

# CORNELL Chronicle

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## Engineering feet



Peter Morenus

College of Engineering staff members (from left) Tim Voltz, Holly Craft and Lisa Dahl try to keep cool on July 19 as they enjoy a lunch on the Engineering Quadrangle. The lunch was part of a week of festivities designed to help faculty, staff and teaching assistants in the college get to know one another better and express appreciation for others' work. The week was organized by staff members Vera Gilliland, Ann Marie Kaminski and Bob Sample.

## Pedaling paleobiologists 4-5

One class took to the road to discover an Ithaca few know: an archaeological record of 10,000 years of human habitation and the finest collection of Devonian rocks in the world. We went along.

## Fish farming 7

A pioneering band of fish farmers, with help from Cornell aquaculture experts, hopes that restaurants will welcome a menu item billed as ultrafresh rainbow trout grown in a barn.

## Low selenium in blood linked to cancer precursor

Scientists have discovered for the first time evidence that low selenium levels in the blood are linked to an increased risk of neoplastic polyps of the colon, a precursor to colorectal cancer.

The University of Arizona-Cornell team has found that in a sample of patients suffering gastrointestinal disorders, men and women who had lower than mean selenium plasma levels were three-and-one-half times more likely to have neoplastic polyps (abnormal tissue growth) than patients with higher plasma selenium levels.

The scientists have presented the research recently at meetings of the American Society for Gastroenterologists, the American Society for Prevention Oncology and the Federation of American Societies for Experimental Biology, and plan to publish the work in the near future.

"Although we're certainly not recommending that anyone start taking selenium supplements at this point, we do believe that these results point to a link with some physiological significance," said Gerald Combs Jr., a professor of nutrition here.

"We do not think that selenium causes or prevents cancer, but many human and animal studies suggest that selenium may modify the effects of other cancer-causing agents," Combs explained.

In other words, scientists believe selenium may help reduce the impact of primary cancer-causing agents. How well selenium can reduce cancer risk may depend on a person's nutritional status regarding other antioxidants, that is, substances that protect against the unwanted destruction of key body chemicals such as vitamins A, C and E, and the trace elements zinc, copper and manganese, said Combs.

In 1984, Combs' colleague, epidemiologist Larry Clark, had discovered that high blood levels of selenium might provide a protective factor against non-melanoma skin cancer. Then at Cornell, Clark is on the faculty of the Department of Family and Community Medicine at the University of Arizona School of Medicine.

In 1987, to further explore selenium status and skin cancer, Clark and Combs launched a five-year study of 1,200 patients with non-melanoma skin cancer.

Recognizing that skin cancer patients tend to be of the age of greatest risk to colorectal cancer, Clark and Combs became interested in the prospect of a link between selenium status and colonic polyps. Gastroenterologist Lee Hixon of the University of Arizona School of Medicine assessed the selenium status and polyp incidence in a sample of 100 patients undergoing outpatient colonoscopies at the Tucson Veterans Administration Hospital and found patients who ranked below the mean in blood selenium concentration had a much higher prevalence of neoplastic polyps of the colon.

Then the scientists set out to examine the selenium level and polyp relationship among patients with no evidence of gastrointestinal complaints. They have been recruiting

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## Disadvantaged teens study environmental sciences this summer

Instead of greasing machines on her parents' beef farm in rural Lawton, N.Y., this summer, 17-year-old Johanna Taylor is doing scientific research at Cornell — staking out areas in the forest where beech-bark disease has wiped out the trees.

And instead of a typical summer job, Moseka Adams, 16, of Queens, is doing laboratory work to find out which species of aphids are parasitized by wasps.

Taylor and Adams are two of 15 high-school seniors chosen from among 120 applicants from around New York state to participate in the highly competitive Cornell Environmental Sciences Interns Program (CESIP). The six-week summer program, meeting June 22 through Aug. 3, is targeted at minority, disabled or rural high-school students.

The students discover what real research scientists do, as well as explore career options in the environmental sciences.

The interns also teach and mentor low-income minority children, use computers to

explore environmental-science careers, debate science ethics and participate in group-building activities.

"We hope that this experience will influence what these kids do with their lives," said Marianne E. Krasny, an assistant professor of forest science in the Department of Natural Resources. Krasny developed and directs the program; she also is the 4-H program leader for Natural Resources.

"With the pool of future scientists shrinking and women and minorities so underrepresented in the sciences, our goal is to take high-achieving disadvantaged students with an interest in science and expose them to careers beyond medicine and genetic engineering, specifically those in the environmental sciences," she said.

The program is supported by the National Science Foundation and the College of Agriculture and Life Sciences.

Many of the interns are the first in their families who will go to college. Some are from the state's smallest rural high schools,

while others are from the largest urban schools. Some are from single-parent families, ethnic-minority families, recently immigrated families or families on welfare.

The CESIP program is as diverse as its students. The first week, spent in cabins at Cornell's Arnot Teaching and Research Forest, is devoted to learning about the scientific method, field ecology and how to evaluate careers, as well as participating in recreational activities.

Once back on campus, each student works Monday through Wednesday on a professor's research project in the environmental sciences. This year's projects include studies of the population dynamics of tree swallows and dragonflies, how chemicals biodegrade in soil and the potential of fungal pathogens of insects for use as biological control agents.

Each week, the students also teach a hands-on field ecology lesson to low-income, minority children, 8 to 10 years old, who are day-campers at the Greater Ithaca

Activities Center. The lessons range from collecting and identifying invertebrates from a stream and the biology of composting, to identifying edible plants.

"Last year, only one camper said he liked science when the program started," said Tim Marchell, the project coordinator. "By the end of the summer, almost all the kids raised their hands when we asked if they liked science."

"Involving the interns in this community-outreach program allows them to serve as successful mentors for local kids from similar backgrounds," said Krasny. "It also gives the interns experience in teaching field-ecology lessons that they will teach again in their home counties."

Each student in CESIP has a commitment to conduct their environmental-sciences activities with local 4-H clubs as well as to give presentations on their research projects to their home schools.

The interns, who live among 800 other

*Continued on page 2*



# Nesheim's efforts help avert legislated indirect-cost cap

There was no arbitrary indirect-cost cap included in the appropriation bill approved July 11 by a U.S. Senate appropriations subcommittee.

An arbitrary, percentage cap — at 26 percent or lower — was an action favored by some legislators in response to perceived abuses by some universities seeking to recover indirect costs of their federally funded research.

Before the vote by the Appropriations Committee's subcommittee on labor, health and human services and education, Cornell Provost Malden C. Nesheim had joined colleagues from other major universities in arguing for non-legislative resolution to concerns about indirect-cost recovery.

Rather than having an arbitrary cap written into law, Nesheim urged, universities should be able to work with the Office of Management and Budget "to carefully examine the issues associated with indirect costs and do whatever was necessary to eliminate any abuses."

Nesheim reported that Sen. Daniel Patrick Moynihan (D-N.Y.), in talks with his Senate colleagues before the subcommittee

vote, had strongly endorsed the need to avoid percentage caps imposed by legislation.

For some 50 years, the federal government has agreed to reimburse both direct and indirect costs associated with federally sponsored research. These reimbursements are regulated by rules as to what kinds of costs are appropriate, supplemented by regular negotiations between universities and representatives of designated federal agencies to set the percentage of those costs to be reimbursed.

Since last year, however, when Stanford University was widely criticized for some erroneous billings, lawmakers and government officials have been trying to tighten the system to clarify what is an allowable, reimbursable indirect cost. There has also been interest in capping the percentage at which such costs can be reimbursed.

The OMB itself has suggested that administrative indirect costs be capped at 26 percent, but Nesheim said talks are continuing with OMB both on appropriate percentages and the future definition of eligible costs for reimbursement.



David Lynch-Benjamin

Moseka Adams (left), a high-school student from Queens, helps Evan Ezell, a day-camper at the Greater Ithaca Activities Center, look for insects and crayfish at Treman State Park as part of the Environmental Sciences Interns Program.

## Disadvantaged teens *continued from page 1*

high-school students on campus for Cornell's Summer College, also take home with them a more comprehensive understanding about how to assess careers. After ranking career factors that are important to them, they interview a host of professionals in natural resources to determine how the careers match up with their objectives.

"We're encouraged by the enthusiasm of students from the past two years," says Krasny. "The first year, for example, we accepted a student from a migrant-worker family who needed a lot of supplemental help. Today, he is a student at Cornell."

Adams, a student at Jamaica High

School in Queens, said, "I didn't know anything about bugs before I got here, and I didn't want to! I couldn't stand the bugs in the forest, but now I'm realizing how my research on biocontrol of aphids can affect pesticides and how pesticides can affect my life, even in the city. It gets really interesting once you can relate to it."

Adams paused and then continued: "I think I'm going to be a little more mature and directed after this summer than my friends who are working at McDonald's, and I might not be that afraid of bugs anymore, but I'm not sure about that."

— Susan S. Lang

## BRIEFS

**■ Direct deposit:** Beginning Sept. 1, faculty and staff can have their paychecks deposited directly into one of 17,000 banks or credit unions in the United States, a 1,544 percent increase over the 11 financial institutions in the Ithaca region that now can be selected for direct-deposit. The university is joining the national program to accommodate employees living outside of Ithaca, such as those in Cooperative Extension across the state and in regional offices throughout the country. Glenn R. Beardsley, director of the Payroll Office, pointed out that those who use direct-deposit avoid standing in lines to deposit their checks, receive the money even if they are ill on payday and do not risk losing their paychecks or having them stolen. Graduate students also are eligible for direct-deposit. Anyone who wants to begin direct-deposit or change financial institutions should contact the Payroll Office, B7 Day Hall, telephone 255-5195.

**■ Undergraduate research:** The convocation of the Undergraduate Research Forum will be held Aug. 1 at 11:15 a.m. in Kaufmann Auditorium, Goldwin Smith Hall. Don Randel, dean of the College of Arts and Sciences and professor of musicology, will give a talk entitled "Curiosity." Undergraduates who have conducted research at Cornell this summer will give 15-minute oral presentations of their work

from 9 a.m. to 11 a.m. and 1:15 p.m. to 3 p.m. at several locations on central campus. For more information, call Marilyn Williams, assistant dean of the College of Arts and Sciences, at 255-5004.

**■ English teachers:** The Cornell Campus Club needs volunteer English teachers for its International Hospitality Committee to teach English to international visitors. If you can volunteer approximately three hours per week to the 30-year-old program, contact Joan McMinn at 277-0013 for more information.

**■ Garage sale:** The Department of Agricultural and Biological Engineering will be holding a garage sale today, July 25, from 1 to 5 p.m. and tomorrow, July 26, from 9 a.m. to 5 p.m. in the farm-machinery laboratory on the east side of Riley-Robb Hall. Items will include old computers, calculators and other electronic equipment, furniture and mechanical parts.

**■ Director:** Paul M. Bonaparte-Krogh has been named county director for Cornell Cooperative Extension of Tompkins County. Bonaparte-Krogh comes to the local extension office from Deerfield, Mass., where he was state extension specialists and assistant to the division director within the University of Massachusetts Cooperative Extension system.

## NOTABLES

Barry Gerhart and George Milkovich, professors in the Center for Advanced Human Resource Studies in the School of Industrial and Labor Relations, have received this year's Scholarly Achievement Award from the Personnel/Human Resources Division of the Academy of Management for their 1990 article, "Organizational Differences in Managerial Compensation and Financial Performance." The award is given to the "publication judged to have made the most significant contribution to the field of Personnel/Human Resource Management in 1990."

Nancy Meislahn, director of Under-

graduate Admissions, is the winner of the first Presidents' Award of the New York State Association of College Admission Counselors. The award cited Meislahn for "exemplary professional development through involvement and commitment to the field of counseling."

Michael Goldfield, an assistant professor of government, has received one of 80 grants from the American Council of Learned Societies for postdoctoral research in the humanities and related social sciences. He is studying the failure of Operation Dixie and the nature of American politics.

## Rizvi receives teaching award

The 1991 Professor of Merit Award in the College of Agriculture and Life Sciences has been presented to Syed Rizvi, a professor of food process engineering.

Chosen by the senior class in the college, Rizvi was recognized for his outstanding teaching and student advising. Rizvi is the first faculty member from the Department of Food Science to receive the award, presented annually since 1948.

Rizvi also received this year's Excellence in Teaching Award given by the Advisory Council of the Institute of Food Science.

Rizvi is nationally recognized in the field of food science for his research in thermal and supercritical fluid processing, physical properties of food materials and computer applications in unit processing. His primary teaching responsibilities are the undergraduate courses on unit operations in food processing and food engineering, and the graduate course, Engineering Properties of Food.

Rizvi earned B.S. and M.S. degrees at Panjab University in India, a M.Eng. degree at the University of Toronto and a Ph.D. at Ohio State University.

## GRADUATE BULLETIN

**Immunization:** Immunization for measles, mumps and rubella are available through the Tompkins County Health Clinic on Wednesday, Aug. 21, from 9:30 a.m. to 12:30 p.m. at the Henry St. John Gym, 301 South Geneva St. Bring Cornell ID card and immunization record, if you have one. The cost is \$5 per shot. Proof of immunization is now required by New York state to be registered as a university student.

**Degree deadline:** Aug. 23 is the deadline for completing all requirements for an August degree, including submitting the thesis/dissertation to the Graduate School.

**Registration:** Fall 1991 registration for new students only will be held Aug. 26; new and continuing students, on Aug. 27 and Aug. 28. Registration is in The Henry, Sage Hall, from 8:30 a.m. to 4 p.m. Bring student ID card.

**Course enrollment:** Course enrollment forms will be available in graduate field offices and at Sage Graduate Center. Course

enrollment continues through Sept. 20; return completed form in person to the Graduate School. Students who completed pre-course enrollment forms last spring do not need to complete a course enrollment form; if there is a schedule change, they should complete a course-drop-and-add form.

**Study abroad:** Applications for Fulbright grants for study abroad are available for the 1992-93 academic year; contact R. Brashear, director of Graduate Admissions, Sage Graduate Center, 255-3912. Applicants must be U.S. citizens. Completed applications are due Sept. 16.

## CHRONICLE SCHEDULE

The next Chronicle published will be Aug. 8. Calendar notices for that issue should be received by Monday, July 29.

## CORNELL Chronicle

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# Teens study music, DNA using CU's computers

For most teen-agers, a summer job involves nothing more complex than operating a cash register or figuring out the business end of a spatula. But students from four Eastern high schools spent their summer turning a supercomputer to studies of dinosaur extinctions, music composition, subatomic particles, DNA fingerprinting and translating Japanese.

The students were among the winners of SuperQuest, the nationwide computing contest sponsored by the Theory Center. From July 1 through 19, they and their teacher-coaches attended a summer institute here.

The winners were from the Bronx High School of Science; Marlboro Central High School, Marlboro, N.Y.; Montgomery Blair High School, Silver Spring, Md.; and Thomas Jefferson High School for Science and Technology, Alexandria, Va.

The program expanded this year to include other summer institutes at the National Center for Supercomputing Applications at the University of Illinois and at the University of Alabama in Huntsville and the Alabama Supercomputing Center. A total of 11 high schools from across the country won the contests.

At Cornell, the SuperQuest challenge was to design a project to use Cornell's IBM ES/3090 600J supercomputers to solve a scientific problem of the student's choice.

The opportunity to use supercomputer time continues back at their high schools, through the donation by IBM Corp. of scientific workstation configurations to the school, another of the SuperQuest prizes. Winners can continue work on their projects for a year, via a data communication link to the Theory Center.

SuperQuest is sponsored by the National Science Foundation's Division of Advanced Scientific Computing, Education and Human Resources, and other NSF programs, including computer networking; and by IBM Corp., Cray Research Inc. and Boeing Computer Services.

Two students from Alexandria, Va., who were winners of last year's SuperQuest competition have been named the "best of the best," as they have gone on to win first and second place in the Best Paper Competition among the 1990 SuperQuest winners.

First place in the competition and a \$1,500 scholarship went to Paul Hargrove, and second place and a \$1,000 scholarship went to Venkataramana Sadananda, both of Thomas Jefferson High School for Science and Technology.

—Dennis Meredith

## Summer school



Lauren Krohn, 17, of Scarsdale, N.Y., reads on the steps of Olive Tjaden Hall. Krohn is one of more than 700 high-school students from across the United States and several foreign countries taking regular university courses in this year's six-week Summer College, which ends Aug. 6. The students were selected based on a college-like application that incorporated grades, teacher and counselor recommendations, and a series of essays.

Peter Morenus

# Employment seminar to convene at Cambridge

Employment scholars and practitioners from the European Community will join Cornell faculty at Cambridge University in England this August for a one-week seminar on "Going Global: Employment Relations in Worldwide Perspective."

The discussions will be held from Saturday, Aug. 3, through Saturday, Aug. 10.

Sponsored by the School of Industrial and Labor Relations and its Institute of Collective Bargaining, the seminar will focus on the emergence of Europe as an economic megacountry of 340 million people.

"Realization of the European Community's single-market plan in 1992 will bring into effect a new system of industrial relations that transcends national boundaries," said David B. Lipsky, dean of the ILR School. "The Cornell-Cambridge seminar will examine the implications of the new system for U.S. firms that may operate in Europe or compete against enterprises based there. Economic changes now sweeping through the former East European bloc make it important for management executives and union officials to become familiar with the European workplace."

Lipsky predicted that new forms of collective bargaining and worker participation in management may emerge while the 12 members of the European Community move toward uniform standards governing the way employers manage, train and pay their workers.

European experts who will participate include:

- Hans-Jurgen Uhl, a leader in the union that represents Volkswagen workers in Germany.

- John Russell, European community-affairs manager for the American Chamber of Commerce, Brussels.

- Phillip R. Webber, Paris-based director of personnel programs for International Business Machines Corp. in Europe, the Middle East and Africa.

- Professor Stanislaw Rudolf, University of Lodz, Poland, who is helping introduce Western-style employment relations in Poland.

- Linda Dickens, co-author of the "European Encyclopedia of Labor and Employment Relations."

