TUESDAY, April 5, 1993

GENERAL:

Power Interruption: There will be a momentary power interruption on Tuesday, March 30 between 6:00 and 8:00 a.m. The following buildings will be affected: Founders College and Residence, Varier College and Residence, Winters College and Residence, Stong College, Kitchen and Residence, Kinahan, Computer Methods, Physical Resources, Physical Plant Workshops, Lumber, Science, Central Utilities, and Tennis Canada. Another momentary power interruption will take place Tuesday, April 6, also between 6:00 and 8:00 a.m. in order to return the buildings to normal electrical distribution. The same buildings will be affected.

University offices will operate on summer hours from the beginning of Daylight Saving Time until the Labour Day weekend. Effective date: Monday, April 6 to Friday, September 3. Hours: 8:30 a.m.-4:30 p.m.

Good Friday: University offices will be closed Good Friday, April 9.

All Libraries will be closed Good Friday, April 9 with regular hours on Saturday and Sunday, April 10 and 11.

The York Campus Bookstore will be closed Good Friday, April 9 and Saturday, April 10.

The York Undergraduate Admissions and Liaison Office (daytime studies) will launch a "Take York Home" campaign for the summer. Interested volunteers are asked to act as summer ambassadors of the University. Anyone interested in learning more about York's diverse program offerings or anyone heading outside of Ontario for the summer is asked to call Joanne Massey in Admissions and Liaison (661100) for further information.

The new Bell Canada Telephone Directories will be delivered to university departments during the first two weeks of April. Physical Resources will collect all old telephone directories for recycling. When the new books are delivered, please ensure that the old directories are either taken to the same area where the new directories have been delivered, or given to the Caretaking staff. Old telephone directories can also be left on building loading docks. In 1992, York recycled 2.32 tons of old telephone directories for recycling, while reducing the number of new directories brought into the University by about half from the previous year. Any questions concerning the program can be directed to Paul Mayol at the University's Waste Reduction Helpline (40444).

The Retirement Planning Centre will offer a six-week series titled "Introduction to Retirement Planning." The series will be offered on Thursday evenings from 6:30 to 9:00 p.m., April 15 to May 20. The series will deal with finances, estate planning, lifestyle and leisure time, health, relationships, York's pension and post-retirement benefits plan. There is a $25 materials fee. To register, call -662528 or E-Mail: retirece@YorkVM2.

A TicketMaster outlet has opened at the Information Centre in the Student Centre. Any tickets distributed through the TicketMaster system can be purchased at this new outlet. Also, any tickets that have been purchased by phone can be picked up there. Box office hours are 9:00 a.m. to 4:00 p.m. In addition, the Information Centre outlet is a "first day sales outlet" and therefore will open Wednesday mornings (if necessary) from 9:30 a.m. to 11:30 a.m.


The IDA Gallery presents recent works by Visual Arts student Matthew Hawtin from March 29 to April 2.

EVENTS:

MONDAY, MARCH 29

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, Vary Hall

2:00 p.m. - Panel Discussion - [Centre for the Support of Teaching] "Transforming the Curriculum" - Panelists: Fred Case (U. of T.), Carl Dunkley (Graduate in Sociology); Marcela Duran (Education), Amy Roemer (Social Work, Atkinsen), and a member of the student group "Speak Out" from Glenn; 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. Alexandre 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 Chilean Refugees" with Jaime Lembiais-Wolf, York - Room 306, York Lanes

12:15 p.m. - Seminar - [Centre for Public Law and Public Policy] "The United Nations and its Human Rights Institutions" with Prof. Boyaksy - Room 220A, Osgoode Hall Law School

7:00 p.m. - Law and Economics Seminar Series - [Department of Economics & York Internationally] "The Role of Government in China's (PRC) 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, Montages and Marxism's Aftermath: Reflections on Ancient Assyria" by Maynard Maidment, History - Room S974, Ross

4:00 p.m. - Physics & Astronomy Seminar - "Dirac's Electron From a Geometric Perspective" with Prof. W.E. Bayles, University of Windsor - Room 317, Petrie

6:30 p.m. - PhD Defence - [Graduate Program in Sociology] Eduardo Canel 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, Vary 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
STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than April 5, 1993. Application forms are available from Human Resources.

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 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 to provide excellent customer service; ability to work well under pressure; ability to handle cash; excellent communication skills; ability to work effectively and co-operatively with others; excellent work ethic.)

Counsellor: Dawn Richards

Student Resources Coordinator - Office of Student Programs, Science
Hours: 8:30 a.m.-4:30 p.m. (University degree or equivalent; minimum 3 years related experience (e.g., coordinating publications, academic advising/counselling, coordinating activities, interpreting and applying complex faculty and departmental legislation, etc.) in a student service area; knowledge of design and software packages for producing publications; demonstrated skill/ability in the following areas: coordinating training sessions; coordinating and producing publications; working effectively under pressure of high volume; editing skills; exercising tact and diplomacy; excellent oral communications skills; including creating, editing, and distributing materials; excellent written communication skills; excellent organizational skills, including setting priorities; word processing 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.)

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 setting; knowledge essential: accounting/bookkeeping skills, demonstrated skill/ability in the following areas: word processing, 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; ability to work independently and set priorities; accurate 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.)
GENERAL:
Members of the York community are asked to note that the deadline for the next York Bulletin (Monday, April 12-Monday, April 19, 1993) will be Tuesday, April 6 at 4:30 p.m.

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

Good Friday: University offices will be closed Good Friday, April 9.

All Libraries will be closed Good Friday, April 9 with regular hours on Saturday and Sunday, April 10 and 11.

The York Campus Bookstore will be closed Good Friday, April 9 and Saturday, April 10.

Canada Day: On the strength of consultation among the Vice-Presidents and President, it has been agreed that University offices will be closed on Friday, July 2 as well as Thursday, July 1 (Canada Day).

