

# CORNELL CHRONICLE

Volume 21 Number 39 July 26, 1990



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Veterinarians  
to visit

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Hockey camp

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Meet Sheryl WuDunn

## Razing Roberts



Photographs by Tim Moersh



Demolition of Roberts and East Roberts halls began the week of July 9 (top). At left, Ken Budinger (right) and Kevin Brown dismantle the stone statuary and state seal atop Roberts Hall for storage. Ithaca Neighborhood Housing Services representative John Poludniak carries away a door that will be used in a renovation project (bottom photo). Other items taken by INHS included door casings and light fixtures. Railings were donated to Historic Ithaca.



## Japanese fungus kills gypsy-moth caterpillars

Scientists have used a fungus of Japanese origin to kill off up to 85 percent of the gypsy-moth caterpillars attacking oak trees.

The success, in an experiment conducted in an Ithaca woodlot, raises the possibility that the fungus could be used as a lethal biological weapon against the gypsy moth, according to scientists at the Boyce Thompson Institute for Plant Research, a private, independent research organization based at Cornell.

They also found the same fungus living in soils on the southern shores of Cayuga Lake and Seneca Lake, indicating that the fungus is much more widespread than previously thought.

The gypsy moth was first brought to Massachusetts by a Frenchman more than a century ago to establish a silk industry in the United States, but the insect became a forest pest. Over the decades, the creature has stripped untold acres of forests in the northeastern states. In a major outbreak in 1980-1981, for example, it defoliated an estimated 12 million acres in the Northeast.

The Japanese fungus, called *Entomophaga maimaiga*, so named because the word "maimaiga" means gypsies in Japanese, is a deadly natural enemy of gypsy moths in Japan, Korea and northern China, said Ann E. Hajek, an insect pathologist working at BTI as a visiting scientist.

The experiment, which was conducted from early May through mid-July, marked the first time that the fungus has been deliberately pitted against the leaf-devouring caterpillars at a site where the fungus does not occur naturally.

This past spring, Hajek collected soil samples containing the gypsy-moth-killing fungus from the Ward Pound Ridge Reservation in Westchester County, N.Y., where large numbers of gypsy moths died of a fungal attack last year. She also used similar soil samples from Massachusetts for the test.

*The experiment clearly demonstrates that the fungus could be used successfully as a gypsy moth biological control agent that is harmless to other animals, because it attacks only gypsy moths and a few closely related moths.*

The experiment was conducted in a woodlot near the Laboratory of Ornithology in Sapsucker Woods. Hajek spread about 12 pounds of the fungus-containing soil around the bases of five oak trees under attack by gypsy moths in early May. In addition, she put scores of caterpillars infected with the fungus on two additional oak trees.

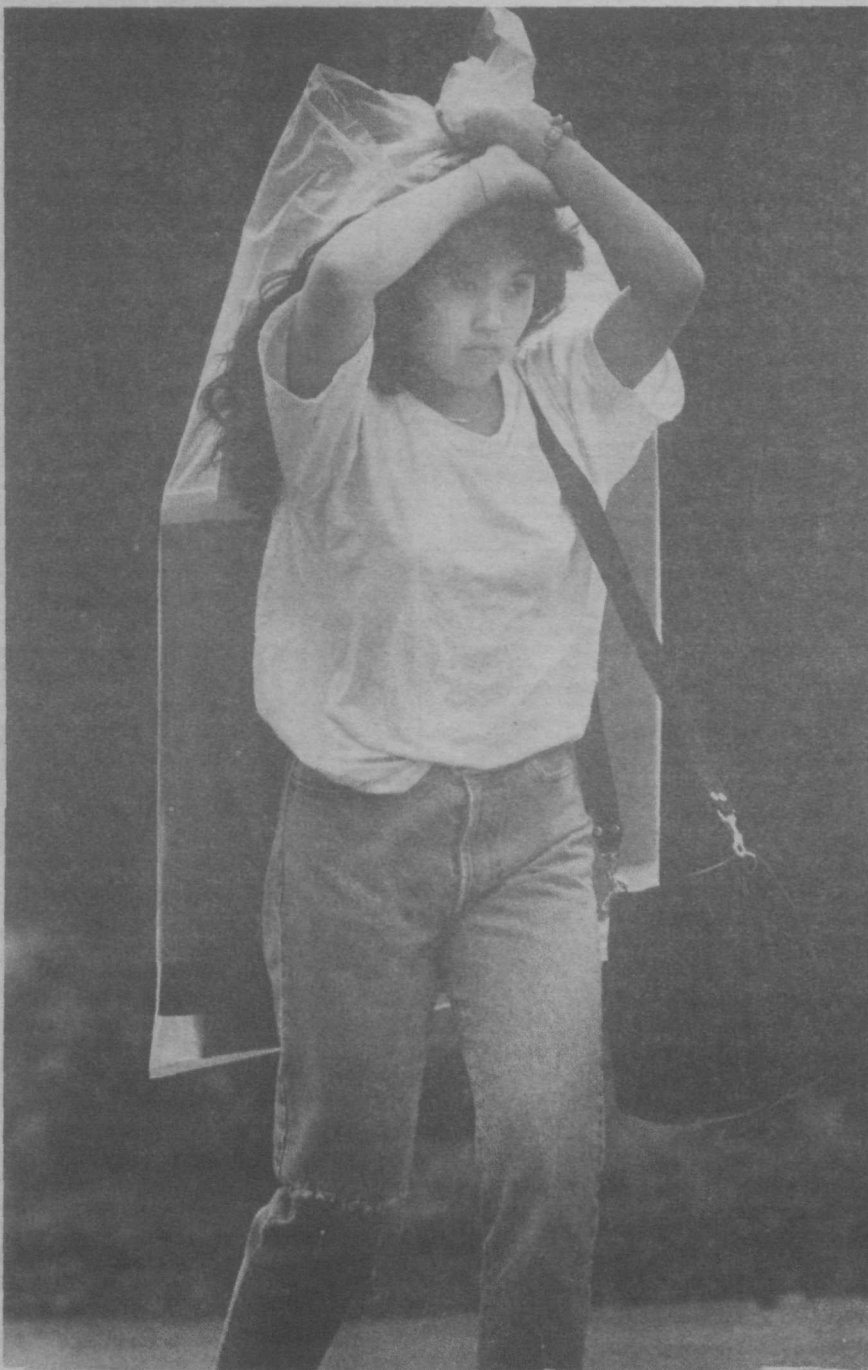
It was not until mid-June, more than one month after application, when the fungus started attacking the gypsy moths. Beginning June 21, the fungal epidemic spread rapidly among the caterpillars.

The fungus produces microscopic spores

Continued on page 6



## On her way



Tim Moersh

Yella Lee, a high school junior from Seoul, carries supplies to her Summer College class on exploring architecture.

## BRIEFS

■ **Earthquake relief:** Three graduate students in the Southeast Asia Program are soliciting contributions for earthquake victims in the Philippines.

Cornell graduate students who now are doing research in the Philippines will distribute funds collected in Ithaca directly to relief operations now under way in Baguio, one of the cities hardest hit by the July 16 earthquake. Three students who are specializing in Philippine studies on the Ithaca campus — Jerry Finin, Coeli Barry and Patricio Abinales — are spearheading the drive among local residents and the Cornell community.

They ask that contributions be sent to the Philippine Earthquake Fund, c/o Area Congregations Together Inc., P.O. Box 608, Ithaca, N.Y. 14851.

A.C.T. is a volunteer, non-profit Ithaca community organization that provides emergency assistance to people in need.

■ **Art director:** Sally Dutko, a graphics designer with the university since 1977, has been promoted to the position of art director in the Office of Publications Services, a unit of University Relations. Dutko is a 1970 graduate of The Cooper Union in New York City. Publications Services assists clients throughout the university in planning and developing printed materials for recruiting and admissions, development, academic programs and for depicting the roles and accomplishments of the university.

■ **Head coaches:** Robert H. (Bob) Dyer, an assistant baseball coach at Amherst College since 1986, has been named head baseball coach; and Louis J. Duesing Jr., head cross country coach at the University of Missouri since 1983, has been named head track coach. Dyer succeeds Ted Thoren, who has retired after 29 years as head baseball coach. Duesing fills the track position held by Jack Warner, who has retired after 23 years of coaching at Cornell.

■ **Blood pressure:** The Tompkins County Health Department is holding free blood-pressure clinics on campus during July and August. They will be in Room 1107 of Bradford Hall from noon to 4 p.m. on Tuesday, July 31; in Room 336 of the Plant

Science Building from 8:30 a.m. to noon on Tuesday, Aug. 7; in the small conference room of University Development at 55 Brown Road from 9 a.m. to noon on Aug. 9. Locations and times of other clinics on campus will be listed in the Aug. 9 Chronicle.

■ **Public hearing:** The city of Ithaca's Cornell-City Relations Study Commission will conduct its first public hearing at 7:30 p.m. on Monday, July 30, in the Common Council Chambers of City Hall, 108 East Green St. According to the Office of Mayor Benjamin Nichols, the hearing will "explore the impact of Cornell as an employer on the community. Anyone who has worked for Cornell, applied for a job there, or in any way felt the effects of Cornell on the local job market is invited to speak."

■ **New quarters:** Cornell's Mathematical Sciences Institute has moved to new and expanded quarters at 409 College Ave. The institute's telephone number remains the same, 255-8005. For more details, contact John J. Chiment, media coordinator, at 255-8911.

## NOTABLES

Two persons with Cornell affiliations were among the 36 new MacArthur Fellows announced this month by the John D. and Catherine T. MacArthur Foundation. The fellowships awards range from \$15,000 to \$375,000 over five years, or \$30,000 to \$75,000 annually, depending on the age of the recipient. The two Cornell affiliated recipients are **Charlotte J. Erickson**, the Paul Mellon Professor of American history at Cambridge University in England; and **Nancy Kopell**, professor of mathematics at Boston University. Erickson, the author of works on U.S. emigration from Europe, earned a master's degree in 1947 and a Ph.D. degree in 1951 at Cornell. Kopell, a mathematical biologist who uses mathematical analyses to reveal new principles of biological organization, earned a bachelor of arts degree at Cornell in 1963.

## CORRECTIONS

■ A story on Page 2 in the June 28 issue of the Chronicle on a Cornell effort to strengthen family life in Chemung County misidentified Tom Hanna. Hanna is the project's leader.

John Doris, a professor of human development and family studies and director of the Family Life Development Center in the College of Human Ecology, is the project's principal investigator.

■ A story on Page 1 in the July 12 issue of the Chronicle about state budget cuts contained an error concerning the cuts in Bundy Aid, state funds paid to independent colleges and universities for each student

they graduate.

The Executive Budget submitted to the legislature in January proposed a Bundy Aid cut of 10 percent, but the governor and legislature agreed to a revised figure of 5 percent. The story used the proper final percentage but erroneously based the dollar impact at Cornell on the earlier figure of 10 percent.

The story conservatively estimated that the impact of the Bundy Aid cut at Cornell — whose total state funding is about \$115 million — would be about \$500,000. In fact, if Cornell confers the same number and mix of degrees next year as last, a 5 percent cut would mean about \$288,000.

## BARTON BLOTTER

Some \$2,200 in cash was stolen in thefts from a book bag, two purses, six wallets and a dormitory room, according to the morning reports of the Department of Public Safety for July 9 through 22.

The thefts included \$1,310 taken from a book bag at Langmuir Lab, and \$300 in cash, a \$160 check and \$800 in traveler's checks stolen from a purse in Olin Library.

Also reported stolen on campus was a \$2,900 computer system from the Computing and Communications Center and a \$703 computer in Willard Straight Hall. Other thefts included four bicycles worth a total of \$880 and a \$400 cassette player taken from a parked car.

## GRADUATE BULLETIN

■ **Degree deadline:** Aug. 24 is the deadline for completing all requirements for an August degree, including submitting dissertations and theses.

■ **Registration:** New students only should register on Monday, Aug. 27; new and continuing students on Tuesday, Aug. 28 through Thursday, Aug. 30. Registration will be held in The Henry, Sage Hall, from 8:15 a.m. to 4:15 p.m. Bring student identification card and the registration admission form sent by the University Registrar.

■ **Course enrollment:** Enrollment forms will be available during registration week in graduate field offices and at Sage Graduate Center.

## M.B.A. students line up last-minute jobs to save intern program in Hungary

When eight students from Cornell's Johnson Graduate School of Management arrived in Budapest in June, they learned that only two of eight Hungarian joint-venture companies were prepared to live up to their promises of summer intern jobs.

"We were really worried that our internship program would fail," James M. Jennings reported in a telephone call from Budapest on July 23. "But we went out and lined up six other jobs that fitted our requirements perfectly."

The students went to Hungary to share their knowledge of marketing, strategic planning, operations and finance with joint venture companies organized by Hungarian enterprises and western business firms.

Their summer work includes:

• Jennings — Designing a marketing department for an electronics manufacturer.

• Andrew Bednar — Valuing a biotechnology laboratory for sale and writing the sales prospectus.

• Monica Grigory — Designing a European public relations plan for an Italian-Hungarian bank.

"The companies that we are working with are demonstrating real interest in our suggestions, and we believe that we are making significant contributions to their progress," said Jennings, a 1987 graduate of Grinnell College in Iowa who expects to complete his M.B.A. studies in the Johnson School next spring.

The students' salaries average only \$150 a month. "That's a little tight, but we are doing pretty well," Jennings said. "Our expenses in Budapest are not too high."

The interns are living in dormitories at the Karl Marx University of Economics, which sent a professor to the Johnson School as a visiting scholar during the 1988-1989 academic year. The students will remain in Hungary until August and then return to Cornell.

— Albert E. Kaff

## CORNELL CHRONICLE

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Cornell University is committed to assisting those persons with disabilities who have special needs. A brochure describing services for the handicapped student may be obtained by writing to the Office of Equal Opportunity, Cornell University, 234 Day Hall, Ithaca, N.Y. 14853-2801. Other questions or requests for special assistance may be directed to that office.



# Faculty explore gay marriage, race relations

## Choreographer Jim Self will stage a male wedding

If New York City's Lincoln Center is known for a marriage, it's "The Marriage of Figaro." Cornell choreographer Jim Self may change that next month, when he presents "Getting Married," featuring himself and his lover, Julio Torres, in an unusual wedding-dance at Alice Tully Hall.

Self, 36, a choreographer and dancer who joined Cornell's Theatre Arts faculty last year, is one of eight young dance makers commissioned to create a dance for the grand finale of Lincoln Center's "Serious Fun!" festival. The festival, started three years ago to give young artists a chance to debut works at Lincoln Center, opened on July 13 and runs through Aug. 2. The finale, called "Megadance," will be performed on Aug. 1 and 2.

"Getting Married," subtitled "A Wedding for the '90s," has elements of a traditional marriage — a procession; a ceremony of "tying the knot" and "jumping the broomstick"; and a lovers' duet to Duke Ellington's music, Louis Armstrong's trumpeting and Ella Fitzgerald's singing — but it plays with these conventions because it's a celebration of a gay marriage.

"Why do this?" Self was asked. "Why does anybody get married? There are 500,000 answers to that. But basically it's the same: it's two people committing themselves to each other.

"I'm presenting an alternative to the idea that gays are all promiscuous and dying from AIDS and can't make a commitment or make a relationship last. There aren't a lot of places for people to look for evidence of the opposite. And that's the point: It could be an inspiration for someone.

"Why not make a ceremony of a gay marriage and make it public, celebrate it out in the open at Lincoln Center? As far as I know, no one has done this before because if you're gay it's traditional to hide your life. Well, this is my life and I'm an artist and I'm not willing to do that anymore. Marriages are public performances."

The cast of "Getting Married" includes, besides the couple, an angel, Sunshine, a love goddess, Cupid, a fairy ballerina, a cross-dressed maid of honor and a preacher dressed to look like the Pope.

The Pope-like preacher is there because Self doesn't think that Pope John Paul II "has any business telling people what they should or shouldn't be." It's a minor issue for him but a big issue for his partner, who is Catholic and was brought up thinking he shouldn't be gay, let alone



Tim Moersh

Choreographer Jim Self (right) teaches a class in introductory dance movement and composition. His wedding-dance, "Getting Married," will be presented Aug. 1 and 2 in New York City's Alice Tully Hall.

part of a gay wedding ceremony.

This summer, Self is teaching a Cornell class in introductory dance movement and composition. Before coming to Cornell, he taught technique, improvisation and performance workshops at universities and dance centers across the United States.

Born in Greenville, Ala., he began his dancing career in high school in Evanston, Ill., and first danced professionally with Shirley Mordine's Chicago Dance Troupe. In the 1970s, he was a co-founder of Chicago's MoMing Collection.

He has toured the United States and Europe with the Merce Cunningham Dance Company and created the role of Polar Bear for the European tour of the Dutch portion of Robert Wilson's "The Civil WarS."

His work has been commissioned by the Jacob's Pillow and American Dance Festivals, Dance Theatre Workshop, Werkcentrum Dans in Rotterdam, the Rome Opera and the Boston Ballet. In 1986, his work was the subject of an Alabama Public Television special, "Jim Self Comes Home."

Self and Frank Moore won a New York Dance and Performance Award, known as a Bessie, for outstanding creative achievement in their creation of "Beehive," a fantasy film and ballet based on life in a beehive. The large-scale ballet version is scheduled for performance at Cornell's Dance Concert '91 at the end of February 1991.

Tickets for "Megadance" are \$25 and are available through the Lincoln Center box office, (212) 362-1911.

—Carole Stone

## Playwright David Feldshuh's 'Miss Evers' Boys' encourages L.A. audiences to talk about racism

David Feldshuh's award-winning play, "Miss Evers' Boys," opened at the Mark Taper Forum in Los Angeles last week for an engagement that the playwright expects will make audiences uncomfortable and hopes will encourage them to talk about racism.

"Having a renowned theater like the Mark Taper present the play creates a terrific forum for discussion," said Feldshuh, who is the artistic director of the Department of Theatre Arts, a professor and medical doctor specializing in emergency medicine.

It is likely to make viewers uncomfortable because "it raises controversial issues that have to do with unconscious and conscious racism and white-black relations," Feldshuh said from Los Angeles.

"Miss Evers' Boys" last year received a New American Plays Award from the Geraldine R. Dodge Foundation Theater Program for Teachers and Playwrights. The Los Angeles production, scheduled to run through Sept. 2, is directed by Gordon Davidson. Davidson, Class of 1956, served as chairman of the Cornell Center for Theatre Arts Advisory Committee.

"Gordon has always been in the forefront of producing plays that are issue-oriented and address societal needs, and I know he sees implications in David's play not only about medical ethics but the government's use and abuse of

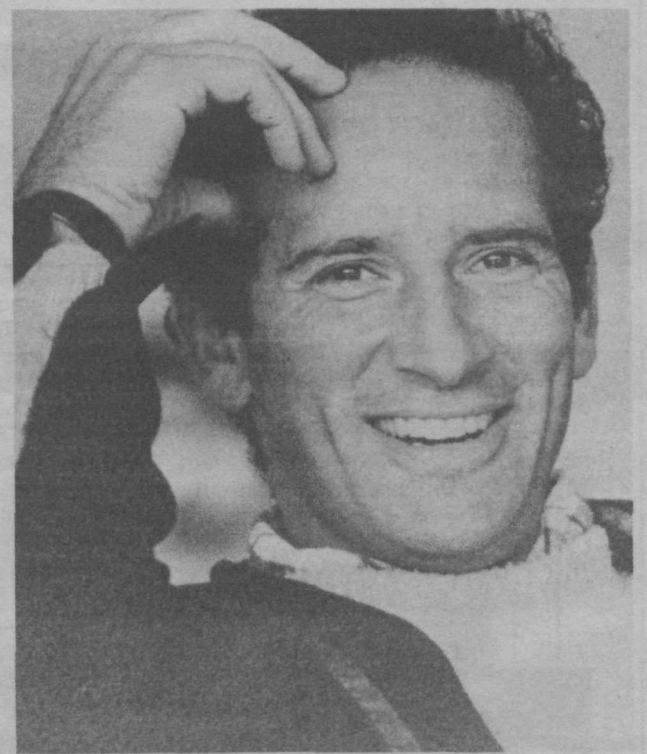
power vis-a-vis medical ethics and implications for the AIDS crisis and problems stemming from Agent Orange," said Bruce Levitt, chairman of the Department of Theatre Arts.

The story focuses on a Georgia nurse, Eunice Evers, and four uneducated black men who served as human guinea pigs for a U.S. Public Health Service study of syphilis. Though the men had the disease, they didn't know it; offered free medical care, they signed up for what they believed was a study of "bad blood." Though they could have been cured when penicillin was found to be an effective treatment, they were not told; the disease was allowed to run its lethal course. Throughout the process, Evers wrestled with doctors' orders, growing suspicions and concern for the men.

The characters are fictional, but the story is not. Feldshuh's play is based on a program known as the Tuskegee Study that began in 1932 and continued until an Associated Press reporter exposed it — 50 years and some 400 black men later.

"Miss Evers' Boys" is also currently playing at the Illusion Theatre in Minneapolis, Minn., and will open in September at the Alliance Theatre in Atlanta, Ga. It opened last November at Center Stage in Baltimore, Md.

—Lisa Bennett



David Feldshuh

## Cat specialists from across the nation to meet at Vet College

Cat owners should know the precise meaning of pet food labels, treat the environment as well as the animal when fleas are a problem and learn the sometimes-subtle signs of pain in their pets.

Those will be among the messages to veterinarians attending the 1990 Feline Seminar from Monday, Aug. 6, through Friday, Aug. 10, at the College of Veterinary Medicine. The program, which brings feline specialists throughout the United States up to date on the latest advances in veterinary medicine, also focuses on the consumer concerns of cat owners.

"Practicing veterinarians are constantly being asked what to feed cats, what to do about fleas and whether the cats are really in pain. The best place to get answers to these kinds of questions is directly from the scientists who are on the forefront of veterinary research," said Dr. John E. Saidla, director of continuing education at the Col-

lege of Veterinary Medicine.

Susan E. Wade, a parasitology researcher at the college's Diagnostic Laboratory, said, "When people realize their pets have fleas, they want a quick fix — to get rid of the fleas they can see, immediately.

"But the adult fleas probably have already produced eggs, and another generation will come along in as little as two weeks unless something is done about other life-cycle stages — everywhere in the pets' environment and on all other animals the pets may come in contact with," she added.

In choosing a chemical flea control, pet owners should look for a combination of a quick kill of adults and a residual treatment for the larval stages, Wade said. One form of residual treatment is an insect growth regulator, which makes larvae grow larger but prevents them from maturing to become biting, egg-laying adults.

"Chemical treatment for pets comes in

the form of sprays, powders, dips and shampoos," the parasitologist said. But there is no scientific evidence, she said, "that 'herbal' remedies, such as garlic and brewers yeast, have any effect on fleas."

Treating the pets' environment calls for sprays wherever the animal walks and sleeps, indoors and outdoors, Wade said. Pesticide "foggers," which produce a mist of chemicals indoors, can be effective but they require removing all pets for a period of time.

In extreme cases, it may be necessary to call a professional exterminator.

Regular vacuuming around the house also helps if contents of the vacuum cleaner are properly sealed and disposed of.

Regarding pain experienced by animals, "Cats in pain can be expressive and communicative if their owners know what to look — and listen — for," according to Dr. Charles E. Short, a veterinarian who is a

professor and chief of anesthesiology at the College of Veterinary Medicine.

"Owners should be alert for any changes in routine activities, particularly if the cat is moving more slowly than usual or is reluctant to move at all.

"A cat's vocalization — frequent, mournful meowing — can be a sign of distress," Dr. Short added. "Sometimes an owner can detect anxiety and pain in the expression of a cat's eyes. They may not have their usual, playful attitude."

Once alerted that something is wrong, the pet owner should proceed with caution in trying to locate the source of the pain, the veterinarian advised, because an animal in distress may be uncharacteristically quick to scratch or bite.

"Pain can be a symptom of minor-to-serious problems, alerting the cat owner to seek professional care."

—Roger Segelken





# Cornell hockey camp: put

Some 175 youngsters ages 7 to 17 beat the July heat this summer during two five-day sessions of the second Cornell Ice Hockey Camp at Lynah Rink.

Adding a little extra ice to the cool experience is nine-year old goalie Patrick Housworth, lower right, of Enfield, who was hit on the left arm by a puck during a practice session. The goalies were under the tutelage of New York Ranger goalie Mike Richter, one of Cornell head hockey coach Brian McCutcheon's 10-member summer camp coaching staff.

Don Vaughan, upper left, assistant Cornell hockey coach, checks the hockey stick of 11-year-old Matthew Kensey of Vestal, while 10 more young hockey players, above, wait in varying degrees of impatience.

The campers plied the Lynah Rink ice in the morning and afternoon as they practiced the theories, strategies and techniques they learned during lectures

and video classes.

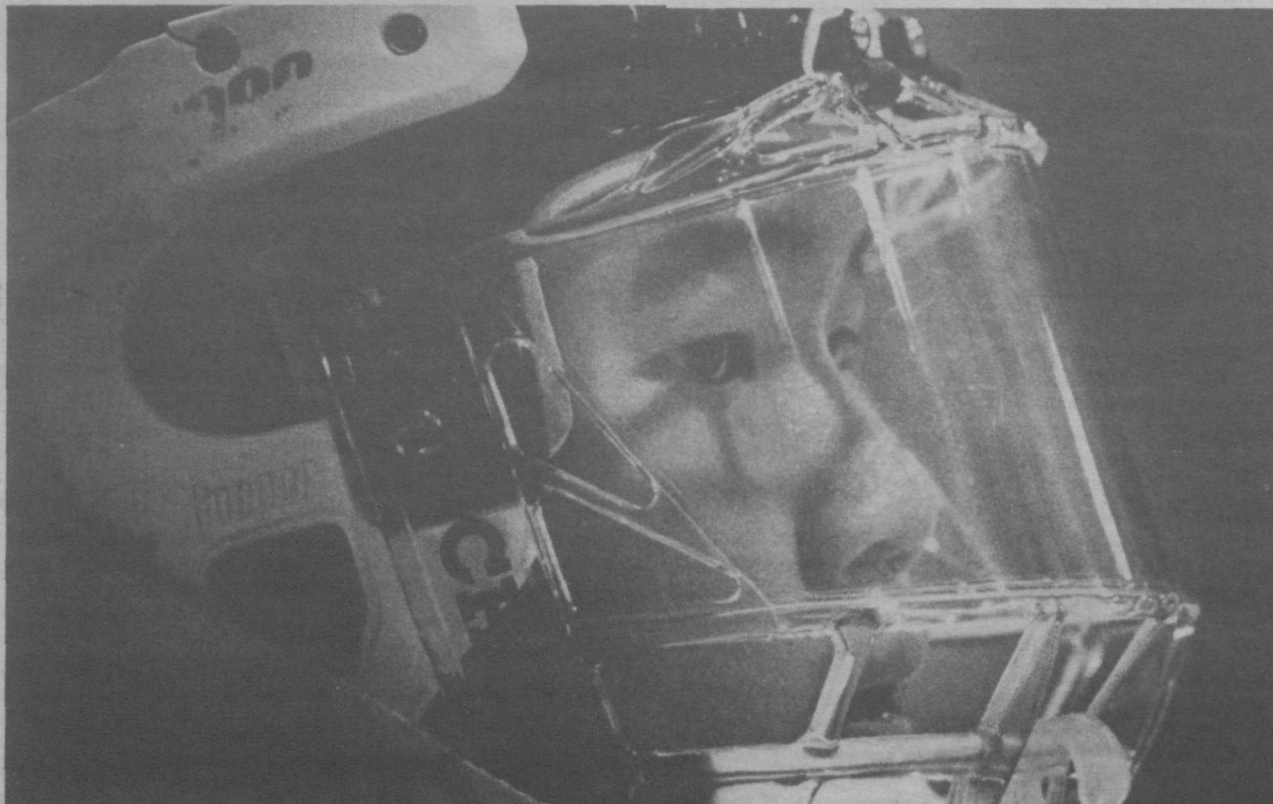
Linus Hong, 16, of Waldwick, N.J., lower left, peers pensively through his face mask as Tim Goble, 12, of Elmira, left center, and Denis Collins, 13, of Garden City, right center, indulge in permissible aggression while they dig the puck out against the boards, as it is described in the world of hockey.