- Robert Taylor, Stockholm correspondent for The Financial Times of London.

Lecturers from the Cornell faculty will include Harry Katz, director of the ILR Institute of Collective Bargaining and an expert on unions in the automotive industry.

—Albert E. Kaff

# Employers to teachers: don't send us poorly educated students

"Do not send us your tired and poor. We do not want secondary citizens."

That was the warning from an executive in American Telephone & Telegraph Co. to high-school educators who met on campus July 11 and 12 to examine problems in American schools.

Cautioning against poorly trained high-school graduates, Mary Tenopir, director of selection and testing for AT&T, said that the job market today requires that even entry-level applicants be highly skilled.

"Students who do not aspire to higher education must be trained, essentially, as are college-bound students," she said. "Math ability contributes to every job from an entry-level position to an executive. Despite word processors and spell-check programs, language ability is important."

"As we become more globalized, we must have a revolution in language teaching. It is difficult to teach a foreign language to a student who lacks a basic knowledge of English. Our AT&T research shows a marked deficiency in women in physics. Women should be encouraged to take more physical sciences in high school."

Tenopir's views on education were echoed by a number of speakers among the 80 education and business leaders from throughout the United States who attended a conference on "Better Schools, Better Jobs," sponsored by the Center for Advanced Human Resource Studies in the School of Industrial and Labor Relations.

John Bishop, an associate professor of human resources in ILR who organized the conference, told participants that American students lag behind their counterparts in other industrialized nations at every grade level and in nearly every subject.

"We need to communicate and make kids understand there is a connection between studying and success in the

workplace," said Bishop, who has conducted extensive research on secondary education. "Now there is no relationship for them. Even though algebra does make for more productive workers, students don't believe they need to know algebra to get a good job."

"Schools must start giving students credentials that certify what they have learned in school; and, when hiring, employers should reward success in school."

A theme of the conference was development of secondary-school credentials that would send a signal to the business community in hiring workers.

A number of school districts are attempting to meet that goal, Bishop said, mentioning Tampa, Fla.; Fort Worth, Texas; Orange County, Calif.; and Prince Georges County, Md.

At the conference, the Fort Worth Independent School District distributed literature that described its Project C-3: "Corporations, community and classrooms working together to create a new educational system that prepares students to successfully handle the jobs, economic circumstances and life situations of the future."

Ken Lay, director of education at International Business Machine Corp. told the participants that communities must improve their schools. "There are thousands of excellent schools across the country, but they are the exception," he said. "We have to make the exception the rule. Successful schools should be rewarded. Medium schools should be encouraged. Failed schools should be penalized."

Lay reported that IBM spends between \$2 billion and \$2.5 billion annually in training its own employees, offering 7,000 courses, and helps schools from kindergarten to the 12th grade achieve efficiency.

In a luncheon address, Lauren Resnick, director of the Learning Research and Development Center at the Univer-

sity of Pittsburgh, said that secondary education misses the point by emphasizing what students can do on their own.

"In the workplace, you rarely work alone," she said. "What you do has to fit into a complex social situation."

Resnick gave examples of how schools are not preparing their students for employment:

- "Ninety-eight percent of the writing that students do in school is to tell the teacher what they have learned, what the teacher already knows better than the student. But you don't do that outside when you write for an audience."

- "We need less testing but better testing in school. Five to 10 percent of an already too short school year is for testing. Two or three tests a year is enough. Educators now are training kids to pass tests."

Resnick and several other speakers recommended a national testing system for high-school students similar to certification examinations given in Europe, England and Japan.

"The primary purpose of a national assessment system should be to improve a student's performance, not monitor it," she recommended.

Closing the conference, ILR's Bishop warned that the high number of unskilled workers throughout the world poses serious problems as the economies of the world become more integrated.

The world contains 2 billion unskilled workers today, he said, adding that 400 million of them are in India earning 1/40th of a U.S. wage, and 700 million are in China earning 1/25th of a U.S. wage.

"The business community served the role of a Cassandra in the last decade, saying that like the Trojan Horse, the uneducated will bring down the city. That warning is a real warning. We have to fix this problem. We can't leave the city. We have to fix the system."

—Albert E. Kaff






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*Photographs by*  
**Peter Morenus**

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## ***Pedaling paleo*** **Bikers find history** **from Morrison Hall**

This class was like a schoolchild's summer vacation, more classes, just wheeling around on bicycles. The rocks, fossils, wildlife and the landscape itself: learning.

But the students in "Pedal-Power Paleobiology" until they were adults to find a class like it, offered by Cornell Adult University to alumni and others.

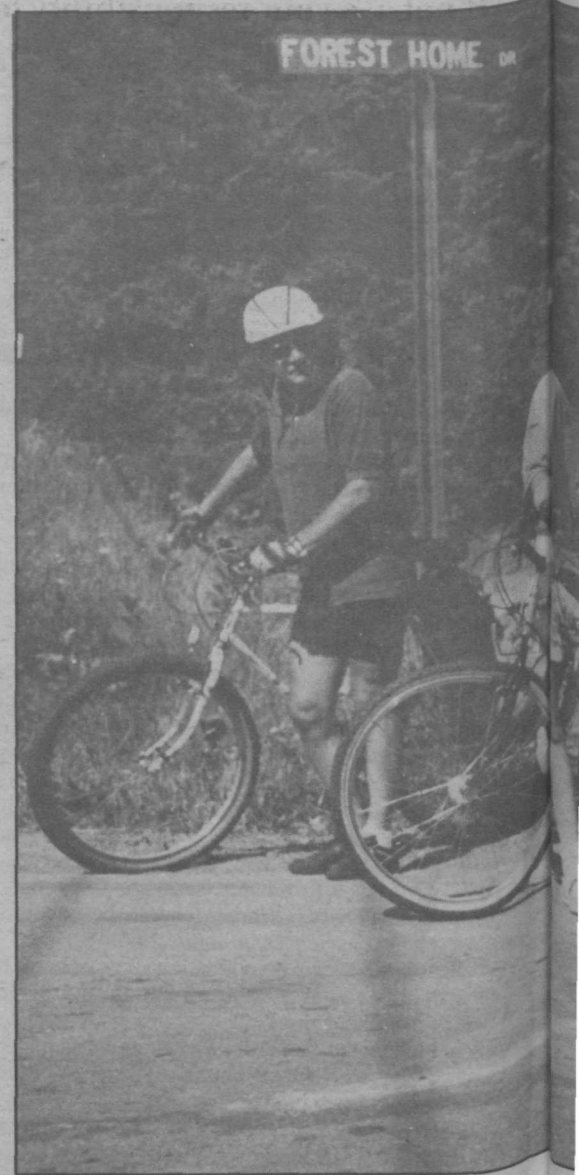
Led by John Chiment, a paleontologist who works at the Mathematical Sciences Institute, the one-week class took the road this month on 10-speed bicycles to discover a few students know: a place with an archaeological record of 10,000 years of human habitation, an area twice the size of the city and site of the finest collection of Devonian fossils in the world.

One morning's 11-mile, roundtrip ride to Saugerties included an on-campus stop at Morrison Hall, where the 13 participants examining the limestone walls for fossils.

"He told us the first day that he could find a fossil in any building," said Richard Conway of Gladwin, Mich. "Not enough, at Morrison, students found circular cross-sections of crinoids encrusted in the rock. A crinoid is an animal with a stem and a foot; the star-shaped symmetry of the fossil shows that it belongs to the echinoderms, Chiment said. Crinoids still live in the oceans today, and one can learn about the rock's origin, he said.

Chiment describes paleobiology, the study of plants and animal remains in fossil form, as "a play on the living and the dead" that helps construct a history of life. The geological setting of fossils and artifacts is important, because paleobiologists are interested in the way climate has influenced living things.

The participants stopped every 2 to 3 miles to share local anecdotes, look for fossils or examine a geological feature.





# biologists

## Writ small in rock and soil, to local Iroquois village

Chiment told them that Ithaca's famous Devonian rock was discovered by Dewitt Clinton and his cousin Simeon Dewitt around 1805. Because a paleontologist in Paris ignored the samples that the cousins sent from Ithaca, geologists working near Devon, England, had the privilege of naming the rock when they discovered it later and wrote a paper. Otherwise, "They might have been called Ithacan, Cayugan or Finger Lakesian," Chiment said.

On a trip to Trumansburg, the students stopped at a Quaker meeting house on Perry City Road, where Chiment discussed the connection between glaciers and the underground railroad that brought slaves to freedom. The north-south river valleys used by fleeing slaves were formed by glaciers.

On Indian Fort Road, the class examined the remains of a ditch around an Iroquois village. Using maps made by French Jesuits who arrived in the 1630s, the students examined the layout of the village.

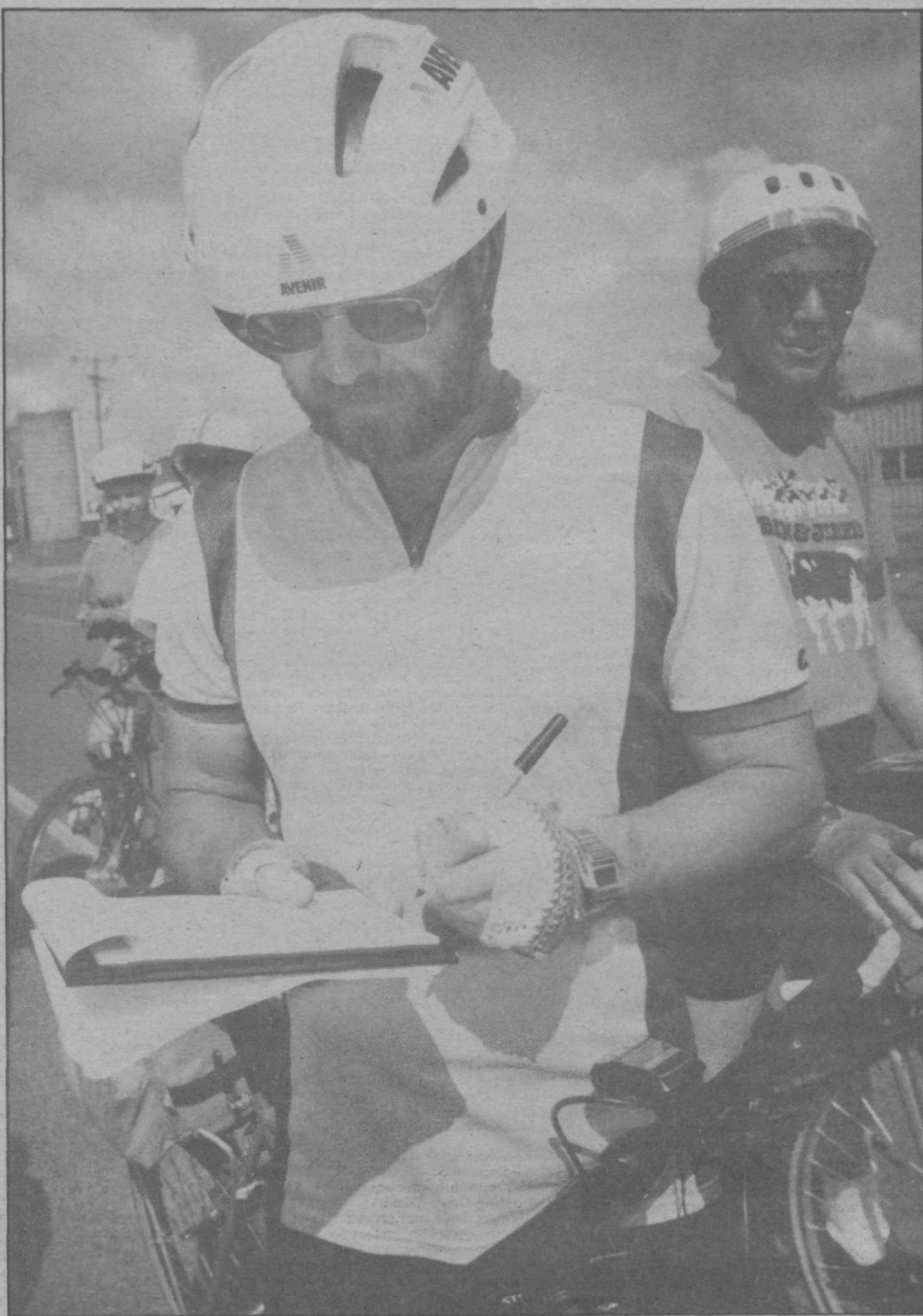
But why visit fossil sites and human-settlement remains on bicycles? Until three years ago, Chiment taught the course by bus, but that frustrated some younger students, who said things like: "This is a great course but there's no activity — I'm into running five miles at lunch time."

Now, students not only get a workout but an opportunity "to feel the land forms: anticlines, inclines," Chiment said. That immediacy made it hard for the sweating students to believe Chiment when he told them — after an arduous ride up Freese Road to Hanshaw Road — that the Finger Lakes region has no hills. From a geologist's point of view, he said, the area is a flat seaway which never rises above sea level but only dips below, creating valleys rather than hills.

Another benefit to cycling around the area is, ironically, more leisure to look around than traveling by bus provides.

"The point of using bicycles," Chiment said, "is that they're slow, not fast."

— Cynthia Revelle '92



Students bicycled an average of 25 miles a day during their one-week class. Donald S. Postle (far left), a professor emeritus of veterinary administration, was photographed from underneath a bridge. Dewitt Middle School teacher John A.X. Morris (above), who took the course because he leads a bicycle field trip for his sixth-grade students, takes some notes during one stop. During another stop, course instructor John Chiment (left) explains the topography of the Forest Home area to his students.



## Five students help Boston preserve its Chinatown

In a project that investigated the actions of developers, city planners and ethnic-neighborhood preservationists, five Cornell students traveled between Ithaca and Boston during the 1990-91 academic year to assist the city of Boston in historic-preservation initiatives.

Two of the students in Assistant Professor Jeff Cody's "Urban Development Planning Workshop" worked with the Boston Landmarks Commission, surveying residential buildings in Chinatown; two others taught city planning to fourth-graders in a Chinatown school; a fifth student prepared a report about Chinatowns across North America.

"The two undergraduates in the class were so enthusiastic about the project that when the semester was over [in December] they asked to stay on and continue their work as an independent-study project," Cody said.

Since the 1950s, Chinatown's land on the south side of Boston has become increasingly valuable because of the construction of the Southeast Expressway, the extension of the Massachusetts Turnpike, the desire of commercial tenants to be near the central business district, and the expan-

sion of the Tufts New England Medical Center, Cody said.

"The whole area is in peril, if not immediately then in the next 10 years, because it stands on prime real estate," Cody said. "Boston planners and preservationists anticipate difficulties, and they want to be prepared for the next threat."

"For too long, historic preservation has simply been perceived as an activity by the rich and for the rich. But as ethnic groups become more numerous, there arise new questions of how to attach significance to buildings that may have cultural or historical importance," he said.

Some 10 years ago, the Boston Landmarks Commission began surveying the main streets of Chinatown — with its theaters, restaurants, merchants' association, groceries, pharmacies and retail stores — to designate buildings worthy of preservation. But with a small staff, the commission fell short of its goal.

"Ours is a small department with not much time to do survey work," said Diane Prideaux-Brune, who works for the Landmarks Commission. "So the data collected by the students added to the city's data."

Graduate students Kate Elliott of Ithaca

and Lu Hsuan-chih of Taipei, Taiwan, surveyed Tyler and Hudson streets, the main residential blocks of Chinatown, which consist of 19th-century brick row houses.

"These residential buildings may be more important sociologically than architecturally," Cody said. One of the questions his students researched was whether important community leaders ever lived in the houses on those blocks.

The Boston Redevelopment Authority and its director of Chinatown planning, Ting-Fun Yeh, arranged for another part of the Cornell project. The BRA encouraged undergraduate students Bonnie McLellan of Boston and Martina Hoppe of Ringwood, N.J., to help teach fourth-graders in Ping Kam Chan's bilingual class at the Josiah Quincy School. Their project, the "Chinatown Awareness/Education/Action Program," culminated in a field trip to the top of the Hancock Tower in downtown Boston, designed by Chinese-American architect I.M. Pei and affording a view of the entire city.

"They loved seeing how Chinatown related to the rest of the city. From the top of the Hancock Tower they could point to their school. They talked about the city and

how it's made," Cody said.

Meanwhile, Susan Portman, of Armonk, N.Y., compared historic preservation in Boston's Chinatown with the Chinatowns in San Francisco and New York City, which are larger than Boston's, and with several smaller ones across the country.

The Cornell project was funded by the university's Asian-American Studies Program and the university's new Faculty Fellow-in-Service Program. The service program encourages faculty and their undergraduate students to undertake projects important to a particular community.