The Department of Safety, Security and Parking Services is pleased to announce that there will be no increase in parking fees for the 1993/94 fiscal year. Parking decals are now available from the Parking Office (Room D37, EOB). All new decal transactions can now be processed via the campus mail or Canada Post. This will reduce delays and eliminate the need to line-up at the Parking Office. Valid proof of vehicle ownership is required for all first time purchases. Patrons who have not purchased a decal in the last year will also be required to provide proof of ownership (a photocopy of the front and back will be sufficient). In response to concerns regarding personal safety, a new category of parking decal has been created. The new Daytime Unreserved/Evening Reserved Decal will allow the holder to park in outer unreserved lots during the day, and in interior reserved lots (except York Lanes and JJ lot) after 4:00 p.m. The fee for this decal is $23.54 per month. NOTE: Effective May 1, vehicles with Daytime Unreserved Decals will no longer be allowed to park in reserved lots in the evening.

The Department of Human Resources announces the following appointment: Bill Colvin, Special Needs Counsellor, Counselling Centre, Atkinson College, effective March 23, 1993. The following promotions/transfers have also taken place: Stan Tamen, Administrative Officer, Faculty of Arts; Nancy Accinelli, Executive Assistant, Office of the President.

The York Undergraduate Admissions and Liaison Office (daytime studies) is launching a "Take York Home" campaign for the summer. Interested volunteers are asked to act as summer ambassadors of the University. Anyone who is heading outside of Ontario for the summer and who knows someone interested in learning more about York's diverse program offerings is asked to call Joanne Massey in Admissions and Liaison (661-1000) for further information.

The new Bell Canada Telephone Directories will be delivered to University departments during the first two weeks of April. Physical Resources will collect all old telephone directories for recycling. When the new books are delivered, please ensure that the old directories are either taken to the same area where the new directories have been delivered, or given to the Caretaking staff. Old telephone directories can also be left on building loading docks. In 1992, York recovered 2.32 million old telephone directories for recycling, while reducing the number of new directories brought into the University by about half from the previous year. Any questions concerning the program can be directed to Paul Mayol at the University's Waste Reduction Helpline (404-444).

York Campus Bookstore Hours (April):
Monday-Thursday 8:30 a.m.-7:00 p.m.
Friday 8:30 a.m.-5:00 p.m.
Saturday 10:00 a.m.-3:00 p.m.

NOTE: The York Campus and Glendon Campus Bookstores will be closed for inventory on April 22 and 23.

The Retirement Planning Centre will offer a six-week series titled "Introduction to Retirement Planning." The series will be offered on Thursday evenings from 6:30 to 9:00 p.m., April 15 to May 20. The series will deal with finances, estate planning, lifestyle and leisure time, health, relationships, York's pension and post-retirement benefits plan. There is a $25 metered fee. To register, call 662-229 or E-Mail: retiree@YorkVM2.

- The IPA Gallery presents performance and video works by students in the Interdisciplinary Area from April 5 to 8.
- The 1992/93 President's Prize winners are as follows: Poetry - Co-winners - Indra Kiesmer-Durran and Miriam Margles; Prose - Co-winners - Jennifer Duncan and Ingrid Heberer; Screen - Corine Lam; and Playwriting - Kirk Gonsen.

EVENTS:
MONDAY, APRIL 5
1:30 p.m. - Computer Science Seminar Series - "Specifying and Deriving Functional Programs" with Theo Norvell, University of Toronto - Room 5102, Ross
2:00 p.m. - Graduate Program in Exercises and Health Science Seminar - "Making Muscles and Plants: Role of a Novel MADS/MEF2 Transcription Factor" by Dr. John C. McDermott, Department of Cardiology, Children's Hospital, Harvard Medical School - Gallery (Room 320), Norman Bethune
6:30 p.m. - Workshop in Political Economy - [Graduate Program in Economic] "Some Thoughts on the Current Japanese Recession and World Economic Order" with Prof. Thomas T. Sakine - Room 1063, Vari Hall

TUESDAY, APRIL 6
12:30 p.m. - Guest Speaker - [Department of English] "Feminist Discourse Between Poetry and Theory" by Hannah Mocket-Riekie, Institut fur Nordamerikanstudien, Berlin - Stong Master's Dining Room
York University, on the advice and recommendation of the Executive Committee (Athletics and Recreation) of the Department of Physical Education, Recreation and Athletics, has decided to discontinue the men’s and women’s interuniversity gymnastics teams at York University at the end of the 1992-93 competitive season.

The competitive excellence achieved by these two interuniversity teams over the past 25 years is recognized. The decision for discontinuation has been made only after lengthy, careful deliberation and ongoing consultation with the appropriate parties.

The Executive Committee (Athletics and Recreation) of the Department of Physical Education, Recreation and Athletics monitors the needs of the interuniversity athletic teams and recommends the continuation or discontinuation of individual interuniversity sports on the basis of sport team criteria and ongoing evaluation. This ongoing process has led to the discontinuation of several sports at York University in recent years, including men’s wrestling, women’s synchronized swimming, men’s golf, men’s and women’s squash and men’s curling.

The criteria used in reaching a decision include facilities, cost/benefit, competitive structure and feeder system.

The decision to discontinue the men’s and women’s interuniversity gymnastics teams was based on the above criteria.

Facility
York University has never been able to supply an adequate space for the ongoing operation of gymnastics. Unlike other interuniversity sports operated at York University, gymnastics requires a large dedicated space to house appropriately the large, heavy equipment and the nature of the physical movements required in the sport. Over time, the space provided on-campus proved to be inadequate from a safety perspective. In 1991 a decision was made to re-locate gymnastics to an off-campus rental site. At that time, the senior University administration indicated that it would not support this rental arrangement over the long-term and in September 1992, the owners of the facility were informed that the contractual arrangement would be terminated as of April 30, 1993.

Cost/Benefit
On the basis of cost per athlete, these teams are the most expensive offered by the Department. Despite a number of attempts and for a number of reasons, York has not been able to offset costs through income generated by community-oriented gymnastics clubs directed by the coaching staff on-campus or by other opportunities such as gymnastic seminars.

