GENERAL:

**SPRING CONVOCATION CEREMONIES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Ceremonies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 5</td>
<td>Glendon College - Ricardo Díez-Hochleitner will receive an honorary Doctor of Letters Degree - West Quadrangle Lawn, Glendon Campus</td>
</tr>
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<td>Wednesday, June 9</td>
<td>Norman Bethune College, Faculties of Pure and Applied Science, Environmental Studies and Graduate Studies - Fang Lishi will be awarded an honorary Doctor of Science degree</td>
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<td>Thursday, June 10</td>
<td>Stony College - Roch Carrier will receive an honorary Doctor of Letters degree</td>
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<td>Founders and Varian Colleges - Sister Mary Jo Leddy will be awarded an honorary Doctor of Letters degree</td>
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**NOTE:** All ceremonies (with the exception of Glendon College) will take place at the York campus, east of the Centre for Film and Theatre.

Convocation Robes: Members of the York community who have not yet submitted their robe request forms are asked to send them immediately, or call the Convocation Office at -55325 to make their request.

The Toronto District of the National Congress of Italian Canadians invites members of the York community to a preview of "Italian Canadian Women: Struggles, Defeats, and Triumphs," a videotaped record of the first roundtable discussion in the Mirrors & Windows series. Mirrors & Windows is an ongoing exploration of the Italian Canadian identity – a community education project of the Mariano A. Elia Chair in Italian Canadian Studies at York in collaboration with The Vitanova Foundation. The preview takes place June 8 at 7:30 p.m. at the offices of The Vitanova Foundation, 90 Winges Road, Suite 203, Woodbridge. Interested persons are asked to RSVP by June 4 to Silvana Stifani at -55016. Convenors: Gabriella Colussi Arthur, Program Director, The Mariano A. Elia Chair in Italian Canadian Studies; and Tony Carella, Chairman of the Board of Directors of The Vitanova Foundation.

"Different Canadas, Diverse Sociologies" is the title of a conference celebrating 25 years of Graduate Sociology at York. The conference takes place June 2 and 3 in Vari Lecture Hall "A." The registration fee is $25; graduate students $10. For further information or to register, contact Reza Rahbari at -55016 (ext. 60314).

The York Youth Connection needs camp supplies for the summer and would appreciate receiving any spare "Canadian Tire Money." Please mail or drop-off contributions to the Community Relations Office, Suite A, WOB or to the Master's Office, Room 120, Atkinson.

The Office of Research Administration is organizing a SSHRC Information Session for those faculty members who are considering applying for a SSHRC Research Grant next fall (Deadline: October 15). The session will be held June 2 at 10:00 a.m. in the Senate Chamber (S915), Ross. It will be led by Prof. Reg Whitaker (Political Science/Arts). Please confirm attendance by contacting ORA at -55055 or by E-mail (RESEARCH@VM2.YORKU.CA).

The Faculty of Administrative Studies will host this year's "Back to the Campus" for Canadian CEOs, MBA students and business faculty on June 3, 8:30 a.m. to 2:30 p.m. For more information, call Peter Schneider, Special Projects Manager at 55844.

York Campus Bookstore and Micro York Hours (May 31 - June 12): 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.; Sunday, closed.

Glendon Bookstore Hours (June 7 - July 4): Monday-Friday, 9:00 a.m.-5:00 p.m.; Saturday and Sunday, closed. The Bookstore will be closed July 1 and 2 for the Canada Day holiday weekend.

Members of the York community are asked to note that the meeting of the Council of the Faculty of Graduate Studies scheduled for June 3 is cancelled.
WANTED

SUMMER INTERCHANGE:
Sale available Counsellor:
STAFF POSITIONS:
videos. The public MONDAY. JUNE presentions, a EVENTS:
September. Viewing information, McKenzie.
will Participaction Challenge, a one-day, Canada-wide, mass participation event in support of a healthy, active lifestyle. Members of the York community are also reminded of Canada's Fitweek Events that are taking place at York, May 28-June 6.
Recreation York will offer Line Dancing lessons, free of charge, June 7, 9 and 11 from 1:10 to 1:50 p.m. in the Main Gym, Tait McKenzie.