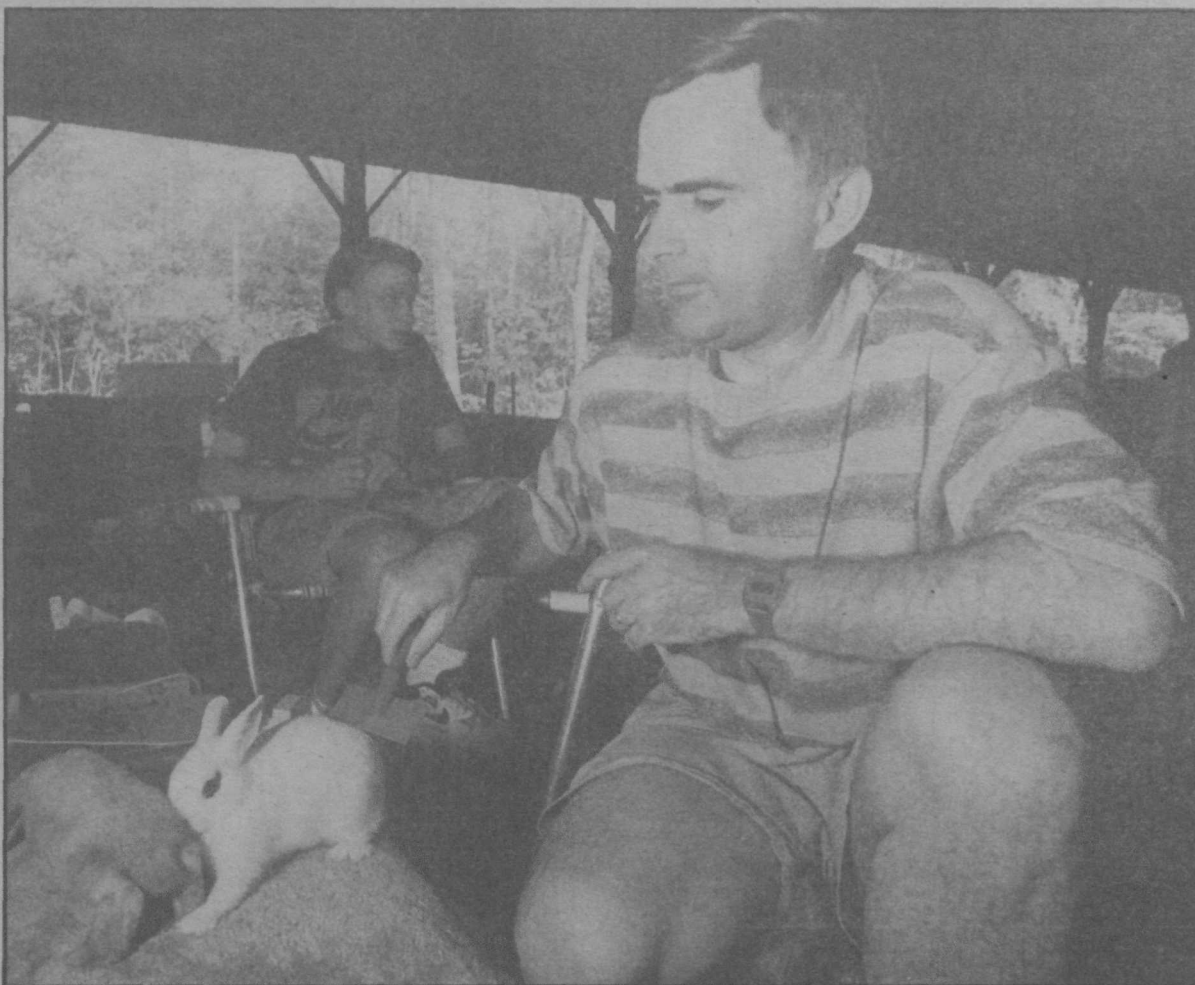
Was it difficult for the students to carry on a long-distance project — to commute by car, bus and airplane from Ithaca to Boston, to stay overnight with friends and family? Were the logistics difficult?

"They were more difficult than we could have imagined," Cody said. That's one reason why the project is "temporarily completed."

It can be rejuvenated at any time, Cody said, but it's unlikely it will be revived in the fall. "We made some headway," he said, "though there's still a lot to be accomplished."

—Carole Stone

### Combing his hare



Peter Morenus

Charles Cuykendall of Freeville brushes one of the 8-week-old rabbits that belong to his 14-year-old son, Jason (in background), during the Tompkins County 4-H Youth Fair. Jason's white rabbit, a dwarf hotot, won a Reserve Best Fancy Award at the fair, which included tractor demonstrations, fashion exhibits and nature scavenger hunts.

## Johnson School to take Soviets on upstate tour

Twenty-eight Soviet enterprise managers and academics are scheduled to spend two weeks this summer studying businesses from Wall Street to high-tech industries in upstate New York on a tour organized by the Johnson Graduate School of Management.

The group is being sent to the United States by the Cadres of the Reform Personnel Foundation of the Moscow-based Union of Managers of the U.S.S.R.

The Soviets will spend nine days on campus and four days in New York City beginning July 29. Their trips will include visits to The New York Stock Exchange, Ogilvy and Mather, Citibank and The World Trade Center, all in New York City; Corning Inc.; Xerox Corp. and Eastman Kodak Co. in Rochester; Seneca Foods Corp. in Seneca; Vicks Printing and Lithographing Co., Matts Brewery and Slocum-Dickson Medical Group, all in Utica; the university's Agricultural Experimental Station in Geneva; and the Shearson Lehman Brothers office in Ithaca.

While here, the Soviet visitors will attend classroom lectures on American culture, marketing and employee motivation.

Also, they will participate in a simulation exercise in which the Soviets will experience both the successes and failures of business competition.

"Our guests no doubt will experience culture shock," said James W. Schmotter, associate dean of the Johnson School.

"We have tried to take this into account in developing an educational program that will be relevant and ultimately useful in their efforts to participate in the dramatic economic change now occurring in the U.S.S.R."

The visit is part of an ongoing exchange agreement between Cornell's Johnson School and the Soviet Union of Managers.

The exchange started in January, when 25 Johnson School M.B.A. students spent two weeks meeting business and academic leaders in Moscow and Leningrad.

—Albert E. Kaff

### Selenium *continued from page 1*

1,000 patients from their skin cancer study to undergo sigmoidoscopies, a test that examines the status of the colon and rectum for neoplastic polyps and cancer.

About 200 scientific studies have explored the relationship between selenium and carcinogenesis, said Combs. Most of the human studies indicate an association between relatively low selenium levels and increased cancer risk, Combs said. Of 77 studies of tumors in animal models, 48 showed a significant relationship between relatively high selenium levels and a lower tumor incidence and/or fewer tumors per animal. But if selenium directly prevented cancer, then areas with exceedingly low average selenium blood levels, such as New Zealand and parts of China, would be expected to have different cancer rates, which hasn't been the case, he said.

Such complications are why determining what constitutes a low, at-risk level vs. a high, protective level of selenium has not been possible, said Combs.

Selenium blood levels vary widely in

populations worldwide. In the United States, for example, selenium intake ranges from 60 to over 200 micrograms per day, with an average of about 175, said Combs. The recommended dietary allowance for the substance is 70 micrograms a day for men and 55 micrograms a day for women.

However, even Americans with the lowest selenium intake of 60 to 80 micrograms per day — those living along the Southeastern seaboard and in the Pacific Northwest — ingest two to five times more than citizens of New Zealand and 10 to 20 times more than people living in some areas in China. Selenium levels vary among populations largely because of wide differences in soil, agronomic practices, food availability and food preparation.

Of the 40 nutrients currently recognized as essential for human nutrition, selenium was the last to be recognized, in 1957. The most important dietary sources of selenium are meats, fish and cereals, with dairy products and eggs contributing small amounts.

—Susan S. Lang

## Rural-school educators to meet next week in Cooperstown

The 1991 annual conference of the New York State Rural Schools Program will be held from Sunday, July 28, through Wednesday, July 31, in Cooperstown.

Officials from the state's Education Department and the Board of Regents, consultants, school-district superintendents, school-board members and professors from Cornell and elsewhere will conduct workshops and lead panel discussions on the following topics:

- Minnesota's "parental choice" model and implications for New York.
- Financial assistance for post-secondary education.
- School district labor relations.
- The role of technology in sharing resources among districts.
- The effects of cuts in state aid on educational programs at rural schools.
- Mandate relief and other issues of rural-urban equity.

Matilda Cuomo, wife of Gov. Mario Cuomo, will deliver the keynote address Monday evening, July 29.

She will discuss the New York State Mentoring Program, designed to match elementary and middle-school children with adult volunteers on a one-to-one basis to help the youngsters broaden their opportunities, improve their self-esteem and apply themselves in school.

She is the founder and chairwoman of the New York State Mentoring Program.

Since 1978, the New York State Rural Schools Program at Cornell has been an advocate for nearly 400,000 children enrolled in 400 of the state's 760 school districts and BOCES.

For further information or to preregister for the conference, contact David Burroughs in the Rural Schools Program at 255-7756, fax 255-7905.

—Matthew Shulman



# Fish grown in a barn may be the next new menu item

A pioneering band of fish farmers, with help from Cornell aquaculture experts, hopes that restaurant patrons will pay a premium for a menu item billed as:

"Ultrafresh, contaminant-free rainbow trout grown in a barn. Caught this morning in the nearby, filtered, recycled waters of the Northern Fresh Fish Cooperative."

A reliably pure and fresh seafood product, delivered year-round from a nearby high-tech fish farm, is the niche sought by the entrepreneurial aquaculturists who have formed the group.

The cooperative, which will start growing fish in October and begin delivering its product within a year, is believed to be the first cooperative in the United States to focus on indoor, closed-system aquaculture. The group, which includes a retired railroad worker, a heating and electrical contractor, a car dealer, a merchant marine, a computer programmer, a landscape architect and a food-merchandising teacher, among others, will receive technology-transfer and assistance on managing fish from faculty in the Cornell Aquaculture Program.

Advantages of indoor, closed-system aquaculture include that it can be located close to markets, can be used to produce fresh-water or ocean fish and does not require large, continuous supplies of water, explained Michael B. Timmons. Timmons is an associate professor of agricultural and biological engineering who is the co-director of the Cornell Aquaculture Program.

He said that closed-system aquaculture recycles more than water. The industry offers a new use for old buildings, such as former dairy- and beef-cattle barns.

The key to the Cornell indoor aquaculture system is a "living filter" called a rotating biological contactor. Resembling a giant plastic hair curler made of thousands of regular-sized "curlers," the contactor is coated with beneficial nitrifying bacteria (*Nitrobacter* and *Nitrosomas*) that consume natural waste products from the fish.

The biological contactor, for which Cornell agricultural engineers are seeking a patent, rotates through water that is pumped from open-top tanks where 2,500 fish grow to market size in 11 months.

In addition to treating ammonia wastes, the rotating device causes evaporation in hot weather, cooling the water to optimal temperatures for fish. The building's insulation and space heaters maintain constant water temperatures during

colder times of year.

The fish receive oxygen, in part, from bubbler devices called foam fractionators and from energy-efficient airlift pumps, which also return clean water to the tank from the filters. Automatic feeding machines sprinkle the water surface with specially formulated rations several times a day.

Because of the waste-treatment system's high efficiency, the fish thrive in close quarters — up to seven 14-inch fish in each cubic foot of water. Also, only about 5 percent of the system's water is replaced each day, with lower exchange rates possible if necessary.

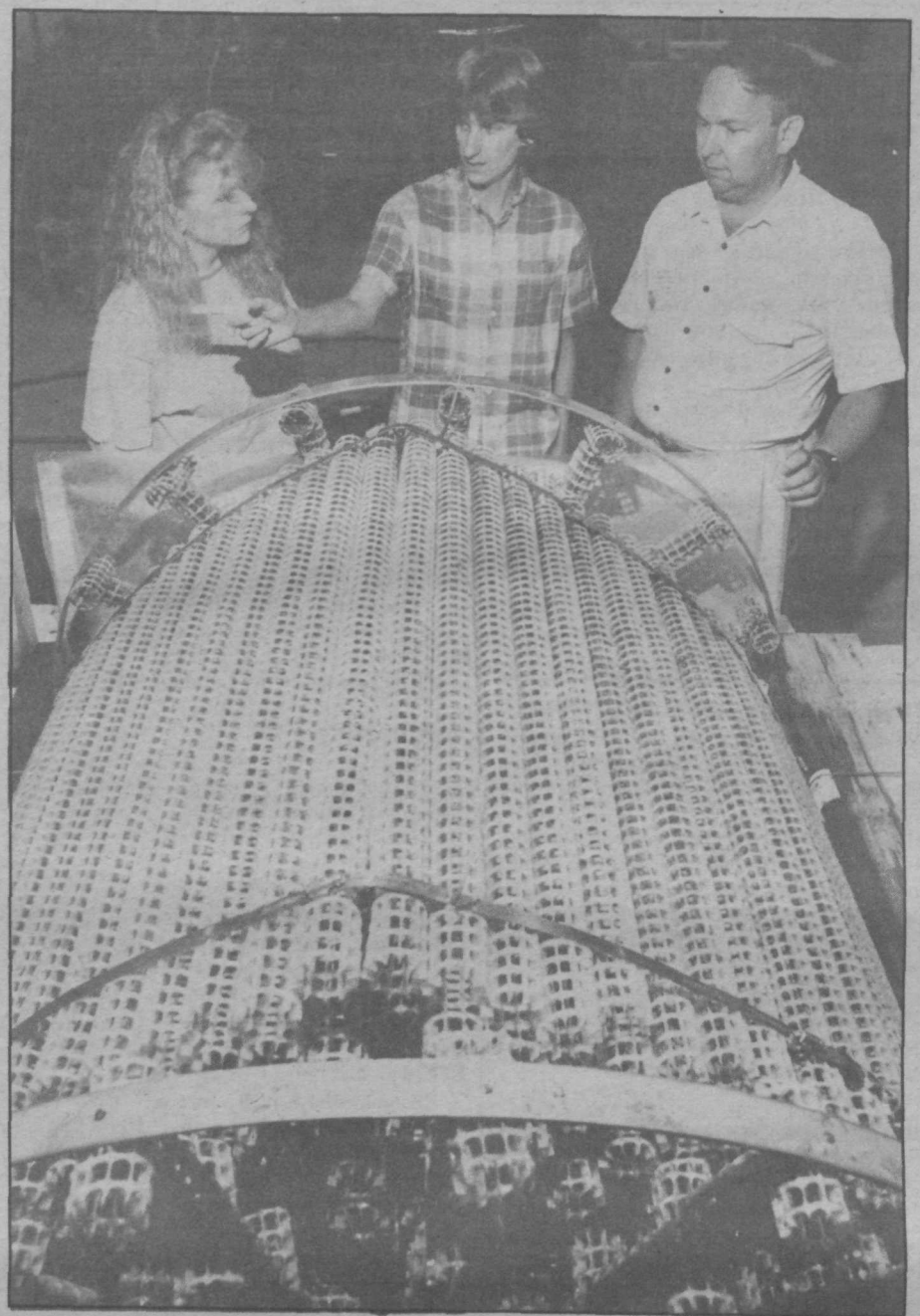
The fish cooperative will supply each fish-farmer with fingerling-sized fish and feed, purchased at bulk discounts, and will deliver the fresh fish that they produce in any form the restaurant chefs request: filleted, with or without heads, or alive and splashing.

"This is the wave of the future," punned an enthusiastic Laurene M. Gilbert, one of the cooperative's founding members and chairman of its board of directors. Gilbert is a landscape architect in Cornell's Department of Facilities Engineering. Together with her husband, a Danby carpenter, Gilbert will begin by raising about 2,500 pounds of fish a year at home in her spare time. But she wouldn't mind if demand increased for the trout — and even for more exotic marine species such as mahi mahi, tilapia and jumbo shrimp — until fish farming becomes her full-time business.

Timmons predicted that such gradual expansion — with entrepreneur-growers making relatively small investments of time and money and banding together to share expertise and expenses — is how indoor fish farming will grow in the United States.

"I've watched companies around the country try to break into the indoor aquaculture business. But they collapsed because the high costs of start-up, overhead and personnel weren't met by the relatively low price that fish commands on the wholesale market," Timmons said.

"Aquaculture is the fastest-growing agricultural industry in the United States, and it will have to grow even faster to meet the expected increase in yearly consumption — from about 15.5 pounds per person now — to the 30 to 60 pounds of fish we will be eating by the year 2000," said David G. Morehouse. He is president of the New York Aquaculture Association and owner of a large bait-fish farm in Seneca Falls.



Malone Miller (center), a graduate student in agricultural and biological engineering, explains the rotating biological contactor to Karen Kalista (left), a student in Human Ecology, and John Cameron, a professor at Sullivan County Community College, during a fish-farming workshop. The contactor is used to consume natural waste products from the fish.

ciation and owner of a large bait-fish farm in Seneca Falls.

Morehouse noted that seafood production from some natural sources, such as clams, oysters and mussels, is actually dropping because of pollution.

"Most of the growth in the demand for fish will have to be picked up by aquaculture," Morehouse said. "The natural fisheries cannot take more harvesting without injury to the resource. Two-thirds of the seafood consumed in the U.S. is sold within 500 miles of New York City, and that is where I expect the demand for the quality fish that aquaculture can supply will be — in the Northeast."

Morehouse predicted that in the early stages indoor aquaculturists will find themselves in a price competition with the natural fisheries, a belief confirmed by Cornell nutritionist Carole A. Bisogni. The associate professor in the Division of Nutritional Sciences conducted a shoppers' survey and found that the primary concern of potential fish-buyers is price.

Such consumer resistance is why Morehouse advises indoor aquaculturists to concentrate first on "niche markets," in

which smaller quantities of high-quality, fresh fish can command higher prices — compared to the "fish commodity" market with its much larger quantities and minimal profits.

All fish-farmers can take advantage of a wide range of Cornell's services and expertise in the field, said Timmons. Among them are disease diagnosis, fish-health management, guidance on feeding, valuation of species, cooking methods, quality control, processing, food safety in handling, cooperative formation, marketing and system operation.

Such help is available through the Cornell Aquaculture Program from the New York State College of Veterinary Medicine; departments of Natural Resources, Animal Science, Agricultural Economics, and Agricultural and Biological Engineering; Division of Nutritional Sciences; and Institute of Food Science.

The Cornell Aquaculture Program, under co-directors Timmons and William D. Youngs, a professor of natural resources, produces technical publications on fish farming and conducts workshops.

—Roger Segelken



Charles Harrington

Associate Professor Michael B. Timmons nets fish from an indoor aquaculture tank at the Harford Animal Science Teaching and Research Center for Carroll



Peter Morenus

Trosclair, a participant in a June 29 workshop. Trout, such as those shown by Timmons, will be the first product of a new fish-farming cooperative.



# CALENDAR

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

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.

Teaching, 7:30 to 8 p.m.; request dancing, 8 to 9:30 p.m., July 26 and Aug. 2, North Room, Willard Straight Hall.

Global Dancing, 7 to 9:30 p.m., Monday, July 29, cha-cha, in front of Willard Straight Hall.