Competitive Structure
In the Ontario Universities Athletic Association (OUAA) and the Ontario Women’s Intercollegiate Athletic Association (OWIAA), only 5 of a possible 17 universities compete. The Canadian Interuniversity Athletic Union (CIAU) chose to discontinue the national championships for men’s and women’s gymnastics in 1988. The CIAU decision was based on decreased university involvement.

Feeder System
The changing nature of formal physical activity programs within the secondary schools has resulted in a model where gymnastics has developed into a club-based sport for its competitive opportunities as opposed to a school-based sport.

Opportunities for elite competition in gymnastics exist within the club system and it has become increasingly difficult for universities to replicate this environment.
GENERAL:
The Search Committee is actively seeking nominations from the York community for potential candidates for the position of Dean of the Faculty of Arts. Candidates are to be internal to the University. In keeping with the University's commitment to affirmative action, the Committee will make special efforts to seek and attract women candidates and candidates from amongst all parts of York's diverse community. The candidate must have excellent academic qualifications and administrative skills and experience, in order to provide outstanding leadership for the teaching and research programs of the University's largest Faculty, and to be responsible for the Faculty's budget and general administration. Because the Dean of a Faculty at York is one of the senior administrators of the University, a familiarity with the wider organization of the University is a desirable attribute. Nominations may be made by May 10, 1993, in strict confidence to Billie Mullick, Secretary of the Search Committee for the Dean of the Faculty of Arts, Room S558, Ross. The Committee Chair is Prof. Ken Davey of the Biology Department.

The Search Committee invites applications for the position of Director of Human Resources. The Director will lead the Human Resources Department in the provision of client services and human resources leadership to academic and administrative department heads and provide advice to senior management in the formulation of human resources policies and strategies. The Director will also provide leadership in the areas of human resources planning and development (including training and development), employment and job evaluation, management information and payroll, labour relations and pensions and benefits. The successful candidate will be a broadly based professional with expertise in contemporary human resources issues. Prior management experience in a large public sector institution such as a major hospital, government department or another university would be highly desirable. Outstanding leadership and communications abilities, a commitment to employment equity and a consultative "team" orientation are required. Please respond in complete confidence to: The Landmark Consulting Group Inc., 115 University Avenue, Suite 200, Toronto, Ontario M5H 3B7. Application deadline: Friday, April 23, 1993.

CCS Telecommunications wishes to inform all York faculty, staff, alumni and students who make long distance calls from their homes of a new service available to them. York's high volume long distance profile has made it possible for CCS Telecommunications to negotiate highly favourable long distance rates for home service. They are offering up to 20% discounts on international calls, 40% off all Canadian calling areas and 17c per minute to all United States locations. These greatly reduced rates are not available from any other reseller of long distance services. More information, including the procedure for registering for this service, will be available from CCS Telecommunications.

The Sexual Harassment Education and Complaint Centre (SHEACC) has for viewing, copies of the video "A Safer Place: Preventing Sexual Harassment and Sexual Assault at York," produced by the City of Toronto. It is recommended for viewing by all managers in all units and all women and male staff. Please call -56500 to book the video for department viewing. It is 25 minutes long and comes with an educational manual.

A reception will be held to honour Jean Drake, Assistant to the Chair, Department of Geography, who is retiring from the University. The reception will take place May 7 from 3:00 to 6:00 p.m. in the Faculty Club. Friends and colleagues of Jean are invited to attend. RSVP to Yvonne Wood at -33916. Contributions towards a gift should be sent to Prof. B.H. Massam, Chair, Department of Geography, Room N418, Ross.

Art Galleries/Displays: The Glendon Gallery will present "Line and Form," a student exhibition of multi-media works by Glendon students' studio art course. The exhibition opens April 15 and continues until April 29. For gallery hours, call 487-6721.

The IDA Gallery presents a solo exhibition by Visual Arts student, Julio Guzman from April 12 to 16.

Japanese university students participating in a month-long summer language program at York's English Language Institute are placed with a homestay family for one weekend. Homestay begins Friday, August 13 and continues through Sunday, August 15. Members of the York community who would like to open their home to one or two of these students is asked to call the English Language Institute at -55353.

EVENTS:
MOnDAY, APrIL 12
7:30 p.m. - Year-End Screenings - [Department of Film & Video] of 1st year films and videos - Vari Hall "A"

TUESDAY, APRIL 13
9:00 a.m. - 3:10 p.m. - LaMarsh Graduate Student Symposium - to be held as follows: 9:00 a.m. - Opening Remarks by David Leyton-Brown, Acting Dean of Graduate Studies; 9:10 a.m. - "Anger, Vengeance & Violence" (Moderator: Kathy Dzinas, Psychology); 10:45 a.m. - "Children Who Witness Violence" (Moderator: Teresa Jantz, Psychology); 11:40 a.m. - Lunch provided; 12:30 p.m. - "Male Violence" (Moderator: Maria Gurevich); 1:20 p.m. - "Violence Against Women" (Moderator: Ellen Gray, Sociology); 3:00 p.m. - Closing Remarks by Michael Smith, LaMarsh Coordinator - for information, call -56528 - Room 3058, York Lanes
7:30 p.m. - Year-End Screenings - [Department of Film & Video] of 2nd year films and videos - Vari Hall "A"

WEDNESDAY, APRIL 14
12:00 noon - MEd Defence - Graduate Program in Education] Elizabeth Davis will defend her thesis titled "The Special Education Mytique: Teachers' Perceptions of the Quality of Their Pre-Service Education Programs" - Ross S849, Ross
4:00 p.m. - Research Lecture Series - [Office of the Associate Vice-President (Research)] "Dance Alive: A holistic movement to make the concept for application with the computer generated hypermedia laser disc" featuring Juliana Lau, Professor Emeritus of Dance Therapy and Senior Scholar - Reception to follow, please RSVP to -56780 - Room 316, Centre for Fine Arts
7:30 p.m. - Year-End Screenings - [Department of Film & Video] of 4th year video productions - Vari Hall "A"
8:00 p.m. - George R. Gardiner Program in Business Ethics Inaugural Lecture - [Faculty of Administrative Studies] "The Ethics of Business and the Business of Ethics" by Dr. Wesley Cragg, George R. Gardiner Professor of Business Ethics - for information, call Anna Carmichael at -55809 - Admin. Studies Bldg.
EVENTS (cont'd.)