Most of the youngsters, 124 in all, commuted to the daily sessions from Ithaca and nearby communities. Fifty-one resident campers came from nearby states and from as far away as Canada. The fee for a five-day session was \$240 for commuters and \$375 for campers who stay in quarters in Cornell's West Campus student residential units.

The cost of making ice at Lynah Rink in the dead of summer is more than \$10,000 over a three-week period.

—Martin B. Stiles

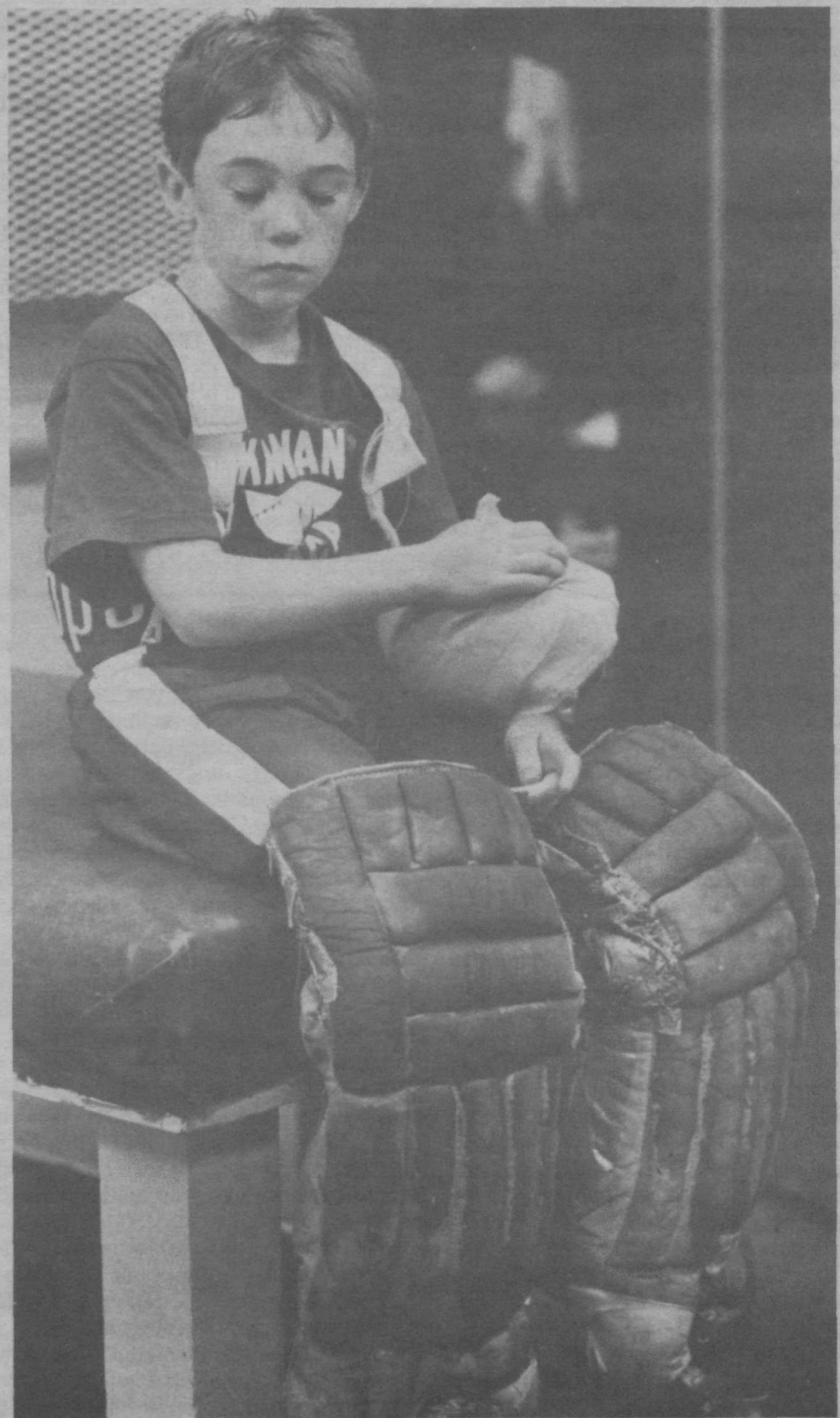
Photographs by Tim Moersh







# ating summer heat on ice





# Search for deep-Earth gas to resume in Sweden: Gold

Encouraged by laboratory analyses of oil in the first well drilled for deep-Earth gas, Cornell astronomer Thomas Gold and a Swedish firm plan a second well in one of the world's least-likely petroleum fields.

The first effort to find commercial quantities of abiogenic, or non-biological, methane beneath Sweden's Siljan Ring meteor crater produced a 6.7-kilometer-deep, \$33 million hole; about 86 barrels of oil; some methane and other hydrocarbon gases and some helium; and a quantity of "gunk" that may propel the retired professor into his next confrontation with the scientific establishment.

The mysterious gunk is a heavy, black, smelly, magnetite-laden sludge that jammed drilling pipes. Gold said he believes that the magnetite (a magnetic iron oxide) was produced by primitive bacteria living in a vast but yet-to-be-discovered ecosystem he calls the "deep, hot biosphere." And Earth, he said, may not be the only planet with a deep biosphere.

While some skeptics of the Swedish well's success had said the recovered oil was diesel oil used as a lubricant in the drilling process, gas-chromatography analysis has identified it as crude oil from the Earth, according to laboratories that tested the material for Gold. He says the oil was flushed upward by methane.

The problem-plagued Siljan Ring well was begun in 1986 and financed primarily by the sale of stock. It was halted in September 1989 when drill bits cutting through granite repeatedly strayed from vertical alignment and drill casings became stuck.

Gold's abiogenic gas theory holds that natural gas and oil come from hydrogen and carbon present in the Earth since its formation, rather than from the decay of ancient plants and animals that traditional petroleum geologists say produced fossil fuels in sedimentary formations. Heat in Earth's mantle is said to produce hydrocarbon liquids and gases, some of which escape through cracks to the surface while others are trapped below impermeable caps of rock. The theory raises the promise of much larger energy reserves for drillers willing to explore deep enough.

Before venturing into the field of petroleum geology, Gold built his scientific reputation within the more traditional bounds of astronomy and cosmology. In the late 1940s, he developed, together with British scientists Hermann Bondi and Fred Hoyle, an early alternative to the big-bang theories of the universe, the steady-state theory. Gold was the first, in 1967, to show that pulsars are rotating neutron stars.

A member of the Cornell faculty since 1959 and chairman of the Department of Astronomy until 1968, Gold was the founder and for 20 years the director of the Center for Radiophysics and Space Research. He has been elected to the National Academy of Sciences, the Royal Society of London, the American Academy of Arts

and Sciences and other learned societies. Now 70, Gold is the John I. Wetherill Professor Emeritus of Astronomy.

To test the abiogenic gas theory, Gold chose the 360-million-year-old crater in central Sweden. The site, with little of the sedimentary formations usually associated with petroleum reservoirs, features thick granite that was fractured by the impact of an asteroid or comet. Deep-Earth gas and oil may have risen through and accumulated in the granite cracks, Gold said, pointing to unexplained seepage of oil and gas around the surface of the 44-kilometer-wide crater.

Drilling of the first well, called Gravberg-1, was supported in part by grants from the American Gas Research Institute and by the Swedish electric utility, Vattenfall, which faces a 2010 deadline to decommission that nation's nuclear power plants. Vattenfall joined Dala Djuggas Produktions (DDP) to supervise drilling of Gravberg-1.

DDP now proposes to drill a second well, closer to the center of Siljan Ring, at an estimated cost of \$20 million from private investors.

After drilling stopped last year at Gravberg-1, DDP brought in special pumps that brought up 15 tons of oil, a lot of saline water and 12 tons of the gunk, which was first encountered at about 5,000 meters, Gold said in an interview.

Samples submitted for analysis at several laboratories, including Barringer Laboratories and Core Laboratories Inc., proved to be a form of crude oil, Gold said. He quoted John Lovell, director of Barringer Laboratories, as saying, "There is no way the oil can be diesel."

A DDP announcement of the decision last month to drill another well said, "Everything points to the Siljan Ring being a large petroleum formation." Drillers who produced a 12-kilometer hole in the Soviet Union's Kola Peninsula have offered help with deep-drilling technology, said the announcement.

Although skeptics believe the fine-grained magnetite in the Siljan Ring sludge is a by-product of the well-drilling, Gold has another explanation. "The magnetite is the result of processing by bacteria that feed on methane and other hydrocarbons in the rock, just as bacteria have been recognized to utilize the energy of methane in the deep ocean vents," he said.

"J.M. Sulita of the Department of Botany and Microbiology at the University of Oklahoma has succeeded in culturing microorganisms from a sample of the oily magnetite sludge," Gold said, noting that the samples were recovered from between 5.2 kilometers and 6.7 kilometers in granitic rock. "In this culture, grown at 65 degrees Celsius and under anaerobic conditions, ferrous iron was supplied and resulted in the production of strongly magnetic grains of microscopic size."



Thomas Gold

This well in a Swedish meteor crater found enough natural gas to encourage drillers to try again, according to Professor Emeritus Thomas Gold (inset).

Pending further investigation, Gold said, the Oklahoma laboratory's magnetite is presumed to be similar to the magnetite found in the well from which the infectant for the culture was taken. "The depth of at least 5.2 kilometers may represent the deepest level in the Earth at which any microbial life has so far been detected," Gold said. Both Sulita and Gold plan to publish details of their findings in the scientific literature.

Gold said he is beginning to believe there is much more bacterial life in the rock pores of the three-dimensional Earth, which he refers to as the "deep, hot biosphere," than on the surface. The most apparent windows to the deep biosphere are the deep-ocean vents, where gaseous hydrocarbons are escaping, or outgassing, on a massive scale, Gold said.

Where he takes that idea is likely to con-

found geologists as well as biologists and planetary astronomers:

"Petroleum reservoirs and many metal ore deposits are associated with such outgassing areas. It now appears that bacteria are responsible for much chemical processing there and also for supplying the biological materials usually found in petroleum."

"The most primitive type of bacteria are the ones that adapt most readily to high temperatures. Perhaps the first evolution of living cells occurred in these circumstances, and a massive amount of life is yet to be discovered in the deep, hot biosphere of our planet. While no life seems to exist on the surfaces of the other planets, there is now the possibility of finding similar subsurface life on the other solid planetary bodies," Gold said.

—Roger Segelken

## Gypsy moth *continued from page 1*

that invade the skin of the caterpillar and then multiply quickly as a bead-shaped fungus, devouring the insect from the inside. Once infected by the fungus, the caterpillar dies within a week or so, Hajek said. The fungus also produces another type of spore that remains in a dormant state all winter, to develop in the spring.

The experiment, she said, clearly demonstrates that the fungus could be used successfully as a gypsy moth biological control agent that is harmless to other animals, because it attacks only gypsy moths and a few closely related moths.

"What's most exciting is that we can manipulate the fungus to start a deadly epidemic in gypsy-moth populations in infested areas," she said.

Commercial soil preparations containing the fungus could be developed for use by homeowners as well as professional foresters to combat the gypsy moth, she said.

Hajek's Ithaca experiment was prompted by the discovery last year that the fungus decimated gypsy-moth populations in Connecticut and neighboring states. Hajek later identified the fungus as the one brought from Japan to Massachusetts in 1909 by Harvard University scientists who released the fungus in 1910 and 1911 in the suburban areas of Boston.

Hajek attributed last year's massive fungal attack on gypsy-moth caterpillars in Connecticut and neighboring states in the Northeast to the unusually wet and cool spring in the region. She tracked the fungus and found that it had spread throughout Connecticut and Massachusetts as well as in parts of New Hampshire, Vermont, New York, New Jersey and Pennsylvania.

"From the Boston area, the fungus has fanned out in all directions unnoticed over the past eight decades," Hajek said.

In New York state, the only area where large numbers of gypsy moths died of the fungal attack last year was the eastern part of the state, including Long Island.

Hajek has recently found the same fungus living in spots around the southern part of Cayuga Lake and Seneca Lake. This is the first time this fungus has been found in this part of the state.

Based on some 400 samples of dead gypsy-moth caterpillars collected from 20 different sites, she said, "The number of the organism found is still low, and the distribution is patchy, but the fungus is definitely present in this part of the state."

The extent of the fungus' spread to other parts of New York has yet to be determined.

—Yong H. Kim



Tim Moersch

Ann E. Hajek, an insect pathologist at the Boyce Thompson Institute for Plant Research, collects gypsy-moth caterpillars that died of an infection caused by a fungus of Japanese origin.



## Sheryl WuDunn Pulitzer winner for Beijing coverage started her Chinese studies at Cornell

One ingredient in Sheryl WuDunn's 1990 Pulitzer Prize for international reporting was her knowledge of the Chinese language. Although born into a Chinese family in New York City, WuDunn spoke neither Cantonese, the language of her immigrant grandparents, nor Mandarin, China's national language, until studying in Cornell's FALCON (Full-Year Asian Language Concentration) program.

WuDunn and her husband, Nicholas Kristof, both China-based correspondents for The New York Times, won a Pulitzer Prize for their reporting of the 1989 events in Beijing's Tiananmen Square. They also shared the 1990 Hal Boyle Award, presented by the Overseas Press Club of America, for their China reporting.

"I was floored when I heard the Pulitzer announcement," WuDunn said in an interview when she and her husband returned to New York City to receive the award. "I was very astonished, because I was new to this business."

WuDunn, 30, had been a writer for The New York Times only a few months when demonstrations in Beijing set the stage for her share in journalism's highest professional award. "I was just trying to get everything down correctly in my notebook," she recalled.

But Dominick C. LaCapra, the Goldwin Smith Professor of European Intellectual History at Cornell, was not surprised by her accomplishment. He spotted her writing skills early in her Cornell career.

"Sheryl was an excellent student," he said. "In her sophomore year, she wrote a paper on Virginia Woolf that was the best undergraduate paper I have ever read. I thought that she could have had a brilliant career in academia, but she chose another path."

WuDunn, who graduated cum laude in 1981, selected Cornell on the recommendation of her high school biology teacher. "In high school, I was very interested in science, and Cornell was recommended for its strengths in science," she said. "I started out studying chemistry, biology and physics."

But LaCapra's course persuaded her to switch to history, and she received her degree in European intellectual history. Journalism was not her first career choice. After leaving Cornell, she worked for three years in the international department of Bankers Trust Co. in New York City

and spent the next two years earning an M.B.A. at Harvard University.

From Harvard, she went to the Woodrow Wilson School at Princeton University to study for a master's degree in public affairs. Before graduating from Princeton, two summer jobs launched her newspaper career and led to her marriage.

In 1986, she spent the summer interning in the Los Angeles bureau of The Wall Street Journal and met Nick Kristof, then a reporter in the Los Angeles bureau of The New York Times. They married two years later.

In the summer of 1987, she interned in Hong Kong with Reuters, an international news service, and then spent a few months as a business reporter for The South China Morning Post, the colony's largest English-language newspaper.

Just before her marriage, WuDunn spent the summer of 1988 in Taiwan, polishing her Mandarin, a language that her husband also learned in Taiwan. "I would have to say that my Chinese is better than Nick's," she said.

The Times transferred Kristof to Beijing in the autumn of 1988. With her journalistic background and language training, The Times hired WuDunn as a contract writer, and she was accredited as a foreign correspondent by the Chinese government in March 1989, just a few weeks before student demonstrations started.

Asked whether she expects more trouble in China, she replied like any reporter concerned about being scooped: "I certainly hope that nothing happens while I am away."

WuDunn said changes in China "may explode or unfold peacefully." But she added that she expects no serious problems before the 1990 Asian Games, the region's major amateur athletic competition that is held every four years and is scheduled for Beijing in September.

"The government is very concerned about the Asian Games, and they do not want anything to mar the event," she said.

Although native Chinese normally can spot overseas Chinese by their dress, mannerisms and language, WuDunn recalled a scary night in which she could not convince Chinese police that she was an American.

"During one of the student demonstrations, the police came out about 3 a.m., and I got on the wrong side of the



Sheryl WuDunn

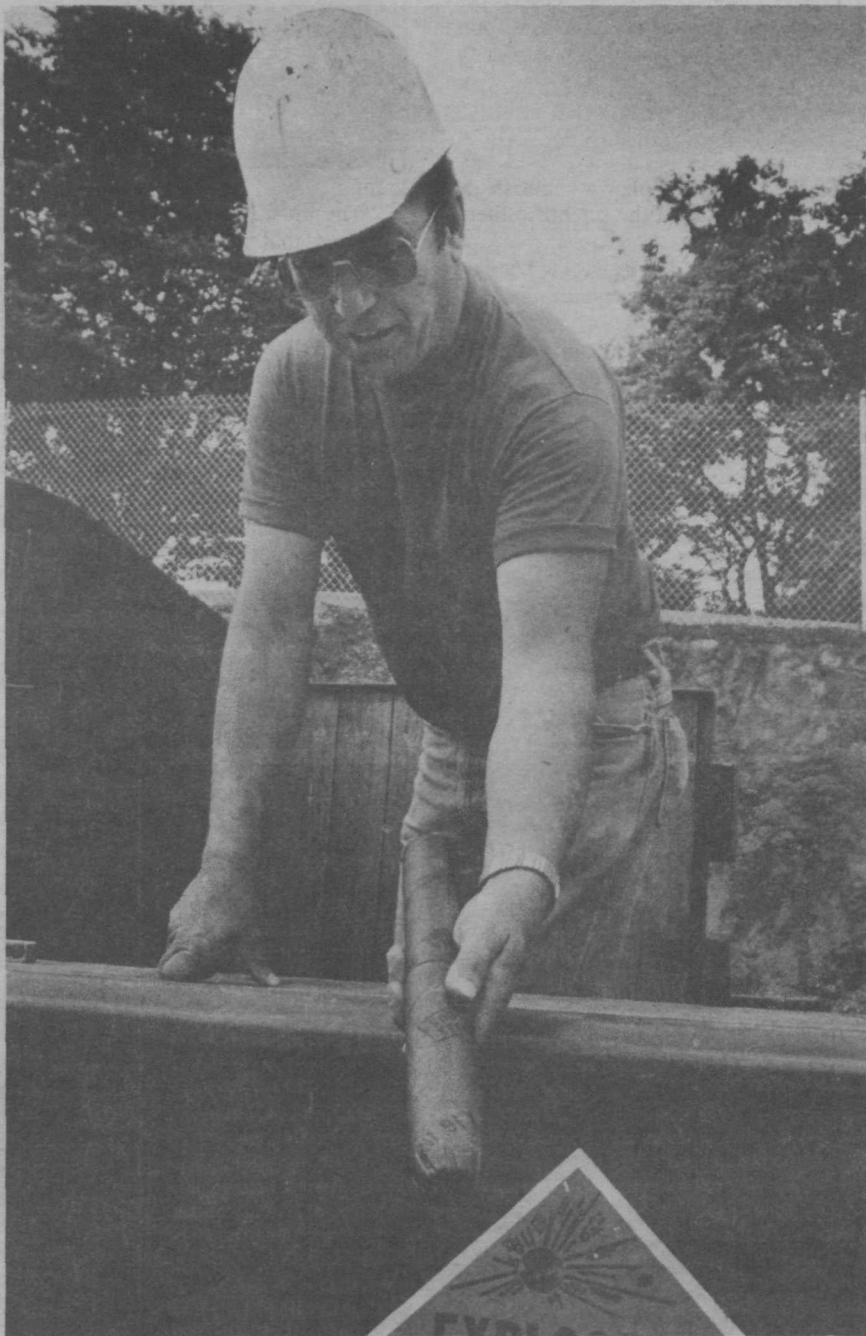
police line — the Chinese side," she said. "I wanted to get back on the foreign side of the line. I told the police that I was an American correspondent. They didn't believe me, and for a while I was quite worried for my safety."

WuDunn, the eldest of three children, is the second member of her family to attend Cornell. Her sister, Sandra, graduated from Cornell in 1989 and now is a reporter for The South China Morning Post, the same Hong Kong newspaper where Sheryl worked.

But unlike the Pulitzer Prize winner, Sandra started her newspaper career at Cornell on the staff of The Cornell Daily Sun. "My sister made her decision to attend Cornell on her own after considering our brother's school, the University of Chicago, and mine," she said.

— Albert E. Kaff

## Master blaster



Tim Moersh

Ken Fredricks of L&P Rock in Parsippany, N.J., gets an explosive ready for blasting the bedrock at the construction site for the Olin Library addition. The blast he set was 26 feet deep.

## Asian alumni form Cornell association

Asian graduates of Cornell have formed an organization to encourage Asian alumni to become active in university affairs.

"Personally, I have not seen a lot of Asian alumni get involved in Cornell activities," said the new Cornell Asian Alumni Association's interim president, Eugenie Shen, a member of the Class of 1978 and a vice president and senior associate counsel with Chase Manhattan Bank. "You don't see many Asians in Cornell clubs."

When, for instance, Shen returned to Cornell for her 10th-year reunion two years ago, she was disappointed to find only three Asians out of 380 class members.

The Office of Alumni Affairs estimates that there are 17,000 Asian alumni worldwide. But the number is difficult to pinpoint. Prior to 1974, students were not permitted to be identified by race. Now doing so is optional on the part of the student.

But where there were no more than a dozen Asians in some of the classes of the 1960s, there are now, for instance, 427 Asians — both Asian-Americans and foreign-born Asians — entering in the Class of 1994, according to Cornell's Admissions Office. That's 14.5 percent of the class of 2,949 students.

The Cornell Asian Alumni Association is based in the New York metropolitan area and will hold its next meeting at the Cornell Club in Manhattan in the late fall.

Last April, the group invited 800 alumni from the last 10 classes to its first reception. About 120 attended, and another 100 expressed interest in joining.

Although the group is still in its formative stages, Shen and her fellow officers are thinking of holding an all-Asian alumni reunion at Cornell, maybe as early as 1992.

Shen expects members to be active as role models for recent immigrants and undergraduates.

"When we were in school, we were looking for Asian role models, and they weren't out there. Now that we're fairly well established — many of us are doctors and lawyers — we feel we can give something back to the university and to the students there today," she said.



Eugenie Shen

Shen also expects to establish ties with Cornell clubs in Hong Kong and Beijing and with prominent Asian alumni, including Taiwan President Lee Teng Hui, Ph.D. '68.

"I'm excited about all their efforts, and we want to give them all the support we can," said James Hazzard, director of alumni affairs. "They're a dynamic group, and we know they'll be of great value."

Trustee emeritus Benson Lee, '63, chief executive officer of Interscience Inc. in Cleveland, described the group as "uniquely qualified" to assist Cornell. Over the next 20 years, he said, Cornell's students will become predominantly members of minority groups.

"We are trying to foster greater numbers of caring alumni, who will advise and assist the university to understand and support the needs of these student groups and become closer to the university as a whole," he said.

In addition to Shen, the association's interim officers are: Michael Wooh, '85, vice president for alumni relations; David Niu, Class of '81 and Law '84, vice president for university relations; Lorraine Leung, '88, vice president for admissions and community affairs; Audrey Chin, '89, secretary; and Rita Wong, '78, treasurer.

Interested alumni — especially those from classes before 1974 — are encouraged to contact either Lorie Hine, Office of Alumni Affairs, 626 Thurston Ave., 255-2390, or the Cornell Asian Alumni Association at P.O. Box 2889, Church Street Station, New York, N.Y. 10008-2889. Membership is not restricted to Asians.

— Carole Stone



# CALENDAR

All items for the calendar should be submitted (typewritten, double spaced) by campus mail, U.S. mail or in person to Joanne Hanavan, Chronicle Calendar, Cornell News Service, Village Green, 840 Hanshaw Road, Ithaca, NY 14850.

Notices should be sent to arrive 10 days prior to publication and should include the name and telephone number of a person who can be called if there are questions.

Notices should also include the subheading of the calendar in which the item should appear.

## DANCE

### Cornell International Folkdancers

All events are open to the Cornell community and general public. Admission is free, unless stated otherwise. For further information, call 257-3156 or 257-7711.

Instruction and requests, July 29, 7:30 to 10:30 p.m., North Room, Willard Straight Hall. Review of all dances taught in July and requests, Aug. 5, 7:30 to 10:30 p.m., North Room, Willard Straight Hall.

## EXHIBITS

### Johnson Art Museum

The Herbert F. Johnson Museum of Art, on the corner of University and Central avenues, is open Tuesday through Sunday from 10 a.m. to 5 p.m. Admission is free. Telephone: 255-6464.

"The Andean World: Pre-Columbian Art from Peru," an exhibition of thousand-year-old textiles, ceramics and metalwork made by Indians native to the Andean mountains of Peru, will be shown through Aug. 5.

"Joel Perlman: A Decade of Sculpture, 1980-90," featuring 22 pieces by this highly regarded contemporary sculptor, through Aug. 12. The exhibition marks the 25th anniversary of Perlman's graduation from Cornell. Among the works on exhibit will be "Warlock," "Diamonds Together" and "First Diamond." "This exhibition focuses on a decade of Perlman's sculpture and illustrates a time in the artist's career when his explorations of new ideas and stylistic motifs have led to the creation of an elegantly austere and powerful body of work," according to Leslie Schwartz, exhibition curator.