### Israeli Folkdancing

Israeli folkdancing, Thursdays, 8:30 p.m., Edwards Room, Anabel Taylor 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.*

"Swimmers" will be on view through Aug. 18.

"American Clothing: Identity in Mass Culture, 1840-1990" has been extended through Sept. 1. Organized by Beate Ziegert, a faculty member in the College of Human Ecology, the exhibition includes pieces selected from the Cornell Costume Collection. The museum's education department will hold Articipation '91, focusing on the "American Clothing" exhibit, on July 27 from 11 a.m. to 3 p.m. at the museum. Articipation is free; children under 10 must be accompanied by an adult. The program features lace-making demonstrations and a workshop on pattern textiles. Participants are encouraged to bring T-shirts or other garments to work on.

### Hartell Gallery

"Sex, Lies and Visual Arts: An Exploration," Monday through Friday until July 31, 8:30 a.m. to 5:30 p.m. (closed Saturday and Sunday), Hartell Gallery, Sibley Dome. There will be an opening reception today, July 25, 6:30 to 8:30 p.m.

## FILMS

*Films listed 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 \$4.50 (\$4 for students). All films are held in Willard Straight Theatre except where noted.*

### Thursday, 7/25

"Burden of Dreams," shown with "Werner Herzog Eats His Shoe," featuring Werner Herzog and the Fitzcarraldo crew, Klaus Kinski, Mick Jagger and the Campa Indians of the Peruvian Amazon, 7:15 p.m.

"Fitzcarraldo," directed by Werner Herzog, with Klaus Kinski and Claudia Cardinale, 9:35 p.m.

### Friday, 7/26

"Raging Bull" (1980), directed by Martin Scorsese, with Robert DeNiro, Joe Pesci and Cathy Moriarty, 7:30 p.m.

"Manhunter," introduced by film critic Marcia Pally, directed by Michael Mann, with William Petersen, Kim Greist, Brian Cox and Tom Noonan, 10:05 p.m.

### Saturday, 7/27

"Fitzcarraldo," 7:30 p.m.  
"Spellbound" (1949), directed by Alfred Hitchcock, with Ingrid Bergman, Gregory Peck and Leo G. Carroll, 10:45 p.m.

### Sunday, 7/28

"Salaam Bombay!" directed by Mira Nair, with Shafik Syed and Raghurir Yadav, 9:20 p.m.

### Monday, 7/29

"Raging Bull," 7:25 p.m.  
"The Big Easy" (1986), directed by Jim McBride, with Dennis Quaid, Ellen Barkin and Ned Beatty, 10 p.m.

### Tuesday, 7/30

"Tong Tana" (1990), directed by Jan Roed, Fredrik von Kruenstjema, Bjorn Cederberg and Kristian Petri, 7:50 p.m.  
"The Silence of the Lambs," 9:45 p.m.

### Wednesday, 7/31

"Kagemusha" (1980), directed by Akira Kurosawa, with Tatsuya Nakadai and Tsutomu Yamazaki, 7 p.m.  
"The Big Easy," 10:05 p.m.

### Thursday, 8/1

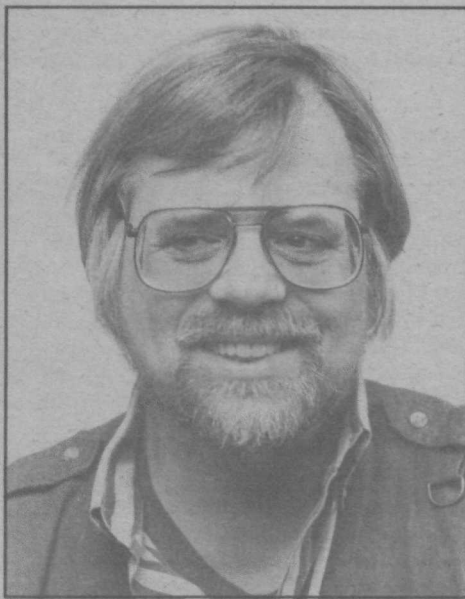
"Aelita, Queen of Mars," directed by Yajiv Oritazabiv, 7:30 p.m. David Borden, composer/performer will accompany the 1924 Soviet silent film.  
"The Silence of the Lambs," 10 p.m.

### Friday, 8/2

"Kagemusha," 7:25 p.m.  
"The Silence of the Lambs," 10:30 p.m.

### Saturday, 8/3

"Days of Heaven" (1978), directed by Terrence Malick, with Richard Gere, Sam Shepard, Brooke Adams and Linda Manz, 7:35 p.m.  
"The Silence of the Lambs," 9:50 p.m.



Jon Reis

Composer/performer David Borden will provide live synthesizer accompaniment for the world's first science-fiction feature film, "Aelita, Queen of Mars" (1924), Aug. 1 at 7:30 p.m.

## LECTURES

### Zen Buddhism

Lectures on the Sutra of the Third Patriarch will be given by Yoshin David Radin, a Zen Buddhist priest, July 25 and Aug. 1 at 6:30 p.m., Anabel Taylor Hall Chapel.

## MUSIC

### Summer Session Arts Performances

"Two O'Clock Jump," Hangar Theatre's Big Band Revue, July 25, 8:15 p.m., Alice Statler Auditorium, Statler Hall.



Maureen Gosling

Part of Cornell Cinema's Spiritual Explorers series, "Burden of Dreams" is a frightening documentary of the disaster-plagued shooting of Werner Herzog's "Fitzcarraldo" deep in the Amazonian jungle. "Burden of Dreams" will be shown tonight, July 25, at 7:15 p.m. in Willard Straight Theatre along with Les Blank's short film, "Werner Herzog Eats His Shoe."

The Tin Can Fantasy Factory, a children's improvisational theater touring troupe, Aug. 1, 7 p.m., Arts Quad.

### Summer Session Concert Series

Yoshio and Keiko Watanabe will perform a fortepiano and baroque violin concert on July 29 at 8:15 p.m. in Sage Chapel.

### Summer Session Outdoor Concerts

Peggy Haine and the Lowdown Alligator Jass Band will perform a concert, "Hot Stuff! Sweet Stuff!" on July 30 at 7 p.m. on the Arts Quad; Caribbean dance music — Rising Sign, Arts Quad, Aug. 2, 7 p.m. Rain location for all concerts will be held in Alumni Auditorium Kennedy Hall.

### Bound for Glory

Sadie Green Sales Ragtime Jugband will perform in three live sets on July 28 at 8:30, 9:30 and 10:30 p.m. in the Commons Coffeehouse in Anabel Taylor Hall. In August, Bound for Glory will feature albums from the studio. Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

## RELIGION

### Sage Chapel

Raquibu Zaman, the Dana Professor of International Business at Ithaca College, will deliver the sermon on July 28. Ralph Janis, director of Cornell Adult University, will deliver the sermon on Aug. 4. Service begins at 11 a.m. Music will be provided by the Sage Chapel Summer Choir under the direction of George Damp, organist.

### Catholic

Masses: Saturdays, 5 p.m., Sundays, 10 a.m., Anabel Taylor Auditorium. Daily masses 12:20 p.m.

### Christian Science

Testimony meetings on Thursdays at 8 p.m., Founders Room, Anabel Taylor Hall.

### Episcopal (Anglican)

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

### Friends (Quakers)

Sundays at 10:30 a.m., Hector Friends Meeting House, Perry City Road. Rides leave Anabel Taylor parking lot at 10 a.m. Call 255-4212 for information.

### Jewish

Morning Minyan at Young Israel, 106 West Ave. Call 272-5810.

Shabbat Services: Friday: Conservative/Egalitarian, 7:30 p.m., Founders Room, Anabel Taylor Hall; Orthodox, Young Israel (call 272-5810 for time). Saturday: Orthodox, 9:15 a.m., Edwards Room, Anabel Taylor Hall.

### Korean Church

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

### Muslim

Friday prayers, 1 p.m., Edwards Room, Anabel Taylor Hall.

### Seventh-Day Adventist

Worship, 9:30 a.m., Seventh Day Adventist Church, 1219 Trumansburg Road.

### Zen Buddhism

Zazen meditation every Tuesday at 6:45 p.m. and Thursday at 4:30 p.m. in Anabel Taylor Chapel.

## SEMINARS

### International Studies

Title to be announced, Richard O'Connor, Visiting Luce Fellow, University of the South, July 25, 12:15 p.m., G08 Uris Hall.

### Summer Session Great Books Seminar

Great books seminar, led by William J. Kennedy, professor of comparative literature, "Weathering Storms, Zora Neale Hurston's 'Their Eyes Were Watching God,'" will be held on Tuesday, July 30 at 12:30 p.m. (no food please) in 105 Rockefeller Hall.

### Summer Session Lecture Series

"Achieving Scientific Literacy for All Americans," Robert Hazen, research scientist, Geophysical Laboratory, Carnegie Institution of Washington, and co-author, "Science Matters: Achieving Scientific Literacy," July 31, 7:30 p.m., Alumni Auditorium, Kennedy Hall.

## MISC.

### Architectural Tours

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 given on Monday, July 29.

### Johnson Museum Tour

A tour of the galleries, "Reading Art, Speaking Art," will be given on Wednesday, July 31, at noon. Meet in the front lobby of the museum.

### Midday Performance

"Interactive Theater: A Resource for Training and Education," Janet Salmons-Rue, director, Theatre Arts Outreach Program, Aug. 1, noon, 104 Rockefeller Hall.

### Spacecraft Planetary Imaging Facility Tour

A tour of the Spacecraft Planetary Imaging Facility (SPIF) will be given on Wednesday, July 31, at 2 p.m. Meet in 317 Space Sciences Building.

### Supercomputer Tour

A tour of the national supercomputer facility will be given on Tuesday, July 30, at 2 p.m. Sign up with Donna Smith at 255-8614.

### Tai Chi Chuan

Monday, Wednesday and Friday sunrise classes will be held through Aug. 30 in the One World Room, Anabel Taylor Hall. To register, call 273-6679.



# CORNELL EMPLOYMENT NEWS

Including Job Opportunities

Volume 3, Number 28

July 25, 1991

## "Career Day" in Goldwin Smith Will Present Area Educational Programs

The Employee Education Committee of Cornell's Employee Assembly will host a "Career Day" program on Wednesday, August 7 from 11:00 a.m. to 2:00 p.m. in the Zeus Coffee Shop of Goldwin Smith Hall.

The purpose of this event is to provide information to Cornell employees about educational opportunities in Ithaca and the surrounding area. Staff from various program sites will be available to answer employee concerns and questions about workshops, training and non-credit courses offered at locations other than Cornell University. Staff from Cornell's Office of Human Resources, Office of Extramural Study, and Environmental Health will also be available to talk about related Cornell-sponsored programs.

Specific programs to be represented include TC-3 non-course workshops, BOCES Continuing Education Program, the Empire State College Program, Elmira College's Office of Continuing Education, Ithaca College's Office of Continuing Education, SUNY Cortland, and the Ithaca Women's Community Building.

This is an opportunity for all employees to meet new faces, learn about educational opportunities, and relax in the Zeus. We hope you will plan to spend some time at this event!



## Employee Assistance Program Available to Help with Family Issues Arising from Divorce

Couples who are divorcing face an array of challenges. Foremost is identifying and meeting the needs of their children. Therapists are often asked, "What should we tell the children?" and "When is the best time to talk to children about our separation and impending divorce?"

Every child has his or her own individual personality and special needs. We can, however, create a general list of what most children need.

The children need to be told what is happening. Their world is turned topsy-turvy, and they need an understanding of what is and what will occur. They should be told the truth in a carefully-timed and sensitive way.

Children need help in preparing for their own emotional reactions. They need as much security as they can get. Adults must minimize the changes and must be there to comfort and reassure the children. Grandparents and other trusted adults may be called on to provide support and comfort to the children at this

difficult time. Consistency, concern and sensitivity are crucial.

Children need parents to deal with the divorce and with each other in as respectful, dignified and mature a way as possible. If they see their parents dealing with each other in a constructive way, they can express their feelings without worrying or trying to take care of parents' feelings.

Of course, approaches parents use must be varied and suited to the individual needs of the children. Counselors at the EAP welcome the opportunity to meet with parents, and at times, with children, to help the family identify and respond to the needs of all members when separation and/or divorce is imminent. For help in dealing with any personal issues, please call 273-1129.

(Submitted by EAP staff, some material adapted from *Helping Children of Divorce* by J. Swihart & S. Brigham, 1982)



## A Few Reminders . . .

### • Attention All Employees: Is Your Campus Address Correct?

**If not, it's your responsibility to report your new address**

If your campus address is not correct, please take the time to send the correct address along with the former address and your social security number to Records Administration, 130 Day Hall.

### • For All Participants in the Select Benefits Program: Select Benefits Claim 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.

08/02	09/13	10/25	12/06
08/16	09/27	11/08	*12/18
*08/29	10/11	*11/21	

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

### • Select Benefits Medical Reimbursement Account Participants On Leave Without Salary

If you are going on a leave without salary, you need to be aware of how this change in status affects your Select Benefits Medical Reimbursement Account:

- 1) Medical expenses incurred prior to your date of leave may be submitted for reimbursement through the end of the plan year.
- 2) Medical expenses incurred while you are on leave may be submitted for reimbursement under a medical reimbursement account **if you continue to participate in the Select Benefits program by making after-tax contributions.** (If you wish to do this, please contact one of the Benefits staff members listed below). This means that if you do not elect to make after-tax contributions, expenses incurred during the period of your leave are not eligible under the Select Benefits plan.
- 3) If your leave ends and you return to work at Cornell during 1991, your medical care account contributions will automatically begin again at the same amount you were contributing prior to your leave. Under IRS regulations, you can only enroll in a Select Benefits account once each calendar year.

Endowed employees should call Donna Bugliari (255-6886) or Pat Cooke (255-6885) if you have any questions or need additional information. Statutory Employees can contact Midge Kelsey at 255-4455.

### • Labor Day and Thanksgiving Holiday Schedules

Holiday	Day(s) of Observance
Labor Day	Monday, September 2, 1991
Thanksgiving	Thursday, November 28, 1991 Friday, November 29, 1991

For the past few years, nonacademic units that provide services to the general public, students, faculty and/or other staff have been required to remain open on workdays immediately preceding and following a holiday period.

If you have any questions concerning these holidays, please contact Staff Relations and Development at 255-7206.



# JOB OPPORTUNITIES

THE UNIVERSITY, IN RESPONSE TO THE NEW YORK STATE BUDGET REDUCTIONS, is recruiting only for those vacant positions considered to be essential to the operation of the university. We continue to encourage, accept, and refer applications from Cornell employees and from external applicants for these positions unless noted otherwise in the individual listing. When qualified laid off employees are available for a particular vacancy, they will be given first consideration for that position.

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 equal-opportunity, affirmative-action educator and 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.

### Assistant Dean for Public Affairs (PA7402) HRIII School of Hotel Administration-Endowed

Posting Date: 7/18/91

Under the direction of the Dean, plan, identify strategies, implement and lead the school's development and alumni affairs operations. Serve as liaison with the university's public affairs staff. Plan the school's campaign objectives within the university's campaign framework. Enlist, organize, and manage volunteers.

**Requirements:** Bachelor's required. 7-10 years development experience or related administrative experience at college or university level. Excellent communications and writing skills required. Send cover letter and resume to Cynthia Smithbower.

### Associate Director, Major Gifts (PA7405) HRIII University Development/Public Affairs-Endowed

Posting Date: 7/18/91

As a member of a professional team of development officers responsible for assisting the Director with the management, coordination and execution of major gift fund raising initiatives. These initiatives are oriented toward individuals who have the capacity to give \$1 million or more. Cornell's major gift fund raising is concerned with the prospective giver's relationship with the University and the solicitation of major gifts.

**Requirements:** Bachelor's required. Minimum of 3 years experience in capital fund raising, institutional advancement in higher education, or professional volunteer management. Demonstrated sensitivity to human relations and ability to work with volunteers at the highest levels. Strong management and writing skills necessary. Send cover letter and resume to Cynthia Smithbower.

### Director of Development (PA7401) HRIII School of Hotel Administration-Endowed

Posting Date: 7/18/91

Manages the day to day operation of the Hotel School Development office and is the principal liaison between the School, and the Central Development staff.

**Requirements:** Bachelor's required, advanced degree preferred. 5 years of broad-based fund-raising and marketing activities. Experience in working with and developing volunteer committees. An exceptionally high level of maturity and judgment. Excellent communication skills. Intimate knowledge of school, hotel and hospitality industry. Send cover letter and resume to Cynthia Smithbower.

### Network Support Programmer (PT7405) Level 36 CIT/Network Resources-Endowed

Posting Date: 7/18/91

Provide technical expertise to engineer, analyze and design network support software, assist in high level network problem diagnosis and other operational support needs of the Network Management Center, its campus clients and its peer national and international organizations.

**Requirements:** Bachelor's or equivalent with appropriate coursework in related field. 5-7 years experience with data communications networks and network software with an emphasis on TCP/IP and UNIX environments is required. Send cover letter and resume to Sam Weeks.

### Project Leader I (PT7502) Level 35 CIT/IR-Endowed

Posting Date: 7/25/91

Oversee a computer user area and insure that the system is performing to specifications. Organize, schedule and supervise work flow of programmers. Maintain close communication with various user offices. Coordinate with user offices so that their needs are met economically and efficiently. Investigate and evaluate outside software systems to determine the best way of integrating large subsystems into the current production system.

**Requirements:** Bachelor's or equivalent combination of education and experience. 3-5 years of relevant experience with extensive computer and systems work including design of major systems necessary. A thorough technical knowledge of COBOL, PL/I, IMS, ADABAS, Natural and Cornell operating systems required. Send cover letter and resume to Sam Weeks.

### Applications Programmer/Analyst III (PT7302) Level 34 Library Technology-Endowed

Posting Date: 7/11/91

Analyze, design, develop, modify, maintain, and document complex applications for interactive administrative systems, database management systems, machine architecture, system utility programs. Diagnose software problems in production system and make repairs. Write production procedures, JCL and user manuals.

