - "Relations and Leibniz's Nominalism" with Prof. Richard Arthur, Middlebury College, Vermont - Room S427, Ross
4:00 p.m. - Dean's Lecture Series - [Faculty of Arts] "Museums, Fortresses and Marxism's Aftermath: Reflections on Ancient Assyria" with Maynard Maidman, History - Room S874, Ross
4:00 p.m. - Physics & Astronomy Seminar - "Circe's Electron From a Geometric Perspective" with Prof. W.E. Beylis, University of Windsor - Room 317, Petrie
6:30 p.m. - PhD Defence - [Graduate Program in Sociology] Eduardo Caneal will defend his dissertation titled "The Rise and Fall of Urban Social Movements in Uruguay: Redemocratization and the Return of Traditional Actors (1981-1988)" - Room 2101, Vari Hall
7:00 p.m. - Jazz Concert - [McLaughlin & Department of Music] featuring the York Jazz Orchestra - Junior Common Room, McLaughlin
7:30 p.m. - Theatre Performance - see Monday's listing for information
Wednesday, March 31
11:00 a.m. - PhD Defense - [Graduate Program in Sociology] Joanna Rummen will defend her dissertation titled "Personal Identity and Social Structure in Saint Maarten/Saint Martin: A Plural Identities Approach" - Room N927, Ross
12:00 noon - Health Seminar Series - [Health and Wellness Program] "Changing Relationships with Aging Parents" featuring the North York Public Health Department - for further information, call Dr. Joseph Levy at -338998 or Pet Valle at -56186 - Senior Common Room, Vanier
12:15 p.m. - Seminar - [Centre for Public Law and Public Policy] "The Impact of the Charter on Broadcasting Policy and Regulation in Canada" with Dr. S. Gordon - Room 220A, Osgoode Hall Law School
12:30 p.m. - CRCAL Seminar Series - "Global Marketing Strategies for the Jamaican Film Industry" with Helen Wilkinson, Film Department - Room 390, York Lanes
1:00 p.m. & 7:30 p.m. - Theatre Performance - see Monday's listing for information
6:30 p.m. - John W. Holmes Marion Lecture - [Glencoe Lecture] "Francophone Literature in Europe" by His Excellency, Alfred Siefer-Gallardin, Ambassador of France to Canada - Senate Chamber (York Hall), Glendon
7:00 p.m. - Lecture - [Departments of History and Political Science] "Preparing for the Twenty-First Century" by Yale University historian Paul Kennedy - Vari Lecture Hall "A"

Thursday, April 1
12:30 p.m. - Graduate Program in Women's Studies Faculty Seminar - "Blaming Mother: Fetal Syndromes, Alcohol and Substance Abuse" by Prof. Thelma McCormack - Room 390, York Lanes
1:00 p.m. - PhD Program in the Humanities - [Graduate Program in the Humanities] Craig A. Allan will defend his dissertation titled "The Hydrology and Biogeography of Low Order Precambrian Shield Catchments" - Room N401, Ross
2:00 p.m. - Economics Seminar Series - "Discrimination, Segregation and Wage Differentials Between Ethnic Groups" with Prof. Shoshona Neuman, University of British Columbia and Bar-Ilan University - Room 1059, Vари Hall
2:30 p.m. - Workshop in Political Theatre Performance - "History of the History of Economic Thought" "Historical Perspectives on Markets" with topics as follows: "Higgling: The Language of Markets in Economics Discourse" by Vivienne Brown, Open University, England; "Market Contracts in the Age of Hume" by Margaret Schabas, Philosophy; and "Marketplace Morals and the American Economics" by Mary Morgan, London School of Economics, England - for further information, call Margaret Schabas at -44721 - Room 1063, Vari Hall
4:00 p.m. - FGS Council Meeting - Senate Chamber (5915), Ross
4:00 p.m. - York Dance! featuring student choreography as well as repertory work staged by guest artist Trish Armstrong of the Danny Grooman Dance Company - admission 98, students 56 - Dance Studio Theatre, CFA
7:30 p.m. - Theatre Performance - see Monday's listing for information

Friday, April 2
10:30 a.m. - 5:00 p.m. - Seventh Annual Strategies of Critique Symposium - [Graduate Students in Social and Political Thought] "Altruism, Excess, Community" - registration takes place at 10:00 a.m. in Room 429, Student Centre - for more information, call Michaela Otto at 536-5904
1:00 p.m. & 7:30 p.m. - Theatre Performance - see Monday's listing for information
4:00 p.m. - York Dance! - see Thursday's listing for information