The Department of Physical Plant (Grounds and Vehicles) and members of the Faculty of Environmental Studies and the Biology Department are working together on a naturalization experiment on the west edge of the Michael Boyer Woodlot. The experiment involves stopping the regular grass cutting in the designated area and encouraging the growth of indigenous meadow grasses and shrubs. The process is to be monitored by Physical Plant and the students and staff of the two concerned Faculties. Over time, it is expected that the meadow will attract an array of bird and insect species. For further information, please contact Chris Mark, Physical Plant (-22373); Rob Macdonald, Environmental Studies (-22628); or Joel Shore, Biology Department (-33492).

The York Astronomical Observatory is open to the general public for summer viewing every Wednesday evening until the end of September. Viewing hours are 9:00 p.m. until approximately 1:30 a.m. Along with telescopic viewing, there will be slide presentations, a spectroscopy display, computer software demonstrations, and a variety of astronomically related documentary videos. The public viewing program operates regardless of weather conditions.

EVENTS:

MONDAY JUNE 7
5:30 p.m. - Annual Meeting - of the Student Centre Childcare - for information, call -30102 - Council Chambers (Room 313), Student Centre

STAFF POSITIONS:
Applications for internal transfers/promotions should reach Human Resources no later than June 7, 1993. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counselor: Donna Robbins

*Pension Clerk - Pensions and Benefits, Human Resources [Temporary to December 17, 1993; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent; 3-6 months' related work experience [e.g., working with files, accessing information, clerical, etc.]; basic keyboarding skills, accuracy essential; knowledge of human resources information systems and pension administration systems preferred; knowledge of various collective agreements with respect to leave of absence, reduced workload and sick leave would be an asset; knowledge of pension regulations pertaining to contributions; working accurately with figures essential; basic knowledge of mathematical formula; working effectively under pressure of high volume; good organizational skills, including setting priorities.) GRADE: C E Y U 3 Provisional (Based on an annual salary of $26,005) JOB NO: 073K

SUMMER INTERCHANGE:
Sale - Rectangular coffee table and two end tables, rosewood and smoked glass. Call 846-7070 after 6:00 p.m.
- Women's roller derby roller skates, white, size 8 - $30. Call -55229 or 667-8241
- Computer program book, Using QuarkXPress 3.0, brand new - $30; Stylewriter Ink Jet Printer for MAC system 7, used five months - $300 with extra ink cartridge; Carrying case for the Powerbook, compact, brand new - $90. Call Judith Meddings at -56252.
- Washer and dryer, apartment size, excellent condition - $260 for the pair; Hotpoint Microwave Oven, two-years old - $140. Call -88334
- Sega Genesis Games: Crack Down - $25; Cyberball - $25; Last Battle - $30; Joe Madden Football - $20; Pat Riley Basketball - $25; Hardball - $30. Call Phyllis Gibbons at -22577
- King-size bed, Sealy Posturepedic mattress and box, bookcase headboard - $325; Sofa bed, Sklar-Pepplar, teal blue, excellent condition - $300; Coffee table, chrome and glass, 30" round - $60; Toaster oven - $25. Call 250-0277
- Inglis washer, apartment size, two speeds, five cycles - $250. Call Ellen at -66889

Rent - Sabbatical home for rent or exchange, available September 1/93 to August 31/94, spacious country home in Kleinhau, completely furnished, three bedrooms, 2 1/2 bathrooms, family room, 2 fireplaces - $1,300/month or will exchange with someone in area of Berkeley to Livermore, California. Call John or Judy Heddle at -33053 or (416) 893-2677
- Three-bedroom home in Bramalea, available June 1, single detached home with garage, rec room with fireplace, quiet court, fenced yard/garden - rent negotiable. Call Sean at -22607
- Luxurious three-bedroom home in Florida, private inground pool, golf package available - excellent rates all year long. Call -88334

Sublet - One-bedroom luxury apartment, 35th floor, air conditioned, indoor parking, at Yonge/Eglinton subway, available July 1 with option to take over lease - $795/month, no utilities fees. Call -20483