**Requirements:** Bachelor's or equivalent with computer related courses. 3-5 years related experience. Knowledge of applications for interactive administrative systems, database management systems, machine architecture, and system utility programs. Knowledge of VM/CMS, PL/I, CICS, BAL, SAS, and MVS JCL. Good interpersonal and communication skills. Send cover letter and resume to Sam Weeks.

### Applications Programmer/Analyst II (PT7408) Level 33 Alumni Systems and Gift Services-Endowed

Posting Date: 7/18/91

Design, develop, modify, maintain and document straight forward applications software in support of a major administrative system. Analyze functional and performance requirements and develop software to increase usability and efficiency. Diagnose problems in production system software and make emergency repairs. Write production procedure, JCL, and user manuals. Assist users.

**Requirements:** Bachelor's or equivalent with computer related courses. 2-3 years related experience. Knowledge of applications for interactive and batch administrative systems; database management systems; machine architecture; systems utility programs; and VM/CMS. Knowledge of at least 2 languages: PL/I, Natural, COBOL. Send cover letter and resume to Sam Weeks.

### Technical Consultant II (PT7307) Level 33 Information Technologies-Endowed

Posting Date: 7/11/91

Provide direct support to the CU community via the CIT Service HelpDesk. Provide general information on both technical and policy/procedural aspects of information technologies. Consult with students, staff and faculty users of CIT systems and services regarding a broad range of hardware systems, software applications and support services.

**Requirements:** Bachelor's or equivalent. Coursework in business, computer science, education or social sciences with application of information technologies preferred. 2-3 years of computing service delivery (consulting, instruction or related client support services). Demonstrated general knowledge of CIT supported hardware (IBM 4381, VAX, Macintosh, IBM-PC and a variety of peripherals), software (wordprocessing, DBMS, communications, spreadsheets, programming languages). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

### Systems Programmer/Analyst II (PT7105) Level 33 Materials Science Center-Endowed

Posting Date: 6/20/91

Develop and maintain the Material Science Center (MSC) computer systems and software in support of the research programs of MSC

through a multi-user computing facility. Provide general administrative and technical support for student users. Provide major consulting assistance to a growing user community. Assess, develop, maintain and document software utilities and libraries. Maintain hardware and software. Perform disk backups.

**Requirements:** Bachelor's or equivalent in physical sciences, engineering or computer science. Ability to create and maintain complex software systems. Experience in FORTRAN, C, and UNIX. Send cover letter and resume to Sam Weeks.

### Applications Programmer/Analyst I (PT7301) Level 32 Law-Endowed

Posting Date: 7/11/91

Develop, modify, and maintain programs for administrative database management on a Novell-based, IBM-PC LAN. Provide documentation, training, and consulting support for faculty, staff and student users of these systems.

**Requirements:** Bachelor's in computer-related field or equivalent combination of education and experience. Knowledge of personal computers and experience with local area networks preferred. Proven computer programming experiences in database applications required. Experience in dattalex DBMS language a plus. Experience with Paradox 3.x, the PAL programming language, or the Paradox C engine preferred. Strong communication and interpersonal skills required. Send cover letter and resume to Sam Weeks.

### Assistant Director, Cornell Fund (PA7503, PA7504) HRII University Development/Public Affairs-Endowed

Posting Date: 7/25/91

Assist the Director of the Cornell Fund in the development of programs with emphasis on reunion Class Campaigns. Assist with planning, development and implementation of efforts to obtain support from private sources. Organize meetings, reporting systems, personal solicitation committees and special events. Work with Trustees, Council Members and corporate leaders to organize effective annual appeals. Plan and supervise direct mail solicitation. Some travel will be required.

**Requirements:** Bachelor's or equivalent is required. Experience with volunteers and fund-raising desired. Ability to communicate persuasively both orally and in writing. Good organizational ability is necessary. Send cover letter and resume to Cynthia Smithbower.

### Assistant Budget Manager (PA7404) HRII Financial Planning and Budget Management-Endowed

Posting Date: 7/18/91

Under the direction of the Budget Manager, implement and monitor the highly complex annual operating budget for all fund types, except for grants and contracts. Provide analytical and technical support for the Budget Manager in design and implementation of the University's Endowed Division's general purpose budget model.

**Requirements:** Bachelor's with 5 or more years of experience; or Master's with less experience. Experience in budgeting at a university/corporate level; detailed knowledge of spreadsheets. Send cover letter and resume to Cynthia Smithbower.

### Health Associate III (PA7403) HRII University Health Services-Endowed

Posting Date: 7/18/91

Using Health Associate-Physician approved guidelines, provide primary health care to university students, faculty and staff members. Emphasis is placed on continuity of care, health education, health maintenance and preventative care. This is an 11 month position.

**Requirements:** NYS RN/PA license and graduate of an accredited NP/PA program required. Experience and professional certification preferred. Send cover letter and resume to Cynthia Smithbower.

### Senior Training Associate (PA7506) HRII Human Resources-Endowed

Posting Date: 7/25/91

Assist with the design, planning, development, implementation, and evaluation of a wide range of seminars, workshops and in-unit programming. These would include management, supervisory, human relations (multi-cultural), and other career and personal development programs. Assist in identifying training needs. Provide consulting and instructional services to staff and faculty.

**Requirements:** Bachelor's in Human Resources Management or equivalent required. Master's degree preferred. 3-5 years experience in related field. Knowledge and skills in training including needs assessment, program design, implementation, and presentation. Excellent communication and organizational skills. Basic knowledge and skill to using packaged computer programs. Send cover letter and resume to Cynthia Smithbower.

### Senior Science Editor (PC7509) HRII News Service/University Relations-Endowed

Posting Date: 7/25/91

To cover Cornell science, assisted by two other science writers, with the aim of gaining mass-media publicity and informing internal audiences. To edit all News Service Science writing.

**Requirements:** Bachelor's required, Master's preferred. Demonstrated excellence in writing lucidly about science and editing the writing of others. Well-established contacts in science writing profession. Combination of education and experience in science and journalism to suggest ability to relate to world-renowned researchers and make their work accessible to press and public. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

### Research Support Specialist I (PT7506) HRII Division of Nutritional Sciences-Statutory

Posting Date: 7/25/91

Manage a nutritional research rat lab. Design and manage projects. Supervise, organize and maintain a breeding colony of 400 rats. Hire, train and supervise 8-12 undergrads. Oversee management of large computer database. Make decisions concerning daily management and supervision of experiments and data collection.

**Requirements:** Bachelor's or equivalent (MS desired). Strong biological or psychological background. 1-3 years relevant experience with solid experimental lab animal work. Strong and extensive supervisory and organizational experience. Send cover letter and resume to Sam Weeks.

### Financial Aid Counselor (PA7505) HRII Financial Aid/Student Employment-Endowed

Posting Date: 7/25/91

Advise and counsel students and families concerning financial aid including providing information on applications, financial aid policies and programs as well as alternate means of financing. Perform needs analysis.

**Requirements:** Bachelor's or equivalent. Minimum 2 years related experience in financial aid, education, administration or student services. Ability to communicate and to work effectively and cooperatively with a large staff. Send cover letter and resume to Cynthia Smithbower.

### Assistant Manager Front Office (PA7406) HRII Stattler Hotel-Endowed

Posting Date: 7/18/91

Under supervision of the Director of Rooms Division, coordinates and participates in Front Desk, and telephone operations to achieve the highest quality service possible to the guests. Hours flexible; night and weekends.

**Requirements:** Bachelor's in hotel administration preferred or a minimum of 2 years related experience required. Excellent interpersonal and communication skills; must demonstrate leadership skills. Send cover letter and resume to Cynthia Smithbower.

### Executive Staff Assistant (PC7303) HRII Vice President for Academic Programs and Campus Affairs-Endowed

Posting Date: 7/11/91

Responsible for overseeing the administration, development and implementation of the programs of the Public Service Center, with particular emphasis on supporting student initiated projects. Function as primary contact person for Cornell community and greater

community for public service information and opportunities.

**Requirements:** Bachelor's or equivalent experience. Excellent verbal, interpersonal, writing and organizational skills. Grant writing skills highly desirable. Ability to work independently, and as part of a team. Computer skills, preferably Macintosh. Knowledge of Cornell helpful. Experience in program development and community service required. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.

### Managing Editor (PC7318) HRII ILR Press-Statutory

Posting Date: 7/11/91

Edit or supervise editing and proofreading of 10-12 books/year, maintaining the Press's editorial standards. Responsible for seeing manuscripts through typesetting and printing processes, adhering to schedules, establishing specifications for finished books and working with free lance designers. Establish new contacts with printers, etc. Evaluate and develop manuscripts. Write promotion copy, edit brochures and other promotional copy, actively participate in promotional planning and marketing campaigns.

**Requirements:** Bachelor's degree. Minimum of 3 years publishing experience. Working knowledge of industrial and labor relations or related field helpful. Strong editorial, interpersonal and organizational skills required. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.

### Research Support Specialist (PT6607) HRII Soil, Crop and Atmospheric Sciences-Statutory

Posting Date: 5/16/91

To provide technical support for the research program in low temperature biology, with primary responsibility for a) the isolation, purification and analysis of membrane lipids and b) studies related to the cryopreservation of both plant and insect germplasm. In addition, the individual will oversee and manage the day to day operations of the low temperature biology laboratories including the operation and maintenance of sophisticated analytical instruments and procurement of materials and supplies.

**Requirements:** Bachelor's or Master's in biochemistry or chemistry. Experience in the operation and maintenance of gas chromatograph/mass spectrometer, HPLC equipment and ultracentrifuges. A minimum of 5 years laboratory experience with a background in either plant or insect physiology/biochemistry. Send cover letter and resume to Sam Weeks.

### Applications Programmer II (PT7414) HRII Finance & Business Service-Statutory

Posting Date: 7/18/91

Working as a project team member, develop, install, maintain, document and modify administrative systems software. Assist in insuring efficient and effective use of computer resources. Diagnose problems in production system software and make repairs. Participate in user committees. Train staff. Write production procedure, JCL, and user manuals.

**Requirements:** Bachelor's or equivalent with computer related courses. 2-3 years related experience. Knowledge of at least two languages (PL/I, Natural, COBOL); machine architecture; production procedures; and system utility programs desirable. Strong written and oral communications; and ability to deal with people effectively and tactfully. Send cover letter and resume to Sam Weeks.

### Research Support Specialist II (PT7508) HRII Agricultural & Biological Engineering-Statutory

Posting Date: 7/25/91

Conduct experiments with methane oxidizing bacteria used to treat wastes (both conventional and hazardous). Maintain lab equipment. Perform and document experiments; and provide analysis. Monitor, maintain and analyze biochemical reactors. Use and maintain gas chromatograph. Maintain computer database and do analysis, summaries and modeling. Prepare reports. Train personnel.

**Requirements:** Bachelor's or equivalent, Master's preferred. 2-3 years relevant experience. At least one year in agricultural engineering research lab. Ability to handle toxic organics. Send cover letter and resume to Sam Weeks.

### Editor I (PC7516) HRII Agricultural & Biological Engineering-Statutory

Posting Date: 7/25/91

Edit manuscripts for engineering related Cooperative Extension bulletins; write news releases; design bulletins using Macintosh desktop publishing; prepare mechanicals for delivery to the printer; supervise students.

**Requirements:** Bachelor's emphasizing technical writing and editing for a general audience. Coursework in agriculture or the environment desirable. 1-2 years related experience desirable. Ability to edit technical publications for a general audience, proof manuscripts and draft designs, and computer literacy. Experience in publication design is desirable. Regular full-time position, 2 year appointment. Send cover letter, college transcript, writing sample if available, three references, and salary requirements to Esther Smith, EAST HILL PLAZA.

## BOYCE THOMPSON INSTITUTE

### Research Assistant Available Immediately

Salary: Commensurate with experience.

Assist in studying gene expression in insect cells in a molecular biology laboratory (Dr. Gary Blissard). Includes cloning and sequencing, maintenance of insect cell cultures, and some media and reagent preparation. Experience with recombinant DNA techniques desirable.

**Requirements:** Bachelor's or Master's in microbiology, biochemistry, or related field with laboratory experience. Contact Anne Zientek, 254-1239.

### Research Assistant Available July 8, 1991

Salary: Commensurate with experience, minimum \$13,100. Assist in conducting research in a fungal molecular biology laboratory. The research project is primarily concerned with gene manipulation. Techniques used will include plasmid construction, fungal DNA isolation and transformation, and gene identification strategies such as isolation of mRNA, Southern analysis, and sequencing of DNA. Position will end March 1, 1992.

**Requirements:** Bachelor's Degree in Biology or related field, previous training and experience in a biochemistry, microbiology or cytology laboratory would be helpful. Contact Anne Zientek, 254-1239.

## CORNELL ALUMNI NEWS

### Publication Designer

Free-lance publication designer to assist art director with magazine and book layout and page make-up. 30 hours/week; 4-6 months starting August '91. Applicants must meet the following requirements: 1) 2-3 years related job experience. 2) 2-3 years PageMaker experience on the Macintosh. 3) Design degree, strong typographic and organizational skills. 4) Portfolio. Applicants should also be able to work on a deadline; work closely with writers and editors in conceiving stories; have knowledge of 4-color and black and white offset printing procedures; have experience editing and researching photographs, and working with photographers and free-lance illustrators. Send resume and cover letter to: Stefanie Lehman, Cornell Alumni News, 55 Brown Road, Ithaca, NY 14850.

## CASUAL-TEMPORARY

### Technical Consultant I (PT7306) Level 32 CIT-Endowed

Provide support for faculty, staff, students, and potential users by delivering technical information of five supported platforms (IBM-PC, IBM mainframe, Macintosh VAX mainframe, and telecommunications). Resolve problems concerning the technical aspects of a diverse set of hardware and software applications. Direct clients to services within Cornell Information Technologies and facilitate back line consulting services. Provide support via service on the Helpdesk, group and individual contacts, etc.

**Requirements:** Bachelor's or equivalent. Course work in computer science, business, education preferred. 1-3 years of computing service delivery (consulting, instruction, or related client support services). Outstanding oral and written communication skills. 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.

### Animal Technician, GR18 (T7401) Laboratory Animal Services-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 7/18/91

Provide routine care (feed, water and clean) and monitor research animals. Follow strict protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain animal records. Assist vets in treating and vaccinating animals. Take lab animal care courses. Some weekend and holiday hours required.

**Requirements:** High School diploma or equivalent. AAS in animal science desired. Assistant Animal-Technician Certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks.

### Animal Technician, GR19 (T7404) Clinical Sciences-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 7/18/91

Provide technical support for hepatitis research project using the woodchuck as the animal model. Duties include blood collection; animal handling and restraint; inventory and harvesting of serum; assistance in surgery and necropsy; operation of basic anesthesia equipment and performance of general lab tasks.

**Requirements:** Associate's with emphasis in Animal Husbandry. Minimum 2 years lab animal experience. Wild animal handling experience. Valid NYS driver's license. Ability to restrain, examine and bleed small animals. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

### Assistant Farm Manager, GR19 (T7402) Avian and Aquatic Animal Medicine-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 7/18/91

Assist farm manager in maintenance of all aspects of the poultry research program. Serve as back-up supervisor. Help feed and care for experimental animals. Help devise breeding schedules; monitor flock genetic purity and health; and record egg production, hatch and mortality data. Repair and maintain lab equipment and vehicles.

**Requirements:** High School diploma or equivalent. AAS degree preferred. 1 year experience with poultry production. Send cover letter and resume to Sam Weeks.

### Technician, GR19 (T7204) Psychology-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 6/27/91

Collect and analyze data from children at elementary area schools and preschools. Perform library and paper work. Prepare research reports. Position until 1/31/92.

**Requirements:** Associate's in Psychology or equivalent. 1-2 years related experience. NYS driver's license and ability to drive research van. Knowledge of computers. Comfortable around children. Good math skills. Send cover letter and resume to Sam Weeks.

### Technician, GR19 (T7206) Veterinary Pathology-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 6/27/91

Provide technical support for activities in a flow cytometry lab including cell cultures and protein and nucleic acid analysis. Perform experiments on the effect of oncogenes and chromosomal alterations on cell differentiation. Order supplies, maintain lab order, keep records and perform library searches.

**Requirements:** Associate's in a biological or physical science or equivalent. Minimum 1 year related lab experience. Interest and ability learning new techniques. Send cover letter and resume to Sam Weeks.

### Technician, GR20 (T6904) Biochemistry, Molecular and Cell Biology-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 6/6/91 - repost

Provide technical assistance in rice cell culture work. Prepare growth media, grow rice calli, prepare suspension cultures and prepare protoplasts. Assist in research on transformation of protoplasts; take care of calli and plants; and perform biochemical analysis of plant tissues. Order supplies and chemicals; supervise several undergrad students.

**Requirements:** Bachelor's in biology, a related field, or equivalent. 1-2 years related experience. Familiar with general methods in biochemistry and microbiology. Extensive lab experience in animal or plant cell culture. Send cover letter and resume to Sam Weeks.

### Technician, GR20 (T6608) Soil, Crop and Atmospheric Sciences-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 5/16/91

Assist in research on cryopreservation/vitrification of Drosophila embryos. Conduct studies and experiments on the procedures and assessment of post-thaw egg viability; conditions required for larvae development; identification of abnormal morphology; and genetic stability. Maintain colonies and population cages, collect eggs, and prepare media. Prepare eggs for cryopreservation including dechoriation and permeabilization.

**Requirements:** Bachelor's or equivalent in entomology. 1-2 years related experience including vitro culture of insects. Demonstrated initiative and decision making abilities. Send cover letter and resume to Sam Weeks.