THURSDAY, APRIL 15
2:00 p.m. & 3:00 p.m. - Public Lecture & Oral Examination - [Graduate Program in Chemistry] "Lipopolysaccharides From Campylobacter" by Armando Gabriel McDonald, a candidate for the Doctor of Philosophy degree - the public lecture will take place at 2:00 p.m., the oral examination at 3:00 p.m. - Room 320, Farquharson
7:30 p.m. - Year-End Screenings - [Department of Film & Video] of 3rd year film productions - Curtis Lecture Hall "L"

FRIDAY, APRIL 16
3:00 p.m. - Graduate Program in Exercise and Sports Science Seminar - "Melatonin as an Index of Noradrenergic Function in Psychiatric Illness" with Dr. Sidney H. Kennedy, Adjunct Professor in Exercise and Health Science - Gallery (Room 320), Norman Bethune
4:30 p.m. - PhD Colloquium - [Graduate Program in Psychology] Brian J. Cox, PhD candidate, will present his colloquium titled "Factors Associated with Panic Attacks and Panic-Related Disorders" - Room 203, Behavioural Sciences

MONDAY, APRIL 19
2:00 p.m. - MSc Defence - [Graduate Program in Biology] Abdeslam M. Abdraba will defend his thesis titled "Biosynthesis of adipokinetic hormones by Locusta migratoria in the presence or absence of amino acid analogs" - Room 320, Farquharson

STAFF POSITIONS:
Applications for internal transfers/promotions should reach Human Resources no later than April 19, 1993. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Donna Robbins
Administrative Assistant - Geography, Arts [Hours: 8:30 a.m.-4:30 p.m.] [High school graduation or equivalent; some university courses required; 3 years' administrative experience, including supervisory, budget and administering contracts experience, preferably in a post secondary environment; typing 40-45 wpm, accuracy essential; computerized spreadsheet skills required; demonstrated skill/ability in the following areas: minute taking; wordprocessing; budgeting; supervision; exercising good judgement and initiative; effective interpersonal skills; tact and diplomacy essential; dealing courteously and effectively with people; working accurately and effectively under pressure; working independently; explaining complex information in a clear and concise manner; excellent organizational skills; good written communication skills. Please submit a resume when making an application.] BAND: 14 ($42,837) JOB NO: 048K

Counsellor: Paula Cotter
Supervisor, Accounting - Glendon Accounting/Comptroller [Hours: 8:30 a.m.-4:30 p.m.] [High school graduation or equivalent; minimum 3 years' related experience, including handling cash (e.g., accounts receivables, bookkeeping, office administration, business office experience, etc.) in a related customer service environment; typing 30 wpm, accuracy essential; wordprocessing skills required; bookkeeping skills required; Bilingual Modules I (Advanced), III (Intermediate), IV (Basic); demonstrated skill/ability in the following areas: on line receivable/cash posting computer systems; handling cash; working accurately with figures; good written communication; dealing courteously, diplomatically, tactfully and effectively with people; providing information in a clear and concise manner; working accurately, quickly and effectively under pressure of high volume; exercising good judgement; effective supervisory skills; excellent organizational skills including working independently and setting priorities. Please submit a resume when making an application.] BAND: 11 (#37,252) JOB NO: 043G
THE SOCIAL CONTRACT AND YORK'S CURRENT LABOUR NEGOTIATIONS

On April 5th, the Premier called together representatives of Ontario's various public service employer and employee organizations, including organizations which receive significant transfer payments from the Government, for the purpose of proposing social contract bargaining. While it is too early to know exactly what this means, it seems that the Government wishes to have employer and employee groups in each sector get together voluntarily to discuss how best to reduce the burden of compensation costs.

The sectoral groups have not yet been defined, although a statement in this regard is expected to be made very soon by the Government's negotiating team led by the Deputy Minister of Health, Michael Decter. We anticipate that universities will be grouped in with colleges and schools.

The implication of this announcement for funding in 1993-94 is not yet clear; what is clear, however, is that the Government has seen its revenues decline significantly in the last two years and it is projecting a substantial increase in its deficit in 1993-94, perhaps as high as $17 billion, if measures are not taken to keep the debt under control. It believes this would lead to a situation in which payment of debt interest would become the largest Government program, eclipsing even the education and health programs.

This circumstance casts a shadow of uncertainty across the financial assumptions underlying York's budget for next year. While this exists, it would be imprudent to enter into major new obligations. Since the objective of the Government is to find means for controlling the costs of compensation, it would be particularly imprudent for us to enter into new obligations in this area until more is known about the "sectoral bargaining" proposal and its consequences for university funding.

York University will be endeavouring to clarify the situation as soon as possible and to weigh the ramifications for the University of any developments which occur. In the meantime, we will be postponing discussions with employee groups about increments and changes to contract language which have financial costs associated with them. We will continue, of course, to discuss issues which do not involve costs. We look forward to a full resumption of negotiations on all matters, including cost items, as soon as the University's funding situation has been clarified.

Glendon Bookstore Hours (April 19-May 2): Monday-Friday, 9:00 a.m.-4:30 p.m.; Saturday & Sunday, closed.

The York and Glendon Campus Bookstores will be closed for inventory on April 22 and 23. Micro York (the computer division of the Bookstore) and the University Central Supplies Department will also be closed on the above dates. Orders for supplies should be placed as soon as possible.

The York Campus Bookstore wishes to remind the York community that course book requests for Fall/Winter 1993/94 courses should be submitted as soon as possible.