Saturday, April 3
11:00 a.m. - 6:30 p.m. - Seventh Annual Strategies of Critique Symposium - [Graduate Students in Social and Political Thought] continues from Friday - registration takes place at 10:30 a.m. in Room 429, Student Centre - for more information, call Michaela Otto at 536-5904
7:30 p.m. - Theatre Performance - see Monday's listing for information

Monday, April 5
6:30 p.m. - Workshop in Political Economy - [Graduate Program in Economics] "Some Thoughts on the Current Japanese Recession and World Economic Order" with Prof. Thomas T. Sekine - Room 1063, Vari Hall

Staff Positions:
Applications for internal transfers/promotions should reach Human Resources no later than April 5, 1993. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Karen Wright
Sales Clerk - Micro York, Bookstore, Business Operations [Hours: 9:00 a.m.-6:00 p.m. (winter), 8:30 a.m.-4:30 p.m. (summer), with the requirement to work 1 or 2 evenings per week from 11:00 a.m.-7:00 p.m. and some Saturdays on a rotating basis from 10:00 a.m.-3:00 p.m. During peak periods the hours of operation are extended to 9:00 p.m. with the requirement to work 1 or 2 evenings per week from 1:00 p.m.-9:00 p.m.] (High school graduation or equivalent; 1 year's experience in a retail computer store; basic keyboarding skills to operate a computer terminal; knowledge of various computer hardware and software applications; demonstrated skill/ability in the following areas: good oral communication to provide information and answer enquiries in a clear and correct manner; exercising excellent service; attending accurately to work; handling cash; operating a cash register; installing software; dealing calmly, courteously and effectively with a high volume of inquiries in person and over the telephone; standing for long periods, lifting and bending.) BAND: 4 Provisional ($27,691) JOB NO: 038C (Readvertising of Job 219C)

Counsellor: Dawn Richards
Student Financial Coordinator - Office of Student Programs, Sciences [Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; minimum 3 years' related experience (e.g., coordinating publications, academic advising/counselling, coordinating activities, interpreting and applying complex faculty and departmental legislation, etc.) in a student service area; knowledge of design software packages for producing publications; demonstrated skill/ability in the following areas: conducting training sessions; coordinating publications and producing publications; working effectively under pressure of high volume; editing skills; exercising tact and diplomacy; excellent oral communication skills, including making presentations; excellent written communication skills; excellent organizational skills, including setting priorities; wordprocessing and computerized spreadsheet; using an on-line student records system; dealing courteously and effectively with people; attending accurately to detail; effective interpersonal skills. Please submit a resume when making an application.) BAND: 12 Provisional ($38,928) JOB NO: 039H
Microcomputer Tutor - [With Prof. Glyde Hoff] [Hours: 8:30 a.m.-4:30 p.m. (Post secondary graduation or equivalent; certificate/diploma in Adult Education preferred; 3 years' microcomputer related experience (e.g., training, program design and course administration, etc.); working knowledge of hardware and software application in wordprocessing, computerized spreadsheet, graphics, and electronic mail applications; working knowledge of DOS and Windows environment required; working knowledge of Local Area Network environment preferred; demonstrated skill/ability in the following areas: program design; making presentations/conducting training sessions; evaluation methodology, preferably in adult education; excellent organizational skills; exercising tact and diplomacy; effective interpersonal skills; excellent written and oral communication skills; problem-solving and working independently. Please submit a resume when making an application.) BAND: 11 Provisional ($37,252) JOB NO: 040H

Budget Assistant - Office of the Dean, Administrative Studies [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; some accounting/bookkeeping courses at an intermediate level required; minimum 3 years' related experience (e.g., budget monitoring, forecasting, preparing financial and statistical reports, etc.), including experience in managing numerous accounts, preferably in an institutional environment; keying wordprocessing documents; computerized scheduling; data entry; accounting; bookkeeping skills; accurate calculation of skillability in the following areas: wordprocessing, computerized spreadsheet, including use of advanced functions; knowledge of budget administration and accounting procedures; working accurately with figures; interpreting and summarizing financial information; maintaining accurate records; excellent organizational skills, including ability to work independently and set priorities; working accurately and effectively under pressure of changing priorities, deadlines and high volume; exercising good judgement and initiative; excellent communication in providing detailed information and answering enquiries in a clear and concise manner; excellent written communication; developing and delivering training sessions; effective interpersonal skills; supervisory skills; tact and diplomacy essential. Please submit a resume when making an application.) BAND: 11 Provisional ($37,252) JOB NO: 041H