Wanted - Girl's bicycle, 14-16" wheels, training wheels preferred. Call Linda at -77587
**Monday, June 7 - Monday, June 14, 1993**

**Volume 13, Number 22**

### GENERAL:

**SPRING CONVOCATION CEREMONIES**

| Date       | Time     | Location     | Honorary Degrees
|------------|----------|--------------|-------------------|
| Wednesday, June 9 | 2:30 p.m. | Norman Bethune College, Faculties of Pure and Applied Science | - Environmental Studies and Graduate Studies - Fang Li Zhi and Steven MacLean will be awarded honorary Doctors of Science degrees.
|           |          |              | Philosophy professor Ian Jarvie and Physics and Astronomy professor Gordon Shepherd will receive Distinguished Research Professor awards. |
| Thursday, June 10 | 10:00 a.m. | St. George, St. George University | - Science College - Rock Carrier will receive an honorary Doctor of Letters degree. |
| Thursday, June 10 | 2:30 p.m. | Founders and Venier Colleges, Sister Mary Jo Leddy will be awarded an honorary Doctor of Letters degree. Humanities professor Sydney Eisen will receive a University Professor award. |
| Friday, June 11 | 10:00 a.m. | Faculty of Administrative Studies - Matthew W. Barrett will receive an honorary Doctor of Laws degree. Administrative Studies/Fine Arts professor Joseph G. Green will receive a University Professor award. |
| Friday, June 11 | 2:30 p.m. | Derick Hall Law School - R. Gordon Fairweather and Arthur R.A. Scace will receive honorary Doctor of Laws degrees. |
| Saturday, June 12 | 10:30 a.m. | Atkinson College - Richard Colebrook Harris will be awarded an honorary Doctor of Letters degree. Claudio Duran and Jean Saindon will receive University-Wide Teaching awards. |
| Tuesday, June 15 | 10:00 a.m. | Calumet College - Lee Lorch will receive an honorary Doctor of Laws degree. |
| Tuesday, June 15 | 2:30 p.m. | Faculty of Fine Arts, McLaughlin and Winters Colleges - Don Haig and Manaka Thakkar will receive honorary Doctor of Letters degrees. |
| Wednesday, June 16 | 10:00 a.m. | Faculty of Education - Rita Cox will be awarded an honorary Doctor of Letters degree. |
| Wednesday, June 16 | 2:30 p.m. | Faculty of Education - Reva Gerstein will receive an honorary Doctor of Laws degree. |

**NOTE:** All ceremonies will take place at the York campus, east of the Centre for Film and Theatre.

Due to Convocation ceremonies, the Common Road will be closed to all vehicular traffic including TTC service as follows: June 9 (1:00-4:00 p.m.); June 10 (9:00 a.m.-4:00 p.m.); June 11 (9:00 a.m.-1:00 p.m.); June 15 (9:00 a.m.-4:00 p.m.); June 16 (9:00 a.m.-1:00 p.m.). TTC passenger pick-up and drop-off at the Common will be re-routed during this period to the northeast and southwest corners of York Blvd. and Fraser Dr. Signage will be posted indicating exact locations of temporary bus stops.

Members of the York community are asked to note that the back room of the Faculty Club will be closed June 9 to 16 for the Chancellor’s luncheons.

The Search Committee is actively seeking nominations from the York community for potential candidates for the position of Dean of the Faculty of Graduate Studies. Candidates are to be internal to the University. In keeping with the University’s commitment to affirmative action, the Committee will conduct a broad and proactive search, making special efforts to seek and attract women candidates and candidates from amongst all parts of York’s diverse community. The candidate must possess excellent academic qualifications as well as administrative skills and experience, in order to provide outstanding leadership for the University’s graduate teaching and research programs, and to be responsible for the Faculty’s budget and administration. The candidate must also be capable of promoting the University’s external image of research excellence through the Ontario Council of Graduate Studies. 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 September 20, 1993, in strict confidence to the Secretary of the Search Committee for the Dean of the Faculty of Graduate Studies, c/o the President’s Office, S949, Ross. The Committee Chair will be Prof. Michael Stevenson, Vice-President (Academic Affairs).