"Waterways: Views of Water from the Permanent Collection," featuring paintings, drawings and prints drawn from the museum's collection in which water appears as a prominent element, through mid-August. The works span several centuries and includes images of oceans, rivers, lakes and waterfalls by such well-known artists as Albert Bierstadt, Louis Agassiz Fuertes, Henry Walton and James A. McNeill Whistler.

## FILMS

Films listed below are sponsored by Cornell Cinema unless otherwise noted and are open to the public. All films are \$3.50, except weekend films (Friday and Saturday) which are \$4. All films are held in Willard Straight Theater, except where noted.

### Thursday, 7/26

"The Joyless Street" (1925), directed by G.W. Pabst, with Greta Garbo, 7:30 p.m.

"The Bear" (1988), directed by Jen Anaud, with Jack Wallace, 9:45 p.m.

### Friday, 7/27

"The Bear," 7 p.m.

"Guys and Dolls" (1955), directed by Joseph Mankiewicz, with Frank Sinatra and Marlon Brando, 9:20 p.m.

### Saturday, 7/28

"Maine Pyaar Kiya," starring Bhagyashree and Salman Khan, sponsored by the South Asia Program Film Series, 1:30 p.m., 302 Uris Library.

"Vincent" (1987), directed by Paul Cox, with John Hurt, 7:10 p.m.

"Guys and Dolls," 9:30 p.m.

### Sunday, 7/29

"Mahabharata," sponsored by the South Asia Program Film Series, 1:30 p.m., 310 Uris Library.

"Vincent," 9:30 p.m.

### Monday, 7/30

"We The Living" (1942), directed by Geofredo Alessandrini, with Alida Valli, Rossano Brazzi and Fosco Giachetti, 8 p.m.

### Tuesday, 7/31

"Cries and Whispers" (1972), directed by Ingmar Bergman, with Liv Ullman, Ingrid Thulin and Harriet Anderson, 7:15 p.m.

"The Year of Living Dangerously" (1983), directed by Peter Weir, with Mel Gibson, Sigourney Weaver and Linda Hunt, 9:30 p.m.

### Wednesday, 8/1

"The Year of Living Dangerously," 7 p.m.

"Heathers" (1989), directed by Michael Lehmann, with Winona Ryder and Christian Slater, 9:40 p.m.

### Thursday, 8/2

"L'Ange" (1982), directed by Patrick Bokanowski, uses human models, puppets and masked figures to suggest a surreal and expressionist world; shown with Stephen and Timothy Quay's "Rehearsals for Extinct Anatomies," 7:20 p.m.

"Platoon" (1986), directed by Oliver Stone, with Charlie Sheen, Willem Dafoe and Tom Berenger, 9:30 p.m.

### Friday, 8/3

"In the Realm of the Senses" (1976), directed by Nagisa Oshima, with Wiko Matsuda and Tatsuya Fuji, 7 p.m.

"Platoon," 9:40 p.m.

### Saturday, 8/4

"Sadma," starring Kamalahasan, Sri Devi, sponsored by the South Asia Program Film Series, 1:30 p.m., 302 Uris Library.

"Pat Garrett and Billy the Kid (uncut)" (1973), directed by Sam Peckinpah, with Kris Kristofferson and Bob Dylan, 7 p.m.

"In the Realm of the Senses," 9:45 p.m.

## LECTURES

### Summer Session Lecture Series

"Lotus Seeds and Centipedes: Plants and Animals in Traditional Chinese Medicine," James Affolter, director, Cornell Plantations, Aug. 1, 7:30 p.m., Alumni Auditorium, Kennedy Hall.

## MUSIC

### Summer Session Concert Series

Trombone with piano and percussion, Mark Scatterday, assistant professor of music and Scott Jeneary, lecturer, music, July 30, 8:15 p.m., Barnes Hall.

### Summer Session Performing Arts Series

"An Evening of American Musical Theater," The Ithaca Opera, July 27, 8:15 p.m., Barnes Hall; Gamelan concert with Indonesian shadow play (Wayang) by puppeteer

Sumarsam, Aug. 2, 8:15 p.m., Memorial Room, Willard Straight Hall; Swing music with swing dance demonstration, The Blue Blazers and the Extravandancers, Aug. 3, 8:15 p.m., Barnes Hall.

### Summer Session Outdoor Concert

"Burns Sisters: Songs of the Heart," a cappella singing and acoustic music, July 31, 7 p.m., Ag Quad (rain location: Hollis E. Cornell Auditorium, Goldwin Smith Hall).

### Bound for Glory

(Performer to be announced) in three live sets, 8:30, 9:30 and 10:30 p.m., in the Commons Coffeehouse in Anabel Taylor Hall on July 29. Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

## RELIGION

### Sage Chapel

Sage Chapel summer session services are held on Sundays at 11 a.m. through Aug. 5. Roger A. Badham, assistant director, Cornell United Religious Work, will deliver the sermon on July 29; Rev. Mary Jeanette Ebenhack, director, the Eco-Justice Project, will deliver the sermon on Aug. 5. Sage is a non-sectarian chapel which fosters dialogue and exploration with and among the major faith traditions.

### Baha'i

Weekly meetings on campus. Call 257-7971 for information.

### Catholic

Summer Mass Schedule: Saturdays, 5 p.m., Anabel Taylor Auditorium; Sundays, 10 a.m., Anabel Taylor Auditorium.

### Christian Science

Testimony Meeting: Thursdays, through Aug. 2, 7:30 p.m., Anabel Taylor Founders Room.

### Episcopal (Anglican)

Sundays, worship and Eucharist, 9:30 a.m., Rev. Gurdon Brewster, chaplain, Anabel Taylor Chapel.

### Friends (Quakers)

Sundays, 10:30 a.m., meeting for worship, Hector Meeting House, Perry City Road. (Rides from Anabel Taylor Hall at 10 a.m.) Call 255-4214 for information.

### Jewish

Service schedule through Aug. 18: Friday nights, 7:30 p.m., Anabel Taylor; Saturday mornings, 9:15 a.m., Orthodox, Edwards Room, Anabel Taylor.

### Korean Church

Sundays, 1 p.m., Anabel Taylor Chapel.

### Muslim

Fridays, 1 p.m., Anabel Taylor Edwards Room; daily, 218 Anabel Taylor Hall.

### Zen Buddhism

Zazen practice Tuesdays 6:45 p.m. and Thursdays 4:30 p.m. in the chapel, Anabel Taylor Hall. For more information or to arrange beginner's instruction, telephone Jon Warland at 272-0235.

## SEMINARS

### Summer Session Great Books Seminars

"Femininity in Japanese Literature," led by Etsuko Terasaki, associate in research in the East Asia Program; "Abe Kobo's 'The Woman in the Dunes,'" July 31, 11:45 a.m., 105 Rockefeller Hall.

### Summer Session Midday Seminars

"Diet, Lifestyle, and Mortality in the People's Republic of China," Banoo Parpia, research support specialist, nutritional sciences, China/Cornell/Oxford Project on Nutrition, Environment and Health, July 26, 11:45 a.m., in 105 Rockefeller Hall; "Demystologizing Zen (Cha'n)," John McRae, assistant professor, Asian Studies Program, Aug. 2, 11:45 a.m., 105 Rockefeller Hall.

## SYMPOSIA

### Plant Science Center

The Plant Science Center Summer Symposium will be held on Aug. 3, Conference Room, Biotechnology Building. "Genes Regulating Floral Development," Elliot Meyerowitz, California Institute of Technology, 1:30 to 2 p.m.; "Maize Controlling Elements Ac and Ds as Versatile Interspecies Genetic Tools," Barbara Baker, USDA Plant Gene Expression Center, 2:10 to 2:40 p.m.; "Plas-tid Transformation in Higher Plants," Pal Maliga, Rutgers University, 3 to 3:30 p.m.; "Paradigms for Plant Transformation," Rob Horsch, Monsanto Company, 3:40 to 4:10 p.m. For further information, contact Linda Narde, 254-4845.

### Undergraduate Research Program

An undergraduate research forum will be held on Aug. 1 beginning at 9 a.m. with an opening convocation "The Research University in the 21st Century," by John R. Wiesenfeld, vice president for planning, in Lecture Room B, Rockefeller Hall. Students will make oral and poster presentations from 10 a.m. to 11:30 a.m. and 1 p.m. to 4 p.m. at various locations around campus. There will be presentations from various academic fields. For further information, contact Marilyn Williams at 255-5004 or Betty Checksfeld at 255-7376, 55 Goldwin Smith Hall.

## THEATER

### Summer Session Performing Arts Series

"An Evening for Children," Odyssey Storytellers and West of the Moon Singers, July 26, 7 p.m., Barnes Hall.

## MISC.

### Aerobics

Early bird low impact aerobics will be given by Cathie Simpson on Mondays, Wednesdays and Fridays, 6:30 to 7:30 a.m., in Helen Newman Dance Studio. Fee is \$3 per class. For more information, call Pam Dollaway at 255-5133.

### Summer Session Tours Architectural Tour

A walking tour of the architecture of Cornell, beginning at 6:30 p.m. at the statue of Ezra Cornell, near Morrill Hall on the Arts Quad, will be held on July 30.

### Asian Gallery Tour

A tour of the Asian Galleries at the Johnson Museum of Art will be held on July 26 at 2 p.m. Meet in the lobby of the museum.

### Center for Theatre Arts Tour

A tour of the Center for Theatre Arts will be given on July 27 at 2 p.m.; and Aug. 3 at noon. Meet in the main lobby.

### Library Tour

A tour of Uris Library will be given on July 31, at 4 p.m. Meet in the main lobby of the library.

### Olin Library

A presentation about the building of the Olin Library addition will be held on Aug. 1 at noon. Meet in the main lobby of Olin Library.

### Supercomputer Tours

Tours of the national supercomputer facility will be given on July 31 at 2 p.m.; and Aug. 1 at 12:30 p.m. Sign up with Donna Smith at 255-8686, Computing and Communications Center.



# CORNELL EMPLOYMENT NEWS

July 26, 1990

Summer Edition

Volume 2, Number 31

## JOB OPPORTUNITIES

Staffing Services, 160 Day Hall, Cornell University, Ithaca NY 14853-2801  
Day Hall: (607) 255-5226 East Hill Plaza: (607) 255-7422

- Employees may apply for any posted position with an Employee Transfer Application. A resume and cover letter, specifying the job title, department and job number, is recommended. Career counseling interviews are available by appointment.
- Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Candidates should submit a completed and signed employment application which will remain active 4 months. Interviews are conducted by appointment only.

- Staffing Services will acknowledge receipt of all material by mail. Hiring supervisors will contact those individuals selected for interview by phone; please include two or more numbers if possible. When the position is filled, candidates should receive notification from the hiring supervisor.
- Cornell University is an Affirmative Action/Equal Opportunity Employer.
- Job Opportunities can be found on CUINFO

### Professional

Nonacademic professional positions encompass a wide variety of fields including management, research support, computing, development, finance and accounting, dining services and health care.

All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position.

Submit a resume and cover letter for each position, specifying the job title, department & job number. Employees should include an Employee Transfer Application.

#### Advertising and Publicity Associate (PC2513) C.U. Press-Endowed Posting Date: 6/28/90

Write and coordinate over 300 journal, newspaper and magazine ads/year for Press books. Produce limited number of standard format ads using desk top publishing system, coordinate design of remainder with production department. Write basic promotion copy for selected new books. Assist Promotion Manager with publicity work for new titles.

**Requirements:** Bachelor's or equivalent required. Superior writing and proofreading skills essential. Familiarity with Macintosh Word and Pagemaker programs desirable. At least one year of publishing or related experience preferred. Send cover letter, resume and writing sample to Esther Smith, Staffing Services, 160 Day Hall.

#### Director, Foundation Relations (PA2901) HRIII University Development-Endowed Posting Date: 7/26/90

Plan, develop and implement a comprehensive program to generate significant support from a large number of foundations. Responsible for foundation initiatives over \$20M annually.

**Requirements:** Bachelor's; advanced degree highly desirable. Minimum 5 years fund raising experience in higher education, ideally at a major research and teaching university. Strong management and organizational skills. Excellent communication skills (written and oral). Demonstrated experience working with faculty and research staff. An excellent understanding of the shared objectives of the business, foundation and university communities. Send cover letter and resume to Cynthia Smithbower.

#### Associate Director-Cornell Fund (PA2802) HRIII University Development/Public Affairs-Endowed Posting Date: 7/19/90

Work with the Director of the Cornell Fund in the planning and implementation of the University's annual campaign for alumni support. Responsible for the ongoing operational aspects of the administration of the Cornell Fund and is primarily concerned with the Reunion Campaigns: volunteer, recruitment, training and management, staff training, maximizing campaign efforts to enhance capital/endowment fund raising objectives for the University.

**Requirements:** Bachelor's or equivalent, 3-5 years successful fund raising experience in alumni campaigning. Management skills and refined organizational skills. Ability to motivate people and work creatively with volunteers. Moderate travel and some weekend assignments are involved. Send cover letter and resume Cynthia Smithbower.

#### Applications Programmer III (PT2502) HRII Consumer Economics and Housing-Statutory Posting Date: 6/28/90

Work on design of computer analysis of Nationwide Food Consumption Survey, a large and complicated dataset. Consult with professional staff on data handling, appropriate hardware, and techniques to accomplish statistical goals. Supervise graduate assistant. 16 month position. Hours flexible.

**Requirements:** Bachelor's and experience in statistics. 3-5 years experience in programming and statistics. Knowledge of Fortran, PL/1 or other programming language. Knowledge of CMS and C.U. system highly desirable. Send cover letter and resume to Sam Weeks.

#### Senior Editor (PC2106) HRII Laboratory of Ornithology-Endowed Posting Date: 5/31/90

Primary responsibility for editing and producing the Lab's magazine, The Living Bird Quarterly. Solicit, write and edit copy; supervise editorial and design staff. Also provide editorial direction and writing assistance for other Lab publications such as brochures and fundraising materials. **Requirements:** Master's in journalism or ornithology/biology or equivalent experience. At least three years experience editing a regular, ongoing publication for a general audience, preferably in the biological sciences. Send cover letter, resume, and 3 writing samples to Esther Smith, Staffing Services, 160 Day Hall.

#### Assistant Manager Financial Systems (PT1911) Level 36 HRII Finance and Business Services-Statutory Posting Date: 5/17/90

Assist the Manager in the planning, management, and supervision of operations, programming and technical staff. Assume responsibility for day-to-day management of financial systems. Must be able to lead and guide the development, maintenance, installation, documentation and upgrade/modification of administrative systems software. Serve as user consultant.

**Requirements:** Bachelor's in computer science, business administration, or equivalent combination of experience is required. 5 years of responsible experience in governmental, higher education or business computing and systems is required. Knowledge of Cornell mainframes, IBM System 36, PC's, DOS, JCL, CMS, MVS, ADABAS and Natural. Send cover letter and resume to Sam Weeks.

#### Technical Specialist I (PT1703) Level 36 CIT/Systems-Endowed Posting Date: 5/3/90

Design, implement, install, document and maintain systems software and significant subsystems for the AIX/370 Operating Systems (IBM's version of UNIX for 370 architecture machines). Provide technical leadership in design-

ing and adapting functional enhancements to AIX/370 and its subsystems. Some night, weekend and "on call" duties.

**Requirements:** Bachelor's in computer science or equivalent experience with computer courses in operating system fundamentals. 3-5 years experience with UNIX Operating Systems and significant subsystems preferred. Knowledge of "C" programming language, UNIX utilities and systems calls is essential. Work with IBM 370 assembler language, the VM operating system and large systems is a plus. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT2404) Level 35 CIT/Services-Endowed Posting Date: 6/21/90

Provide advanced technical support for CIT technologies, software, operating systems, and networks. Serve as reference for faculty and staff by consulting, training, and writing documentation in statistical and research computing. Keep abreast of current technologies. Work with other CIT divisions on technical projects related to the selection, evaluation, and application of information technologies.

**Requirements:** Bachelor's or equivalent experience. 5-7 years work providing support for research computing. Extensive experience with CIT supported hardware and software products. Excellent communications, interpersonal, and service oriented skills. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer/Analyst (PT1903) Lvl 35 Computer Services-Endowed Posting Date: 5/17/90

Provide technical support for CUINFO, electronic mail, and other related projects. Design, develop, maintain, and program software related to these communication systems. Prepare documentation, assist and train users. Process database changes. Research, investigate and evaluate other similar systems.

**Requirements:** Bachelor's with 3-5 years experience. Extensive knowledge of VM/CMS including XEDIT and IBM assembly language. The following are highly desirable: experience with Pascal and C, familiarity with IBM PC and Macintosh, familiarity with TCP/IP network concepts and protocols, and verbal skills including grammar and spelling. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT1701) Level 35 Financial Systems-Endowed Posting Date: 5/3/90

Provide technical support. Serve as liaison to Financial Systems administrative technical consultant and Information Technologies staff. Write, maintain, and analyze system programs where normally used programming languages are unsuitable. Supervision of programmer analyst team as assigned.

**Requirements:** Bachelor's or equivalent. 5-10 years experience in application and system programming with ADABAS and BATCH, and VM/CMS interaction. Knowledge of commonly used programming languages such as Basic and assembler for mainframe to micro systems. Strong communication skills required. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer/Analyst (PT2301) Level 35 Information Technologies/Systems-Endowed Posting Date: 6/14/90

Design, implement, install, document and maintain systems software and significant subsystems for UNIX systems, primarily AIX/370 (IBM's version of UNIX for IBM 370 architecture machines). Some irregular, on-call hours required.

**Requirements:** Bachelor's in computer science or equivalent experience with computer science courses in Operating System Fundamentals. Minimum 3 years experience with UNIX operating systems and significant subsystems preferred. Knowledge of "C" programming language and some UNIX utilities essential. Knowledge of UNIX systems calls, IBM 370 assembler language, the VM operating system, or large systems experience is a plus. Send cover letter and resume to Sam Weeks.

#### Applications Programmer III (PT2705) Level 34 CIT/IR-Endowed Posting Date: 7/12/90

Provide technical guidance and consulting to applications programmers and project leaders regarding ADABAS, NATURAL, and related software. Install and test new releases of vendor software. Design, program, test, and document complex and critical software to enhance and extend vendor software. Interface with computing staff and vendors. Do one-on-one training and consulting; workshops; and presentations. Must be able to work frequent evening and weekend hours and participate in the on-call rotation.

**Requirements:** Bachelor's or equivalent experience with sound knowledge of ADABAS, NATURAL, VM/CMS, MVS, JCL, REXX, SAS, and assembler. Knowledge of applications for interactive administrative systems, database management systems, machine architecture and system utility programs. Familiarity with microcomputers and packages such as Microsoft Word, Excel, and MacProject. Excellent communication and interpersonal skills. Send cover letter and resume to Sam Weeks.

#### Applications Programmer II (PT2005) Level 34 NYS College of Veterinary Medicine/Administration-Statutory Posting Date: 5/24/90

Participate with faculty in the development of instructional software for teaching biomedical and clinical sciences. Oversee the maintenance of a network of Macintosh computers. Perform regular back-ups. Provide guidance to faculty on the design of instructional software.

**Requirements:** Bachelor's or equivalent. 2-3 years related programming experience. Familiarity with Macintosh systems and programming and programming including integration of high level languages such as C and Pascal with a Hypercard environment. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT2809) Level 33 Materials Science Center-Endowed Posting Date: 7/19/90

Support the Material Science Center's multi-user computing facility. Develop and maintain software for this UNIX-

based Convex computer system. Maintain peripherals and local area networks. Provide user consulting, training and assistance.

**Requirements:** Bachelor's or equivalent in physical science, engineering or computer science. Ability to design and operate complex software systems. Must have programming experience in C and FORTRAN. Assembly languages experience helpful. Familiarity with IBM PC, Macintosh, or UNIX. Must be able to communicate well with faculty and grad students. Send cover letter and resume to Sam Weeks.

#### Technical Consultant II (PT2703) Level 33 User Services-Endowed Posting Date: 7/12/90

Provide technical user assistance with hardware, software, operating systems, and networks supported by CIT User Services. Participate in development and delivery of training, consulting, documentation, and information retrieval. Provide presale and follow-up technical consulting.

**Requirements:** Bachelor's or equivalent experience. 1-2 years work with CIT supported 1) hardware (Macintosh, IBM (3090, 4381, PS/2), NeXT, Toshiba, and HP); 2) software applications (dBase, FileMaker, Oracle, SAS, MS Word, WordPerfect, WriteNow, Lotus, MS Excel, Wingz, Kermit, VersaTerm, and TN); and 3) operating systems (Mac OS, DOS, Windows, CMS, VMS and Unix). Excellent communications, interpersonal and writing provisions helpful. Need the ability to work with public. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2506) Level 33 Laboratory of Ornithology-Endowed Posting Date: 6/28/90

Perform advanced programming on Mac II system for applying digital signal processing algorithm and high level graphics interface. Write high level interactive graphics routines for the Mac II (using HOOPS, NEW, C++, and AUX) and implementing digital signal process programs as applied to animal vocal signals.

**Requirements:** Bachelor's in engineering. 2-3 years of active experience programming on Mac II's with particular experience on HOOPS, MacAp, MPW, C++, AUX and the Mac-OS. Applications programming level 2. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2407) Level 33 Law-Endowed Posting Date: 6/21/90

Develop, modify, document and maintain applications programs primarily for database management on a PC network. Provide training and consulting on hardware and software issues and applications for faculty, staff and students. Develop computer-aided teaching tools. **Requirements:** Bachelor's in computer related field or equivalent combination of education and experience. 2-3 years related experience. Knowledge of personal computers and local area networks. Proven computer programming experiences in database applications required. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2305) Level 33 Office of the University Registrar-Endowed Posting Date: 6/14/90

Perform on-line computer applications development on mainframe (ADABAS), minicomputer, and microcomputer systems. Provide programming support for ad hoc queries. Develop comprehensive systems of BATCH and on-line computer reports. Work closely with CIT Production Control in scheduling production reports and all ad hoc reporting.

**Requirements:** Bachelor's with computer related courses or equivalent. 2-3 years related experience. Prior experience with IBM mainframe and Macintosh networks. Knowledge of SAS, NATURAL, MARK IV and VM/CMS. Strong written and verbal communication skills and the ability to work independently. Analytical and decision making skills a must. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT2206) Level 33 Office of Human Resources-Endowed Posting Date: 6/7/90

Develop computer applications, databases, and interfaces to meet the human resource information and office automation needs of OHR. Assist in the daily operational maintenance of departmental computer systems. Assist and support users, providing training as needed.

**Requirements:** Bachelor's or equivalent with some computer related coursework; 2-3 years experience in administrative programming and operations; familiarity with VAX/VMS, IBM mainframe and microcomputer environments preferred; ability to program independently in at least 2 high-level languages (Natural, SAS, Basic). Strong interpersonal, communication and organizational skills. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst I (PT2708) Level 32 CIT/IR-Endowed

### Select Benefits Claims Schedule

The cut-off dates for remitting claims for reimbursement under the Select Benefits program are listed below. Your claim form with supporting information must be received by either the endowed or statutory Benefits Office no later than the dates shown below. Reimbursement will be delayed until the next two week cycle is complete, if materials are not in our office by the cut-off date.

|          |          |           |           |
|----------|----------|-----------|-----------|
| 8/3/90   | 9/14/90  | 10/26/90  | 12/07/90  |
| 8/17/90  | 9/28/90  | 11/09/90  | 12/19/90* |
| 8/30/90* | 10/12/90 | 11/21/90* |           |

\*Early deadlines due to Labor Day, Thanksgiving and winter holidays



service supervising experience desired. Knowledge of food and health codes desirable. Send cover letter and resume to Cynthia Smithbower.

**Development Assistant (PA2801) HRI**  
**University Development/Public Affairs-Endowed**  
**Posting Date: 7/19/90**  
Provide support to the Director and Associate Directors of Leadership Gifts, College/Unit and Regional Staff in their work to identify, cultivate, solicit, and manage stewardship responsibilities for prospects capable of making a leadership gift (\$25K-100K) to the University.  
**Requirements:** Bachelor's or equivalent in education, experience and training. Excellent planning, management and organizational skills, strong interpersonal and communication skills, Cornell Public Affairs experience helpful, proofreading skills, attention to detail required, ability to prioritize, display flexibility and work under pressure. Handle confidential material, work with computers and knowledge of mainframe. Send cover letter and resume to Cynthia Smithbower.

**Student Development Specialist I (PA2803) HRI**  
**Mechanical and Aerospace Engineering-Endowed**  
**Posting Date: 7/19/90**  
Under general supervision, responsible for the coordination and maintenance of the Undergraduate Program office including academic advising and counseling of 300+ students. Provide general administrative support. Oversee functions of the graduate field office. Provide secretarial support for Associate Director of Undergraduate Affairs.  
**Requirements:** Bachelor's or equivalent. 3-5 years experience (administrative). Knowledge of Cornell academic/engineering programs and curricula preferred. 2-3 years experience in academic advising/counseling. Send cover letter and resume to Cynthia Smithbower.

**Editorial Associate (PC2813) HRI**  
**Chemistry-Endowed**  
**Posting Date: 7/19/90**  
Coordinate all administrative aspects of the international journal, Accounts of Chemical Research. Monitor and maintain timely progress of manuscript. Correspond with authors worldwide, reviewers and editorial staff. Edit manuscripts paying special attention to style and grammar. Responsible for preparation of monthly and annual production and financial reports in accordance with the American Chemical Societies guidelines.  
**Requirements:** Bachelor's or equivalent in chemistry; Master's desirable. Familiarity with modern chemistry and science library; editorial experience helpful. Familiarity with scientific computing and French/German helpful. Cornell employees send employee transfer application, cover letter, and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Research Support Specialist (PT2709) HRI**  
**School of Chemical Engineering-Endowed**  
**Posting Date: 7/12/90**  
Design and conduct experiments involving establishing and maintaining differentiated mammalian cells. Provide support for a research group (primarily grad students) in instruction and maintenance of analytical devices and in appropriate lab procedures. Supervise undergrad lab assistants. Provide assistance with lab management. 2/3 time (26 hrs/wk, flexible hours). One year appointment, renewal dependent on grant funding.  
**Requirements:** Bachelor's in biochemistry, cell biology, microbiology, or related area. 2-3 years experience with mammalian cell tissue culture is essential. Two to three years as a laboratory technician is desirable, including HPLC, Coulter Counter, ELISA and Gel electrophoresis. Send cover letter and resume to Sam Weeks.