**Technician, GR20 (T7305)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/11/91**  
 Review submission forms for completeness and appropriateness, label and prepare specimen submissions for testing. Perform preliminary data input to lab computer. Assist Medical Records department with result data input. Resolve submission problems. Assist development and distribution of information regarding correct specimen collection and gaining procedures to assure clients receive useful test results. Provide back-up to Serum Splitter, Export Technician and Referral Technician. Open, sort, and distribute mail.  
**Requirements:** Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health technician preferred. 1-2 years related experience in a veterinary practice or large animal health facility helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T7507)**  
**Entomology-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/25/91**  
 Provide technical support for greenhouse crop, insect pest management research. This includes lab/greenhouse studies on biology and control of various pests and their natural enemies. Assist in experimental design, data collection and analysis. Organize and coordinate plant activities including insect and plant production for experiments. Train and supervise technical staff.  
**Requirements:** Bachelor's in a biological science or equivalent. Coursework in entomology, horticulture and statistics. 1-2 years related experience in greenhouse crop production, horticulture, entomology and/or statistics. Familiarity with integrated pest management principles including biological control. Good organizational skills. Willingness to work with pesticides. Valid NYS Side Applicator's Certificate and NYS driver's license. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7501)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/25/91**  
 Perform biochemical and serological procedures for the special study of Mycoplasma isolation from clinical samples. Identify pathogenic strains of E. coli using pre-established DNA probe techniques. Plate mycobacterial DNA for development of a rapid Johns test. Maintain the lab. Keep records and provide reports. Prepare reagents and media.  
**Requirements:** Bachelor's in microbiology with a molecular biology degree or equivalent. Minimum 3 years relevant experience. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7505)**  
**Center for Advanced Imaging Technology-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/25/91**  
 Provide technical assistance in the daily operation and maintenance of the Center for Advanced Imaging Technology. Train and assist faculty, staff, students and visitors as needed. Teach and assist with scanning and electron microscope diagnostic activities; general instrument preparation; chemical fixation; ultramicrotomy; critical point drying; metal coating techniques; immunoelectron microscopy and autoradiographic studies; operation of the microscopes and accessory instruments; and preparation and production of micrographs and micrographs. Prepare reagents. Assist in maintaining accounts receivable and payable.  
**Requirements:** Bachelor's or equivalent in biological or physical sciences with technical/vocational degree in electron microscopy. 2 years relevant experience. Demonstrated ability and knowledge using electron microscope and to produce high quality photographs. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7412, T7413)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/18/91**  
 Perform microbiological and immunological tests on specimens as requested by clinicians or as indicated by case histories to aid in the diagnosis of infections in animals and humans. Certify animals for release as required by international regulations.  
**Requirements:** Bachelor's or equivalent in clinical microbiology, VET or MLT license desirable. Basic lab skills with emphasis on clinical microbiology and some immunology. Minimum of 1 year experience in a clinical lab performing diagnostic procedures in bacteriology and immunology. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7411)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/18/91**  
 Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, complement fixation, and hemagglutination-inhibition. Perform virus isolation and fluorescent antibody procedures on clinical specimens. Prepare buffers, media and other reagents.  
**Requirements:** Bachelor's or equivalent in microbiology, biology or related field. 2 years work experience in virology and tissue culture. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7410)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/18/91**  
 Perform viral and chlamydial isolation procedures on clinical specimens. Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, and hemagglutination-inhibition. Perform fluorescent antibody procedures, tissue culture, reagent preparation.  
**Requirements:** Bachelor's or equivalent in microbiology or biology related field. 2 years work experience. Good sterile and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7103)**  
**Primary Pathology-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 6/20/91**  
 Prepare high quality microscope slides for both diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures on rotating basis. Assist in development of contemporary histopathology procedures within the laboratory.  
**Requirements:** Bachelor's or equivalent with experience and coursework in histopathological techniques. HT (ASCP) certification or eligibility desired. 2-3 years experience as histology technician in a hospital or research laboratory desired. Experience in use of special staining techniques and immunoperoxidase technique desired. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7104)**  
**Division of Nutritional Sciences-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 6/20/91**  
 Assume complete and independent responsibility for the following: 1) anesthetization and surgery, precise surgical implant manipulation, excision and postoperative care of rats. 2) Perform experiments with rats including behavioral observations and data collection. 3) Maintain a breeding colony. 4) Supervise and train undergrads conducting research. 5) Perform statistical analysis and maintain computerized databases. 6) Perform library research.  
**Requirements:** Bachelor's or equivalent with background in biology and chemistry. Minimum of 2-3 years related experience. Computer experience required. Work in animal lab with supervisory experience highly desirable. Send cover letter and resume to Sam Weeks.

**Computer Operator, GR21 (T7309)**  
**CR-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/11/91**  
 Operate large scale computer systems and associated peripheral equipment. Monitor data communications network. Consult with computer customer engineers and department support staff.  
**Requirements:** Associate's or equivalent combination of education and experience in large data processing facilities. Computer operating experience with a minimum of 3 years related data communications experience helpful. Knowledge of computer hardware, software operating systems, and programming languages. Send cover letter and resume to Sam Weeks.

**Network Management Center Technician, GR22 (T7406)**  
**Network Resources-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 7/18/91**  
 Provide the technical expertise necessary to diagnose data communications problems and to support other technical and operational functions of the Network Management Center, its campus clients and their connections to external networks. Assemble and/or install variety of communications cables and equipment.  
**Requirements:** AAS or equivalent with 1-3 years related experience. An understanding of data communications networks and a working environment (especially TCP/IP) helpful. Strong interpersonal skills desirable. Send cover letter and resume to Sam Weeks.

**Computer Electronic Technician, GR22 (T7303)**  
**Human Ecology Administration-Statutory**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 7/11/91**  
 Provide microcomputer technical support for the College of Human Ecology. Provide support for IBM and Macintosh hardware and software such as DOS, WordPerfect, Lotus 123, WordPerfect, Excel. Provide data recovery services using utilities such as PC Tools and Mace. Install and trouble shoot IBM compatible and Macintosh hardware and related peripherals. Provide user assistance with large LAN.

**Requirements:** Bachelor's or equivalent. Minimum of 2 years related experience. Knowledge of IBM compatible, Macintosh hardware and a wide variety of peripherals. Knowledge of word processing, spreadsheet, database, communication and utility software. Experience with LAN helpful. Excellent interpersonal skills required. Send cover letter and resume to Sam Weeks.

## Technical Part-Time

**Technician, GR21 (T7108)**  
**Floriculture and Ornamental Horticulture-Statutory**  
**Minimum full-time equivalent: \$615.42**  
**Posting Date: 6/20/91**  
 Serve as assistant in the Turfgrass Water Quality Program doing basic and applied research on the fate of fertilizers and pesticides applied to golf turf. Assist in the design, organize and carry out experiments. Collect and statistically analyze data. Establish, maintain and treat test plots. Analyze plant, soil and seachate samples. Maintain supply inventory.  
**Requirements:** Bachelor's in turfgrass science, desired, agricultural science acceptable. At least 1-3 years experience in turfgrass management and the associated specialized equipment. Computer and statistical analysis competency. Familiarity with isotopic nitrogen analysis by mass spectrometry. Ability to operate basic lab and field equipment. NYS driver's license and pesticide application certificate required. Send cover letter and resume to Sam Weeks.

## Technical Temporary

**Technician (T7110)**  
**Entomology/Schwardt Lab-Statutory**  
**Hiring Rate: \$6.25**  
**Posting Date: 6/20/91**  
 Assist in the study of Lime disease. Collect ticks, work with colonies of ticks and rodents. Perform lab studies.  
**Requirements:** Some lab work, data collection, record keeping and experience with research animals. Must be able to work independently, keep good records. Must have own car and valid NYS driver's license. Send cover letter and resume to Sam Weeks.

**Technician (T7111)**  
**Entomology/Schwardt Lab-Statutory**  
**Hiring Rate: \$5/95**  
**Posting Date: 6/20/91**  
 Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible.  
**Requirements:** Some entomological coursework, training and experience very helpful. Some lab work, record keeping and experience with research animals. Must have own car and valid NYS driver's license. 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 EAST HILL PLAZA office. If you are currently available for employment, you may want to contact temporary opportunities at the University. Please contact Karen Raponi at 255-2192 for details.

**Searcher, GR18 (C7327,C7328)**  
**Acquisitions-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/11/91**  
 Search monograph orders and book for the library system using local/national databases and trade biographies. Create preliminary bibliographic records for order and books in the NOTIS database using RLIN and other bibliographic sources following establish standard and guidelines; other duties assigned by supervisor.  
**Requirements:** High School diploma or equivalent required. Some college coursework preferred. Two years of progressively responsible technical services experience. Additional education may be substituted for experience. Knowledge of one or more Western European languages. Good organizational, interpersonal, and communication skills. Ability to use microcomputer systems for creation of bibliographic records, searching updating. Send cover letter and resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Accounts Assistant, GR18 (C7413)**  
**Controller's/Accounting-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/18/91**  
 Assist voucher auditor with approving accounts payable and travel documents for payments. Resolve problems with vouchers which do not adhere to accepted University regulations and guidelines. Responsible for accurate inputting of daily receipts and commitments.  
**Requirements:** High School diploma or equivalent. College coursework and data entry experience desirable. 1-2 years related experience with CU accounting procedures preferred. Able to work with a variety of individuals. Good logic, accuracy and communication skills necessary. Must be able to handle large volume workload with constant deadlines. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, EAST HILL PLAZA.

**Receptionist/Accounts Assistant, GR18 (C7409)**  
**Travel Office-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/18/91**  
 Answer telephones, distribute messages, and prepare airline tickets for distribution 5 days a week; prepare ARC report on weekly basis, including returns, commission checks, and debit memos, reconcile Diners Club statement and make appropriate copies for accounting, process routine bills and statements.  
**Requirements:** High School diploma or equivalent. Travel and Tourism Course preferred. 1 year related airline or travel agency experience preferred. Working ability on IBM computer. Knowledge of CU Accounting system preferred. Light typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Benefits Assistant/Receptionist, GR18 (C7412)**  
**Employee Benefits-Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/18/91**  
 Answer telephones and provide a wide range of support services to Employee Benefits division of OHR with emphasis on maintaining effective public relations and accurate dissemination of information relative to employee benefits. Under the general supervision of the Administrative Aide.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. Customer service experience helpful. 1-2 years related experience. Excellent "people" communication, and organizational skills. Excellent telephone techniques. Light typing. Send cover letter and resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Senior Interlibrary Services Assistant, GR18 (C7518)**  
**Access Services/Olin Library-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
 Search local and national databases to verify, identify, and locate requested materials. Responsible for preparing materials for photocopying including locating articles and verifying bibliographic information when an article is not found as cited. Fax materials. Responsible for maintaining photocopy files, compiling statistics and paging materials from special collections for loan approval.  
**Requirements:** High School diploma required. Some college coursework preferred. 1-2 years related experience. Ability to work with foreign languages. Organizational ability and the aptitude for detailed work. Experience with keyboards and microcomputers. Ability to work under pressure while maintaining accuracy. Good interpersonal skills. Experience in an academic library desirable. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Secretary, GR18 (C7517)**  
**Cornell Cooperative Extension-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
 Main receptionist for 8 professionals and 3 office professionals. Direct responsibility for 2 professionals. Handle travel, appointment scheduling; maintain calendars; arrange conferences and meetings; organize files and incoming mail; other duties as assigned.  
**Requirements:** High School diploma or equivalent, secretarial school desirable. Minimum two years related experience. Knowledge of IBM PC using word perfect. Excellent organizational and

interpersonal and communication (written and oral) skills. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employee should send an employee transfer application.

**Office Assistant, GR18 (C7504)**  
**Financial Aid/Student Employment-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
 Assist in the processing of on-campus and off-campus employment programs to include College Work Study (CWS), Non-college Work Study (NWS), Summer Job Network (SJN), ShortShot Program (SSP). Provide communication to the public (especially employers) in reference to these programs. Provide back-up when necessary at the telephones and front desk area. Assist the administrative staff for these programs as needed.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Good organizational and typing skills. Able to interact with public and a large staff. Work accurately during highly stressful peak times. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should send an employee transfer application.

**Secretary, GR18 (C7512)**  
**Fruit & Vegetable Science-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
 Provide secretarial and administrative support to faculty and department administration. Work with various components of the department, comprised of research, instructional and extension activities, as well as administration.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years secretarial experience. Good interpersonal, organizational, and communication skills. Aptitude for detail. Ability to set priorities. Experience with WordPerfect essential. Experience and knowledge of Lotus or Quattro desirable. Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Office Systems Specialist, GR19 (C7301)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/11/91**  
 Manage the User Services Help Desk for the Department of Computing Services. Responsible for tracking calls on several in-house computer systems, recordkeeping, and basic troubleshooting. Some administrative duties.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. Computer experience essential: VAX, DOS, or Macintosh. Experience with word processing required. Other computer package experience is a plus. Must have office and typing skills. Strong service orientation and good interpersonal skills. Medium typing. Send cover letter and resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Accounts Assistant, GR19 (C7209)**  
**Human Development Family Studies-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/27/91**  
 Assist department Administrative Manager and Administrative Supervisor in the management of fiscal transactions and maintenance of financial records in a large department. Provide backup for secretary/receptionist in the Chair's office.  
**Requirements:** High School diploma or equivalent. Some college coursework or Associate's in accounting. 1-2 years related experience. Knowledge of University accounting/business Systems required. Computer competency including knowledge of LOTUS 123 and Word Perfect software desirable. Strong interpersonal and organizational skills a must. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Secretary, GR19 (C5110)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 1/31/91**  
 Provide secretarial and administrative support to the Director of Business Operations and the School's Business Manager.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Working knowledge of Macintosh computer. Excellent organizational, interpersonal and communication (written and oral) skills. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Administrative Aide, GR19 (C7510)**  
**Arts College Registrar's Office-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/25/91**  
 Manage the Arts and Sciences Course Master File. Support the information coordinator and provide backup and assistance as needed for coworkers and Registrar, coordinate readmits, leaves of absences, and withdrawals; update and maintain records and schedules of students, including those in special programs; assist Associate Registrar with the Academic Records Committee.  
**Requirements:** High School diploma or equivalent required. Some college coursework preferred. 1-2 years of office experience. Excellent word processing skills, organizational skills, communication (written and oral) skills. Able to set priorities and work in a complex, active environment. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR19 (C7511)**  
**Fruit & Vegetable Science-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/25/91**  
 Provide secretarial support to 4 faculty. Act as resource person for Mac users.  
**Requirements:** High School diploma or equivalent. 2 years college coursework preferred. Minimum 2 years related work experience preferable. Excellent organizational, interpersonal and communication skills. MAC and IBM experience mandatory. Work experience with WriteNow and Excel (MAC) and Wordperfect and DBase (IBM). Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Office Assistant, GR19 (C7515)**  
**Graduate School/Records Office-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/25/91**  
 Maintain accurate and timely paper and electronic graduate student records, inform students and others of basic Graduate School policies and procedures. Provide support coverage of the information/reception desk as needed.  
**Requirements:** High School diploma or equivalent. Minimum 2 years related experience. Knowledge of Macintosh preferred. Accuracy and proficiency at data entry. Ability to organize work, maintain confidentiality. Excellent interpersonal skills. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Senior Special Collections Assistant, GR20 (C7309)**  
**MMN-Reference/Olin Library-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/11/91**  
 Staff the information desk in the Maps, Microtexts, Newspapers section and share in the staffing of the Olin Reference Information Desk in the central research library. Provide a wide range of information and reference services. Assist patrons in person and on the telephone in using Cornell University Library by providing information about the libraries' organization and services, identifying and locating map, microform, newspaper resources, performing complex bibliographic searches, answering government document questions, locating factual information. Refer users to appropriate resources or other staff for answers to subject queries; recommend and provide instruction in the use of manual and automated library files including the online catalog; review and verify interlibrary borrowing requests. Plan and manage the filming of newspapers by: coordinating the work for preparation and filming; communicating with library staff, outside institutions and film processors; resolving problems; supervising support staff. Schedule, coordinate and supervise students. Monday-Friday, rotating Saturdays.  
**Requirements:** Associate's or equivalent. Excellent organizational, interpersonal and communication skills. Aptitude for detailed work. Knowledge of geography and world events. Experience with microcomputers and word processing. Ability to work with foreign languages. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.

**Senior Department Assistant, GR20 (C7324)**  
**Music Library-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/11/91**  
 Assist with the acquisition and bibliographic control of materials in the Music Library. Handle administrative duties and perform clerical tasks as required. Order and receive supplies for the library; keep track of inventory; maintain student budget records; verify accuracy of student payroll accounting.  
**Requirements:** Associate's in music (with history emphasis) or the equivalent. Computer literacy. Reading knowledge of at least one foreign language. Excellent organizational, interpersonal, and communication skills. Send cover letter and resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Accounts Assistant, GR20 (C7414)**  
**Floriculture & Ornamental Horticulture-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**  
 Provide accounting and budgeting support to Administrative Manager. Coordinate and execute day-to-day accounting operations

including account specification, reconciliation and analysis; process payables and receivables; grant/contract maintenance, purchasing, inventory, reimbursements and deposits. Assist with development of computerized budgeting and accounting, particularly in areas of customizing CUDA for department applications using Macintosh Plus.

**Requirements:** Associate's in Business or Accounting or equivalent. Two years Cornell accounting experience required. Excellent organizational, interpersonal, and communication skills. PC experience essential, Macintosh preferred. Ability to work under pressure with little direct supervision. Regular Cornell employees send employee transfer applications, cover letter, and resume to Esther Smith, EAST HILL PLAZA.