The Search Committee is actively seeking nominations from the York community for potential candidates for the position of Dean of the Faculty of Pure and Applied Science. Candidates are to be internal to the University. In keeping with the University’s commitment to affirmative action, the Committee will conduct a broad and proactive search, making special efforts to seek and attract women candidates and candidates from amongst all parts of York’s diverse community. The candidate must possess excellent academic qualifications as well as administrative skills and experience, in order to provide outstanding leadership for the University’s teaching and research programs in pure and applied science, and to be responsible for the Faculty’s budget and 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 September 20, 1993, in strict confidence to the Secretary of the Search Committee for the Dean of the Faculty of Pure and Applied Science, c/o the President’s Office, S949, Ross. The Committee Chair will be Prof. Joan Wick Pelletier, Associate Vice-President (Research).

Members of the York community are asked to note that there will be a total steam shutdown affecting all heating and domestic hot water in all buildings on the York campus. The shutdown will take place between 7:00 p.m. on June 4 and 7:00 a.m. on June 5.

Science faculty re-applying for NSERC research grants next fall, and those who are applying for the first time, should be advised that they must first submit "advance material" to NSERC by August 13. Details and information packages are available from the Office of Research Administration (S414, Ross), ext. 55055 (E-mail: RESSEARCH@VM2.YORKU.CA).
GENERAL (cont'd.)

In 1979, President Ian Macdonald established The Ronald Kent Medal, in memory of his driver, Ronald Kent and his many years of devoted service to York. The medal is awarded periodically to honour unusual service to the University by a member of the non-academic staff. Its recipients thus far have been Ron Kent (posthumously), Olgia Cikak, Roy Whitty, Joan Young, Nancy Accinni, Frank Jarvis and Janice Pearson. A selection committee chaired by Vice-President Sheldon Levy receives nominations and makes recommendations to the President as to suitable recipients of the Medal. It is intended to award the Medal this winter. Members of the York community are invited to submit nominations for the award to Billie Mullick, Office of the Vice-President (Institutional Affairs), Room S958A, Ross, by Monday, June 21.

Recreation York wishes to inform the York community that the individual category for the most decorative sneakers at the Sneaker Day Contest was won by Alison Balneaves of Atkinson College. The group category winner was the Faculty of Fine Arts. Recreation will offer Line Dancing classes (free of charge) June 7, 9 and 11 from 1:10 to 1:50 p.m. in the Main Gym, Tait McKenzie. Children's Red Cross Swimming Lessons will be offered by Recreation York this summer. Lessons will be a half-hour in length on Monday evenings between 7:00 and 9:00 p.m. The session will run from June 14 to August 9. The cost is $25 for members and $35 for non-members. Please register at the Recreation York Office (Room 211), Tait McKenzie.

The Master of Calumet College wishes to inform the York community that James Brown has been appointed Academic Advisor, effective July 1, 1993.

EVENTS:

MONDAY, JUNE 7

8:30 p.m. - Annual Meeting - of the Student Centre Childcare - Council Chambers (313), Student Centre

WEDNESDAY, JUNE 9

10:00 a.m. - PhD Defence - [Graduate Program in Social Anthropology] Janet McLellan will defend her dissertation titled "Many Petals of the Lotus: Redefinitions of Buddhist Identity in Toronto" - Room N927, Ross

12:00 noon - York Women's Council Meeting (juice and coffee provided) - Senior Common Room, Founders

12:00 noon - Weight Watchers' Registration/Information Meeting - featuring a 12-week summer special for the price of 10 weeks - a minimum of 20 people must pay registration fee in order for this session to begin June 16 - for more information, call -77079 or -33089 - Room S739, Ross

THURSDAY, JUNE 10

2:00 p.m. - Physics and Astronomy Seminar - Professor L.Z. Fang, Department of Physics, University of Arizona, will be awarded an honorary Doctor of Science degree at the June 9th convocation ceremony. He has kindly agreed to give a seminar titled "Hot and Cold Dark Matter in the Universe" - Senate Chamber (S915), Ross

2:00 p.m. - Mathematics and Statistics Colloquium - "Extensions of Mappings on Metric Spaces" with Prof. Mirek Husek, Charles University, Prague and University of Toledo - Room 3004, Vari Hall

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than June 14, 1993. Application forms are available from Human Resources. Detailed job descriptions are available in the reception area of Human Resources.