**Academic Personnel Associate (PC2601) HRI**  
**Dean's Office/Arts and Sciences-Endowed**  
**Posting Date: 7/5/90**  
Review, approve and direct the processing of academic appointment forms for the College. Maintain academic database; coordinate committees for tenure decisions with Associate Deans and prepare correspondence as necessary; interpret and communicate academic policies and procedures.  
**Requirements:** Bachelor's or equivalent. Experience with CU academic appointments policy and procedures essential. Knowledge of computer databases. Excellent communication (written and oral) skills. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Executive Staff Assistant I (PC2619) HRI**  
**Vice President for Academic Programs-Endowed**  
**Posting Date: 7/5/90**  
Provide executive staff support to the vice president for academic programs in coordinating a diverse range of tasks.  
**Requirements:** Bachelor's or equivalent experience. 3-5 years in diverse administrative/secretarial positions. Excellent editorial, writing, communication and interpersonal skills. Conceptual skills. Ability to work independently and coordinate multiple projects. Advanced word processing skills. Knowledge of Cornell helpful. Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Research Support Specialist II (PT2411) HRI**  
**Diagnostic Laboratory-Statutory**  
**Posting Date: 6/21/90**  
Conduct research toward development of new and improved immunological and bacteriological tests for detection of Borrelia burgdorferi. Includes supervision of 1-3 technicians or student employees, responsible for identifying and maintaining inventories of supplies and equipment.  
**Requirements:** Master's in microbiology or related biological sciences. 3-4 years experience working with Lyme Disease research, including mastery of the following techniques: immunoblot, ELISA, immunofluorescence, and all common immunological testing. Should have educational background working with ticks, Ixodidae highly desirable. Strong background with bacteriological techniques, work with pathogenic organisms. Must be able to shift focus of research as funding sources change. Send cover letter and resume to Sam Weeks.

**Administrative Supervisor (PT2402) HRI**  
**Purchasing-Endowed**  
**Posting Date: 6/21/90**  
Supervise and coordinate the input of data into the Automated Procurement and Payment System (APPS). Maintain the integrity of the information in the APPS databases through the accumulation, analysis and management of data on the system. Set standards for style and structure of data for correct input to the databases. Responsible for the training of CU staff in the use of databases.  
**Requirements:** Associate's in computer science or related field required. Bachelor's preferred. Minimum 2 years data administration on computer database with supervisory experience. Strong organizational skills. Send cover letter and resume to Sam Weeks.

**Research Support Specialist (PT2309) HRI**  
**Plant Pathology-Statutory**  
**Posting Date: 6/14/90**  
Assist in research on molecular genetics of a filamentous fungus with routine DNA preparation and analysis. Do independent experimental design and perform experiments. Organize and maintain lab, & supervise work study students.  
**Requirements:** Bachelor's in biological science or equivalent. 2-3 years related lab experience; knowledge of molecular biology techniques, genetics, recombinant DNA technology and general laboratory procedures essential. Experience with Polaroid photographic equipment, microcomputers, and other equipment desirable. Some supervisory experience helpful. Send cover letter and resume to Sam Weeks.

**Research Support Specialist I (PT2306) HRI**  
**Biomedical Electronics-Statutory**

**Posting Date: 6/14/90**  
Manage the operation of the Biomedical Electronics Service Department. Coordinate and assign jobs to technicians; estimate job costs (installation and design); and design, fabricate and repair sophisticated equipment. Supervise technical staff. Advise faculty and staff on purchase and repair instrumentation.  
**Requirements:** Bachelor's in electronics technology (or equivalent) with 2-3 years experience, including design. Good manual dexterity, working knowledge of design, fabrication, and repair of sophisticated electronic instrumentation. Knowledge of test equipment and software. Must be computer literate. Send cover letter and resume to Sam Weeks.

**Research Support Specialist I (PT2007) HRI**  
**Pharmacology-Statutory**  
**Posting Date: 5/24/90**  
Provide department with technical equipment support for its programs. Working with staff to determine specific needs, fabricate specialized lab equipment by designing, drafting scale drawings, and machine parts. Modify existing equipment to meet current needs. Keep equipment inventory. Provide equipment maintenance and repair. Be responsible for planning, setting up, and reorganizing labs. Oversee facility renovations and work with staff, designers, and trades people to meet specifications and deadlines.  
**Requirements:** Bachelor's or equivalent. Minimum of 2-3 years experience with scientific equipment fabrication and equipment maintenance. Must have working knowledge of machine shop tools, spectrophotometers, gamma counters, centrifuges, LS counters, and other specialized laboratory equipment. Send cover letter and resume to Sam Weeks.

**Applications Programmer II (PT1801) HRI**  
**Animal Science-Statutory**  
**Posting Date: 5/10/90**  
Develop, install, service, maintain, modify, and document complex personal computer applications programs for the Cornell Dairy Records Processing Lab. Assist with planning of complex systems/applications programming projects involving mainframe and personal computer interaction.  
**Requirements:** Bachelor's or equivalent in computer science or animal science. 2-3 years experience programming in the PC/MS DOS environment. Detailed knowledge of a PC programming language required (BASIC, C, Assembler, Clipper). Knowledge of PC database management and telecommunications desirable. Send cover letter and resume to Sam Weeks.

Professional Off-Campus

**Data Analyst III (PT2901) HRI**  
**Horticultural Science, Plant Genetic Resources Unit/ Geneva-Statutory**  
**Posting Date: 7/26/90**  
Plan and manage the databases and computer network of the Plant Genetic Resources Unit. Assist in research activities by providing the statistical procedures for experimental design, sampling, population analysis, multivariate analysis, regression analysis, etc. Identify and integrate effective communications, data handling, and analysis techniques within the unit. Provide training for unit staff in the effective use of database resources. Some supervision of temporary staff.  
**Requirements:** Master's or equivalent experience in statistics or computer science. Familiarity with computer networking and database management. Ability to support and train researchers. Background in plant related science (genetics, breeding, horticulture) desirable. Send cover letter and resume to Sam Weeks.

**Assistant Regional Director (PA2902) HRI**  
**Public Affairs Regional Office/Metro, NY Regional Office-Endowed**  
**Posting Date: 7/26/90**  
Assist the Director in the implementation of the University's public affairs programs in development, alumni affairs, alumni secondary schools committee and college programs.  
**Requirements:** Bachelor's, preferably from Cornell. 2-3 years experience in public affairs related activities such as recruitment and training of volunteers is desirable. Send cover letter and resume to Cynthia Smithbower.

**Extension Support Aide (PT2416) HRI**  
**Extension Administration/Sea Grant Extension/ Brockport, NY-Statutory**  
**Posting Date: 6/21/90**  
Serve as Coordinator of New York Zebra Mussel Clearing House project (New York Sea Grant Extension). Responsible for the organization and operation of a project involving information compilation and dissemination and networking activities. Compiled information on Zebra Mussel will be organized into a reference library. Develop contracts with interest groups. Prepare newsletters and fact sheets. Assist in filling information requests.  
**Requirements:** Bachelor's in Marine Science, Library Science, Biology, Environmental Science, Natural Sciences, or related field. 1-2 years training or experience in operation of a science, technical, or environmental library, clearing house, or information program. Effective oral and written communication skills. Technical writing experience desirable. Send cover letter and resume to Sam Weeks.

Professional Part-time

**Publicist (PC2913) HRI**  
**Cornell Cinema-Unions and Activities-Endowed**  
**Posting Date: 7/26/90**  
Write or edit press releases, newsletter, fundraising letters and other development materials. Establish and maintain contact with media. Maintain publicity materials. Train and oversee student employees. Hours vary.  
**Requirements:** Bachelor's in English, journalism or closely related field, or equivalent combination of education and experience. Knowledge of film desirable. Experience working with the media and desk top publishing preferred. Must be able to work independently with high degree of accuracy and be able to meet deadlines in a fast-paced environment. Strong organizational and interpersonal skills necessary.

Professional Temporary

**Research Support Specialist/Project Analyst (PT2507) HDFS/FLDC-Statutory**  
**Posting Date: 6/28/90**  
Collect and synthesize county and state level statistics for a child abuse prevention project. Support program evaluation. Develop and implement a data management plan. Prepare written reports. One of the data sources is located in Chemung County. Until 12/31/90.  
**Requirements:** Master's in social sciences or equivalent combination of education and experience. Data management and statistical computing experience with knowledge of human services delivery systems desirable. NYS driver's license required. Send cover ltr & resume to Sam Weeks.

Technical

As a prominent research institution, Cornell University has a diverse need for laboratory, electro/mechanical and computer support. Individuals with backgrounds in computer science, biology, microbiology, chemistry, animal husbandry, plant science and medical laboratory techniques are encouraged to apply; applicants with ASCP or AHT licenses are in particular demand.  
All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position.  
Submit a resume and cover letter for each position,

specifying the job title, department and job number, to Sam Weeks, 160 Day Hall. Skill assessment check lists, available at the Day Hall office, are a valuable aid when applying for computer or laboratory related positions.

**Maintenance Mechanic, SO09 (T2608)**  
**Statler Hotel-Endowed**  
**Hiring Rate: \$8.66**  
**Posting Date: 7/5/90**  
Facilitate electrical, plumbing, ventilation, air conditioning and refrigeration, carpentry and general repairs in the Statler Hotel. Provide technical assistance for building operations. Perform preventive maintenance. Install minor electrical, mechanical and plumbing systems. Work hours are flexible but will require frequent evenings and weekends.  
**Requirements:** HS diploma required and a valid NYS driver's license. Knowledge of power and hand tool operation, electrical and mechanical test equipment. Minimum 5 years maintenance experience. Send cover letter and resume to Sam Weeks.

**Technical Assistant, GR17 (T2607)**  
**Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/5/90**  
Support corn breeding project including field preparation; seed preparation; planting; data collection and computer data entry; pollination; field plot maintenance and under LISA (Low Input Sustainable Agriculture) systems. Harvest, maintain disease inoculum, insect colonies and experiments in greenhouse. Assist in other LISA farm research activities.  
**Requirements:** HS diploma or equivalent. Driver's license. Farm background and ability to operate machinery, knowledge of corn and forage production desirable. Ability to communicate with farmers, faculty and staff. Send cover letter and resume to Sam Weeks.

**Data Entry Operator, GR17 (T2415)**  
**Chemistry-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 6/21/90**  
Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.  
**Requirements:** HS diploma or equivalent with some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2807)**  
**Physiology-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/19/90**  
Assist in a laboratory doing studies on the physiological controls of food and water in young pigs. The varied duties include: lab maintenance; animal care; surgery preparation and assistance; blood analysis and routine injections. Occasionally work hours will be varied to cover experiments.  
**Requirements:** Associate's or equivalent with a minimum of 2 years course work in biology and some chemistry. Physiology training is helpful. Experience with animals and typing skills are desired. Willingness to learn and take on a variety of tasks. Send cover letter and resume to Sam Weeks.

**Animal Technician, GR18 (T2802)**  
**Laboratory Animal Services-Statutory**  
**Posting Date: 7/19/90**  
**Minimum Biweekly Salary: \$529.35**  
Care for research animals (feed, water, clean and monitor). Follow strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May assist Vets in treating and vaccinating animals. Some weekend and holiday coverage required.  
**Requirements:** HS diploma or equivalent. Associate's in Animal Science desired. Assistant certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50lbs. Pre-employment physical, all necessary immunizations and driver's license required. Send cover letter and resume to Sam Weeks.

**Accelerator Technician, GR18 (T2505)**  
**Lab of Nuclear Studies-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 6/28/90**  
Perform semi-skilled, manual work involving maintenance and repair of accelerator components and related equipment. Use basic shop and portable power tools. Do electrical wiring, soldering, measuring, cleaning, painting, lubricating, etc. Assist in dismantling, repair, and assembly of equipment. Record various meter readings. Specific skills will be acquired through on the job training.  
**Requirements:** HS diploma or equivalent and valid NYS driver's license are required. Coursework in physics, or electrical or mechanical arts, and mechanical drawing; or experience in mechanical or electrical trades necessary. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2208)**  
**Genetics and Development-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 6/7/90**  
Provide general lab assistance. Perform experiments in molecular genetics. Oversee preparation of culture media and solutions for lab use. Care for bacterial stock culture collection. Order supplies, maintain inventories, oversee equipment maintenance, and arrange for equipment repairs. Train new lab personnel. Supervise undergrad assistants.  
**Requirements:** Associate's (Bachelor's desirable) or equivalent preferably in natural sciences. Minimum 1 year previous lab experience preferred, especially in molecular genetic techniques. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2408)**  
**Food Science-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/21/90**  
Perform general laboratory duties including preparing food and biological samples for analysis; doing routine analytical measurements using gas or liquid chromatography; organizing lab records and research results; maintaining supplies and equipment. Assist grad students with their research. Do research on the formation of N-nitrosopyrrolidine in fried bacon.  
**Requirements:** Bachelor's in chemistry, biochemistry, food science or related discipline, preferred. Associate's with equivalent experience required. Minimum 1 year experience in a modern chemical laboratory. Some experience with chromatography, sample preparation, and instrumentation preferred. Send cover letter and resume to Sam Weeks.

**Tape Technician, GR19 (T2409)**  
**CISER/Dean's Office-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/21/90**  
Copy magnetic tapes, collect information on those tapes and maintain a series of records (databases) concerning the content and condition of the magnetic tape collection of the CISER Data Archive. Organize and maintain computer job printout records. From databases, provide information about the location of data files to clients and staff.  
**Requirements:** Associate's or equivalent in computing. Minimum 2 years experience. Accuracy and attention to detail with an understanding of data file organization required. Experience with IBM mainframes, dBase Plus, database management systems, the ability to organize information, and familiarity with Cornell IBM environment desirable. Send cover letter and resume to Sam Weeks.

**Research Aide, GR19 (T2414)**  
**Chemistry-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/21/90**  
Search chemistry journals for mass spectra. Assign chemical names. Enter information into computer database. Error checking from knowledge of mass spectra. This material will be published in the world's largest mass spectral database reference book.  
**Requirements:** Associate's in chemistry or equivalent required. Minimum 1-2 years related work experience. Basic knowledge of mass spectra and nomenclature of organic compounds preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2203)**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/7/90**  
Provide assistance in research, management, and administration in a basic cancer research lab. Duties include assisting in experiments, ordering supplies, managing budget, maintaining databases, supervising lab operations, and maintaining equipment. Experiments involve recombinant DNA, protein biochemistry, and cell culture techniques. Some evening and weekend hours required.  
**Requirements:** Associate's or equivalent required; Bachelor's in biochemistry, molecular biology, chemistry, or related field preferred. Minimum of 1 year research experience in molecular biology and cell culture. Computer skills helpful. Must pass OEH radiation safety course (on-job training). Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2204)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/7/90**  
Perform indirect fluorescent antibody tests on monkey serum specimens. Prepare conjugates, buffers, and other reagents. Prepare, fix, and label antigen slides. Assist in accessioning specimens. Sort, dilute, store, and maintain inventory of specimens. General lab duties as assigned. Some evening and weekend hours required.  
**Requirements:** Associate's in biology, microbiology, or related field; Bachelor's preferred. Minimum 1 year related experience. Sterile technique skills, microscopy experience, and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T1507)**  
**Plant Pathology-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 4/19/90**  
Conduct pathogen testing in potato plants, screen populations for disease resistance and maintain potato tissue and pathogen culture collections. Prepare clones for shipment. Work in the lab, greenhouse and field. Train grad students.  
**Requirements:** Associate's in biological science or chemistry or training in biology, biochemistry or chemistry. 1 year lab experience with knowledge of tissue culture and testing procedures. Driver's license essential. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2804)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/19/90**  
Assist with emergency surgical procedures, and in-patient treatments. Compound, dispense and administer prescriptions. Prepare operating rooms for surgery and do post-op cleaning. Collect client admission information. Keep records and maintain treatment and surgery room stock. Evening and weekend hours.  
**Requirements:** Associate's in Animal Health Technology, NYS Licensure or eligible. Experience working with large animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2805)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/19/90**  
Open, sort and distribute incoming specimens. Perform preliminary data input. Prepare tissues before distribution to testing lab. Follow-up with clients on problem or unusual submissions. Back-up specialized functions of other receiving technicians including: serum splitting, export coordination, and referral co-ordination.  
**Requirements:** Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health Technician preferred. 1-2 years experience in veterinary practice or in large animal health facility helpful. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2803)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/19/90**  
Assist the faculty in teaching and supervising staff, senior students and externs. Give them instruction in the proper procedures of animal health care for clinical patients. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records.  
**Requirements:** Associate's in Animal Health Technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover ltr and res to Sam Weeks.

**Technician, GR20 (T2602)**  
**Clinical Sciences-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/5/90**  
Supervise the equine respiration and performance area, including exercise treadmill. Assist with experimental procedures. Provide care of animals including feeding, exercising, and bandaging. Assist with examination of animals and experimental procedures. Clean stalls. Supervise student employees. Some wknds and holidays.  
**Requirements:** Associate's in animal health technology or equivalent. Bachelor's preferred. 1-2 years related experience with handling and managing horses. Supervisory ability. NYS AHT licensure or eligibility required. Send cover letter and resume to Sam Weeks.

**Radiology Technician, GR20 (T2601)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/5/90**  
Take and process radiographs of large and small animals. Provide radiographs for research projects and publications. Clean and maintain the radiology area and equipment. Maintain chemicals and other supplies. Assist and teach students. Restrain animals for tranquilization and anesthesia. Assist with induction and monitoring anesthesia. Complete paper work and computer data entry for each case.  
**Requirements:** Associate's or equivalent. Bachelor's or equivalent preferred. Licensed radiologic technician and/or NYS licensed animal health technician. 1-2 years experience handling animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2509)**  
**Biochemistry, Molecular and Cell Biology-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 6/28/90**  
Conduct experiments involved in the study of yeast cytoskeleton. Perform experiments using the following techniques: in vitro mutagenesis, yeast and bacterial transformations, tetrad dissection, molecular cloning, DNA and RNA hybridization, DNA sequencing, protein purification, antibody production, immunoblotting of proteins. Use immunofluorescent and electron microscopes. Maintain lab supplies, arrange for equipment repairs and care for strain collection.  
**Requirements:** Bachelor's in biochemistry or related field or equivalent in coursework and experience. 1-2 years related experience. Familiarity with some of the techniques mentioned above. Send cover letter and resume to Sam Weeks.



**Technician, GR20 (T2410)**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 6/21/90**

Provide support for research in biochemical analysis of specific mRNA's, activities of enzymes, and amounts of storage proteins in plant tissues. Duties include culturing bacteria containing cDNA plasmids; extracting and purifying DNA from bacteria and mRNA from plants; and performing hybridization assays. Read current literature relevant to these types of analysis. Plan experiments and determine appropriate standard procedures. Order supplies.

**Requirements:** Bachelor's in biology, biochemistry or chemistry or equivalent required. Minimum 1 year related experience with basic laboratory equipment and ability to learn new techniques and procedures. Ability to function independently and efficiently. Must be able to organize specific duties and communicate work related ideas effectively. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T1904)**  
**Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 5/17/90**

Assist in genetic mapping of RFLP markers in tomatoes. Extract DNA, run and blot gels, isolate and screen plasmoid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of graduate students.

**Requirements:** Bachelor's in biology, genetics, biochemistry or related discipline. Minimum 2 years experience, lab work preferred. Send cover ltr and resume to Sam Weeks.

**Animal Health Technician, GR20 (T1908)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 5/17/90**

Provide support therapy for Intensive Care Unit patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. Operate and maintain the systems providing oxygen therapy, intravenous and subcutaneous fluid therapy, central venous pressure, electrocardiograms, etc. Maintain records and inventory of supplies. Some weekends and holidays scheduled rotation through shifts. First, second and third shift.

**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred and an interest in teaching critical care techniques. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T1909)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 5/17/90**

Assist the faculty in teaching and supervising staff, senior students and externs. Give them instruction in the proper procedures of animal health care for clinical patients. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records.

**Requirements:** Associate's in animal health technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover letter and resume to Sam Weeks.

**Anesthesia Technician, GR20 (T1907)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 5/17/90**

Assist with induction, monitoring and recovery of animals under anesthesia. Prepare and maintain anesthetic equipment. Assist with the education of the senior students assigned to anesthesia. Maintain records and inventory of supplies. Schedule will include some on-call and overtime when needed.

**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred. Send cover ltr and res to Sam Weeks.

**Animal Health Technician, GR20 (T1405)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 4/12/90**

Responsible for maintenance of aseptic conditions and coordination of surgery team in the operating room during a surgical procedure. Cleaning and sterilization of surgical and hospital equipment. Must be available when on-call for emergency duty. Some weekends and holidays required.

**Requirements:** Associate's in animal health technology. Licensed or eligible for licensure in NYS. 2 years operating room experience preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T2806)**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 7/19/90**

Purify proteins for several laboratories in the Biotechnology Building. Operate HPLC on FPLC apparatus. Perform biochemical lab procedures. Depending on skills and work load, there may be an opportunity to pursue other experiments. 1 year appointment, possible extension

**Requirements:** Bachelor's or equivalent in Chemistry or Biochemistry required. 1-2 years experience, including protein purification. Experience with HPLC on FPLC system preferred. Send cover ltr and resume to Sam Weeks.

**Media Technician, GR21 (T2413)**  
**Media Services-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 6/21/90**

Operate various types of broadcast color television cameras (portable and studio), assist in production of news and sports features under leadership of project producer/director. Set up and tear down both studio and remote production settings, lighting, audio equipment. Until 6/30/91. Monday-Thursday, 8-5; Friday, 8-4; some nights and weekends.

**Requirements:** Bachelor's in television production or related field, or equivalent experience in broadcast or educational television. Minimum 3 years experience in shooting and editing news and/or sports television. Willingness to work nights and weekends. Knowledge of TV graphics preparation, still photography, audio recording and stagecraft techniques helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T1711)**  
**Veterinary Pathology-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 5/3/90**

Prepare high quality microscope slides for interpretation by the pathologists. Maintain equipment, keep records, and maintain order and cleanliness of lab.

**Requirements:** Associate's or equivalent in medical laboratory technology (Histology) or related field, with coursework in histological techniques HT(ASCP) certified or eligible. 2-4 years experience as a histology technician in a hospital or research laboratory desired. Or Bachelor's or equivalent with 1-2 years experience. Pre-exposure rabies vaccine required subsequent to hire. Must be able to work independently without constant supervision. Send cover letter and resume to Sam Weeks.

**Computer Operator, GR21-24 (T2201)**  
**Information Technologies-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 6/7/90**

Operate large scale computer systems and associated peripheral equipment. Monitor data communications networks. Consult with vendor customer engineers and department support staff. Setup, submit, and verify jobs through the central computer system. Maintain various control logs and tape and disk files. Perform security backup procedures. Shift work/weekends.

**Requirements:** Associate's or equivalent combination of education and experience in large data processing facilities.

ties. Knowledge of computer hardware, software (MVS/JCL), operating systems, and programming languages. Computer operating experience and a minimum of 3 years related data communications experience helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR22 (T2710)**  
**Veterinary Microbiology, Immunology & Parasitology-Statutory**  
**Minimum Biweekly Salary: \$625.24**  
**Posting Date: 7/12/90**

Assist in sequencing studies on M protein structural genes of group C streptococci and the immunological response to this protein or synthetic peptide fragments. Maintain laboratory records and inventory. Prepare media, buffers, and other reagents. Valid NYS driver's license.

**Requirements:** Bachelor's in Microbiology, Biochemistry, Chemistry, Immunology or equivalent. 2-4 years related laboratory experience in bacterial culturing, SDS-PAGE, chromatography and immunological assay such as ELISA. Send cover letter and resume to Sam Weeks.

## Technical Off-Campus

**Technician, GR24 (T1001)**  
**Diagnostic Laboratory/Geneseo-Statutory**  
**Minimum Biweekly Salary: \$682.77**  
**Posting Date: 3/15/90**

Assist in development and management of a satellite lab in Geneseo, NY. Coordinate operations with central lab. Supervise and train personnel; interpret test results; consult with clinician on emergency cases; advise clinicians on specimen collection and submission; and maintain supply inventory. Some weekend hours required.

**Requirements:** Bachelor's in microbiology, medical technology, or equivalent. 3-5 years lab experience including at least 1-2 years in lab management. Must be current in clinical lab technology literature. Supervisory experience desirable. Send cover letter and resume to Sam Weeks.

## Technical Part-time

**Lab Attendant, SO03 (T2605)**  
**Veterinary Pathology-Statutory**  
**Hiring Rate: \$6.56**  
**Posting Date: 7/5/90**

Clean, maintain, and provide for the continual operation of the Necropsy Lab, its equipment, the photographic facility, and culture preparation room. Maintain safety standards. Cut up carcasses for disposal. Maintain supplies. Lock up facilities at night. Fill in for the clinical assistant when necessary. Monday-Friday, approximately 2pm-7pm

**Requirements:** HS diploma or equivalent. Lab experience or knowledge of lab equipment operation strongly desired. Photographic skills helpful. Requires physical strength. Good working habits, dependability, and willingness to learn. Pre-exposure rabies vaccination required subsequent to hire. Send cover ltr and res to Sam Weeks.

**Laboratory Assistant, GR16 (T2101)**  
**Biotechnology Program-Statutory**  
**Minimum full-time equivalent: \$498.93**  
**Posting Date: 5/31/90**

Provide assistance to researchers of Plant Science Center including maintenance of sterile supplies and watering, pruning, and repotting plants. Deliver glassware for washing and put away when clean. Prepare media and reagents. 20 hours per week.

**Requirements:** Minimum HS with some additional training or experience in microbiology/sterile techniques desirable. Send cover letter and resume to Sam Weeks.

**Illustrator, GR18 (T2806)**  
**Geological Sciences-Endowed**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 7/19/90**

Provide drafting and illustrations for various departmental projects including drawings, maps, figures, and some computer generated graphics. Create displays. Days may vary. 20 hours per week.

**Requirements:** HS diploma or equivalent. Technical drafting experience essential with a minimum of 1 year related experience. Some training in geology preferred. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2503)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum full-time equivalent: \$575.30**  
**Posting Date: 6/28/90**

Help to educate, supervise, and assist students, staff, and externs in the proper health care procedures of surgical patients. Duties include regular patient care, emergency care, and occasional intensive care. Monitor anesthesia. Maintain supply inventories. Provide client education. Assist with forms and paper work.

**Requirements:** Associate's in animal health technology. NYS licensure or eligible. Experience working with small animals preferred. Send cover ltr and res to Sam Weeks.

## Technical Temporary

**Technician (T2713)**  
**School of Hotel Administration**  
**Posting Date: 7/12/90**

Assist users in academic computing center, perform maintenance on equipment, supervise student employees, secure the lab at night. Compile operating statistics using computer programs. Work nights 3pm-11pm Mon through Fri in Binenkorb Computer center. Occasionally work week-ends. Until 12/01/90 with possibility of extension.