**Administrative Aide, GR20 (C7403)**  
**Office of Sponsored Programs-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**  
 Provide administrative and clerical support to the University Committee on Human Subjects. Other duties will include providing general clerical support and data input to the Data Analyst.  
**Requirements:** High School diploma or equivalent; secretarial school or 2-4 years equivalent experience. Word processing knowledge required. Data management experience helpful. Attention to detail. Strong interpersonal, communication, and organizational skill required. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7401)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**  
 Provide administrative support to Personnel Manager and Finance Coordinator.  
**Requirements:** Associate's degree or equivalent. 2-3 years related administrative experience. Familiarity with University resources (payroll, accounting, student employment, etc.). Experience with Macintosh. Strong interpersonal, organizational, and communications skills. Ability to work independently and maintain strict confidentiality. Ability to work under pressure, set priorities, and take initiative. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Secretary, GR20 (C7410)**  
**Textiles and Apparel-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**  
 Provide administrative/secretarial support for Department Chair, Undergraduate Advising Coordinator, Department Extension program, administrative Manager, and IBM wordprocessing support to faculty.  
**Requirements:** Associate's or equivalent. Minimum 2-3 years support work in University setting. IBM wordprocessing (WordPerfect 5.1) and DB3 experience required. Mac experience desirable. Able to work independently and set priorities. A high level of confidentiality is required. Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7402)**  
**Office of Instructional Support-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**  
 To act as principal secretary/receptionist to the Office of Instructional Support.  
**Requirements:** Associate's or equivalent experience. Word processing, data base management and spreadsheet use experience necessary. 2-3 years related work experience in a diverse office setting. Excellent verbal, interpersonal and telephone communication skills. Ability to work independently, often under pressure and short deadlines. Ability to handle sensitive and confidential information required. Medium Typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7411)**  
**University Development/Public Affairs-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**  
 To assist the director of special gifts by providing administrative support in the overall daily operations of the special gifts program in university development. The program manages the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in excess of \$100,000.  
**Requirements:** Associate's or equivalent in education, experience, and training. 2-3 years related experience. Excellent organizational, communications, and interpersonal skills. Ability to handle confidential information, prioritize assignments and work under pressure. Experience in office, human resource, and budget management and knowledge of Cornell desirable. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Editorial Assistant, GR20 (C7505)**  
**Sociology-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/25/91**  
 Provide administrative support to the editor of an academic journal. Conduct financial transactions for the journal, monitor annual budget of approximately \$40,000. Serve as liaison between reviewers, authors, editors, and publisher. Coordinate work flow to free lance copy editors; handle daily correspondence; maintain files; order supplies.  
**Requirements:** Associate's or equivalent. 2 years related office experience. Familiarity with IBM computers and Cornell policies and procedures (budget and accounting). Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7507)**  
**American Indian Program-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/25/91**  
 Perform highly responsible work under administrative direction which involves managing the American Indian Program office, performing a wide variety of administrative and secretarial support.  
**Requirements:** Associate's or equivalent. 2-3 years directly-related work experience. Ability to use personal computers for word processing, spreadsheet and database management. Familiar with CU accounting system. Excellent interpersonal, communication (written and oral) skills. Ability to work under pressure. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR21 (C7208)**  
**Division of Nutritional Sciences/CNPP-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 6/27/91**  
 Provide administrative and secretarial assistance to the Director of the Cornell Food and Nutrition Policy Program. Draft administrative correspondence, coordinate domestic and international travel; special projects as assigned; general secretarial duties.  
**Requirements:** Associate's or equivalent. 2-3 years previous office experience. Fluency in a foreign language preferred. Proven ability to work independently, take initiative, handle multi-assignments simultaneously. Experience with microcomputers and software. Excellent grammatical skills. Familiarity with international word preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.

**Research Analyst, GR21 (C7329)**  
**University Development-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/11/91**  
 Meet the information needs of those persons engaged in development work. The research aide locates, compiles, organizes and evaluates public and confidential information about Cornell alumni/ae and friends, foundations and corporations which are current or potential supporters of the University. Generally, the finished written product is used by the president, trustees, administrators, public affairs & development staff and alumni/ae of Cornell for fundraising activities.  
**Requirements:** Associate's or equivalent. Bachelor's is preferred. Minimum of 2-3 years of 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. Send cover letter and resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR21 (C7513)**  
**Office for Research-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/25/91**  
 Provide administrative and secretarial support for the Associate Director. Handle correspondence; arrange meeting and conferences; act as liaison person with a variety of groups, committees, university departments, state and government agencies, other duties as assigned.  
**Requirements:** Associate's or equivalent required. Word processing skill on Macintosh, minimum 2-3 years experience in office, ability to communicate verbally and in writing, good human resource skills, adaptability, able to work under pressure (occasionally). Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR21 (C7514)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/25/91**  
 Manage and coordinate the efforts of the entire Career Services



office staff.  
**Requirements:** Associate's or equivalent. 2-3 years administrative experience. Strong communication, interpersonal, and organizational skills. Familiarity with word processing (MAC) essential. Ability to deal with sensitive situations and confidential material. Medium typing. Send cover letter, resume to Esther smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR22 (C3501)**  
**Human Service Studies-Statutory**  
**Minimum Biweekly Salary: \$625.24**  
**Posting Date: 6/13/91**  
Provide administrative staff assistance to the overall management of the department; including coordination of appointments, supervision of clerical staff (6); fiscal management; office management; and coordination of department information, space and special programs.  
**Requirements:** Associate's or equivalent. 3-4 years related experience. Prior experience required in personnel, supervision, fiscal management and office management. Knowledge of IBM computers and systems management desirable (wordperfect, Lotus 123, Dbase). Knowledge of budgeting and Cornell accounting system a plus. Strong interpersonal skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Administrative Aide, GR22 (C7405)**  
**Administration-Cornell University Library-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 7/18/91**  
Provide executive secretarial and administrative support for the University Librarian and the Assistant University Librarian. Assist with the secretarial support services provided by the Library Administrative Office for the Cornell Library System.  
**Requirements:** Associate's or equivalent experience. Minimum 3-4 years of appropriate professional experience. Outstanding interpersonal skills with ability to interact with a wide variety of visitors, trustees, faculty, and staff essential. Excellent verbal and written communication skills required. Mature judgment and ability to handle confidential and sensitive information. Computer experience with familiarity with word processing highly desirable. Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include and employee transfer application.

Office Professional Part-Time

**Circulation Reserve Assistant, GR17 (C7304)**  
**Circulation/Urils Library-Endowed**  
**Minimum full-time equivalent: \$530.38**  
**Posting Date: 7/11/91**  
Under the direction of the Administrative Supervisor, assist in the daily reshelving of materials returned from circulation. Work at the security desk inspecting knapsacks, briefcases, etc. of exiting patrons when security alarm sounds. Monday-Friday, 20 hours per week.  
**Requirements:** High School diploma or equivalent required. Minimum 1 year related experience. Ability to work effectively with a variety of people at a public service desk. Must be able to shelve and shift books. Must be exceptionally dependable. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Special Collections Assistant, GR18 (C7310)**  
**MMN-Reference/Olin Library-Endowed**  
**MMN full-time equivalent: \$542.89**  
**Posting Date: 7/11/91**  
Responsible for preparing newspapers for an international preservation microfilming project. Maintain records, oversee checking of newspapers for completeness, prepare shipments, discharge filmed newspapers, and handle routine correspondence. Assist patrons by: identifying and locating maps, microforms and newspaper resources; provide direction; assist with online catalog; help with microform equipment. Monday-Friday, 20 hours per week.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. Aptitude for detailed work. Excellent organizational, interpersonal and communication skills. Experience with microcomputers and wordprocessing desirable. Ability to work with foreign languages. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Library Aide, GR18 (C7212)**  
**Albert R. Mann Library-Statutory**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 6/27/91**  
Provide information and reference services at the reference desk, in person, and over the telephone, using online and card catalogs, RLIN database, reference books and other library resources. Make computer search appointments and take messages for public services librarians. Assist with projects and maintenance of reference collection. 20 hours per week, schedule to be arranged.  
**Requirements:** High School diploma or equivalent. Associate's degree or equivalent education preferred. Candidates with 3 or more years college coursework will be given preference. Experience working in an academic/research library is desirable. Background in life sciences, agriculture, or human ecology preferred. Strong interpersonal and communication skills required. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Audio-Visual Aide, GR18 (C7407)**  
**Music-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 7/18/91**  
Act as stage manager, coordinate, train, supervise ushers; keep up mailing and recording lists, help with programs; moving of instruments, some typing. Technical part: record concerts, maintain and update electronic equipment. Regular, part-time position, 25 hrs/wk; 4-5 months (8/15-5/31).  
**Requirements:** High School diploma or equivalent in music desirable. Some college course work. Excellent public relation skills. Knowledge of music and musicianship. Ability to handle emergencies calmly and efficiently. Good decision-making skills. Up to one year related experience. Light typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Senior Records Assistant, GR18 (C7408)**  
**Technical Services, Cataloging/Law Library-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 7/18/91**  
Responsible for creating and maintaining detail holdings for Law Library materials and conversion of manual holdings records to machine readable format. Regular, part-time position, M-F, flexible; 20hrs/wk.  
**Requirements:** High School diploma required, some college experience desirable. 1-2 years library experience helpful, experience with and affinity for computers highly desirable. Ability to analyze problems and deal with detailed technical information essential. Strong communication skills (verbal & written); good skills with English and spelling necessary. Light Typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Collections Assistant, GR18 (C7519)**  
**Public Services/Law Library-Endowed**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/25/91**  
Under the general supervision of the Administrative Supervisor/ Access Services, responsible for overseeing and executing the updating of American legal materials of the Law Library collection. Oversee Law Library operations on Saturdays; opening and closing building and supervising the circulation desk. Assist in training and supervising of students. Handle basic information questions, perform circulation functions, monitor photocopies. Regular part-time position, M&W 8-3, F 8-4, Sat. 9-5; 26hrs/wk.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. Attention to detail. Good organizational skills. Ability to work with a variety of people in a public service setting. 1-2 years related experience. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Secretary, GR18 (C7520)**  
**Vet Micro. Immuno. & Parasit.-Statutory**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/25/91**  
Provide secretarial and administrative support to the Director of International Programs. Regular part-time position, M-F 8-1, 4hrs/day.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years previous secretarial experience. Experience with wordperfect and in arranging foreign and domestic travel. Excellent organizational, interpersonal and communication (written & oral) skills. Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should send an employee transfer application.

**Secretary, GR18 (C7508)**  
**University Health Service-Endowed**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/25/91**  
Transcribe and print (using Word Perfect word processing and Okidata Microline 393 Printer) all dictated confidential office visit notes for UHS medical patient charts. Regular part-time, 9 month position, M-F, 20hrs/wk.  
**Requirements:** High School diploma or equivalent with 1-2 years related experience. 3-4 years transcription experience. Accurate typing 75-80 wpm. Knowledge of IBM compatible using Word Perfect 5.1, dictating equipment and familiarity with medical terminology. Ability to work under pressure, deal with a variety of people and maintain strict confidentiality. Heavy typing. Send cover letter, resume to Esther smith, EAST HILL PLAZA, employees should send an employee transfer application.

**Administrative Aide, GR19 (C7319)**  
**Center for Advanced Imaging Technology-Statutory**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 7/11/91**  
Assist Director in the performance of administrative duties required for the smooth operation of the Center, including budgeting, accounting, payroll and secretarial support. Monday-Friday, hours to be arranged.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred or equivalent combination of education and experience. Knowledge of Statutory Accounting system. Minimum 2 years previous office experience. Working knowledge of IBM PC XT/AT/386/PS-2, WordPerfect and Lotus 1-2-3. Database management skills very desirable. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Secretary, GR19 (C7404)**  
**Office of Public Affairs-Statutory**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 7/18/91**  
Provide administrative support for the Director of Special and Planned Giving, including establishing a communication system for special and planned giving prospects, drafting and typing planned giving and life income arrangement letters, setting appointments with prospective donors, developing, analyzing and acting upon matters pertaining to the public affairs records system, organizing and coordinating donor events and meetings related to special or planned gift prospects or donors. Develop and maintain prospect records and files for the director. Regular, part-time position 20-25 hours, Monday - Friday.  
**Requirements:** High School diploma or equivalent. Some college course work. 2 years of secretarial experience with a good working knowledge of Word Perfect 5.1, familiarity with database management systems, accurate, timely, and confidential processing of data information. Experience in Dictaphone/transcriber use, and the ability to handle confidential information. Gracious handling of requests from alumni and friends is required. Experience with planned giving and trust agreements desirable. Heavy typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Secretary, GR19 (C7503)**  
**Western Societies Program-Endowed**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 7/25/91**  
Prepare correspondence, papers, reports, classwork for one professor; maintain files; coordinate conferences, seminars, meetings, travel; publicity for events; word processing. Special duties as assigned. Regular part-time, 9 month position, M-F, 4hrs/day.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Knowledge of Cornell forms/accounting systems helpful. Able to work with a wide diversity of people. Excellent organizational, interpersonal, and communication skills. Medium typing. Send cover letter, resume to Esther Smith, EAST HILL PLAZA, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7521)**  
**Geological Sciences/INSTOC-Endowed**  
**Minimum full-time equivalent: \$590.45**  
**Posting Date: 7/25/91**  
Administrative and secretarial/editorial assistance to project co-director, maintain project records, help maintain project office, microcomputers, copiers, general office assistance to faculty & staff. Regular part-time position, M-F, variable 30 hours/wk.  
**Requirements:** Associate's or equivalent required. Minimum 1-2 years experience. Knowledge of Macintosh applications. Strong organizational, interpersonal, and communication skills. Medium typing. Regular Cornell employees send employee transfer application, cover letter, and resume to Esther Smith, EAST HILL PLAZA.

**Administrative Aide, GR21 (C7211)**  
**Veterinary Administration-Statutory**  
**Minimum full-time equivalent: \$615.42**  
**Posting Date: 6/27/91**  
Provide administrative support to the Director/College Registrar. Includes full range of general secretarial duties, assistance with processing various forms, and extensive entry and verification of data. Days and hours Monday-Friday, 10:00-2:00.  
**Requirements:** Associate's required. 2-3 years prior experience in a student services office preferred. Accuracy and attention to detail and excellent interpersonal skills are essential. Familiarity with advanced Word Perfect applications and proficiency in use of University mainframe and LOTUS 123 required. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.

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.

**Temporary Admissions Counselor (S7507)**  
**Johnson Graduate School of Management-Endowed**  
**Posting Date: 7/25/91**  
The Johnson Graduate School of Management is seeking a team oriented, professional individual to represent the school at off campus recruitment fairs and receptions. Interview perspective applicants for the Johnson Graduate School of Management. Supervise three office professionals.  
**Requirements:** Bachelors degree. Must possess excellent interpersonal skills and maintain a high level of confidentiality. Ability to work with a wide diversity of people. Travel is required and some weekends are involved. October 1 - December 20, 39 hours per week. Please send cover letter and resume to Karen Raponi, Staffing Services, EAST HILL PLAZA.

**Secretary, GR18 (S7401)**  
**Agricultural Economics-Statutory**  
**Hiring Rate: \$8.00/Hr.**  
**Posting Date: 7/18/91**

Provide clerical assistance in support of teaching, research and extension activities for two professors. Duties include receptionist, typing manuscripts, and letters, preparing teaching materials, keeping course records, library research; secretarial support for extension schools/conferences; assisting editors of journal published annually. Full-time, temporary position; 8/1/91-10/31/91; 39 hrs/week.  
**Requirements:** High School diploma or equivalent experience. Computer word processing skills (MS Word experience preferred). Ability to use library search techniques, filing skills. Medium typing. Send cover letter, resume to Karen Raponi, Staffing Services, EAST HILL PLAZA.

**Secretary (S7002)**  
**Soviet and East European Studies Program-Endowed**  
**Posting Date: 6/20/91**  
Set up program meetings and notify members. Attend Program and Steering Committee meetings and prepare minutes. Prepare seminar notices and mailings. Collect data, edit, organize & mail SEESP newsletter. Collect and organize data, type and edit annual proposal for Title VI Fellowships. Organize conference arrangements; travel, accommodations, meeting rooms, and meals. Make arrangements for Program visitors such as lecture room reservations, travel reimbursements, honoraria checks, and receptions. Serve as primary contact person for information and referral for department.  
**Requirements:** High school diploma or equivalent. Previous office experience is a must. Experience with WordPerfect and Q&A. September 1 - May 31, 20 hours per week. Send cover letter and resume to Karen Raponi, Staffing Services, EAST HILL PLAZA.

**Mail Clerk/Office Assistant**  
**Ornithology (S7304)**  
Assist with the laboratory's mail order book shop operation. Duties include stocking warehouse, wrapping outgoing UPS packages. Processing the lab's mail and other outgoing US and UPS mail.  
**Requirements:** High School diploma or equivalent. Valid NYS drivers license. Familiar with US postal regulations and other mailing operations. Must be able to work quickly, accurately, and under deadlines. Must be able to lift 50 lbs. Please send application materials to Karen Raponi, Staffing Services, East Hill Plaza.

**Service Clerk (S7501)**  
**Ornithology**  
Assist with sales at Crows Nest Birding shop during the week, weekends and Monday nights for seminars. Assist in warehouse and run errands. Cashier, phones, and data entry.  
**Requirements:** High School diploma or equivalent. Very good organizational, interpersonal, and communication skills. Ability to lift 50 lbs. and must be dependable. Part-time position, 19-20 hrs/week. Send cover letter, resume to Karen Raponi, Staffing Services, EAST HILL PLAZA.

OFF-CAMPUS

**Secretary, GR18 (C7317)**  
**ILR Extension & Public Service Rochester-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/11/91**  
Type correspondence, course materials, forms, reports. Assist with registration of students; maintain student records; order and sell textbooks. Schedule audio-visual equipment use, photocopy materials for classes and programs, answer telephones; provide information to students/the public; refer inquiries to appropriate staff member for ILR Extension & Public Service of Rochester. Full-time position with hours of 9 - 5 Mon - Fri.  
**Requirements:** High School diploma or equivalent. Business or secretarial school highly desirable. 1-2 years secretarial experience with experience on MacIntosh. Knowledge of Microsoft word highly desirable. Ability to work under pressure. Excellent interpersonal & communication skills. Regular Cornell employees send employee transfer application. Send cover letter and resume to Esther Smith, EAST HILL PLAZA.

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 EAST HILL PLAZA 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.

**Food Service Worker, SO02 (G7506, G7507)**  
**Dining-Endowed**  
**Hiring Rate: \$6.55**  
**Posting Date: 7/25/91**  
Prepare, present and serve food items for Co-op, cash, catering or special events. Shift subject to change.  
**Requirements:** Basic reading and writing skills. 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. Regular Cornell employees send employee transfer application to Esther Smith, EAST HILL PLAZA.