*Indicates position is exempt from bargaining unit.

Counsellor: Dawn Richards

*Finance Officer - Facilities and Business Operations (University degree in business and/or accounting; recognized accounting designation or equivalent experience; extensive senior experience in financial leadership, in a highly computerized retail and/or business environment; in-depth knowledge of financial planning, operational management and EDP principles and methodologies; well developed knowledge of accounting, budgetary management, financial and analytical principles; leadership, entrepreneurial, administrative and supervisory skills; excellent oral and written communication skills; proven skill in the development and implementation of financial controls and audit systems in generating financial forecasts and in achieving financial goals; required to work with people at all levels of the organization. Please submit a current resume and cover letter when making an application.) GRADE: P&M 10 (#52,987-644,004) JOB NO: 074H

Counsellor: Donna Robbins

Administrative Assistant - Geography, Atkinson College [Temporary: 12 months; 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 environment; typing 50-55 wpm, accuracy essential; computerized spreadsheet skills required; knowledge of computerized student records system preferred; demonstrated skill/ability in the following areas: wordprocessing, proofreading; pleasant telephone manner; dealing courteously and effectively with people; exercising tact and diplomacy; working effectively under pressure of high volume and conflicting demands; attending accurately to detail; good organizational skills, including ability to set priorities and work independently; good oral and written communication skills. Please submit a resume when making an application.] BAND: 6 Provisional (Based on an annual salary of $30,065) JOB NO: 075K

Counsellor: Susan Lanoue

Administrative Secretary - Office of the Dean, Osgoode Hall Law School [Hours: 8:30 a.m.-4:30 p.m.] [High school graduation with additional secretarial training or equivalent; minimum 3 years' senior secretarial experience (e.g., providing assistance to a senior administrator, including scheduling, arranging of meetings and events, answering enquiries and wordprocessing), preferably gained in an academic or educational environment; typing 50-55 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing, advanced level; transcribing from dictation equipment; good oral communication skills, including providing information and answering enquiries in a clear, concise and courteous manner; excellent telephone manner; good written communication and proofreading skills; excellent organizational skills, including ability to work independently, set priorities and work effectively under pressure of high volume to meet deadlines; attending accurately to detail; effective interpersonal skills, including dealing calmly, courteously and effectively with people; exercising tact and diplomacy; working cooperatively and effectively with co-workers; maintaining confidentiality; exercising good judgement and initiative. Familiarity with the legal profession, institutions and terminology preferred; shorthand skills preferred. Please submit a current resume when making an application.] BAND: 8 (#32,643) JOB NO: 076L Reposting of JOB NO: 069L

SUMMER INTERCHANGE:

Sale - 1978 Chev Impala, needs exhaust system - $300 uncertified or best offer; 18' Cedar strip canoe - $1,000 or best offer. Call 250-1881 after 5:00 p.m.

- 1986 Mazda RX7/GX, AM/FM cassette, power sunroof, 5-speed, cruise control, performance tires, charcoal grey, no rust, 103km -asking $6,000. Call Susan at -77560 or Guy at 691-6462 after 8:00 p.m.

- 5-cu.-freezer, 20"x30"x32", excellent condition -asking $100. Call Jeanne at -77693 or 512-9553

Rent - Sabbatical house in Barrie, three-bedrooms, furnished, available October 1/93 to June 1/94, non-smokers and no pets - $700/month. Call Dave Johnston at -77950 or 737-1638

Wanted - Small home or apartment for professional couple on sabbatical, September to May, preferably furnished, non-smokers, no pets, willing to exchange for furnished home in St. Catharines near Brock University. Call (416) 688-0065