**Requirements:** Associate's in Computer Science. 1 year minimum experience in using and servicing microcomputers. Excellent communication skills with the ability to work with students, faculty and staff. Must possess the ability to use DOS commands, Wordperfect, Lotus, and Macintosh wordprocessing and spreadsheet programs. Mechanical knowledge of printers, plotters, and other peripheral devices is a must. Send cover ltr and resume to Sam Weeks.

**Temporary Computer Operator (T2701)**  
**Geological Sciences/INSTOC-Endowed**  
**Posting Date: 7/12/90**

Operator a mini computer system. Set up and run magnetic tape batch jobs. Perform routine cleaning of printers, tape drives, and electrostatic plotters. Update tape library with incoming data. Must be able to work independently. Shift work, variable hours, with some flexibility, ending in Oct.

**Requirements:** Associate's in computer science or related field, or equivalent experience is desirable. Send cover letter and resume to Sam Weeks.

**Casual Animal Technician (T8003)**  
**Laboratory of Animal Services-Statutory**  
**Posting Date: 8/10/89**

Provide weekend and holiday care of lab animals (feed, water, clean and monitor) following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Saturday, Sunday, and holidays, 16 hours per week.

**Requirements:** HS diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50lbs. Pre-employment physical and all necessary immunization required. Send cover letter and resume to Sam Weeks.

## Office Professionals

Approximately half of all University openings are for Office Professionals. Individuals with secretarial, word processing (IBM PC, Macintosh, Wang, Microm), data entry, technical

typing, or medium to heavy typing (45-60+ wpm) are encouraged to apply.

All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position. Employee candidates should submit an employee transfer application and cover letter, if requested, for each position in which they are interested.

Submit a signed employment application and resume which will remain active for a period of four months. During this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our EHP office. If you are currently available for employment, you may want to consider temporary opportunities at the University. Please contact Karen Raponi at 255-2192 for details.

**Office Assistant, GR17 (C2903)**  
**Human Ecology Student Services-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/26/90**

Serve as receptionist and provide clerical support for busy Student Services/Registrar office in the College of Human Ecology.

**Requirements:** HS diploma or equivalent. 1 year of related office experience strongly desired. Experience with Macintosh microcomputers and wordprocessing and spreadsheet software packages such as Wordperfect, MS Word, and Excel desired. Confidentiality and good communication skills required. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Office Assistant, GR17 (C2908)**  
**Undergraduate Admissions-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/26/90**

Process applications for admission. Includes handling all admissions inquiries, applications, missing records, and other admissions materials for an assigned section of the alphabet. Dealing efficiently and accurately with a high volume of material in a short period of time is an essential part of the job.

**Requirements:** HS diploma or equivalent. 1 year related experience. Data entry skills. Ability to deal with public over phone. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Research Aide, GR17 (C2912)**  
**Natural Resources-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/26/90**

Provide a variety of support services to 7 professional research staff. Specific duties include data entry; slide and figure preparation on computer; literature review; coding; calculations for tables; conduct telephone interviews, and clerical assistance.

**Requirements:** Associate's preferably in Natural Resources, Social Sciences, or related field. Data entry using SPSS-DE, microcomputer experience using Dbase and Microsoft chart, Coding, figure preparation, familiarity with SPSSX and SAS. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR18 (C2911)**  
**Center for Environmental Research-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/26/90**

Provide administrative support to Director and 8-10 staff of Water Resources Institute. Act as secretary to Director, prepare correspondence and serve as contact in his absence. Assist staff in preparing reports, newsletter, sale of educational materials, logistical arrangements.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Training in word processing essential, desktop publishing experience desirable. Ability to work under pressure with short deadlines. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR18 (C2909)**  
**Human Service Studies-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/26/90**

Provide receptionist/secretarial support for 4-5 faculty in a large department. Type classwork, reports, manuscripts, correspondence and vouchers; answer telephones; distribute mail; arrange travel, library reserve lists, conferences and meetings; order texts; make copies; run campus errands; keep faculty files and calendars and other duties as assigned.

**Requirements:** HS diploma or equivalent; business or secretarial school desirable. 1 year previous secretarial experience. IBM PC and Wordperfect experience, knowledge of Macintosh desirable. Ability to work under pressure. Good interpersonal and organizational skills. Machine/manual transcription skills. Able to set priorities and work in a complex, active environment. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Secretary, GR18 (C2805)**  
**Johnson Museum-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/19/90**

Coordinate gift procedure; coordinate and process annual report information; process accession cards for permanent collection records; type grant applications; provide administrative support for director's assistant and curatorial administrative aide.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. Coursework in art a plus. 1-2 years experience in administrative setting. Experience with Cornell Gift Records procedures highly preferred. Working knowledge of word processing, including Olivetti, IBM and Macintosh. Good communication skills. Ability to edit and proofread required. Medium typing. Cornell Employees send employee transfer applications, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Senior Records Assistant, GR18 (C2804)**  
**Acquisitions/Olin/CUL-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/19/90**

Assist with the operation of the Book-in-Hand Processing Section of the Acquisitions Department. This includes typing, filing, word-processing, inputting and updating the NOTIS databases.

**Requirements:** HS diploma or equivalent. Minimum 1 year related work experience preferred. Excellent interpersonal and organizational skills. Ability to work independently. Familiarity with on-line computer terminals. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Senior Stacks Assistant, GR18 (C2803)**  
**Access Services/Olin Library/CUL-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/19/90**

Under the direction of the Administrative Supervisor for Collection Management, maintain the book stacks of the Library. Shelve a large volume of materials; process incoming serials on a daily basis and enforce library policies on assigned floor; staff the security desk on a regularly assigned basis; open and close the building on assigned days.

**Requirements:** HS diploma or equivalent. Some college coursework and/or experience with academic libraries. Must be able to work independently with a minimum of supervision. Strong interpersonal and organizational skills. Must be able to work well with sudden increases of activity

at exit/entrance points. Experience with microcomputers desirable. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR18 (C2516)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 6/28/90**

Process all billings and maintain financial records for Cinema. Data entry; order materials; prepare mailings; type; file; reception support; make arrangements for visiting filmmakers, and oversee shipping of films.

**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 years related accounting experience. Familiar with CUI accounting procedures preferred. Word processing, general office skills required. Experience with dBase III Plus desirable. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR19 (C2523)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/28/90**

Provide administrative and secretarial support to the IBM manager and staff members who are located at the Cornell National Supercomputer Facility.

**Requirements:** HS diploma or equivalent. Secretarial school strongly preferred. 2 years related office experience. Ability to use independent judgment and to handle highly confidential matters. Ability to work under pressure and to meet deadlines. Strong organizational, interpersonal, and communication skills. Experience with IBM PC's and mainframes. Familiarity with University resources helpful. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2906)**  
**Athletics-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/26/90**

Assist in the daily administration of the Outdoor Education Program. Student registration; oversee payroll; supervise work-study students (2); maintain operating calendar; act as receptionist; type correspondence; maintain file system; data input; prepare deposits and bursar billing, manage petty cash.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Knowledge of Cornell and its systems preferred. Working knowledge of Macintosh essential. Excellent organizational, interpersonal and communication skills. Ability to organize and coordinate multiple tasks. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2910)**  
**Natural Resources-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/26/90**

Provide administrative support for activities of campus and field Extension staff, and other publics. Organize, maintain and distribute large volume of publications; arrange meetings and travel; prepare correspondence, reports, newsletters, new releases, articles for publication, grant proposals, and transcribe dictation.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years business/administrative secretarial experience. Computer proficiency (IBM PC and Mac) in WordPerfect 5.0 required. Dictaphone transcription required. Knowledge of CENET electronic mail preferred. Excellent communication skills essential. Data base management experience highly desirable. Able to work independently, under pressure, and to set priorities. Heavy typing. Regular Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2511)**  
**HDFS/FLDC-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/28/90**

Provide administrative support to FLDC administrative staff. Input, format and produce final copy for reports, project publications, manuscripts, correspondence and proposals; develop and maintain database; coordinate on an off campus meetings and conferences; travel vouchers; answer telephone; mail. Other duties as assigned. Until 3/31/92.

**Requirements:** HS diploma or equivalent. Some college coursework in secretarial science preferred. 2 years equivalent experience. Excellent organizational, communication and interpersonal skills. Macintosh or PC computer experience required. Experience with word processing, spreadsheets, databases, publishing and presentation software highly desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR19 (C2202)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/7/90**

Provide word processing (emphasis on technical typing) for faculty members using DOS. This responsibility includes supporting them totally in their research, teaching and other programs. 9 month appointment.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2-3 years secretarial/office experience. Knowledge of DOS computer and technical typing. excellent organizational, interpersonal and communication skills. Able to handle confidential information. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Building Coordinator, GR19 (C2801)**  
**Dean's Office/College of Engineering-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/19/90**

Assist the Coordinator of Building Operations with responding to maintenance requests and general operation of the facilities for the College of Engineering Administration. Coordinate space studies, minor renovations and various facility reports; responsible for daily mail and delivery services for Grumman-Upson building.

**Requirements:** Associate's or equivalent. Knowledge of construction trades. 1-2 years related experience. Valid driver's license and ability to lift 50lbs. Excellent communication (oral and written) and interpersonal skills. Ability to solve problems related to maintenance and building operations issues. Basic computer skills, prefer experience with Macintosh. Light typing. Cornell employee send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR19 (C2807)**  
**Civil and Environmental Engineering-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/19/90**

Responsible for accounts payable, purchase orders, journaling and cash deposits. Department liaison with vendors, accounting and purchasing. Provide assistance and back up for the accounts coordinator.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years related experience with accounting and office procedures. Good communication skills and able to deal with a broad range of students, faculty and staff. Ability to work in a fast paced office with numerous interruptions. Cornell accounting experience desirable. Knowledge of LOTUS 1-2-3 and Word Perfect helpful. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.



**Administrative Aide, GR19 (C2614)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/5/90**  
Responsible for obtaining all non-food and beverage materials, supplies, and equipment needed for the operation of the School of Hotel Administration at the best possible prices and in accordance with university policy.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years related experience. Cornell purchasing and accounting experience desirable. Must have ability to use calculators and PC's. Excellent interpersonal and communication skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2512)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/28/90**  
Provide administrative support for the Admissions Office including all responsibilities to the Doctoral and M.B.A. Programs. Handle correspondence; answer inquiries (in person and telephone). Other duties as assigned.  
**Requirements:** Associate's or equivalent. 1-2 years related experience. Familiar with IBM PC or Macintosh and word processing packages. Must have strong communication (oral and written) skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR19 (C2405)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/21/90**  
Provide secretarial and clerical support for the Director and the Assistant Director of Development, as well as the administrative Aide, in the daily operation of the development Office in the School of Hotel Administration. Type and proofread correspondence, reports, proposals, etc.; mass mailings; data processing. Other projects as assigned.  
**Requirements:** HS diploma or equivalent; some college coursework in business or office professionals preferred. 2 years related experience. Good communication and interpersonal skills. Excellent typing and word-processing skills. Accuracy and attention to detail. Flexibility; ability to move from one assignment to another with ease. Ability to respect and maintain confidentiality. Sensitivity of the special nuances that are inherent to a position in the Development Office. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR20 (C2809)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/19/90**  
*Provide administrative support for the Director of Alumni Affairs of the Hotel School and coordinate activities with the leadership of the School's alumni society. Manage the operations of the Alumni Affairs office during director's absence.*  
**Requirements:** Associate's or equivalent. 2 years of administrative support experience. Superior communication (written and oral) skills. Exceptional discretion required. Knowledge of computers; IBM compatible data systems, programming and word processing highly desirable. Some knowledge of hospitality industry helpful. Heavy typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Survey Research Aide, GR21 (C2711)**  
**CISER-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 7/19/90**  
*Support survey research; assist in questionnaire and survey materials development. Supervise telephone operations including hiring, training of telephone interviewers. Flexible: some nights and weekends.*  
**Requirements:** Bachelor's in Social Science or equivalent experience. Project management. Knowledge of survey methods, experience with or willingness to learn PC and mainframe applications in survey research. Good writing and organizational skills. Cornell employees send transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Telecommunicator, GR21 (C2607, C2610, C2609)**  
**Public Safety-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 7/5/90**  
Responsible for operating centrally located communications center for department. Monitor incoming telephone line, radio traffic and blue lite emergency phones. Monitor and operate NYS Police Information Network Computer Terminal. Shift work.  
**Requirements:** HS diploma or equivalent. College degree preferred. Radio communication skills preferred. 2-3 years related experience. Ability to qualify for certification in NYS Police Information Network System. Strong communication (written and oral) skills. Ability to pass background investigation with no record of convictions excluding minor traffic infractions. Computer knowledge desirable. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall. The facility is wheelchair accessible.

**Employee Relations Assistant, GR21 (C2529)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 6/28/90**  
Coordinate and perform a wide variety of administrative, clerical and technical duties. Assist with program maintenance and administration, e.g.: advise employees on routine inquiries; draft, organize and/or prepare correspondence, reports and other documents; perform general office duties.  
**Requirements:** Associate's in human resource related field or related coursework and experience. Bachelor's or equivalent desirable. 2-3 years administrative/office experience in employee relations or human resources preferable. Word processing experience required, plus willingness to learn new skills; familiarity with Macintosh computers and survey methods/statistics helpful. Excellent organizational, interpersonal and communication skills. Able to work in a stressful and extremely demanding environment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR22 (C2810)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$625.24**  
**Posting Date: 6/28/90**  
Under general supervision of Director, manage all details for seminars, workshops and programs, all School sponsored programs excluding the Center for Professional Development, responsibilities including but are not limited to financial management, communications, assisting in marketing efforts.  
**Requirements:** Associates or equivalent. 3-4 years hospitality experience preferred. Must know wordprocessing (Macintosh) and database management techniques. Willingness to work odd hours during programs, including evening and weekend work. Excellent interpersonal and communication skills. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Professionals Off-Campus

Secretary, GR20 (C2905)

**Mid-Atlantic Regional Office, Wayne, PA-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/26/90**  
Type correspondence, forms, vouchers and other materials; maintain files, keep records, and be receptionist; handle meeting and travel arrangements for Director; telephone and personal contact with alumni and volunteers. Special projects as needed. Monday-Friday, hours to be arranged.  
**Requirements:** Associate's or equivalent. 2 years secretarial experience. Strong organizational, interpersonal and communication skills necessary. Able to work independently. Computer experience necessary. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Professionals Part-Time

**Secretary, GR18 (C2808)**  
**University Health Services-Endowed**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 7/19/90**  
Under the supervision of the Director of the Health Education Office, provide administrative/secretarial assistance to the staff in the day-to-day administration of the office and with health education programs. Work involves extensive contact with students and other staff members. Monday-Friday, 20 hours per week.  
**Requirements:** HS diploma or equivalent. Some college coursework desirable. 1-2 years related office experience required. Must have excellent typing skills and experience using computers (Macintosh). Excellent communication (written and verbal) skills. Ability to work independently and make decisions. Previous work experience in health care facility, health agency or human service agency preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C2708)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 7/19/90**  
*Cashier and discharge receptionist for Large Animal Clinic front office. Mon-Friday, Alternate Saturdays - 25 hrs/wk.*  
**Requirements:** HS diploma or equivalent required; some college coursework preferred. 1 year related experience. Good public relations and telephone communication skills essential. Experience with medical terminology and computers necessary. WordPerfect word processing helpful. Ability to work well under pressure. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C2521, C2522)**  
**Agricultural Economics-Statutory**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 6/28/90**  
Provide individuals with support using the 800# information, referral, consulting system for NYS farm families dealing with financial, legal, emotional and family issues. 10am-5pm, negotiable days. Until 3/31/90, contingent on funding.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Strong listening and interpersonal skills. Familiarity with farming and farm families necessary. Familiarity with Cornell Cooperative Extension a plus. Typing/computer experience necessary. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR19 (C2501)**  
**Career Center-Endowed**  
**Minimum full-time equivalent: \$551.86**  
**Posting Date: 6/28/90**  
Provide secretarial support to Health Careers Evaluation Committee (a complex committee comprised of approximately 300 students and 90 faculty members) and Credential Service under general supervision, exercising independent judgment in organizing, planning and executing some projects. Large mailings; maintain files; compose routine office correspondence. Other duties as assigned. Monday-Friday, hours to be arranged. Prefer 8am-1pm.  
**Requirements:** HS diploma or equivalent. Secretarial school preferred. 1-2 years related experience required. Knowledge of word processor and Macintosh necessary. Good organizational skills with attention to detail. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR19 (C2413)**  
**Material Science and Engineering-Endowed**  
**Minimum full-time equivalent: \$551.86**  
**Posting Date: 6/21/90**  
Provide clerical support for one professor and his research group. Duties include monitoring accounts; typing including word processing (Wordperfect) on IBM/compatible computer; filing; database work. Other duties as assigned. 20 hours per week, flexible.  
**Requirements:** HS diploma or equivalent. 1-2 years related experience. Knowledge of IBM PC (Wordperfect 5.0); Quatro, Paradox, shorthand desirable. Accounting. Good organizational and interpersonal skills. Ability to work independently. Some German language knowledge very beneficial but not required. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Senior Night Supervisor, GR20 (C2704)**  
**Public Services/Music Library-Endowed**  
**Minimum full-time equivalent: \$575.30**  
**Posting Date: 7/12/90**  
Supervise and assist in circulation procedures. Provide information and reference assistance to patrons of the Music Library. Responsible for the security of Lincoln Hall during evening and weekend hours. Assist with collections maintenance and with processing operations. Other duties as required. Negotiable 20 hrs/wk.  
**Requirements:** Experience supervising others. Good interpersonal and organizational skills. Reading knowledge of 1 foreign language. Light typing. Send cover letter and res to Esther Smith, Staffing Services, 160 Day Hall.

Cornell Employment News

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Photography: Susan Boedicker, Media Services, Photo Services, Publications

Telephone: Office of Equal Opportunity (607) 255-3976



**Audio-Visual Aide, GR20 (C2520)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum full-time equivalent: \$575.30**  
**Posting Date: 6/28/90**  
Train, supervise and schedule shifts of student projectionists; handle routine maintenance in four theaters; order all projection supplies; project one weekend 35mm shift weekly. Hours vary, including evenings.  
**Requirements:** Associate's or equivalent. Minimum 2 years related experience. Knowledge of operation and maintenance of professional motion picture and video equipment, in all formats. Experience at supervising and training students. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR20 (C2107)**  
**Mann Library-Statutory**  
**Minimum full-time equivalent: \$575.30**  
**Posting Date: 5/31/90**  
Mann Library is conducting a project to identify the most important literature in the Agricultural Sciences. The work will result in lists of the most significant journals and monographs to be used in developing libraries on compact disk for the Third World. This position will provide project support using computer programs for database management, spreadsheet development, and wordprocessing applications; handle project inquiries as point-of-contact, type and expedite proposals, reports and other correspondence as needed; arrange meetings and travel; has frequent interactions with Cornell faculty, visiting scholars, and project participants from other universities and international agencies. Monday-Friday, 30 hours per week.  
**Requirements:** Associate's or equivalent required. Bachelor's or equivalent desirable; background in computing preferred. 1-2 years experience searching bibliographic databases including RLIN and NOTIS highly desirable. 2-3 years experience working an academic/research environment providing report writing and statistical support is desirable. Strong interpersonal skill, and ability to be self-directed, meet deadlines, and pay attention to detail essential. Experience using a computer for database management and word processing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Professionals Temporary

In addition to posted positions, temporary opportunities occur in many occupational areas, including secretarial, word processing, accounting, and office administration. All individuals are encouraged to apply; experienced applicants with a typing speed of 45-60 wpm, knowledge of IBM-PC Word Perfect software and Macintosh word processing are in particular demand. Call Karen Raponi at (607) 255-2192 or 255-7422 for more information.

**Office Assistant (S2901)**  
**Purchasing**  
**Posting Date: 7/26/90**  
Provide general office support. Answer telephones; file; distribute mail; keyboarding; back-up receptionist, etc. Maintain adequate office coverage during heavy summer vacation schedules. Monday-Friday, 8-4:30 until 9/1/90.  
**Requirements:** HS diploma or equivalent. Telephone and communications skills, neat appearance. Send cover letter and resume to Karen Raponi, Staffing Svcs, 160 Day Hall.

**Office Assistant (S2407)**  
**Dean of Students**  
**Posting Date: 6/21/90**  
Responsible for answering, screening, and recording phone messages for the Dean of Students Office staff. Act as receptionist for all incoming visitors to the office. Deliver, pick-up and sort mail. Daily contact with the university community, local Ithaca community, student, faculty, staff and parents. Assist other support staff with special projects as needed.  
**Requirements:** HS diploma or equivalent. Excellent telephone techniques and communication skills imperative. Articulate and personable and able to work in a high-pressured, fast paced office. Good interpersonal and listening skills necessary. Previous office work and dealing with a diversified public preferred. Minorities are particularly encouraged to apply. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

**Administrative Aide (S2702)**  
**Vice President for Information Technologies**  
**Posting Date: 7/12/90**  
Provide administrative support utilizing the Macintosh (Microsoft word). Schedule appointments. Answer phones. Knowledge of electronic mail helpful. Full time, min \$6.50, Aug 13-31. Contact Karen Raponi, Staff. Svcs, 255-2192.

**Administrative Assistant**  
**Student Management Corporation**

An independent cooperative seeks a customer service individual with strong organizational and interpersonal skills to provide office support 30 hours per week. Nine month position, renewable annually. Ability to pay attention to details, flexible personality, and pleasant phone manners. Typing, filing, and other office skills necessary. Other tasks as assigned. Knowledge of computers helpful. Ability to interface with students and administration. Send cover letter and resume to Elaine Sears, Purchasing Director, Box #3, Willard Straight Hall, Cornell University, Ithaca, NY 14850-8201.

General Service

Submit a signed employment application which will remain active for a period of four months. During this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our EHP office. If you are currently available for employment, you may want to consider temporary opportunities at the University. Please contact Karen Raponi at 255-2192 for details.  
All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position.

**Food Service Worker, SO02 (G2905, G2906)**  
**Dining-Endowed**  
**Hiring Rate: \$6.27**

**Posting Date: 7/26/90**  
Prepare, present and serve food items for Co-op, cash, catering or special events. Shift subject to change. 40 hours per week.  
**Requirements:** HS diploma or equivalent. 1 year related experience. Working knowledge of food preparation and presentation. Able to operate choppers, slicers, mixers, ovens, steam kettles, pressure steamers and various hand tools. Good customer relation skills. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Custodian, SO02 (G2903)**  
**Dining-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 7/26/90**  
Provide general custodial care of assigned areas. 40 hours per week.  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 75lbs and climb an 8 foot ladder. Send employee transfer application to Esther Smith, Staffing Services, EHP.

**Custodian, SO02 (G2907, G2908)**  
**Buildings Care-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 7/26/90**  
Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday, 6am-2:30pm; Friday 6am-1:30pm  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50lbs and climb an 6 foot ladder. Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

General Service Part-time

**Security Guard, GR01 (G2909)**  
**Johnson Museum-Endowed**  
**Hiring Rate: \$5.80**  
**Posting Date: 7/26/90**  
Responsible for guarding all works of art in the building following security and safety procedures, communicating with appropriate staff members on a regular basis. Available day or evening for subbing on non-scheduled work days and for guarding at special events held in the museum. 3 days pr week (24 hours) plus some evening hours.  
**Requirements:** HS diploma or equivalent. Be able to work with schedules and in a group situation. Background in the security area helpful. Dependable in reporting and attentive to detail necessary. Be able to communicate well with public. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Food Service Worker, SO01 (G2904)**  
**Dining-Endowed**  
**Hiring Rate: \$6.01**  
**Posting Date: 7/26/90**  
Set-up, display and serve food and/or beverage. Check Co-op dining cards for validity and make sale transactions by cash or credit card. Shift subject to change. 30 hours per week.  
**Requirements:** Knowledge of food preparation and presentation preferred. Good customer relation skills. Basic reading and computational skills required. Send employee transfer application to Esther Smith, Staffing Svcs, EHP.

**Dish Machine Operator, SO02 (G2902)**  
**Dining-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 7/26/90**  
Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change. 30 hours per week.  
**Requirements:** Ability to learn proper use of dishwashing equipment and cleaning agents. Able to lift 35lbs. Send employee transfer application to Esther Smith, Staffing Services, EHP.

General Service Temporary

In addition to posted positions, temporary opportunities frequently occur in custodial, food service, dish machine operation, material handling and other service areas. All individuals are encouraged to apply. Call Karen Raponi at (607) 255-2192 or 255-7422 for more information.

**Custodian**  
**Building Care-Endowed/Statutory**  
**Temporary Rate: \$5.00**  
Continuous recruitment will be done in the department of Building Care for temporary custodians. Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday 6am-2:30pm, Friday 6a.m-1:30pm. Periodically 2nd and 3rd shift hours are available.  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50lbs and climb a 6 foot ladder.

Please submit materials for the following positions to 160 Day Hall.

**Dairy Worker, SO04 (B2902)**  
**Animal Science-Statutory**  
**Hiring Rate: \$6.88**  
**Posting Date: 7/26/90**  
Under general supervision mix and feed dairy cattle rations. Assist as required in other areas including day and night milk crews, herd health crew, evening shift and manure maintenance crew. 5 days per week, 8-4:30, some weekend work required.  
**Requirements:** HS diploma or equivalent. Class 5 NYS driver's license. 2-4 years related experience, able to lift 100lbs. Send application materials to Cynthia Smithbower, Staffing Services, 160 Day Hall.

**Dairy Worker, SO04 (B2901)**  
**Animal Science-Statutory**  
**Hiring Rate: \$6.88**  
**Posting Date: 7/26/90**  
Under general supervision remove and land apply cattle waste. Maintain and repair equipment and facility where cattle are housed. Assist other dairy cattle areas as required. 5 days pr wk, 8-4:30, some wknd work required.  
**Requirements:** HS diploma or equivalent. NYS class 5 driver's license. 2-4 years related experience. Able to lift 100lbs. Send application materials to Cynthia Smithbower, Staffing Services, 160 Day Hall.