The Sexual Harassment Education and Complaint Centre (SHEACC) has for viewing, copies of the video "A Safer Place: Preventing Sexual Harassment and Sexual Assault at Work," produced by the City of Toronto. It is recommended for viewing by all managers in all units and all women and male staff. Please call -55600 to book the video for department viewing. It is 25 minutes long and comes with an educational manual.

The York Undergraduate Admissions and Liaison Office (daytime studies) is launching a "Take York Home" campaign for the summer. Interested volunteers are asked to act as summer ambassadors of the University. Anyone who is heading outside of Ontario for the summer and who knows someone interested in learning more about York's diverse program offerings is asked to call Joanne Massey in Admissions and Liaison (-55100) for further information.

The Office of Research Administration and the Office of the Associate Vice-President (Research) are organizing a "How to Get Published" seminar. It will take place April 21 at 2:00 p.m. in the Senate Chamber (9th floor, Ross). Faculty members interested in attending, should contact ORA at -55055 (E-mail: RESEARCH@VM2.YORKU.CA).

A Farewell Reception will be held to honour Dean Michael Stevenson of the Faculty of Arts. The reception will take place May 5 from 3:30 to 5:30 p.m. in the Faculty Club. Members of the York community are invited to drop in.

CCS Telecommunications wishes to inform the York community that beginning in September, they will be offering telephone service to the undergraduate and graduate residences on campus. Campus residents will get a wide range of telephone services at rates lower than those of the Telephone Company. Discounts will also be applied on long distance charges. Students can sign up for this service at the Registration Fair.

The Printing Services Department will be closed for inventory on April 30. All printing requests submitted by 4:30 p.m. on April 16 will be completed and charged against the 1992/93 budget. Requests received after April 16 will be processed as soon as possible. However, orders not completed by 4:30 p.m. on April 23 will be charged against the 1993/94 budget.
GENERAL (cont'd.)

The Department of Safety, Security, and Parking Services reminds all continuous decal holders that unless their needs have changed, it is not necessary to contact the Parking Office to renewal their parking decal. The same amount will continue to be deducted for 1993/94. If parking requirements have changed, please contact Parking Services at 55335.

The Department of Private Funding is looking for telephone canvassers who: have a cheerful telephone personality; have an interest in York’s future; are available Monday, Tuesday and Wednesday evenings from 6:30 to 9:30 p.m.; and are reliable as well as punctual. Applicants must be a York student in order to apply. These positions pay $8.00 per hour. Interested persons are asked to call Linda Keith at 55010.

The Institute for Social Research’s Spring Seminar Series in Survey Research Methods presents the following courses: Introduction to Survey Research and Focus Methods (May 10); Questionnaire Design (May 11); Implementing Mail and Telephone Surveys (May 12); and Survey Sampling (May 13). ISR’s Statistical Consulting Service is also offering the following: Introduction to SAS and SPSSPC (beginning May 31); Introduction to SPSS and SPSSPC+ (beginning May 5); APL2 as an Environment for Statistics and Data Analysis (May 27 and 28); Multiple Regression: A Visual Approach (June 1 and 8); and Analysis of Change (June 2 and 9). Please contact Anita Valencia at ISR (55061) for registration information.

EVENTS:
MONDAY, APRIL 19
9:00 a.m. - 5:00 p.m. - Conference - [Glendon College] "La cooprération France-Canada et la sécurité collective" - for information, call 487-6704 - Room 204, York Hall, Glendon
2:00 p.m. - MSc Defence - [Graduate Program in Biology] Abdelsalam M. Abdabara will defend his thesis titled "Bioisynthesis of adipsokin hormones by Locusta migratoria in the presence or absence of amino acid analogs" - Room 320, Farquharson
3:30 p.m. - Lecture - [Department of History] "Is There a New History?" by Prof. Peter Burke, a reader in Cultural History at the University of Cambridge, England - Senior Common Room, Founders
4:00 p.m. - Earth and Atmospheric Science Seminar - "Atmospheric Processes During a Northern Polar Winter as Simulated With a 3-Dimensional Model" by M. Yu Danilin, Institute for Geophysics and Meteorology, University of Cologne - Room 317, Petrie

TUESDAY, APRIL 20
9:00 a.m. - 5:00 p.m. - Conference - [Glendon College] see Monday’s listing at 9:00 a.m. for information
2:00 p.m. - Faculty Seminar - [Graduate Program in Women’s Studies] "What is Feminism?" (based on Prof. Black’s current research) by Prof. Naomi Black - Room 390, York Lanes
7:30 p.m. - Documentary - "Kuwait in Flames" by Christa Dickenson, a fine arts graduate film student, who has used her own personal experience (or that of family and friends) as subject matter for this documentary - for further information, call the Department of Film and Video - Lecture Hall "B," Vari Hall

WEDNESDAY, APRIL 21
9:15 a.m. - Psychology Convention - "Emotions and the Development of Personality and Psychopathology" by Dr. Carroll Ellis - Senate Chamber (S915), Ross

THURSDAY, APRIL 22
10:30 a.m. - MA Defence - [Graduate Program in Geophysics] Lorraine Wright will defend her thesis titled "Parkdale: The Neighbourhood as Defined By Its Residents" - Room N401, Ross
4:00 p.m. - PM Meeting - Senate Chamber (S915), Ross

MONDAY, APRIL 26
2:30 p.m. - PhD Colloquium - [Graduate Program in Psychology] Judy Butler Millington, PhD candidate, will present her colloquium titled "The Relationship Between Family Coping and the Academic Coping of Students" - Room 203, Behavioural Sciences
3:00 p.m. - MA Defence - [Graduate Program in Interdisciplinary Studies] Carl Peters will defend his thesis titled "bpNichol: The Found Poem and the Death of the Author" - Room N827, Ross