- 1978 Chev Impala, needs exhaust system - $300 uncertified or best offer; 18' Cedar strip canoe - $1,000 or best offer. Call 250-1881 after 5:00 p.m.
The Search Committee is actively seeking nominations from the York community for potential candidates for the position of Dean of the Faculty of Graduate Studies. Candidates are to be internal to the University. In keeping with the University’s commitment to affirmative action, the Committee will conduct a broad and proactive search, making special efforts to seek and attract women candidates and candidates from amongst all parts of York’s diverse community. The candidate must possess excellent academic qualifications as well as administrative skills and experience, in order to provide outstanding leadership for the University’s graduate teaching and research programs, and to be responsible for the Faculty’s budget and administration. The candidate must also be capable of promoting the University’s external image of research excellence through the Ontario Council of Graduate Studies. 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 September 20, 1993, in strict confidence to the Secretary of the Search Committee for the Dean of the Faculty of Graduate Studies, c/o the President’s Office, S949, Ross. The Committee Chair will be Prof. Joan Wick Pelletier, Associate Vice-President (Research).

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A reception will be held to honour Ken Thomson, Director of Technical Services and Non-Academic Administration, Faculty of Pure and Applied Science, who is retiring from the University. The reception will take place Tuesday, June 29 at 3:30 p.m. in the Faculty Club, Ross. Friends and colleagues are invited to attend. Please reply to Cheryl Kitchen (223161) or (E-mail: CHERRY@UNICAAT,YORKU.CA). Contributions towards a gift can be sent to Cheryl Kitchen, Administrative Assistant to the Dean, Faculty of Pure and Applied Science, Room 108, Steacie.

The Rosary Prayer Group meets each Wednesday at 12:00 noon in the York Catholic Community office (Room 453, Student Centre). For more information, call Christina Dashko at 55369.

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

The York Astronomical Observatory is open to the general public for summer viewing every Wednesday evening until the end of September. Viewing hours are 9:00 p.m. until approximately 11:30 p.m. Along with telescope viewing, there will be slide presentations, a spectroscopy display, computer software demonstrations, and a variety of astronomically related documentary videos. The public viewing program operates regardless of weather conditions.
**EVENTS:**

**WEDNESDAY, JUNE 16**
11:00 a.m. - **PhD Defence - [Graduate Program in Sociology]** Lori Wright will defend her dissertation titled "Women's Fear of Violent Victimization: A Sociological Analysis" - Room 2101, Var Hall

**THURSDAY, JUNE 17**

9:30 a.m. - **MA Defence - [Graduate Program in Psychology]** Mark S. Watson will defend his thesis titled "Locus of Control, Blame, and Their Relationship With Coping Effectiveness for the Spinal Cord Injured" - Room N237, Ross

4:00 p.m. - **Mathematics and Statistics Colloquium - Integration by a Universal Property** with Prof. R. Börger, Freiburg and York University - Room N203, Ross

**FRIDAY, JUNE 18**
2:00 p.m. - **Economics Seminar - Multi-Objective Optimization: An Alternate Approach** with Prof. Bert Mond, La Trobe University, Australia - Room 1063, Var Hall

**MONDAY, JUNE 21**
4:00 p.m. - **Board of Governors' Meeting - Board/Senate Chamber, Glendon**

**STAFF POSITIONS:**
Applications for internal transfers/promotions should reach Human Resources no later than June 21, 1993. Application forms and detailed job descriptions are available in the reception area of Human Resources. *Indicates position is exempt from bargaining unit.*

**Graduate Program Assistant - History, Arts [Temporary from July 4, 1993 to January 7, 1994; Hours: 8:30 a.m.-4:30 p.m. (summer); 9:00 a.m.-5:00 p.m. (winter)]** [High school graduation with secretarial training or equivalent; 2-3 years' related experience (e.g., coordinating administrative processes, secretarial, answering enquiries, etc.) preferably in a student service area; 40-45 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing; minute taking; attending accurately to detail; effectively and efficiently arranging complex schedules; maintaining confidentiality; interpreting and answering detailed enquiries in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; excellent organizational skills, including working independently and setting priorities; working effectively under pressure of high volume; good written communication skills. **Please submit a current resume when making an application.**