# CORNELL EMPLOYMENT NEWS

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## JOB OPPORTUNITIES

Staffing Services, 160 Day Hall, Cornell University, Ithaca NY 14853-2801  
Day Hall: (607) 255-5226 East Hill Plaza: (607) 255-7422

- Employees may apply for any posted position with an Employee Transfer Application. A resume and cover letter, specifying the job title, department and job number, is recommended. Career counseling interviews are available by appointment.
  - Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Candidates should submit a completed and signed employment application which will remain active 4 months. Interviews are conducted by appointment only.
- Staffing Services will acknowledge receipt of all material by mail. Hiring supervisors will contact those individuals selected for interview by phone; please include two or more numbers if possible. When the position is filled, candidates should receive notification from the hiring supervisor.
  - Cornell University is an Affirmative Action/Equal Opportunity Employer.
  - Job Opportunities can be found on CUINFO

### Professional

Nonacademic professional positions encompass a wide variety of fields including management, research support, computing, development, finance and accounting, dining services and health care.

All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position.

Submit a resume and cover letter for each position, specifying the job title, department & job number. Employees should include an Employee Transfer Application.

**Advertising and Publicity Associate (PC2513)**  
**C.U. Press-Endowed**  
**Posting Date: 6/28/90**  
Write and coordinate over 300 journal, newspaper and magazine ads/year for Press books. Produce limited number of standard format ads using desk top publishing system, coordinate design of remainder with production department. Write basic promotion copy for selected new books. Assist Promotion Manager with publicity work for new titles.  
**Requirements:** Bachelor's or equivalent required. Superior writing and proofreading skills essential. Familiarity with Macintosh Word and Pagemaker programs desirable. At least one year of publishing or related experience preferred. Send cover letter, resume and writing sample to Esther Smith, Staffing Services, 160 Day Hall.

**Director, Foundation Relations (PA2901) HRIII**  
**University Development-Endowed**  
**Posting Date: 7/26/90**  
Plan, develop and implement a comprehensive program to generate significant support from a large number of foundations. Responsible for foundation initiatives over \$20M annually.  
**Requirements:** Bachelor's; advanced degree highly desirable. Minimum 5 years fund raising experience in higher education, ideally at a major research and teaching university. Strong management and organizational skills. Excellent communication skills (written and oral). Demonstrated experience working with faculty and research staff. An excellent understanding of the shared objectives of the business, foundation and university communities. Send cover letter and resume to Cynthia Smithbower.

**Assistant Superintendent (PA3005) HRII**  
**Buildings' Care-Endowed**  
**Posting Date: 8/2/90**  
Provide assistance to the Superintendent in directing the operations of the Department of Buildings' Care across the endowed and statutory campuses. Primary emphasis is focused on managing all staffing and manpower scheduling operations and the management of personnel operations. The department employs 15 exempt managerial personnel and 280 custodians who provide custodial service operations which involve 6.5 million net square feet (130 campus buildings). Department budget is \$5.7+ million.  
**Requirements:** Bachelor's or equivalent in personnel administration, business administration or related field. 3-5 years supervisory management experience within a service organization is essential; preferably in a unionized setting. Exceptional interpersonal and communication skills including public speaking. Ability to work under pressure and manage multiple priorities. Ability to effectively respond to crisis/emergency situations. Must be able to walk 2-4 miles per day and occasionally work in temperature extremes and inclement weather. Send cover letter and resume to Cynthia Smithbower.

**Senior Applications Programmer Analyst (PT3002, PT3003) HRII**  
**Engineering College Educational Computing-Endowed**  
**Posting Date: 8/2/90**  
Design, write, modify, port, document, and maintain large interactive-graphics-based instructional computer programs in a variety of engineering fields. Assist in user education and training. Help with the regular operation of the graphic facility.  
**Requirements:** Bachelor's in computer science or engineering field or equivalent. Minimum 5 years professional programming experience. In depth knowledge of C++, C, FORTRAN, and Mac program development. Experience with interactive 3D color graphics, interface design, UNIX, HOOPS, MacAPP, and VMS is helpful. Proven record in project management. Need excellent communication skills. Send cover letter and resume to Sam Weeks.

**Applications Programmer III (PT2502) HRII**  
**Consumer Economics and Housing-Statutory**  
**Posting Date: 6/28/90**  
Work on design of computer analysis of Nationwide Food Consumption Survey, a large and complicated dataset. Consult with professional staff on data handling, appropriate hardware, and techniques to accomplish statistical goals. Supervise graduate assistant. 16 month position. Hours flexible.  
**Requirements:** Bachelor's and experience in statistics. 3-5 years experience in programming and statistics. Knowledge of Fortran, PL/I or other programming language. Knowledge of CMS and C.U. system highly desirable. Send cover letter and resume to Sam Weeks.

**Senior Technical Consultant (PT2404) Level 35**  
**CIT/Services-Endowed**  
**Posting Date: 6/21/90**  
Provide advanced technical support for CIT technologies, software, operating systems, and networks. Serve as reference for faculty and staff by consulting, training, and writing documentation in statistical and research computing. Keep abreast of current technologies. Work with other CIT divisions on technical projects related to the selection, evaluation, and application of information technologies.  
**Requirements:** Bachelor's or equivalent experience. 5-7 years work providing support for research computing. Extensive experience with CIT supported hardware and software products. Excellent communications, interpersonal, and service oriented skills. Send cover letter and resume to Sam Weeks.

**Senior Technical Consultant (PT1701) Level 35**  
**Financial Systems-Endowed**  
**Posting Date: 5/3/90**  
Provide technical support. Serve as liaison to Financial Systems administrative technical consultant and Information Technologies staff. Write, maintain, and analyze system programs where normally used programming languages are unsuitable. Supervision of programmer analyst team as assigned.  
**Requirements:** Bachelor's or equivalent. 5-10 years experience in application and system programming with ADABAS and BATCH, and VM/CMS interaction. Knowledge of commonly used programming languages such as Basic and assembler for mainframe to micro systems. Strong communication skills required. Send cover letter and resume to Sam Weeks.

**Applications Programmer III (PT2705) Level 34**  
**CIT/IR-Endowed**  
**Posting Date: 7/12/90**  
Provide technical guidance and consulting to applications programmers and project leaders regarding ADABAS, NATURAL, and related software. Install and test new releases of vendor software. Design, program, test, and document complex and critical software to enhance and extend vendor software. Interface with computing staff and vendors. Do one-on-one training and consulting; workshops; and presentations. Must be able to work frequent evening and weekend hours and participate in the on-call rotation.  
**Requirements:** Bachelor's or equivalent experience with sound knowledge of ADABAS, NATURAL, VM/CMS, MVS, JCL, REXX, SAS, and assembler. Knowledge of applications for interactive administrative systems, database management systems, machine architecture and system utility programs. Familiarity with microcomputers and packages such as Microsoft Word, Excel, and MacProject. Excellent communication and interpersonal skills. Send cover letter and resume to Sam Weeks.

**Systems Programmer/Analyst II (PT2809) Level 33**  
**Materials Science Center-Endowed**  
**Posting Date: 7/19/90**  
Support the Material Science Center's multi-user computing facility. Develop and maintain software for this UNIX-based Convex computer system. Maintain peripherals and local area networks. Provide user consulting, training and assistance.  
**Requirements:** Bachelor's or equivalent in physical science, engineering or computer science. Ability to design and operate complex software systems. Must have programming experience in C and FORTRAN. Assembly languages experience helpful. Familiarity with IBM PC, Macintosh, or UNIX. Must be able to communicate well with faculty and grad students. Send cover letter and resume to Sam Weeks.

**Technical Consultant II (PT2703) Level 33**  
**User Services-Endowed**  
**Posting Date: 7/12/90**  
Provide technical user assistance with hardware, software, operating systems, and networks supported by CIT User Services. Participate in development and delivery of training, consulting, documentation, and information retrieval. Provide presale and follow-up technical consulting.  
**Requirements:** Bachelor's or equivalent experience. 1-2 years work with CIT supported 1) hardware (Macintosh, IBM 3090, 4381, PS/2), NeXT, Toshiba, and HP); 2) software applications (dBase, FileMaker, Oracle, SAS, MS Word, WordPerfect, WriteNow, Lotus, MS Excel, Wingz, Kermit, VersaTerm, and TN); and 3) operating systems (Mac OS, DOS, Windows, CMS, VMS and Unix). Excellent communications, interpersonal and writing provisions helpful. Need the ability to work with public. Send cover letter and resume to Sam Weeks.

**Applications Programmer/Analyst II (PT2506) Level 33**  
**Laboratory of Ornithology-Endowed**  
**Posting Date: 6/28/90**  
Perform advanced programming on Mac II system for applying digital signal processing algorithm and high level graphics interface. Write high level interactive graphics routines for the Mac II (using HOOPS, NEW, C++, and AUX) and implementing digital signal process programs as applied to animal vocal signals.  
**Requirements:** Bachelor's in engineering. 2-3 years of active experience programming on Mac II's with particular experience on HOOPS, MacAp, MPW, C++, AUX and the Mac-OS. Applications programming level 2. Send cover letter and resume to Sam Weeks.

**Applications Programmer/Analyst II (PT2407) Level 33**  
**Law-Endowed**  
**Posting Date: 6/21/90**  
Develop, modify, document and maintain applications programs primarily for database management on a PC network. Provide training and consulting on hardware and software issues and applications for faculty, staff and students. Develop computer-aided teaching tools.  
**Requirements:** Bachelor's in computer related field or equivalent combination of education and experience. 2-3 years related experience. Knowledge of personal computers and local area networks. Proven computer programming experiences in database applications required. Send cover letter and resume to Sam Weeks.

**Systems Programmer/Analyst II (PT2206) Level 33**  
**Office of Human Resources-Endowed**  
**Posting Date: 6/7/90**  
Develop computer applications, databases, and interfaces to meet the human resource information and office automation needs of OHR. Assist in the daily operational maintenance of departmental computer systems. Assist and support users, providing training as needed.  
**Requirements:** Bachelor's or equivalent with some computer related coursework; 2-3 years experience in administrative programming and operations; familiarity with VAX/VMS, IBM mainframe and microcomputer environments preferred; ability to program independently in at least 2 high-level languages (Natural, SAS, Basic). Strong interpersonal, communication and organizational skills. Send cover letter and resume to Sam Weeks.

**Applications Programmer/Analyst I (PT2708) Level 32**  
**CIT/IR-Endowed**  
**Posting Date: 7/12/90**  
Maintain, develop, install, document and modify administrative systems software. Code and debug on-line NATURAL programs used to access information in the ADABAS file system of the assigned user area. Keep the administrative system program current with changing operating environmental requirements. Develop skills and program in a batch processing language such as COBOL or PL/I. Gain skill and experience in the best use of ADABAS and NATURAL in the Information Resources system environment. Gain knowledge of the "driver" transaction concepts as well as the ways in which batch manipulation of the files is done. Maintain a mastery of the operating environment of the systems as it is upgraded. Diagnose and solve production problems in the assigned user area.  
**Requirements:** Bachelor's with computer-related courses or the equivalent combination. 1-2 years experience with machine architecture, programming languages, production procedures, and system utility programs is necessary. Send cover letter and resume to Sam Weeks.

**Communications Writer (PC3008) HRI**  
**University Relations/Communication Strategies-Endowed**  
**Posting Date: 8/2/90**  
Develop new communications and rework existing communications to answer identified needs and relate to the overall promotional goals for the university.  
**Requirements:** Bachelor's required. 3-5 years marketing, public relations, or other communication experience, preferably in a college or university. Excellent writing skills. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Production Editor (PA3006) HRI**  
**University Development/Public Affairs-Endowed**  
**Posting Date: 8/2/90**  
Oversee the design and production of publications ranging from simple to highly sophisticated; write and edit fund-raising materials, maintain records, and contribute significantly to the quality and effectiveness of the University's communications with alumni and friends.  
**Requirements:** Bachelor's or equivalent. 2-3 years related experience. Knowledgeable of the printing process, familiar with principles of design; a graceful writer, skillful editor and sharp proofreader; accurate and well organized. Experience in Mac desktop publishing or at least be computer friendly; have some knowledge of Cornell and/or fund raising; be committed to high standards for communications; be able to juggle many simultaneous tasks and to work cooperatively with others. Send cover letter and resume to Cynthia Smithbower.

**Budget Analyst (PA3007) HRI**  
**Administrative Operations/Olin/CUL-Endowed**  
**Posting Date: 8/2/90**  
Provide analytical and technical support of the budgeting, planning and fiscal operation processes under the administrative direction of the Accounting Manager. Total operating expenditures for University Library systems are approximately 20 million dollars annually.  
**Requirements:** Associate's in accounting, at least 4 or 5 years accounting or related experience. Bachelor's with 1 or 2 years related experience preferred. Strong analytical skills required. Cost analysis experience preferred. experience with IBM PC and applications (Lotus 123, dBase III and word processing.) High degree of accuracy with attention to detail. Strong organizational and interpersonal skills. Familiarity with Cornell accounting and budget systems helpful. Send cover letter and resume to Cynthia Smithbower.

**Dining Supervisor I (PA3002) HRI**  
**Dining Services-Endowed**  
**Posting Date: 8/2/90**  
Supervise daily operations of dining unit including purchasing and storage of food supplies, maintenance of equipment, planning menus, preparation and dispensing of food.  
**Requirements:** Associate's or equivalent. 1 year food service supervisory experience desired. Knowledge of food and health codes. Send cover letter and resume to Cynthia Smithbower.

**Personnel Manager II (PA3001) HRI**  
**Campus Store-Endowed**  
**Posting Date: 8/2/90**  
Manage all personnel function for the Stores. Provide support to the Director and Deputy Director in the areas of strategic planning, training, and program development from a personnel and general perspective. Responsible for all Stores training, recruitment, and labor specific financials. Some evenings and weekends.  
**Requirements:** Bachelor's in business administration or labor relations. 2-3 years successful experience in a related field; retail experience helpful. Good communication skills are critical, computer skills a plus. Prior training experience with large and small groups. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director for Stewardship (PA3003) HRI**  
**University Development/Public Affairs-Endowed**  
**Posting Date: 8/2/90**  
Reports to Director for Student Aid Development and Stewardship. Responsible for establishing and maintaining stewardship programs for University student aid funds. Includes working with Office of Financial Aid to systematize information flows, designing an appropriate report format, and reporting to donors and friends associated with non-college specific funds. Includes design and implementation of student-to-donor thank you system. Responsible for major scholarship reception, Cornell club and class contacts. Involves extensive contact with University staff and donors.  
**Requirements:** Bachelor's or equivalent. 1-2 years working experience; proven good judgment. Good communication skills, especially writing. Good interpersonal skills. Computer literacy and familiarity with Macintosh and/or IBM systems. Interest and experience in creating systems to make efficient and effective information flow between groups of people. Send cover letter and resume to Cynthia Smithbower.

**Night Manager (PA8104) HRI**  
**Campus Store-Endowed**  
**Posting Date: 8/17/89**  
Functional supervision of all night time operations including store and vault security, coordination of closing procedure and computerized processing. Will act as General Manager when the store is open at night. Responsible for interviewing, hiring, training, scheduling, supervising, and evaluating student employees, and coordinating efforts of entire night crew. Hours are from 3pm-9pm; some weekends.  
**Requirements:** Bachelor's or equivalent. 2 years retail and supervisory experience required. Written and verbal communication skills essential. Send cover letter and resume to Cynthia Smithbower.

**Radiological Safety Specialist (PT3001) HRI**  
**Environmental Health-Endowed**

**Posting Date: 8/2/90**  
Assist in the development and presentation of programs for radiation safety training, environmental monitoring, and special projects. Supervise: lab safety surveys, campus radioactive material inventory, calibration of radiation detection equipment, and radiological analysis of samples.  
**Requirements:** Bachelor's in a biological or physical science (Master's desired) with 2 years experience in an institutional radiation safety program required. Strong oral and written communication skills are necessary. Training in health physics highly desirable. Must have valid NYS driver's license. Send cover letter and resume to Sam Weeks.

**Assistant Director for Career Development (PA2903) HRI**  
**Human Ecology Student Services-Statutory**  
**Posting Date: 7/26/90**  
Counsel students on career plans and graduate and professional study; assist students to relate their career plans to their academic programs, as well as provide guidance on placement strategy, techniques, and opportunities. Counsel students on academic and personal needs. 3 year appointment.  
**Requirements:** Master's or equivalent combination of education and experience is required. A degree in Student Personnel Administration, a Human Ecology field, Higher Education Administration, a Social Science or closely related field is desirable. 1-2 years experience in student personnel services and/or counseling or other closely related fields is required. Send cover letter and resume to Cynthia Smithbower.

**Dining Supervisor I (PA2904) HRI**  
**Dining Services-Endowed**  
**Posting Date: 7/26/90**  
Supervise daily operations of dining unit including purchasing and storage of food supplies, maintenance of equipment, planning menus, preparation and dispensing food.  
**Requirements:** Associate's or equivalent. 1 year food service supervising experience desired. Knowledge of food and health codes desirable. Send cover letter and resume to Cynthia Smithbower.

**Executive Staff Assistant (PC2907) HRI**  
**Engineering Advising-Endowed**  
**Posting Date: 7/26/90**  
Reports to the Director of Advising and provides executive support in coordinating a diverse range of tasks. Responsible for financial management of funds for the office; coordinate director's daily schedule; arrange travel and meetings; generate routine correspondence; supervise 3 clerical staff; edit monthly newsletter; plan and coordinate special programs; serve as liaison with corporations participating in these programs.  
**Requirements:** Associate's or equivalent. 2-3 years experience in diverse administrative/secretarial position. Excellent editorial, writing, communication and interpersonal skills. Ability to work independently and coordinate multiple projects. Advanced word processing skills. Knowledge of Cornell helpful. Cornell employees preferred. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Executive Staff Assistant (PC2901) HRI**  
**CRSR-Space Sciences-Endowed**  
**Posting Date: 7/26/90**  
Assist the Project Manager in the regular report writing; cost and schedule tracking; budget preparation; document creation and maintenance for the SIRT IRS Project.  
**Requirements:** Bachelor's or equivalent preferred. 2-3 years related experience. Demonstrable written/verbal communication skills, along with spreadsheet/accounting experience. Experience with IBM-compatibles is required. The applicant must be comfortable working with minimal supervision, and within dynamic situations. A self-starter with a desire to meet new challenges. Be available for minimal travel. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Student Development Specialist I (PA2803) HRI**  
**Mechanical and Aerospace Engineering-Endowed**  
**Posting Date: 7/19/90**  
Under general supervision, responsible for the coordination and maintenance of the Undergraduate Program office including academic advising and counseling of 300+ students. Provide general administrative support. Oversee functions of the graduate field office. Provide secretarial support for Associate Director of Undergraduate Affairs.  
**Requirements:** Bachelor's or equivalent. 3-5 years experience (administrative). Knowledge of Cornell academic/engineering programs and curricula preferred. 2-3 years experience in academic advising/counseling. Send cover letter and resume to Cynthia Smithbower.

**Editorial Associate (PC2813) HRI**  
**Chemistry-Endowed**  
**Posting Date: 7/19/90**  
Coordinate all administrative aspects of the international journal, Accounts of Chemical Research. Monitor and maintain timely progress of manuscript. Correspond with authors worldwide, reviewers and editorial staff. Edit manuscripts paying special attention to style and grammar. Responsible for preparation of monthly and annual production and financial

### Select Benefits Claims Schedule

The cut-off dates for remitting claims for reimbursement under the Select Benefits program are listed below. Your claim form with supporting information must be received by either the endowed or statutory Benefits Office no later than the dates shown below. Reimbursement will be delayed until the next two week cycle is complete, if materials are not in our office by the cut-off date.

|          |          |           |
|----------|----------|-----------|
| 8/3/90   | 9/28/90  | 11/21/90* |
| 8/17/90  | 10/12/90 | 12/07/90  |
| 8/30/90* | 10/26/90 | 12/19/90* |
| 9/14/90  | 11/09/90 |           |

\*Early deadlines due to Labor Day, Thanksgiving and winter holidays



reports in accordance with the American Chemical Societies guidelines.  
**Requirements:** Bachelor's or equivalent in chemistry; Master's desirable. Familiarity with modern chemistry and science library; editorial experience helpful. Familiarity with scientific computing and French/German helpful. Cornell employees send employee transfer application, cover letter, and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Research Support Specialist (PT2709) HRI School of Chemical Engineering-Endowed**  
**Posting Date:** 7/12/90  
Design and conduct experiments involving establishing and maintaining differentiated mammalian cells. Provide support for a research group (primarily grad students) in instruction and maintenance of analytical devices and in appropriate lab procedures. Supervise undergrad lab assistants. Provide assistance with lab management. 2/3 time (26 hrs/wk, flexible hours). One year appointment, renewal dependent on grant funding.  
**Requirements:** Bachelor's in biochemistry, cell biology, microbiology, or related area. 2-3 years experience with mammalian cell tissue culture is essential. Two to three years as a laboratory technician is desirable, including HPLC, Coulter Counter, ELISA and Gel electrophoresis. Send cover letter and resume to Sam Weeks.

**Research Support Specialist II (PT2411) HRI Diagnostic Laboratory-Statutory**  
**Posting Date:** 6/21/90  
Conduct research toward development of new and improved immunological and bacteriological tests for detection of *Borrelia burgdorferi*. Includes supervision of 1-3 technicians or student employees, responsible for identifying and maintaining inventories of supplies and equipment.  
**Requirements:** Master's in microbiology or related biological sciences. 3-4 years experience working with Lyme Disease research, including mastery of the following techniques: immunoblot, ELISA, immunofluorescence, and all common immunological testing. Should have educational background working with ticks, Ixodidae highly desirable. Strong background with bacteriological techniques, work with pathogenic organisms. Must be able to shift focus of research as funding sources change. Send cover letter and resume to Sam Weeks.

**Administrative Supervisor (PT2402) HRI Purchasing-Endowed**  
**Posting Date:** 6/21/90  
Supervise and coordinate the input of data into the Automated Procurement and Payment System (APPS). Maintain the integrity of the information in the APPS databases through the accumulation, analysis and management of data on the system. Set standards for style and structure of data for correct input to the databases. Responsible for the training of CU staff in the use of databases.  
**Requirements:** Associate's in computer science or related field required. Bachelor's preferred. Minimum 2 years data administration on computer database with supervisory experience. Strong organizational skills. Send cover letter and resume to Sam Weeks.

**Research Support Specialist (PT2309) HRI Plant Pathology-Statutory**  
**Posting Date:** 6/14/90  
Assist in research on molecular genetics of a filamentous fungus with routine DNA preparation and analysis. Do independent experimental design and perform experiments. Organize and maintain lab, and supervise work study students.  
**Requirements:** Bachelor's in biological science or equivalent. 2-3 years related lab experience; knowledge of molecular biology techniques, genetics, recombinant DNA technology and general laboratory procedures essential. Experience with Polaroid photographic equipment, microcomputers, and other equipment desirable. Some supervisory experience helpful. Send cover letter and resume to Sam Weeks.

**Research Support Specialist I (PT2306) HRI Biomedical Electronics-Statutory**  
**Posting Date:** 6/14/90  
Manage the operation of the Biomedical Electronics Service Department. Coordinate and assign jobs to technicians; estimate job costs (installation and design); and design, fabricate and repair sophisticated equipment. Supervise technical staff. Advise faculty and staff on purchase and repair instrumentation.  
**Requirements:** Bachelor's in electronics technology (or equivalent) with 2-3 years experience, including design. Good manual dexterity, working knowledge of design, fabrication, and repair of sophisticated electronic instrumentation. Knowledge of test equipment and software. Must be computer literate. Send cover letter and resume to Sam Weeks.

Professional Off-Campus

**Data Analyst III (PT2901) HRI Horticultural Science, Plant Genetic Resources Unit/Geneva-Statutory**  
**Posting Date:** 7/26/90  
Plan and manage the databases and computer network of the Plant Genetic Resources Unit. Assist in research activities by providing the statistical procedures for experimental design, sampling, population analysis, multivariate analysis, regression analysis, etc. Identify and integrate effective communications, data handling, and analysis techniques within the unit. Provide training for unit staff in the effective use of database resources. Some supervision of temporary staff. This is a 1 year position, continuation dependent on funding.  
**Requirements:** Master's or equivalent experience in statistics or computer science. Familiarity with computer networking and database management. Ability to support and train researchers. Background in plant related science (genetics, breeding, horticulture) desirable. Send cover letter and resume to Sam Weeks.

**Assistant Regional Director (PA2902) HRI Public Affairs Regional Office/Metro, NY Regional Office-Endowed**  
**Posting Date:** 7/26/90  
Assist the Director in the implementation of the University's public affairs programs in development, alumni affairs, alumni secondary schools committee and college programs.  
**Requirements:** Bachelor's, preferably from Cornell. 2-3 years experience in public affairs related activities such as recruitment and training of volunteers is desirable. Send cover letter and resume to Cynthia Smithbower.

**Extension Support Aide (PT2416) HRI Extension Administration/Sea Grant Extension/Brockport, NY-Statutory**  
**Posting Date:** 6/21/90  
Serve as Coordinator of New York Zebra Mussel Clearing House project (New York Sea Grant Extension). Responsible for the organization and operation of a project involving information compilation and dissemination and networking activities. Compiled information on Zebra Mussel will be organized into a reference library. Develop contracts with interest groups. Prepare newsletters and fact sheets. Assist in filling information requests.  
**Requirements:** Bachelor's in Marine Science, Library Science, Biology, Environmental Science, Natural Sciences, or related field. 1-2 years training or experience in operation of a science, technical, or environmental library, clearing house, or information program. Effective oral and written communication skills. Technical writing experience desirable. Send cover letter and resume to Sam Weeks.

Professional Temporary

**Research Support Specialist (PT3005) Food Science-Statutory**  
**Posting Date:** 8/2/90  
Provide specialized engineering support to research projects on processing of biomaterials at high pressures. Specific responsibility will be in pilot plant design, operation and data analysis. Until 1/31/91.  
**Requirements:** Bachelor's in chemical/mechanical engineering or Master's in chemical/mechanical engineering with 2-3 years experience. Send cover letter and resume to Sam Weeks.

**Research Support Specialist/Project Analyst (PT2507) HDFS/FLDC-Statutory**  
**Posting Date:** 6/28/90  
Collect and synthesize county and state level statistics for a child abuse prevention project. Support program evaluation. Develop and implement a data management plan. Prepare written reports. One of the data sources is located in Chemung County. Until 12/31/90.

**Requirements:** Master's in social sciences or equivalent combination of education and experience. Data management and statistical computing experience with knowledge of human services delivery systems desirable. NYS driver's license required. Send cover letter and resume to Sam Weeks.

Technical

As a prominent research institution, Cornell University has a diverse need for laboratory, electro/mechanical and computer support. Individuals with backgrounds in computer science, biology, microbiology, chemistry, animal husbandry, plant science and medical laboratory techniques are encouraged to apply; applicants with ASCP or AHT licenses are in particular demand.  
All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position.  
Submit a resume and cover letter for each position, specifying the job title, department and job number, to Sam Weeks, 160 Day Hall. Skill assessment check lists, available at the Day Hall office, are a valuable aid when applying for computer or laboratory related positions.