STAFF POSITIONS:
Applications for internal transfers/promotions should reach Human Resources no later than April 26, 1993. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Donna Robbins
Secretary - Physical Education/Arts [Temporary to November 30, 1993; 28 hours per week, Monday-Thursday (8:30 a.m.-4:30 p.m.)] - [High school graduation with secretarial training or equivalent; minimum 2 years’ related experience (e.g. secretarial, organizing special events, maintaining accurate records, etc.); typing 40-45 wpm, accuracy essential; common ability to spread sheet skills; minute taking skills preferred or willingness to learn; demonstrated skill/ability in the following areas: wordprocessing; bookkeeping; working calmly and effectively under pressure of frequent interruptions; providing information and answering enquiries in a clear and concise manner; good written communication skills; dealing courteously and effectively with people; good organizational skills, including setting priorities and meeting deadlines; working independently; exercising good judgement and initiative; pleasant and effective telephone manner. Please submit a resume when making an application.] BAND: 5 (Based on an annual salary of $28,853) JOB NO: 050K

Counsellor: Susan Lenoue
*Program Manager (Telemail) - Private Funding [Temporary from May 31 to September 24, 1993; Must be willing to work flexible hours (8:00 a.m.-5:00 p.m./1:45 p.m.-9:45 p.m) and occasional weekends as required (University degree or equivalent; York degree preferred; minimum 3 years’ related administrative experience, including supervisory and sales/marketing or fundraising experience; experience with phone and/or direct mail programs preferred; demonstrated skill/ability in the following areas: excellent communication and interpersonal skills; tact and diplomacy; leadership skills, including ability to train, supervise, motivate and work effectively with others; excellent organizational and administrative skills; sound judgement and ability to exercise initiative; proven ability to develop, plan and coordinate fundraising strategies; producing publications or materials; excellent written communication skills, with experience in writing in sales/marketing/fundraising or other communications/ public relations environment; meticulous attention to detail; wordprocessing; spreadsheets; knowledge of computer information systems. Please submit a resume when making an application.] GRADE: P&M 4 (Based on an annual salary of $33,339 - $40,339) JOB NO: 051L

Senior Network Designer - Communications, Telecommunications & Instructional Services [University degree in Computer Science or equivalent; minimum ten years’ related experience in networking UNIX and VAX/VMS systems; extensive experience in networking (Ethernet/100B, Token-Ring/100B, TCP/IP, DECnet, FDDI, fibre-optics, X.25, Datapac, T1, Appletalk, Novell IPX, routing protocols, wide-area communications, common carriers, networking standards and development processes); excellent planning and analytical skills; effective interpersonal skills; demonstrated skills in developing and implementing communications procedures; proven project management skills, and ability to work effectively in project team situations; proven ability to make independent decisions; strong oral and written communication skills, including technical writing and report writing; ability to maintain confidentiality essential. Please submit a resume when making an application.] P&M 9 (Under Review) ($48,983 - $59,269) JOB NO: 052L
GENERAL:
Metropolitan Toronto wishes to advise the York community that the completion of the Steeles Avenue widening project (which began in September 1992) will take place within the next month. The impact on the York community should be significantly less than last Fall, given that classes are now completed, and the extent of road disruption will be reduced. The work will involve two elements: 1) The final layer of pavement between Keele and Jane Streets which should be completed in three to four days (weather permitting), will create sections of reduced lanes as work proceeds; 2) Landscaping of the north and south sides of Steeles as well as the median restoration. This will take approximately four weeks and will reduce traffic in each direction.

The Staff Development Office has spaces available in the Supervisory Skills Workshops being held on May 4, 11 and 13. The seminar will be facilitated by Harry VanBommel. For details or to register, call Wendy Kubelski at -22597 no later than April 30.

The Retirement Planning Centre and Recreation York will offer a two-day walking program titled "The Joy of Walking" on May 4 and 6 at 12:10 and 1:10 p.m. The program will involve a short walk in the valley. All that is needed is a pair of running shoes. To register, call Mary Durzi at -65228 or E-Mail at Retirees@YorkVM2.

The Printing Services Department will be closed for inventory on April 30. All printing requests submitted by 4:30 p.m. on April 16 will be completed and charged against the 1992/93 budget. Requests received after April 16 will be processed as soon as possible. However, orders not completed by 4:30 p.m. on April 23 will be charged against the 1993/94 budget.

Art Galleries/Displays: Atkinson College's Fine Arts students' year and exhibition titled "Fluxus Revisited" opens April 28 at 7:00 p.m. with a multi-media event in the Elmina Atkinson Hall. Throughout the exhibition, works by students in film, music, theatre, and visual arts will be spotlighted.

The Glendon Gallery presents "Line and Form," a student exhibition of multi-media works by Glendon students' studio art course until April 28. An exhibition titled "Toronto in the 1970s" by David McQueen will open April 30 at 6:00 p.m. and continues until May 3. For gallery hours, call 487-6721.

- The Glendon Gallery presents "Line and Form," a student exhibition of multi-media works by Glendon students' studio art course until April 28. An exhibition titled "Toronto in the 1970s" by David McQueen will open April 30 at 6:00 p.m. and continues until May 3. For gallery hours, call 487-6721.

- The IDA Gallery will present work by Kelli Diosa from April 26-30.

CUEW/SCETTE Personal and Professional Renewal Day for Unit 2 members will be held on May 12 at York. Workshops and seminars will offer support for the demands of excellence in teaching and research for part-time faculty, as well as for career development. There is no registration fee, however, the conference is limited to the first 100 registrants. The deadline to register is May 3. For more information, call -65764.

The Centre for International and Strategic Studies is accepting applications for the position of Administrative Officer. Qualifications: university graduation or equivalent; at least two years' related administrative and (preferably research) accounting experience in a university setting, including budgeting and bookkeeping skills; supervisory experience; excellent organizational skills; excellent written, oral, and interpersonal skills; wordprocessing experience (Wordperfect 6.1, preferably Windows). This is a two-year contract position with the possibility of renewal. Salary range: $35,000-$40,000. Please submit an application with full resume no later than May 3 at 12:00 noon. For more information, please contact Rosemary Thompson at -85166.