**BAND: 7 [Based on an annual salary of $31,328] JOB NO: 077K**

**Secretary to Associate University Librarians - Office of the University Librarian [Hours: 8:30 a.m.-4:30 p.m.]** [High school graduation with secretarial training or equivalent; 2 years' experience (e.g., scheduling meetings and appointments, committee support, resource for computer applications, etc.); typing 40-45 wpm, accuracy essential; familiarity with computer communications software and windowing applications; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheets; desktop publishing; minute taking and minute preparation; working accurately with figures; working accurately and effectively under pressure of high volume; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; good organizational skills; working independently within established guidelines and procedures; good oral and written communication skills. **Please submit a current resume when making an application.**

**BAND: 5 Provisional (428,853) JOB NO: 078K**

**Computer Clerk - Housing and Food Services, Business Operations [Temporary to February 7, 1994; Hours: 8:30 a.m.-4:30 p.m.]** [High school graduation with courses in accounting or equivalent; minimum two years' related experience (e.g., receiving and providing information, clerical, maintaining accurate records, etc.) preferably in a comparable institutional environment; payroll experience preferred; knowledge of collective agreements and personnel administration preferred; demonstrated skill/ability in the following areas: typing 40-45 wpm, accuracy essential; computerized spreadsheets and wordprocessing; working under pressure of high volume and adapting to constantly changing priorities; working accurately with figures and attending meticulously to detail; good organizational skills, including ability to work independently and set priorities; dealing courteously and effectively with people; exercising tact, diplomacy and initiative; good oral and written communication to provide information and answer enquiries in a clear and concise manner. **Please submit a current resume when making an application.**

**BAND: 6 Provisional [Based on an annual salary of $30,065] JOB NO: 079L**

**SUMMER INTERCHANGE:**

**Sale**
- 1987 Pontiac Firefly, four-door sedan, blue, automatic, no rust, excellent condition, 74,000 km - $3,800 (certified) or best offer - call Dwaine at 55015 or 485-4904
- IBM compatible 286 computer, mouse, Windows, modem, printer, various software - $500; Computer workstation/desktop - $100; Brother electronic typewriter - $20; Stereo system: AM/FM receiver, tape deck, record player, speakers - $50 - reasonable offers accepted. Call P. Cribb at - 33933
- 1985 Plymouth Horizon, automatic, four-door hatchback, radio and cassette - $1,100 or best offer. Call 265-4919
- 1978 Oldsmobile Cutlass Supreme Wagon, excellent condition - $1,200; Bissell carpet steamer, used only once - $120. Call - 20454 or 746-4728
- UNIDEN 2020 Satellite system with programmable integrated receiver/decoder, 12" black mesh dish, excellent condition, five-year old - best offer. Call Richard at 416 939-8843 day or evening
- Grassi soprano saxophone - $1,300. Call - 55171
- Snorker/Billiard cue, comes in two parts, made in England, wood, case included, mint condition - $50. Call 20300 or 940-5305
- IBM compatible 386DX, 40Mhz, mini-tower, 4 Megas Ram, 105MB HD, SVGA monitor and card, 5.25" and 3.5" high-density floppy drives, enhanced keyboard, software and mouse - $1,200 (non-negotiable). Call Jason at 667-8241

**Rent**
- 1990 Ford Tempo, four-door, AM/FM cassette, A/C, white, no rust, 43km, mint condition, 2 1/2 years left on warranty - $7,500 (will accept reasonable offer). Call Tony at 55082 or Yvette at 890-2891
- Three-bedroom, luxury, furnished home at Brewster (Cape Cod), Green t meshare resort, July 9-16 and/or July 16-23, indoor and outdoor pools, tennis, children's playground, etc., close to both bay and ocean beaches, sleeps 8-8450 (US) per week. Call D. Pelletier at - 33339 or 966-9528
- Three-bedroom apartment in luxury condominium, indoor pool, sauna, etc., 20 minute walk from University, two bathrooms, indoor parking, air, available July 1 -1985/month. Call 665-7908
- Two-bedroom furnished apartment in Atkinson Graduate Residence, available as a one-bedroom, air-rent negotiable. Call 663-0091
- Four-bedroom furnished house, five appliances, Bathurst/Steeles, available in August for approximately one year. Call 881-9609
- Two-bedroom furnished duplex with garden on quiet street, Yonge/Lawrence, available July 1 to August 2 - $700. Call - 442711