**Technical Assistant, GR17 (T2607) Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary:** \$517.65  
**Posting Date:** 7/5/90  
Support corn breeding project including field preparation; seed preparation; planting; data collection and computer data entry; pollination; field plot maintenance and under LISA (Low Input Sustainable Agriculture) systems. Harvest, maintain disease inoculum, insect colonies and experiments in greenhouse. Assist in other LISA farm research activities.  
**Requirements:** HS diploma or equivalent. Driver's license. Farm background and ability to operate machinery, knowledge of corn and forage production desirable. Ability to communicate with farmers, faculty and staff. Send cover letter and resume to Sam Weeks.

**Data Entry Operator, GR17 (T2415) Chemistry-Endowed**  
**Minimum Biweekly Salary:** \$517.65  
**Posting Date:** 6/21/90  
Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.  
**Requirements:** HS diploma or equivalent with some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2807) Physiology-Statutory**  
**Minimum Biweekly Salary:** \$529.35  
**Posting Date:** 7/19/90  
Assist in a laboratory doing studies on the physiological controls of food and water in young pigs. The varied duties include: lab maintenance; animal care; surgery preparation and assistance; blood analysis and routine injections. Occasionally work hours will be varied to cover experiments.  
**Requirements:** Associate's or equivalent with a minimum of 2 years course work in biology and some chemistry. Physiology training is helpful. Experience with animals and typing skills are desired. Willingness to learn and take on a variety of tasks. Send cover letter and resume to Sam Weeks.

**Animal Technician, GR18 (T2802) Laboratory Animal Services-Statutory**  
**Posting Date:** 7/19/90  
**Minimum Biweekly Salary:** \$529.35  
Care for research animals (feed, water, clean and monitor). Follow strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May assist Vets in treating and vaccinating animals. Some weekend and holiday coverage required.  
**Requirements:** HS diploma or equivalent. Associate's in Animal Science desired. Assistant certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. Pre-employment physical, all necessary immunizations and driver's license required. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T3006) Plant Pathology-Statutory**  
**Minimum Biweekly Salary:** \$551.86  
**Posting Date:** 8/2/90  
Study factors involved in disease development of the bacterial ring rot disease of potatoes. Establish and maintain field plots, collect samples and environmental data, perform ELISA, hybridization, and other assays as appropriate. Analyze environmental and disease data. Maintain bacterial cultures.  
**Requirements:** Associate's or equivalent required. Bachelor's preferred. 1 year related field and/or laboratory experience desired. Basic microbiology and biochemistry courses. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2408) Food Science-Statutory**  
**Minimum Biweekly Salary:** \$551.86  
**Posting Date:** 6/21/90  
Perform general laboratory duties including preparing food and biological samples for analysis; doing routine analytical measurements using gas or liquid chromatography; organizing lab records and research results; maintaining supplies and equipment. Assist grad students with their research. Do research on the formation of N-nitrosopyrrolidine in fried bacon.  
**Requirements:** Bachelor's in chemistry, biochemistry, food science or related disciple, preferred. Associate's with equivalent experience required. Minimum 1 year experience in a modern chemical laboratory. Some experience with chromatography, sample preparation, and instrumentation preferred. Send cover letter and resume to Sam Weeks.

**Tape Technician, GR19 (T2409) CISER/Dean's Office-Statutory**  
**Minimum Biweekly Salary:** \$551.86  
**Posting Date:** 6/21/90  
Copy magnetic tapes, collect information on those tapes and maintain a series of records (databases) concerning the content and condition of the magnetic tape collection of the CISER Data Archive. Organize and maintain computer job printout records. From databases, provide information about the location of data files to clients and staff.  
**Requirements:** Associate's or equivalent in computing. Minimum 2 years experience. Accuracy and attention to detail with an understanding of data file organization required. Experience with IBM mainframes, dBase Plus, database management systems, the ability to organize information, and familiarity with Cornell IBM environment desirable. Send cover letter and resume to Sam Weeks.

**Research Aide, GR19 (T2414) Chemistry-Endowed**  
**Minimum Biweekly Salary:** \$551.86  
**Posting Date:** 6/21/90  
Search chemistry journals for mass spectra. Assign chemical names. Enter information into computer database. Error checking from knowledge of mass spectra. This material will be published in the world's largest mass spectral database reference book.  
**Requirements:** Associate's in chemistry or equivalent required. Minimum 1-2 years related work experience. Basic knowledge of mass spectra and nomenclature of organic compounds preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2203) Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary:** \$551.86  
**Posting Date:** 6/7/90  
Provide assistance in research, management, and administration in a basic cancer research lab. Duties include assisting in experiments, ordering supplies, managing budget, maintaining databases, supervising lab operations, and maintaining equipment. Experiments involve recombinant DNA, protein biochemistry, and cell culture techniques. Some evening and weekend hours required.  
**Requirements:** Associate's or equivalent required; Bachelor's in biochemistry, molecular biology, chemistry, or related field preferred. Minimum of 1 year research experience in molecular biology and cell culture. Computer skills helpful. Must pass OEH radiation safety course (on-job training). Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2204) Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary:** \$551.86  
**Posting Date:** 6/7/90

Perform indirect fluorescent antibody tests on monkey serum specimens. Prepare conjugates, buffers, and other reagents. Prepare, fix, and label antigen slides. Assist in accessioning specimens. Sort, dilute, store, and maintain inventory of specimens. General lab duties as assigned. Some evening and weekend hours required.  
**Requirements:** Associate's in biology, microbiology, or related field; Bachelor's preferred. Minimum 1 year related experience. Sterile technique skills, microscopy experience, and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2804) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 7/19/90  
Assist with emergency surgical procedures, and in-patient treatments. Compound, dispense and administer prescriptions. Prepare operating rooms for surgery and do post-op cleaning. Collect client admission information. Keep records and maintain treatment and surgery room stock. Evening and weekend hours.  
**Requirements:** Associate's in Animal Health Technology, NYS Licensure or eligible. Experience working with large animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2805) Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 7/19/90  
Open, sort and distribute incoming specimens. Perform preliminary data input. Prepare tissues before distribution to testing lab. Follow-up with clients on problem or unusual submissions. Back-up specialized functions of other receiving technicians including: serum splitting, export co-ordination, and referral co-ordination.  
**Requirements:** Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health Technician preferred. 1-2 years experience in veterinary practice or in large animal health facility helpful. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2803) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 7/19/90  
Assist the faculty in teaching and supervising staff, senior students and externs. Give them instruction in the proper procedures of animal health care for clinical patients. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records.  
**Requirements:** Associate's in Animal Health Technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2602) Clinical Sciences-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 7/5/90  
Supervise the equine respiration and performance area, including exercise treadmill. Assist with experimental procedures. Provide care of animals including feeding, exercising, and bandaging. Assist with examination of animals and experimental procedures. Clean stalls. Supervise student employees. Some weekends and holidays.  
**Requirements:** Associate's in animal health technology or equivalent. Bachelor's preferred. 1-2 years related experience with handling and managing horses. Supervisory ability. NYS AHT licensure or eligibility required. Send cover letter and resume to Sam Weeks.

**Radiology Technician, GR20 (T2601) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 7/5/90  
Take and process radiographs of large and small animals. Provide radiographs for research projects and publications. Clean and maintain the radiology area and equipment. Maintain chemicals and other supplies. Assist and teach students. Restrain animals for tranquilization and anesthesia. Assist with induction and monitoring anesthesia. Complete paper work and computer data entry for each case.  
**Requirements:** Associate's or equivalent. Bachelor's or equivalent preferred. Licensed radiologic technician and/or NYS licensed animal health technician. 1-2 years experience handling animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2509) Biochemistry, Molecular and Cell Biology-Endowed**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 6/28/90  
Conduct experiments involved in the study of yeast cytoskeleton. Perform experiments using the following techniques: in vitro mutagenesis, yeast and bacterial transformations, tetrad dissection, molecular cloning, DNA and RNA hybridization, DNA sequencing, protein purification, antibody production, immunoblotting of proteins. Use immunofluorescent and electron microscopes. Maintain lab supplies, arrange for equipment repairs and care for strain collection.  
**Requirements:** Bachelor's in biochemistry or related field or equivalent in coursework and experience. 1-2 years related experience. Familiarity with some of the techniques mentioned above. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T1904) Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 5/17/90  
Assist in genetic mapping of RFLP markers in tomatoes. Extract DNA, run and blot gels, isolate and screen plasmoid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of graduate students.  
**Requirements:** Bachelor's in biology, genetics, biochemistry or related discipline. Minimum 2 years experience, lab work preferred. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T1908) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 5/17/90  
Provide support therapy for Intensive Care Unit patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. Operate and maintain the systems providing oxygen therapy, intravenous and subcutaneous fluid therapy, central venous pressure, electrocardiograms, etc. Maintain records and inventory of supplies. Some weekends and holidays scheduled rotation through shifts. First, second and third shift.  
**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred and an interest in teaching critical care techniques. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T1909) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 5/17/90  
Assist the faculty in teaching and supervising staff, senior students and externs. Give them instruction in the proper procedures of animal health care for clinical patients. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records.  
**Requirements:** Associate's in animal health technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover letter and resume to Sam Weeks.

**Anesthesia Technician, GR20 (T1907) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary:** \$575.30  
**Posting Date:** 5/17/90  
Assist with induction, monitoring and recovery of animals under anesthesia. Prepare and maintain anesthetic equipment. Assist with the education of the senior students assigned to anesthesia. Maintain records and inventory of supplies. Schedule will include some on-call and overtime when needed.  
**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T2808) Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary:** \$599.73  
**Posting Date:** 7/19/90  
Purify proteins for several laboratories in the Biotechnology Building. Operate HPLC on FPLC apparatus. Perform bio-

chemical lab procedures. Depending on skills and work load, there may be an opportunity to pursue other experiments. 1 year appointment, possible extension  
**Requirements:** Bachelor's or equivalent in Chemistry or Biochemistry required. 1-2 years experience, including protein purification. Experience with HPLC on FPLC system preferred. Send cover letter and resume to Sam Weeks.

**Media Technician, GR21 (T2413) Media Services-Statutory**  
**Minimum Biweekly Salary:** \$599.73  
**Posting Date:** 6/21/90  
Operate various types of broadcast color television cameras (portable and studio), assist in production of news and sports features under leadership of project producer/director. Set up and tear down both studio and remote production settings, lighting, audio equipment. Until 6/30/91. Monday-Thursday, 8-5; Friday, 8-4; some nights and weekends.  
**Requirements:** Bachelor's in television production or related field, or equivalent experience in broadcast or educational television. Minimum 3 years experience in shooting and editing news and/or sports television. Willingness to work nights and weekends. Knowledge of TV graphics preparation, still photography, audio recording and stagecraft techniques helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T1711) Veterinary Pathology-Statutory**  
**Minimum Biweekly Salary:** \$599.73  
**Posting Date:** 5/3/90  
Prepare high quality microscope slides for interpretation by the pathologies. Maintain equipment, keep records, and maintain order and cleanliness of lab.  
**Requirements:** Associate's or equivalent in medical laboratory technology (Histology) or related field, with coursework in histological techniques HT(ASCP) certified or eligible. 2-4 years experience as a histology technician in a hospital or research laboratory desired. Or Bachelor's or equivalent with 1-2 years experience. Pre-exposure rabies vaccine required subsequent to hire. Must be able to work independently without constant supervision. Send cover letter and resume to Sam Weeks.

**Computer Operator, GR21-24 (T2201) Information Technologies-Endowed**  
**Minimum Biweekly Salary:** \$599.73  
**Posting Date:** 6/7/90  
Operate large scale computer systems and associated peripheral equipment. Monitor data communications networks. Consult with vendor customer engineers and department support staff. Setup, submit, and verify jobs through the central computer system. Maintain various control logs and tape and disk files. Perform security backup procedures. Shift work/weekends.  
**Requirements:** Associate's or equivalent combination of education and experience in large data processing facilities. Knowledge of computer hardware, software (MVS/JCL), operating systems, and programming languages. Computer operating experience and a minimum of 3 years related data communications experience helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR22 (T3009) Section of Genetics and Development-Statutory**  
**Minimum Biweekly Salary:** \$625.24  
**Posting Date:** 8/2/90  
Assist in the operation of bacterial genetics lab. Run experiments in cloning, sequencing, etc. Isolate, purify, and perform molecular analysis on nucleic acids. Help supervise undergraduate students in a lab course and assist in the production of materials they will need (bacterial cultures, etc.). Teach techniques to graduate and undergraduate students. Help in preparing and maintaining media supplies.  
**Requirements:** Bachelor's or equivalent; courses in microbiology, genetics and biochemistry. Minimum 2 years laboratory experience in molecular biology techniques. Send cover letter and resume to Sam Weeks.

**Technician, GR22 (T2710) Veterinary Microbiology, Immunology & Parasitology-Statutory**  
**Minimum Biweekly Salary:** \$625.24  
**Posting Date:** 7/12/90  
Assist in sequencing studies on M protein structural genes of group C streptococci and the immunological response to this protein or synthetic peptide fragments. Maintain laboratory records and inventory. Prepare media, buffers, and other reagents. Valid NYS driver's license.  
**Requirements:** Bachelor's in Microbiology, Biochemistry, Chemistry, Immunology or equivalent. 2-4 years related laboratory experience in bacterial culturing, SDS-PAGE, chromatography and immunological assay such as ELISA. Send cover letter and resume to Sam Weeks.

Technical Off-Campus

**Technical Assistant, GR16 (T3008) Entomology/Geneva-Statutory**  
**Minimum Biweekly Salary:** \$498.93  
**Posting Date:** 8/2/90  
Collect and maintain scarab grub cultures. Conduct bioassay experiments to determine efficacy of biological and chemical insecticides. Assist in turf grass field research. 6 months; renewable with continued funding.  
**Requirements:** HS diploma or equivalent required. Associate's in horticulture or equivalent experience preferred. Some experience in isolation of fungal pathogens in soil, identification of scarab grubs in field, and familiarity with turf grass field studies desirable. Send cover letter and resume to Sam Weeks.

**Lab Attendant, SO03 (T2605) Veterinary Pathology-Statutory**  
**Hiring Rate:** \$6.56  
**Posting Date:** 7/5/90  
Clean, maintain, and provide for the continual operation of the Necropsy Lab, its equipment, the photographic facility, and culture preparation room. Maintain safety standards. Cut us carcasses for disposal. Maintain supplies. Lock up facilities at night. Fill in for the clinical assistant when necessary. Monday-Friday, approximately 2pm-7pm  
**Requirements:** HS diploma or equivalent. Lab experience or knowledge of lab equipment operation strongly desired. Photographic skills helpful. Requires physical strength. Good working habits, dependability, and willingness to learn. Pre-exposure rabies vaccination required subsequent to hire. Send cover letter and resume to Sam Weeks.

**Illustrator, GR18 (T2806) Geological Sciences-Endowed**  
**Minimum full-time equivalent:** \$529.35  
**Posting Date:** 7/19/90  
Provide drafting and illustrations for various departmental projects including drawings, maps, figures, and some computer generated graphics. Create displays. Days may vary, 20 hours per week.  
**Requirements:** HS diploma or equivalent. Technical drafting experience essential with a minimum of 1 year related experience. Some training in geology preferred. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2503) Veterinary Medical Teaching Hospital-Statutory**  
**Minimum full-time equivalent:** \$575.30  
**Posting Date:** 6/28/90  
Help to educate, supervise, and assist students, staff, and externs in the proper health care procedures of surgical patients. Duties include regular patient care, emergency care, and occasional intensive care. Monitor anesthesia. Maintain supply inventories. Provide client education. Assist with forms and paper work.  
**Requirements:** Associate's in animal health technology. NYS licensure or eligible. Experience working with small animals preferred. Send cover letter and resume to Sam Weeks.

Technical Temporary

**College Shop Supervisor (T3004) Mechanical and Aerospace Engineering**  
**Posting Date:** 8/2/90  
Supervise the general operation of the College Machine Shop and teach basic principles of manufacturing. Supervise and instruct technicians, students and staff in uses of the CMS. Teach manufacturing related labs. Instruct graduate students in programming and operation of computer controlled load frame machines. Maintain shop facility.  
**Requirements:** Associate's or equivalent, advanced machining skills, knowledge of computer programming and numerical control. Send cover letter and resume to Sam Weeks.



**Technician (T2713)**  
**School of Hotel Administration**  
**Posting Date: 7/12/90**  
Assist users in academic computing center, perform maintenance on equipment, supervise student employees, secure the lab at night. Compile operating statistics using computer programs. Work nights 3pm - 11pm Monday through Friday in Binenkorb Computer center. Occasionally work week-ends. Until 12/01/90 with possibility of extension.  
**Requirements:** Associate's in Computer Science. 1 year minimum experience in using and servicing microcomputers. Excellent communication skills with the ability to work with students, faculty and staff. Must possess the ability to use DOS commands, Wordperfect, Lotus, and Macintosh wordprocessing and spreadsheet programs. Mechanical knowledge of printers, plotters, and other peripheral devices is a must. Send cover letter and resume to Sam Weeks.

**Temporary Computer Operator (T2701)**  
**Geological Sciences/INSTOC-Endowed**  
**Posting Date: 7/12/90**  
Operator a mini computer system. Set up and run magnetic tape batch jobs. Perform routine cleaning of printers, tape drives, and electrostatic plotters. Update tape library with incoming data. Must be able to work independently. Shift work, variable hours, with some flexibility, ending in October.  
**Requirements:** Associate's in computer science or related field, or equivalent experience is desirable. Send cover letter and resume to Sam Weeks.

Office Professionals

Approximately half of all University openings are for Office Professionals. Individuals with secretarial, word processing (IBM PC, MacIntosh, Wang, Micom), data entry, technical typing, or medium to heavy typing (45-60+ wpm) are encouraged to apply.  
All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position. Employee candidates should submit an employee transfer application and cover letter, if requested, for each position in which they are interested.  
Submit a signed employment application and resume which will remain active for a period of four months. During this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our EHP office. If you are currently available for employment, you may want to consider temporary opportunities at the University. Please contact Karen Raponi at 255-2192 for details.

**Office Assistant, GR16 (C3002)**  
**Campus Store-Endowed**  
**Minimum Biweekly Salary: \$498.93**  
**Posting Date: 8/2/90**  
Work with computerized inventory control system to process incoming books, invoices, purchase orders, etc.; handle problem resolution with vendors; prepare merchandise for sales floor presentation or mailing; assist with periodic inventory of stock. Monday-Friday, 8:30-5, some evenings and weekends.  
**Requirements:** HS diploma or equivalent. 1 year related experience, preferably with books preferred. Data entry experience essential. Excellent communication, organizational and interpersonal skills essential. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Sales Assistant, GR16 (C3001)**  
**Campus Store-Endowed**  
**Minimum Biweekly Salary: \$498.93**  
**Posting Date: 8/2/90**  
Responsible for daily functional operations in the Munch Market. Operate cash register; stock and price merchandise; maintain displays. Monday-Friday, 9-5:30, some evenings and weekends.  
**Requirements:** HS diploma or equivalent. 6 months-1 year related experience. Good interpersonal and communication skills necessary. Must possess a commitment to quality customer service. Retail experience preferred. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Office Assistant, GR16 (C3021)**  
**University Health Services-Endowed**  
**Minimum Biweekly Salary: \$498.93**  
**Posting Date: 8/2/90**  
Perform various clerical duties to facilitate intradepartmental communications; maintain accurate records of workload and quality control; responsible for distributing and filing laboratory reports. Other duties as assigned.  
**Requirements:** HS diploma or equivalent. Approximately 1 year of office experience in a medical setting. Telephone skills, Medical terminology and/or interest in the medical field helpful. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR16 (C3022)**  
**Public Affairs Records-Endowed**  
**Minimum Biweekly Salary: \$498.93**  
**Posting Date: 8/2/90**  
Make biographic, additions, changes and deletions to records of CU Alumni and friends of the university. Use an IBM 3270 CRT for an on-line system.  
**Requirements:** HS diploma or equivalent. Data entry and CRT experience desired. Good organizational and interpersonal skills. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Sales Assistant, GR16 (C3004)**  
**Campus Store-Endowed**  
**Minimum Biweekly Salary: \$498.93**  
**Posting Date: 8/2/90**  
Responsible for daily functional operations of the Campus Living Department. Operate cash register; provide customer service; stock and price merchandise; maintain displays. Monday-Friday, 8:30-5:30, some evenings and weekends.  
**Requirements:** HS diploma or equivalent. Good interpersonal and communication skills. 6 months to 1 year retail experience preferred. Must possess a commitment to quality customer service. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Office Assistant, GR17 (C3006)**  
**Undergraduate Admissions-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 8/2/90**  
Process applications for admission. Handle all admissions inquiries, applications, missing records, and other admissions materials for an assigned section of the alphabet. Dealing efficiently and accurately with a high volume of material in a short period of time is an essential part of the job. Monday-Friday, 8-4:30; 10 month position.  
**Requirements:** HS diploma or equivalent. 1 year related experience. Data entry experience. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Sales Assistant, GR17 (C3011)**  
**Laboratory of Ornithology-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 8/2/90**  
Provide clerical and retail support for Crows' Nest Birding Shop. Act as receptionist, sales assistant, operate cash register and perform data entry for bookshop information. Other duties as assigned.  
**Requirements:** HS diploma or equivalent. Prior retail background desired. Able to operate cash register or willingness to learn. Experience with computers needed. Cash handling. Some knowledge or interest of birds helpful. Able to deal well with the public and work under pressure essential. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR17 (C2903)**  
**Human Ecology Student Services-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/26/90**  
Serve as receptionist and provide clerical support for busy Student Services/Registrar office in the College of Human Ecology.  
**Requirements:** HS diploma or equivalent. 1 year of related office experience strongly desired. Experience with Macintosh microcomputers and wordprocessing and spreadsheet software

packages such as Wordperfect, MS Word, and Excel desired. Confidentiality and good communication skills required. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Office Assistant, GR17 (C2908)**  
**Undergraduate Admissions-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/26/90**  
Process applications for admission. Includes handling all admissions inquiries, applications, missing records, and other admissions materials for an assigned section of the alphabet. Dealing efficiently and accurately with a high volume of material in a short period of time is an essential part of the job.  
**Requirements:** HS diploma or equivalent. 1 year related experience. Data entry skills. Ability to deal with public over phone. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Research Aide, GR17 (C2912)**  
**Natural Resources-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
**Posting Date: 7/26/90**  
Provide a variety of support services to 7 professional research staff. Specific duties include data entry; slide and figure preparation on computer; literature review; coding; calculations for tables; conduct telephone interviews, and clerical assistance.  
**Requirements:** Associate's preferably in Natural Resources, Social Sciences, or related field. Data entry using SPSS-DE, microcomputer experience using Dbase and Microsoft chart, Coding, figure preparation, familiarity with SPSSX and SAS. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR17 (C8114)**  
**Campus Store-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
Serve as administrative office receptionist and telephone operator, providing general office support including work with Macintosh computer using Microsoft Word and Excel. Monday-Friday, 8-5:30 variable shift, some weekends.  
**Requirements:** HS diploma or equivalent. Minimum 1 year office clerical experience. Knowledge of Macintosh computers a must. Experience with Cornell phone system a plus. Must possess good communication, organizational and interpersonal skills. Medium typing.