Student Security Services will implement the "Call-in Escort Service System" on May 1. The system will remain in effect until August 31. To use the service, please call the Student Security Office at -65644. Summer hours are 8:00 p.m. to 2:00 a.m.

The FutureWatch conference titled "Students in Action and Sustainable Societies" will take place in the Faculty of Environmental Studies, May 7-9. Participants and volunteers are still welcome. For more information, please call Philip Lucima at 739-6862.

The Search Committee is actively seeking nominations from the York community for potential candidates for the position of Dean of the Faculty of Arts. Candidates are to be internal to the University. In keeping with the University's commitment to affirmative action, the Committee will make special efforts to seek and attract women candidates and candidates from amongst all parts of York's diverse community. The candidate must have excellent academic qualifications and administrative skills and experience, in order to provide outstanding leadership for the teaching and research programs of the University's largest Faculty, and to be responsible for the Faculty's budget and general administration. Because the Dean of a Faculty at York is one of the senior administrators of the University, a familiarity with the wider organization of the University is a desirable attribute. Nominations may be made by May 10, 1993, in strict confidence to Billie Mullick, Secretary of the Search Committee for the Dean of the Faculty of Arts, Room S958, Ross. The Committee Chair is Prof. Ken Devy of the Biology Department.

A reception will be held to honour Jean Drake, Assistant to the Chair, Department of Geography, who is retiring from the University. The reception will take place May 7 from 3:00 to 6:00 p.m. in the Faculty Club. Friends and colleagues of Jean are invited to attend. RSVF to Yvonne Wood at -33916. Contributions towards a gift should be sent to Prof. B.H. Messam, Chair, Department of Geography, Room N418, Ross.

EVENTS:

**MONDAY, APRIL 28**
1:30 p.m. - Computer Science Seminar Series R. "System Support for Situated, Nomadic Computing" with Dr. Murray S. Mazer, Digital Equipment Corporation - Room S106, Ross
2:00 p.m. - LLM Defence. [Graduate Program in Law] Leonard Rotman will defend his thesis titled "Duty, The Honour of the Crown and Ubermama Fides: Fiduciary Doctrine and The Crown-Native Relationship in Canada". - Room 415, Osgoode
2:00 p.m. - MSc Defence. [Graduate Program in Exercise and Health Science] Robin L. Toffolo will defend her thesis titled "Myofibrillar Adaptations During Compensatory Hyper trophy". - Room 258, Petrie
2:30 p.m. - PhD Colloquium. [Graduate Program in Psychology] Judy Buller Millington, PhD candidate, will present her colloquium titled "The Relationship Between Family Coping and the Academic Coping of Students". - Room 203, Behavioural Science
3:00 p.m. - MSc Defence. [Graduate Program in Interdisciplinary Studies] Carl Peters will defend his thesis titled "LifeNichols: The Found Room and the Death of the Author". - Room N927, Ross

**TUESDAY, APRIL 29**
9:00 a.m. - MSc Defence. [Graduate Program in Biology] Mark Viciari will defend his thesis titled "The Grazing Ecology of Red Fescue, Festuca rubra, on St. Kilda". - Room 203, Lumber's Museum
9:00 a.m. - MSc Defence. [Graduate Program in Biology] Loretta D'Costa will defend her thesis titled "Development of the RNA-PCR Technique of Determining Cardiac Myosin Heavy Chain Gene Expression". - Room 320, Farquharson
EVENTS (Tuesday, April 27, cont'd.)
1:00 p.m. - LLM Defence - (Graduate Program in Law) Michael Somers will defend his thesis titled "Hate Propaganda and Freedom of Expression in a Multicultural Society" - Room 416, Osgoode
2:00 p.m. - PhD Defence - Graduate Program in Biophysics - Adonis Skandals will defend his dissertation titled "Analysis of point mutations in individuals exposed to ionizing radiation" - Room 320, Farquharson
2:00 p.m. - Visiting Speaker - (Department of English) "Postmodernism and Contemporary Chinese Vant-Garde Literature" by Wang Ning, Peking University - Room 201, Stong
3:30 p.m. - PhD Defence - Graduate Program in Psychology - Judith M.B. Millington will defend her dissertation - Room N927, Ross (see Monday's listing at 2:30 p.m. for title of dissertation)
3:30 p.m. - Computer Science Seminar - "Optimal Algorithms for Some Geometric Location Problems" with Prof. Binay Bhattacharya, Simon Fraser University - Room S104, Ross

WEDNESDAY, APRIL 28
2:00 p.m. - MA Defence - (Graduate Program in Geography) Hyoung Wang will defend his thesis titled "Comparative Studies of Flood Control Measures in China and in the United States" - Room V401, Ross
7:30 p.m. - Year-End Screenings - (Dept. of Film & Video) featuring films produced by 4th year graduating students - Vari Hall "A"

THURSDAY, APRIL 29
10:30 a.m. - PhD Defence - (Graduate Program in Sociology) Enakshi Dua will defend her dissertation titled "Ideology, Capital and Markets: The Making of the Indian Machine Tools Industry" - Room N927, Ross
11:00 a.m. - Panel Discussion - [Centre for the Support of Teaching] "Making the Transition" - panels will describe their experience of making research/open access presentations - RSVP to -55764 - Room S101, Ross
2:30 p.m. - MA Defence - (Graduate Program in Geography) Michael Owaysu will defend his thesis titled "Urban Fringe Land Use Changes and Planning Responses in Subsaharan Africa: The Case of Accra, Ghana, 1970-1982" - Room N401, Ross

FRIDAY, APRIL 30
1:30 p.m. - Computer Science Seminar - "Automatic Classification of Words in Unprocessed Text" with Walter J. Savitch, University of California, San Diego - Room S105, Ross
2:00 p.m. - PhD Defence - (Graduate Program in Psychology) Brian J. Cox will defend his dissertation titled "Factors Associated with Panic Attacks and Panic-Related Disorders" - Room N927, Ross

SATURDAY, MAY 1
11:00 a.m. - Year-End Performance - (Faculty of the Fine Arts) "Mother Nature Takes a Vacation," performed by the young dancers, musicians, artists and the Artstart program - admission $2 at the door - Burton Auditorium
MONDAY, MAY 3
1:00 p.m. - MSc Defence - (Graduate Program in Computer Science) Eric Harley will defend his thesis titled "Minimal Resolution Counterparts of Lukasiewicz Logics" - Room N824, Ross
3:00 p.m. - MA Defence - (Graduate Program in Geography) Robin Schacter will defend her thesis titled "Modelling the Retail Site Selection Process: A Case Study for Carvel Ice Cream" - Room N401, Ross

STAFF POSITIONS:
Applications for internal transfers/promotions should reach Human Resources no later than May 3, 1993. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counselor: Dawn Richards
Microcomputer Trainer/Administrator - Staff Development, Human Resources [Hours: 8:30 a.m.-4:30 p.m.] (Some post-secondary courses in microcomputing and adult education, including program planning, or equivalent; 3 years related experience (e.g., program design, implementation, coordination, etc.); working knowledge of Local Area Networks operations; effective interpersonal skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: assessing learning needs; designing, delivering and evaluating formal training sessions; working knowledge of a variety of hardware and software applications in wordprocessing, computerized spreadsheets, and electronic mail; working effectively with individuals at all levels within the organization; excellent organizational skills; good problem solving skills; excellent communication skills; good written communication skills. Please submit a resume when making an application.) BAND: 9 ($34,113) JOB NO: 053H
Budget Assistant - Office of the Dean, Atkinson [Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter)] (High school graduation; bookkeeping courses or equivalent; minimum 2 years related experience (e.g., bookkeeping, processing expenses, providing budgetary information, etc.) preferably in a computerized environment; typing 35 wpm, accuracy essential; wordprocessing required; minimum skill/ability in the following areas: attending accurately to detail; working accurately with figures; working well under pressure of frequent deadlines; dealing courteously and effectively with people; pleasant telephone manner; computerized spreadsheets; bookkeeping; good organizational skills; good oral and written communication skills. Please submit a resume when making an application.) BAND: 7 Provisional ($51,328) JOB NO: 054H
Counselor: Susan Lanoue
Senior Analyst/Programmer - Support Services, Management Information Systems [Hours: 8:30 a.m.-4:30 p.m.] (University degree in Computer Science or equivalent combination of education and experience in a computing industry; minimum 5 years experience in network administration; knowledge of Computer Science, including 4 years which involved analysis, & a minimum of 1 year's experience training & overseeing the work of others; excellent oral & written communication skills; demonstrated skill/ability in the following areas: programming very small group or team situations; exercising good judgement & initiative; exercising tact & diplomacy; good organizational skills, including effectively meeting deadlines & following tasks through to completion under pressure of high volume; good analytical & problem solving skills; preparing & making presentations; training & overseeing the work of others; maintaining confidentiality; providing a high level of service to the community. Advanced knowledge of: Operating System/Network Software (all); VMS, UNIX, DOS/OS/2; Local Area Networks & associated software (e.g., Token Ring, Novell, Ethernet, etc.); PC utilities; Intermediate knowledge of: X-Windows Motif; NFS; TCP/IP; Microcomputer hardware & peripherals; C programming language; Basic knowledge of: Programming languages; C++ & SAS; Operating systems: OSF DCE & MVS/AXA; Electronic mail system; Spreadsheet applications software (e.g., Lotus 1-2-3); Word processing applications software (e.g., Wordperfect); Date base management systems (e.g., R/Base, DBase); Other PC Application Software (e.g., graphics, scheduling, communications & file management). Please submit resume when making an application.) BAND: 12 Provisional ($39,928) JOB NO: 055L
Network Administrator - Administrative Studies [Hours: 8:30 a.m.-4:30 p.m.] (University degree in Computer Science or equivalent combination of education and experience in a computing industry; minimum 5 years experience in network administration; minimum 1 year's experience in an end-user support role in the following areas: TC/IP (various flavors), Novell Networks, VMS, CMS, DOS, DOS/Windows, OS/2, token ring end ethernet networks; demonstrated skill/ability in the following areas: good problem solving skills; prioritizes and handles problems independently; ability to identify and solve problems; budgetary skills; good written communication skills; effectively working under pressure of high volume; attending accurately to detail; maintaining accurate records; dealing courteously and effectively with people; obtaining and explaining complex information in a clear and concise manner in one-to-one and group setting; overseeing the work of others. Intermediate knowledge of: A Statistical Language (e.g., S-Plus); Advanced knowledge of: An Academic Language (e.g., PASCAL, C); Operating Systems (Mainframes) (e.g., VAX/VMS, CM/CS, UNIX); Operating Systems, (Workstations) (e.g., DOS, OS/2, ULTRIX); Systems Utilities; Data Communications (e.g., Kermit, TCP/IP, FTP); Knowledge of microcomputer concepts, fundamentals, and related software; PC Networks (e.g., Novell, AppleTalk). Please submit a resume when making an application.) BAND: 13 Provisional ($40,938) JOB NO: 056L
[Previously posted as JOB NO: 012L] Counselor: Paula Cotter
Faculty Secretary - Office of Student Programmes, Glendon College [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years related experience (e.g., providing information, maintaining and checking academic records, preparing statistical reports, secretarial, etc.) in a student service area; wordprocessing/data entry skills required; excellent oral communication skills; good written communication skills; effective interpersonal and problem solving skills; in-depth knowledge of computerized student records system; initiative and sound judgement; Bilingual Modules I (Advanced), III (Intermediate), IV (Intermediate) courses; dealing diplomatically, tactfully, courteously and effectively with people; attending accurately to detail; exercising full discretion in dealing with highly confidential matters. Please submit a resume when making an application.) BAND: 9 ($50,085) JOB NO: 057G