**Secretary, GR18 (C3020)**  
**Vice President for Public Affairs-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 8/2/90**  
Provide general secretarial and office support for the Day Hall offices of Public Affairs, including the Vice President's office, the Directors of Business Operations, College and Unit Affairs, and University Events, as well as the 125th Anniversary Celebration.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. Strong typing skills. Knowledge of Apple Macintosh computers, including use of MS Word and Excel. Good interpersonal skills. Ability to proofread, and handle confidential material. 1 year related experience. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR18 (C3018)**  
**History-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 8/2/90**  
Type and edit manuscripts, and routine departmental correspondence and coursework; provide general secretarial support for routine office functioning (reception; mail). Other duties as assigned.  
**Requirements:** HS diploma or equivalent. Business or secretarial school desirable. 1 year related experience. Knowledge of Wordperfect (5.0) on PC desirable. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR18 (C3017)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 8/2/90**  
Provide data processing and clerical support to the director of alumni affairs and the administrative aide. On-going updating alumni database; frequent contact with students and faculty. Other duties as assigned.  
**Requirements:** HS diploma or equivalent. 1 year related experience. Some college coursework preferred. Knowledge of computers. Good communication (written and verbal) skills. Accuracy and attention to detail. Ability to work independently, handle pressure, meet deadlines, and maintain a high level of confidentiality. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**SAC/Front Office Reception, GR18 (C3014)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 8/2/90**  
Front desk reception in the Small Animal Clinic. Gather patient history and client information; operate computer terminal for medical records; handle the discharge of patients and cashing. **Requirements:** HS diploma or equivalent. Some college or medical background desirable. 1 year related experience. Knowledge of medical terminology. Strong organizational, interpersonal and communication skills. Able to work independently in an active, complex environment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR18 (C2911)**  
**Center for Environmental Research-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/26/90**  
Provide administrative support to Director and 8-10 staff of Water Resources Institute. Act as secretary to Director, prepare correspondence and serve as contact in his absence. Assist staff in preparing reports, newsletter, sale of educational materials, logistical arrangements.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Training in word processing essential, desktop publishing experience desirable. Ability to work under pressure with short deadlines. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR18 (C2909)**  
**Human Service Studies-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/26/90**  
Provide receptionist/secretarial support for 4-5 faculty in a large department. Type classwork, reports, manuscripts, correspondence and vouchers; answer telephones; distribute mail; arrange travel, library reserve lists, conferences and meetings; order texts; make copies; run campus errands; keep faculty files and calendars and other duties as assigned.  
**Requirements:** HS diploma or equivalent; business or secretarial school desirable. 1 year previous secretarial experience. IBM PC and Wordperfect experience, knowledge of MacIntosh desirable. Ability to work under pressure. Good interpersonal and organizational skills. Machine/manual transcription skills. Able to set priorities and work in a complex, active environment. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Secretary, GR18 (C2805)**  
**Johnson Museum-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 7/19/90**  
Coordinate gift procedure; coordinate and process annual report information; process accession cards for permanent collection records; type grant applications; provide administrative support for director's assistant and curatorial administrative aide.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. Coursework in art a plus. 1-2 years experience in administrative setting. Experience with Cornell Gift Records procedures highly preferred. Working knowledge of word processing, including Olivetti, IBM and MacIntosh. Good communication skills. Ability to edit and proofread required. Medium typing. Cornell Employees send employee transfer applications, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR18 (C2516)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
**Posting Date: 6/28/90**  
Process all billings and maintain financial records for Cinema. Data entry; order materials; prepare mailings; type; file; reception support; make arrangements for visiting filmmakers, and oversee shipping of films.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 years related accounting experience. Familiar with Cornell accounting procedures preferred. Word processing, general office skills required. Experience with dBase III Plus desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR19 (C3003)**  
**Campus Store-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 8/2/90**  
Perform office functions including: A/R, A/P, inventory, file maintenance, and account reconciliation. Monday-Friday, 8:30-5:30, some evenings and weekends.  
**Requirements:** HS diploma or equivalent required. Associate's in accounting preferred. 1-2 years related accounting experience. Familiarity with computerized accounting systems. Knowledge of retail or wholesale operation preferred. Must have excellent communication, organizational and interpersonal skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C3029)**  
**Cornell Cooperative Extension-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 8/2/90**  
Provide highly visible administrative support for the Office of Corporate Relations-College of Engineering and the Cooperative Extension Industrial Innovation Extension Service. First point of contact for Corporate executives. Prepare technical reports, correspondence and program materials.  
**Requirements:** Associate's or equivalent. Business school or experience demonstrating the equivalent. 1-3 years progressively responsible experience in secretarial/administrative, word processing, database (Apple). Familiar with preparing technical (engineering and drafting) reports and papers. Ability to relate to corporate executives nationally and internationally. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2523)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/28/90**  
Provide administrative and secretarial support to the IBM manager and staff members who are located at the Cornell National Supercomputer Facility.  
**Requirements:** HS diploma or equivalent. Secretarial school strongly preferred. 2 years related office experience. Ability to use independent judgment and to handle highly confidential matters. Ability to work under pressure and to meet deadlines. Strong organizational, interpersonal, and communication skills. Experience with IBM PC's and mainframes. Familiarity with University resources helpful. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2906)**  
**Athletics-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/26/90**  
Assist in the daily administration of the Outdoor Education Program. Student registration; oversee payroll; supervise work-study students (2); maintain operating calendar; act as receptionist; type correspondence; maintain file system; data input; prepare deposits and bursar billing, manage petty cash.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Knowledge of Cornell and its systems preferred. Working knowledge of Macintosh essential. Excellent organizational, interpersonal and communication skills. Ability to organize and coordinate multiple tasks. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2910)**  
**Natural Resources-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/26/90**  
Provide administrative support for activities of campus and field Extension staff, and other publics. Organize, maintain and distribute large volume of publications; arrange meetings and travel; prepare correspondence, reports, newsletters, new releases, articles for publication, grant proposals, and transcribe dictation.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years business/administrative secretarial experience. Computer proficiency (IBM PC and Mac) in WordPerfect 5.0 required. Dictaphone transcription required. Knowledge of CENET electronic mail preferred. Excellent communication skills essential. Data base management experience highly desirable. Able to work independently, under pressure, and to set priorities. Heavy typing. Regular Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR19 (C2202)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/7/90**  
Provide word processing (emphasis on technical typing) for faculty members using DOS. This responsibility includes supporting them totally in their research, teaching and other programs. 9 month appointment.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2-3 years secretarial/office experience. Knowledge of DOS computer and technical typing. excellent organizational, interpersonal and communication skills. Able to handle confidential information. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Building Coordinator, GR19 (C2801)**  
**Dean's Office/College of Engineering-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/19/90**  
Assist the Coordinator of Building Operations with responding to maintenance requests and general operation of the facilities for the College of Engineering Administration. Coordinate space studies, minor renovations and various facility reports; responsible for daily mail and delivery services for Grumman-Upson building.  
**Requirements:** Associate's or equivalent. Knowledge of construction trades. 1-2 years related experience. Valid driver's license and ability to lift 50 pounds. Excellent communication (oral and written) and interpersonal skills. Ability to solve problems related to maintenance and building operations issues. Basic computer skills, prefer experience with MacIntosh. Light typing. Cornell employee send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR19 (C2807)**  
**Civil and Environmental Engineering-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/19/90**  
Responsible for accounts payable, purchase orders, journaling and cash deposits. Department liaison with vendors, accounting and purchasing. Provide assistance and back up for the accounts coordinator.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years related experience with accounting and office procedures. Good communication skills and able to deal with a broad range of students, faculty and staff. Ability to work in a fast paced office with numerous interruptions. Cornell accounting experience desirable. Knowledge of LOTUS 1-2-3 and Word Perfect helpful. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2614)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 7/5/90**  
Responsible for obtaining all non-food and beverage materials, supplies, and equipment needed for the operation of the School of Hotel Administration at the best possible prices and in accordance with university policy.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years related experience. Cornell purchasing and accounting experience desirable. Must have ability to use calculators and PC's. Excellent interpersonal and communication skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2512)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/28/90**  
Provide administrative support for the Admissions Office including all responsibilities to the Doctoral and M.B.A. Programs. Handle correspondence; answer inquiries (in person and telephone). Other duties as assigned.  
**Requirements:** Associate's or equivalent. 1-2 years related experience. Familiar with IBM PC or MacIntosh and word processing packages. Must have strong communication (oral and written) skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR19 (C2405)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
**Posting Date: 6/21/90**  
Provide secretarial and clerical support for the Director and the Assistant Director of Development, as well as the administrative Aide, in the daily operation of the development Office in the School of Hotel Administration. Type and proofread correspondence, reports, proposals, etc.; mass mailings; data processing. Other projects as assigned.  
**Requirements:** HS diploma or equivalent; some college coursework in business or office professionals preferred. 2 years related experience. Good communication and interpersonal skills. Excellent typing and word-processing skills. Accuracy and attention to detail. Flexibility; ability to move from one assignment to another with ease. Ability to respect and maintain confidentiality. Sensitivity of the special nuances that are inherent to a position in the Development Office. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR20 (C3030)**  
**Cornell-in Washington/CU Institute for Public Affairs-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 8/2/90**  
Act as liaison between the Cornell-in-Washington Program and the Cornell Institute for Public Affairs and its respective publics. Coordinate Ithaca activities of the two programs working with students, faculty, staff and appropriate administrative offices.  
**Requirements:** Associate's or equivalent combination of education and experience. 2-3 years secretarial/office experience. Familiarity with word processing/microcomputers preferably Macintosh. Strong communication and interpersonal skills. Excellent typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR20 (C3016)**  
**School of Chemical Engineering-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 8/2/90**  
Manage the Chemical Engineering graduate student recruitment and selection process under minimal direction of the Graduate Field Representative. Provide secretarial and administrative support to the Associate Director for the undergraduate program and other faculty as needed. Other duties as assigned.  
**Requirements:** Associate's or equivalent and 3 years experience. Familiarity with IBM PC. Excellent organizational, interpersonal and communication skills essential. Must be able to work with limited supervision. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Thai Retrospective Conversion Cataloger, GR20 (C3027)**  
**Catalog/Olin/CUL-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 8/2/90**  
Responsible for converting 18,000 Thai catalog records into machine readable form. This includes romanizing the Thai language information on catalog cards, applying appropriate USMARC content designation, and updating information when appropriate. 1 year appointment.  
**Requirements:** Associate's, 2 years of college or equivalent experience. Fluent speaking and writing skills in Thai, plus knowledge of Thai culture. At least 1 year of machine-readable cataloging experience. Working knowledge of the NOTIS and RLIN cataloging systems and the USMARC bibliographic and authorities formats. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR20 (C3010)**  
**Public Affairs, Office of the Dean, CALS-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 8/2/90**  
Organize and coordinate office operations for the Office of Alumni Affairs, including the Alumni Association. Respond to requests and needs, and provide support to volunteer alumni District Directors, State Coordinators and area captains, representing 30-40 different regions as "satellite" units of our office. Supervise clerical support for the Alumni Affairs unit, including the receptionist responsible for both Alumni Affairs and Development. Supervise or prepare correspondence, reports, files, etc., necessary for the Director's responsibilities in college Development. Provide administrative support to the Executive Staff, the Deans and others in maintaining contact with 36,000 alumni of the college.  
**Requirements:** Associate's or equivalent experience preferred; 2-3 years of progressive secretarial/administrative experience required. Thorough knowledge and usage of word processing (preferably WP 5.1) and other database management systems (preferably dBase IV/Foxbase and Excel) helpful. Able to handle confidential information. Excellent organizational skills required. Accounting skills with coursework in business/accounting required. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR20 (C2809)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 7/19/90**  
Provide administrative support for the Director of Alumni Affairs of the Hotel School and coordinate activities with the leadership of the School's alumni society. Manage the operations of the Alumni Affairs office during director's absence.  
**Requirements:** Associate's or equivalent. 2 years of administrative support experience. Superior communication (written and oral) skills. Exceptional discretion required. Knowledge of computers; IBM compatible data systems, programming and word processing highly desirable. Some knowledge of hospitality industry helpful. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Lead Data Entry Operator, GR21 (C3024)**  
**Information Technologies/CR-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 8/2/90**  
Key enter or key verify data via CADE keystations.  
**Requirements:** HS diploma or equivalent. Data entry and/or keypunch experience, preferably CADE system. 2-3 years related experience. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Research Aide, GR21 (C3025)**  
**University Development/Public Affairs-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 8/2/90**  
Provide information to persons engaged in development work. Locate, compile, organize, and evaluate public and confidential information about Cornell Alumni/ae and friends, foundations and corporations which are current or potential supporters of the University. The finished written product is used by the president, trustees, administrators, public affairs and development staff and alumni/ae of Cornell for fundraising activities.  
**Requirements:** Associate's required. Bachelor's or equivalent preferred. 1-2 years related experience. Knowledge of research materials, library methods, and computer. Excellent communication and writing skills. Ability to work with confidential materials with high degree of discretion. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.



**Survey Research Aide, GR21 (C2711)**  
**CISER-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
**Posting Date: 7/19/90**  
Support survey research; assist in questionnaire and survey materials development. Supervise telephone operations including hiring, training of telephone interviewers. Flexible; some nights and weekends.  
**Requirements:** Bachelor's in Social Science or equivalent experience. Project management. Knowledge of survey methods, experience with or willingness to learn PC and mainframe applications in survey research. Good writing and organizational skills. Cornell employees send transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Professionals Part-Time

**Building Attendant, GR17 (C3026)**  
**Access Services/Olin/CUL-Endowed**  
**Minimum full-time equivalent: \$517.65**  
**Posting Date: 8/2/90**  
Under the general direction of the Senior Evening Supervisor, performs library security functions including working at exit control desk and stack control desk. Responsible for opening, closing and making regular tours of the building. Performs a variety of clerical and other duties as assigned. Academic year, Sunday-Thursday, 8:30pm-12:30am; Summer session, Monday-Thursday, 5:30pm-10:30pm  
**Requirements:** HS diploma or equivalent. Some experience with academic libraries. Excellent interpersonal and communication skills. Able to work well with sudden increases of activity at exit/entrance points while maintaining consistent procedures. Experience with microcomputers desirable. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Projectionist, GR18 (C3007)**  
**Cornell Cinema-Unions and Activities-Endowed**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 8/2/90**  
Project 16mm and 35mm film for Cornell Cinema. Assist Head Projectionist when needed. Hours vary. 10.5 month position.  
**Requirements:** Associate's or equivalent preferred. Some knowledge of operation and maintenance of professional motion pictures and video equipment, in all formats.

**Secretary, GR18 (C3028)**  
**Human Ecology Administration-Statutory**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 8/2/90**  
Provide clerical and office support to the Executive Staff Assistant for the Dean of the College of Human Ecology in a very busy office with a high volume of confidential and sensitive material. Monday-Friday, 10am-2pm  
**Requirements:** HS diploma or equivalent. 2-3 years of related office experience. Experience with IBM compatible microcomputers and familiarity with Wordperfect desired. Confidentiality, attention to detail, strong communications skills required. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C3015)**  
**Laboratory of Ornithology-Statutory**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 8/2/90**  
Provide general administrative, office and secretarial support for the Director of the Bioacoustic Research Program to include answering phones, typing, and filing correspondence. Other duties as assigned. Hours negotiable.  
**Requirements:** HS diploma or equivalent in business or secretarial sciences. Good interpersonal skills required. 1 year office experience, database management and spreadsheet systems helpful. Good phone skills essential. Ability to work independently. Must be accurate and pay attention to details. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C3019)**  
**Career Center-Endowed**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 8/2/90**  
Provide logistical support to the Employer Relations and on-campus recruitment program. Serve as University Career Center receptionist during the lunch hour. Monday-Friday, flexible; 9 months.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Excellent interpersonal skills and service orientation. Strong clerical skills. Some familiarity with Macintosh computers and digital phone system helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR18 (C2808)**  
**University Health Services-Endowed**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 7/19/90**  
Under the supervision of the Director of the Health Education Office, provide administrative/secretarial assistance to the staff in the day-to-day administration of the office and with health education programs. Work involves extensive contact with students and other staff members. Monday-Friday, 20 hours per week.  
**Requirements:** HS diploma or equivalent. Some college coursework desirable. 1-2 years related office experience required. Must have excellent typing skills and experience using computers (MacIntosh). Excellent communication (written and verbal) skills. Ability to work independently and make decisions. Previous work experience in health care facility, health agency or human service agency preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C2708)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 7/19/90**  
Cashier and discharge receptionist for Large Animal Clinic front office. Monday-Friday, Alternate Saturdays - 25 hrs/wk.  
**Requirements:** HS diploma or equivalent required; some college coursework preferred. 1 year related experience. Good public relations and telephone communication skills essential. Experience with medical terminology and computers necessary. WordPerfect word processing helpful. Ability to work well under pressure. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C2521, C2522)**  
**Agricultural Economics-Statutory**  
**Minimum full-time equivalent: \$529.35**  
**Posting Date: 6/28/90**  
Provide individuals with support using the 800# information, federal, consulting system for NYS farm families dealing with financial, legal, emotional and family issues. 10am-5pm, negotiable days. Until 3/31/90, contingent on funding.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Strong listening and interpersonal skills. Familiarity with farming and farm families necessary. Familiarity with Cornell Cooperative Extension a plus. Typing/computer experience necessary. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR19 (C2501)**  
**Career Center-Endowed**  
**Minimum full-time equivalent: \$551.86**  
**Posting Date: 6/28/90**  
Provide secretarial support to Health Careers Evaluation Committee (a complex committee comprised of approximately 300 students and 90 faculty members) and Credential Service under general supervision, exercising independent judgment in organizing, planning and executing some projects. Large mailings; maintain files; compose routine office correspondence. Other duties as assigned. Monday-Friday, hours to be arranged. Prefer 8am-1pm  
**Requirements:** HS diploma or equivalent. Secretarial school preferred. 1-2 years related experience required. Knowledge of word processor and MacIntosh necessary. Good organizational skills with attention to detail. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR19 (C2413)**  
**Material Science and Engineering-Endowed**  
**Minimum full-time equivalent: \$551.86**  
**Posting Date: 6/21/90**  
Provide clerical support for one professor and his research group. Duties include monitoring accounts; typing including word processing (Wordperfect) on IBM/compatible computer; filing; database work. Other duties as assigned. 20 hours per week, flexible.  
**Requirements:** HS diploma or equivalent. 1-2 years related experience. Knowledge of IBM PC (Wordperfect 5.0); Quatro, Paradox, shorthand desirable. Accounting. Good organizational and interpersonal skills. Ability to work independently. Some German language knowledge very beneficial but not required. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Senior Night Supervisor, GR20 (C3013)**  
**Physical Sciences Library/CUL-Endowed**  
**Minimum full-time equivalent: \$575.30**  
**Posting Date: 8/2/90**  
Responsible for the security, maintenance and provision of all services of the Library during evening and/or weekend hours. Responsible for the Table of Contents and photocopy services. Works without direct supervision. 20 hours/4 evenings per week.  
**Requirements:** Associate's or equivalent coursework required, preferably in Physical Sciences field. Public services experience in an academic library preferred. Excellent interpersonal, communication and organizational skills. Heavy lifting required (up to 100 lbs.). Must be able to work effectively with constant interruptions. Familiar with computers required. Previous experience in library desired. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Senior Night Supervisor, GR20 (C2704)**  
**Public Services/Music Library-Endowed**  
**Minimum full-time equivalent: \$575.30**  
Supervise and assist in circulation procedures. Provide information and reference assistance to patrons of the Music Library. Responsible for the security of Lincoln Hall during evening and weekend hours. Assist with collections maintenance and with processing operations. Other duties as required. Negotiable 20 hours per week.  
**Requirements:** A degree in music or equivalent experience. Experience supervising others. Good interpersonal and organizational skills. Reading knowledge of 1 foreign language. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Audio-Visual Aide, GR20 (C2520)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum full-time equivalent: \$575.30**  
**Posting Date: 6/28/90**  
Train, supervise and schedule shifts of student projectionists; handle routine maintenance in four theaters; order all projection supplies; project one weekend 35mm shift weekly. Hours vary, including evenings.  
**Requirements:** Associate's or equivalent. Minimum 2 years related experience. Knowledge of operation and maintenance of professional motion picture and video equipment, in all formats. Experience at supervising and training students. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Professionals Temporary

In addition to posted positions, temporary opportunities occur in many occupational areas, including secretarial, word processing, accounting, and office administration. All individuals are encouraged to apply; experienced applicants with a typing speed of 45-60 wpm, knowledge of IBM-PC Word Perfect software and MacIntosh word processing are in particular demand. Call Karen Raponi at (607) 255-2192 or 255-7422 for more information.

**Office Assistant (S2907)**  
**Information Technologies**  
Responsible for data entry. Knowledge of the electronic mail system is helpful. Sort and file forms. Place and answer phone calls. General clerical tasks of a library nature. Some lifting is required. Casual 19 hours weekly. August 30 - February 30, 1991. Minimum \$6.00. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

**Office Assistant (S2407)**  
**Dean of Students**  
**Posting Date: 6/21/90**  
Responsible for answering, screening, and recording phone messages for the Dean of Students Office staff. Act as receptionist for all incoming visitors to the office. Deliver, pick-up and sort mail. Daily contact with the university community, local Ithaca community, student, faculty, staff and parents. Assist other support staff with special projects as needed.  
**Requirements:** HS diploma or equivalent. Excellent telephone techniques and communication skills imperative. Articulate and personable and able to work in a high-pressured, fast paced office. Good interpersonal and listening skills necessary. Previous office work and dealing with a diversified public preferred. Minorities are particularly encouraged to apply. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

**Administrative Aide (S2702)**  
**Vice President for Information Technologies**  
**Posting Date: 7/12/90**  
Provide administrative support utilizing the MacIntosh (Microsoft word). Schedule appointments. Answer phones. Knowledge of electronic mail is helpful. Full time, minimum \$6.50, August 9 - September 4. Contact Karen Raponi, Staffing Services, 255-2192.

General Service

Submit a signed employment application which will remain active for a period of four months. During this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our EHP office. If you are currently available for employment, you may want to consider temporary opportunities at the University. Please contact Karen Raponi at 255-2192 for details.  
All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position.

**Custodian, SO02 (G3002-G3006)**  
**Buildings Care-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 8/2/90**

Cornell Employment News

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Telephone: Office of Equal Opportunity (607) 255-3976



Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday, 6am-2:30pm; Friday 6am-1:30pm  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb a 6 foot ladder. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

**Custodian, SO02 (G3012)**  
**Residence Life-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 8/2/90**  
Provide general custodial care of buildings and grounds in assigned area. Monday-Thursday, 7:30am-4pm; Friday 7:30am-3pm  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb an 8 foot ladder. Daily contact with students. Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

**Food Service Worker, SO02 (G3010, G3011)**  
**Dining-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 8/2/90**  
Prepare, present and serve food items for Co-op, cash, catering or special events. Shift subject to change.  
**Requirements:** HS diploma or equivalent. 1 year related experience. Working knowledge of food preparation and presentation. Able to operate choppers, slicers, mixers, ovens, steam kettles, pressure steamers and various hand tools. Good customer relation skills. Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

**Houseperson, SO02 (G3013)**  
**Statler Hotel-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 8/2/90**  
Clean the public guest areas of the hotel. Stock the guestroom floor closets for the room attendants and does other tasks as they relate to these main objectives. Hours flexible; nights and weekends.  
**Requirements:** Basic reading and writing skills. Hotel house-keeping experience preferred. Cornell employees send employee transfer application to Esther Smith, Staffing Services, EHP.

**Material Handler, SO04 (G3001)**  
**Campus Store-Endowed**  
**Hiring Rate: \$6.88**  
**Posting Date: 8/2/90**  
Unload trucks; receive, mark and store merchandise at warehouse. Assist in transporting of merchandise to Campus Stores and delivering orders to customers. Monday-Friday, 8-4:30, some evenings and weekends.  
**Requirements:** HS diploma or equivalent. Must possess valid NYS driver's license. 1-2 years related retail experience. Experience in warehouse operations helpful. Should be comfortable driving trucks up to 24 feet long. Must be able to lift 70 pounds. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

**Head Custodian, SO06 (G3007)**  
**Buildings Care-Endowed**  
**Hiring Rate: \$7.52**  
**Posting Date: 8/2/90**  
Participate in, direct, supervise, and evaluate work of 10 or more custodians in assigned area (25% cleaning/75% supervision). Provide general custodial care of buildings and grounds in assigned area; ensure timely opening of assigned buildings; order and account for in-house supply inventories. Monday-Thursday, 6am-2:30pm; Friday, 6am-1:30pm  
**Requirements:** HS diploma or equivalent. 3-5 years custodial experience required. Must possess strong people skills and the ability to perform supervisory duties including the training and development of custodial staff. Must be in good physical condition and have demonstrated good attendance. Able to lift 50 pounds and climb an 8 foot ladder. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

General Service Part-time

**Security Guard, GR01 (G2909)**  
**Johnson Museum-Endowed**  
**Hiring Rate: \$6.44**  
**Posting Date: 7/26/90**  
Responsible for guarding all works of art in the building following security and safety procedures, communicating with appropriate staff members on a regular basis. Available day or evening for subbing on non-scheduled work days and for guarding at special events held in the museum. 3 days per week (24 hours) plus some evening hours.  
**Requirements:** HS diploma or equivalent. Be able to work with schedules and in a group situation. Background in the security area helpful. Dependable in reporting and attentive to detail necessary. Be able to communicate well with public. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Security Guard, GR01 (G3014)**  
**Johnson Museum-Endowed**  
**Hiring Rate: \$6.44**  
**Posting Date: 8/2/90**  
Responsible for guarding all works of art in the building following security and safety procedures. Must interact with public and staff. Must be available day or evenings for subbing and working special events held. Hours vary. Approximately 28 hours per week.  
**Requirements:** HS diploma or equivalent. Background in the security area helpful. Must be dependable and attentive to detail with good communication skills. Previous experience with working in a group situation and schedules preferred. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Food Service Worker, SO01 (G3008)**  
**Dining-Endowed**  
**Hiring Rate: \$6.01**  
**Posting Date: 8/2/90**  
Set-up, display and serve food and/or beverage. Check Co-op

dining cards for validity and make sale transactions by cash or credit card. Shift subject to change. Monday-Friday, 30 hours per week.  
**Requirements:** Knowledge of food preparation and presentation preferred. Good customer relation skills. Basic reading and computation skills required. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

**Dish Machine Operator, SO02 (G3009)**  
**Dining-Endowed**  
**Hiring Rate: \$6.27**  
**Posting Date: 8/2/90**  
Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change. 30 hours per week.  
**Requirements:** Ability to learn proper use of dishwashing equipment and cleaning agents. Able to lift 35 pounds. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

General Service Temporary

In addition to posted positions, temporary opportunities frequently occur in custodial, food service, dish machine operation, material handling and other service areas. All individuals are encouraged to apply. Call Karen Raponi at (607) 255-2192 or 255-7422 for more information.

**Custodian**  
**Building Care-Endowed/Statutory**  
**Temporary Rate: \$5.00**  
Continuous recruitment will be done in the department of Building Care for temporary custodians. Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday 6am-2:30pm, Friday 6a.m-1:30pm. Periodically 2nd and 3rd shift hours are available.  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb a 6 foot ladder.

General Service

Send application materials for the following positions to Cynthia Smithbower, 160 Day Hall.

**Dairy Worker, SO04 (B2902)**  
**Animal Science-Statutory**  
**Hiring Rate: \$6.88**  
**Posting Date: 7/26/90**  
Under general supervision mix and feed dairy cattle rations. Assist as required in other areas including day and night milk crews, herd health crew, evening shift and manure maintenance crew. 5 days per week, 8-4:30, some weekend work required.  
**Requirements:** HS diploma or equivalent. Class 5 NYS driver's license. 2-4 years related experience, able to lift 100 pounds. Send application materials to Cynthia Smithbower, Staffing Services, 160 Day Hall.

**Dairy Worker, SO04 (B2901)**  
**Animal Science-Statutory**  
**Hiring Rate: \$6.88**  
**Posting Date: 7/26/90**  
Under general supervision remove and land apply cattle waste. Maintain and repair equipment and facility where cattle are housed. Assist other dairy cattle areas as required. 5 days per week, 8-4:30, some weekend work required.  
**Requirements:** HS diploma or equivalent. NYS class 5 driver's license. 2-4 years related experience. Able to lift 100 pounds. Send application materials to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Boyce Thompson Institute

**Research Assistant**  
**Boyce Thompson Institute**  
**Salary: commensurate with experience**  
Assist in studying gene expression in insect cells/baculoviruses in a molecular biology laboratory. Including cloning and sequencing, maintenance of insect cell cultures, media and reagent preparation, and general laboratory maintenance.  
**Requirements:** Bachelor's in microbiology, biochemistry, or related field with laboratory experience. Experience with recombinant DNA techniques desirable. Contact Dr. Gary Blissard, 607-254-1366, 254-1369.

**Secretary**  
**Boyce Thompson Institute**  
**Salary: commensurate with experience**  
Type manuscripts, grant proposals, correspondence, financial reports, etc. for administrative officers and a few scientists. Coordinate and assist receptionist-switchboard operator and perform other duties as assigned.  
**Requirements:** Associate's or equivalent. 2-3 years experience. Excellent typing and proofreading skills. Word processing experience required; IBM PC (WordPerfect 5.0) experience helpful. Ability to work pleasantly and cooperatively with many different people. Contact Dr. D.C. Torgeson, 607-254-1234.

**Receptionist**  
**Boyce Thompson Institute**  
**Salary: \$12,000**  
Provide smooth running telephone communications system (answering incoming calls, place domestic long distance and international calls); greet and direct visitors to appropriate offices/labs; perform assigned clerical duties such as routine correspondence, typing of manuscripts, etc.  
**Requirements:** HS education. Ability to work independently, communicate effectively and pleasantly, and have good organizational skills. IBM compatible PC experience using Wordperfect desired. Contact Dr. D.C. Torgeson 607-254-1234.