**Dish Machine Operator, SO02 (G7501)**  
**Statler Hotel-Endowed**  
**Hiring Rate: \$6.55**  
**Posting Date: 7/25/91**  
Maintain a consistent supply of clean dishes, glassware, pots and silver. Keep work area and garbage area at an acceptable level of neatness and cleanliness. Regular full-time, 10 position.  
**Requirements:** Ability to read and write; basic math skills (counting, recording). Experience as a dish machine operator desired. Regular Cornell employees send employee transfer application to Esther Smith, EAST HILL PLAZA.

**Dish Machine Operator, SO02 (G7509)**  
**Dining-Endowed**  
**Hiring Rate: \$6.55**  
Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change.  
**Requirements:** Basic reading and writing skills. Able to learn proper use of dishwashing equipment and cleaning agents. Able to lift 35 pounds. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Custodian, SO02 (G7508)**  
**Statler Hotel-Endowed**  
**Hiring Rate: \$6.55**  
**Posting Date: 7/25/91**  
Clean the public guest areas of the hotel. Stock guestroom floor closets for the room attendants. Other tasks as assigned. Regular full-time, 10 month position.  
**Requirements:** High School diploma or equivalent. Ability to read and write and lift up to 70 lbs. Some hotel housekeeping experience preferred. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Material Handler, SO05 (G7510)**  
**Campus Store-Endowed**  
**Hiring Rate: \$7.53**  
**Posting Date: 7/25/91**  
Responsible for receiving and proper handling of textbooks and other merchandise. Processes associated invoices including authorizing payment; proficient and intensive use of computer to insure correct & timely product flows; supervise regular and temporary staff, as needed.  
**Requirements:** High School diploma or equivalent. Minimum 2-4 years retail and/or receiving experience necessary. Knowledge of books, automated inventory/warehouse system and computers necessary. Strong supervisory, organizational, and communication skills essential. Regular Cornell employees only send employee transfer application, cover letter, and resume to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Apprentice-Controls Technician/EMCS Operator (G7305)**  
**M & SO/Control Shop-Endowed**  
**Hiring Rate: \$8.50**  
**Posting Date: 7/11/91**  
Operated the Central EMCS computer and all field hardware, including programmable direct digital controllers & remote terminal units. Responsible for all alarm processing, including alarm verification, central troubleshooting & dispatching M & SO trades. Duties in the field including working with pneumatic, electric & electronic building control systems.  
**Requirements:** Two year technical degree preferred. Must maintain a valid NYS driver's license. Must join Union within 30 days. Working knowledge of pneumatic, electric and electronic controls with HVAC experience required. Computer familiarity, especially direct digital control microprocessor hardware & software is desirable. Cover letter and resume to Esther Smith, EAST HILL PLAZA.

**Maintenance Mechanic (G7401)**  
**Department of Unions & Activities-Endowed**  
**Hiring Rate: \$8.73**  
**Posting Date: 7/18/91**  
Responsible for providing maintenance mechanic support for 3 Unions and Activities buildings, including administrative offices, student activity areas, deli/caterias and the various equipment used in their operations.  
**Requirements:** High School diploma or equivalent. Valid NY State driver's license. Knowledge and skills to support various building maintenance functions. Able to work independently. Good communications skills. Regular Cornell employees send employee transfer application, cover letter, resume to Esther Smith, EAST HILL PLAZA.

General Service Part-time

**Food Service Worker, SO01 (G7505)**  
**Dining-Endowed**  
**Hiring Rate: \$6.28**  
**Posting Date: 7/25/91**  
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. Regular, part-time position, 35 hrs./wk.  
**Requirements:** Basic reading and computation skills required. Knowledge of food preparation and presentation preferred. Good customer relation skills. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Dish Machine Operator, SO02 (G7503, G7504)**  
**Dining-Endowed**  
**Hiring Rate: \$6.55**  
**Posting Date: 7/25/91**  
Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change. Regular, part-time position, 30 hrs./wk.  
**Requirements:** Basic reading and writing skills. Able to learn proper use of dishwashing equipment and cleaning agents. Able to lift 35 pounds. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, EAST HILL PLAZA.

**Duplicating Machine Operator, SO06 (G7502)**  
**Agricultural Economics-Statutory**  
**Hiring Rate: \$7.91**  
**Posting Date: 7/25/91**  
The position has the responsibility for running a Kodak 150 copier, an off-line collator, binding equipment, a cutter, perforator, punch for paper, and other peripheral equipment, as well as hand assembling materials in a print shop for a large academic department. Regular, part-time position, 20 hrs./week, more hours/week at peak times.  
**Requirements:** High School diploma or equivalent. Minimum of 3 years related experience. Mechanical knowledge preferred. Print shop experience desirable, but not necessary. Send cover letter, resume to Esther Smith, Staffing Services, EAST HILL PLAZA, employees should include an employee transfer application.



# CORNELL EMPLOYMENT NEWS

August 1, 1991

Volume 3, Number 29

## JOB OPPORTUNITIES

THE UNIVERSITY, IN RESPONSE TO THE NEW YORK STATE BUDGET REDUCTIONS, is recruiting only for those vacant positions considered to be essential to the operation of the university. We continue to encourage, accept, and refer applications from Cornell employees and from external applicants for these positions unless noted otherwise in the individual listing. When qualified laid off employees are available for a particular vacancy, they will be given first consideration for that position.

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 equal-opportunity, affirmative-action educator and 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.

**Director of Administrative Operations (PA7607) HRIII Human Ecology Administration-Statutory**  
**Posting Date: 8/01/91**  
Chief business officer for the college of Human Ecology. Responsible for financial planning, fiscal monitoring, implementation of personnel policies and coordination of facilities planning. Reports directly to the Associate Dean.  
**Requirements:** Masters degree in business or public administration, or equivalent combination of education administration. Experience in administrative systems planning, outstanding interpersonal and communications skills, demonstrated leadership skills, including ability to motivate people. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

**Network Support Programmer (PT7405) Level 36 CIT/Network Resources-Endowed**  
**Posting Date: 7/18/91**  
Provide technical expertise to engineer, analyze and design network support software, assist in high level network problem diagnosis and other operational support needs of the Network Management Center, its campus clients and its peer national and international organizations.  
**Requirements:** Bachelor's or equivalent with appropriate coursework in related field. 5-7 years experience with data communications networks and network software with an emphasis on TCP/IP and UNIX environments is required. Send cover letter and resume to Sam Weeks.

**Project Leader I (PT7502) Level 35 CIT/IR-Endowed**  
**Posting Date: 7/25/91**  
Oversee a computer user area and insure that the system is performing to specifications. Organize, schedule and supervise work flow of programmers. Maintain close communication with various user offices. Coordinate with user offices so that their needs are met economically and efficiently. Investigate and evaluate outside software systems to determine the best way of integrating large subsystems into the current production system.  
**Requirements:** Bachelor's or equivalent combination of education and experience. 3-5 years of relevant experience with extensive computer and systems work including design of major systems necessary. A thorough technical knowledge of COBOL, PL/I, IMS, ADABAS, Natural and Cornell operating systems required. Send cover letter and resume to Sam Weeks.

**Applications Programmer/Analyst II (PT7408) Level 33 Alumni Systems and Gift Services-Endowed**  
**Posting Date: 7/18/91**  
Design, develop, modify, maintain and document straight forward applications software in support of a major administrative system. Analyze functional and performance requirements and develop software to increase usability and efficiency. Diagnose problems in production system software and make emergency repairs. Write production procedure, JCL, and user manuals. Assist users.  
**Requirements:** Bachelor's or equivalent with computer related courses. 2-3 years related experience. Knowledge of applications for interactive and batch administrative systems; database management systems; machine architecture; systems utility programs; and VM/CMS. Knowledge of at least 2 languages: PL/I, Natural, COBOL. Send cover letter and resume to Sam Weeks.

**Senior Research Support Specialist (PT7602) HRIII School of Electrical Engineering-Endowed**  
**Posting Date: 8/01/91**  
Provide technical and administrative support for grad students, staff and faculty engaged in research on compound semiconductor materials and devices. Operate, maintain and repair molecular beam epitaxial growth machines. Develop, design and fabricate innovative research equipment. Develop and implement new techniques to enhance research. Maintain lab safety procedures.  
**Requirements:** BS or equivalent experience. Must have 5 years relevant experience including maintenance, repair and design of ultra high vacuum equipment. Semiconductor characterization experience desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

**Assistant Director, Cornell Fund (PA7503, PA7504) HRIII University Development/Public Affairs-Endowed**  
**Posting Date: 7/25/91**  
Assist the Director of the Cornell Fund in the development of programs with emphasis on reunion Class Campaigns. Assist with planning, development and implementation of efforts to obtain support from private sources. Organize meetings, reporting systems, personal solicitation committees and special events. Work with Trustees, Council Members and corporate leaders to organize effective annual appeals. Plan and supervise direct mail solicitation. Some travel will be required.  
**Requirements:** Bachelor's or equivalent is required. Experience with volunteers and fund-raising desired. Ability to communicate persuasively both orally and in writing. Good organizational ability is necessary. Send cover letter and resume to Cynthia Smithbower.

**Senior Training Associate (PA7506) HRIII Human Resources-Endowed**  
**Posting Date: 7/25/91**  
Assist with the design, planning, development, implementation, and evaluation of a wide range of seminars, workshops and in-unit programming. These would include management, supervisory, human relations (multi-cultural), and other career and personal development programs. Assist in identifying training needs. Provide consulting and instructional services to staff and faculty.

**Requirements:** Bachelor's in Human Resources Management or equivalent required. Master's degree preferred. 3-5 years experience in related field. Knowledge and skills in training including needs assessment, program design, implementation, and presentation. Excellent communication and organizational skills. Basic knowledge and skill in using packaged computer programs. Send cover letter and resume to Cynthia Smithbower.

**Senior Science Editor (PC7509) HRIII News Service/University Relations-Endowed**  
**Posting Date: 7/25/91**  
To cover Cornell science, assisted by two other science writers, with the aim of gaining mass-media publicity and informing internal audiences. To edit all News Service Science writing.  
**Requirements:** Bachelor's required, Master's preferred. Demonstrated excellence in writing lucidly about science and editing the writing of others. Well-established contacts in science writing profession. Combination of education and experience in science and journalism to suggest ability to relate to world-renowned researchers and make their work accessible to press and public. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Residence Hall Director (PA7603) HRI Residence Life-Endowed**  
**Posting Date: 8/01/91**  
Assume primary program development and related administrative responsibility for West Campus residence halls.  
**Requirements:** Master's Degree or equivalent combination of education and experience is necessary. Degree in Student Personnel Administration, or other closely related field is desirable. Reasonable experience in student housing administration and/or programming is necessary. Send cover letter and resume to Cynthia Smithbower.

**Dining Supervisor (PA7302, PA7303, PA7304, PA7305) HRI Dining-Endowed**  
**Posting Date: 8/01/91**  
Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation, and service of food.  
**Requirements:** Associate's degree and two to three years of related experience, or the equivalent. One year food service supervisory experience preferred. Some knowledge of food and health codes is desirable. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director for Career Development (PA7601) HRI JGSM-Endowed**  
**Posting Date: 8/01/91**  
Supervise and manage all career counseling/development activities for MBA I and II's and alumni. Develop and implement a plan to increase internship opportunities. Provide career resources for MBA I and II's  
**Requirements:** Bachelor's degree required; Master's degree and/or student counseling background is preferred. Two years experience in a placement or corporate setting. Knowledge of careers/industries/functions pursued by MBA candidates. Must have excellent detail, organization, supervisory, and communication skills. Willing to work irregular hours. Familiarity with Macintosh and software packages preferred. Send cover letter and resume to Cynthia Smithbower.

**Purchasing/Shipping/Receiving Agent (PA7608) HRI Biochemistry, Molecular & Cell Biology-Statutory**  
**Posting Date: 8/01/91**  
Responsible for overseeing the operations of the shipping and receiving, animal housing, and glassware washing facilities located in the Biotechnology Building. Supervise 7 1/2 employees working in these facilities. Act as Purchasing Agent for 4 sections in the Biotechnology Building (Biochemistry; Genetics & Development; Biotechnology; Plant Science Center).  
**Requirements:** Minimum 2-3 years knowledge of Cornell purchasing procedures (State and Endowed). Strong typing, filing, and phone skills. NYS Drivers License. Some computer knowledge, background in the science field helpful. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director for Recruiting (PA7602) HRI JGSM-Endowed**  
**Posting Date: 8/01/91**  
Operation of the on-campus interviewing/recruiting program. Responsible for Job Fairs and external recruiting functions. Plan and organize workshops/presentations to educate MBA I and II's regarding a wide variety of career options. Assist Director with corporate relations activities.

**Requirements:** Bachelor's degree required; Master's degree and/or student counseling background is preferred. Two years experience in a placement or corporate setting. Knowledge of careers/industries/functions pursued by MBA candidates. Must have excellent detail, organization, supervisory, and communication skills. Willing to work irregular hours. Familiarity with Macintosh and software packages preferred. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director of Development & Alumni Affairs (PA7609) HRI Veterinary College Public Affairs-Statutory**  
**Posting Date: 8/01/91**  
Manage and implement annual fund raising programs directed at alumni and friends of the college of Veterinary Medicine. Assumes primary responsibility for Veterinary College Annual Fund and all non-campaign development operations and alumni affairs programs.  
**Requirements:** Bachelors degree required (Orientation toward communication and/or management desirable). One or more year's experience in fund raising and working with volunteers required. Excellent organizational, writing and oral communication skills required. Send cover letter and resume to Cynthia Smithbower.

**Development Assistant (PA7605) HRI University Development/Public Affairs-Endowed**  
**Posting Date: 8/01/91**  
Provides 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 targeted at making a leadership gift (\$25K-100K) to the university.  
**Requirements:** 1-2 years related experience. Bachelor's degree

or equivalent. Ability to work with computers. Knowledge of mainframe for entry, research and reporting purposes. Excellent planning, management and organizational skills. Strong interpersonal and communication skills. Proofreading skills. Attention to detail.

**Administrative Supervisor (PA7604) HRI Comparative Literature-Endowed**  
**Posting Date: 8/01/91**  
Coordinate and supervise all aspects of department's business and personnel operations. Provide administrative assistance to Chairperson of department. Principal liaison between department and all on and off campus facilities.  
**Requirements:** Associate's Degree or equivalent. Bachelor's preferred. 3-5 years related experience. Good knowledge of accounting systems, preferably in an academic environment. Excellent oral and written skills. PC computer skills desirable. Send cover letter and resume to Cynthia Smithbower.

**Research Support Specialist I (PT7506) HRI Division of Nutritional Sciences-Statutory**  
**Posting Date: 7/25/91**  
Manage a nutritional research rat lab. Design and manage projects. Supervise, organize and maintain a breeding colony of 400 rats. Hire, train and supervise 8-12 undergrads. Oversee management of large computer database. Make decisions concerning daily management and supervision of experiments and data collection.  
**Requirements:** Bachelor's or equivalent (MS desired). Strong biological or psychological background. 1-3 years relevant experience with solid experimental lab animal work. Strong and extensive supervisory and organizational experience. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Financial Aid Counselor (PA7505) HRI Financial Aid/Student Employment-Endowed**  
**Posting Date: 7/25/91**  
Advise and counsel students and families concerning financial aid including providing information on applications, financial aid policies and programs as well as alternate means of financing. Perform needs analysis.  
**Requirements:** Bachelor's or equivalent. Minimum 2 years related experience in financial aid, education, administration or student services. Ability to communicate and to work effectively and cooperatively with a large staff. Send cover letter and resume to Cynthia Smithbower.

**Executive Staff Assistant (PC7303) HRI Vice President for Academic Programs and Campus Affairs-Endowed**  
**Posting Date: 7/11/91**  
Responsible for overseeing the administration, development and implementation of the programs of the Public Service Center, with particular emphasis on supporting student initiated projects. Function as primary contact person for Cornell community and greater community for public service information and opportunities.  
**Requirements:** Bachelor's or equivalent experience. Excellent verbal, interpersonal, writing and organizational skills. Grant writing skills highly desirable. Ability to work independently, and as part of a team. Computer skills, preferably Macintosh. Knowledge of Cornell helpful. Experience in program development and community service required. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

**Managing Editor (PC7318) HRI ILR Press-Statutory**  
**Posting Date: 7/11/91**  
Edit or supervise editing and proofreading of 10-12 books/year, maintaining the Press's editorial standards. Responsible for seeing manuscripts through typesetting and printing processes, adhering to schedules, establishing specifications for finished books and working with free lance designers. Establish new contacts with printers, etc. Evaluate and develop manuscripts. Write promotion copy, edit brochures and other promotional copy, actively participate in promotional planning and marketing campaigns.  
**Requirements:** Bachelor's degree. Minimum of 3 years publishing experience. Working knowledge of industrial and labor relations or related field helpful. Strong editorial, interpersonal and organizational skills required. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

**Research Support Specialist (PT6507) HRI Soil, Crop and Atmospheric Sciences-Statutory**  
**Posting Date: 5/16/91**  
To provide technical support for the research program in low temperature biology, with primary responsibility for a) the isolation, purification and analysis of membrane lipids and b) studies related to the cryopreservation of both plant and insect germplasm. In addition, the individual will oversee and manage the day to day operations of the low temperature biology laboratories including the operation and maintenance of sophisticated analytical instruments and procurement of materials and supplies.  
**Requirements:** Bachelor's or Master's in biochemistry or chemistry. Experience in the operation and maintenance of gas chromatograph/mass spectrometer, HPLC equipment and ultracentrifuges. A minimum of 5 years laboratory experience with a background in either plant or insect physiology/biochemistry. Send cover letter and resume to Sam Weeks.

**Applications Programmer II (PT7414) HRI Finance & Business Service-Statutory**  
**Posting Date: 7/18/91**  
Working as a project team member, develop, install, maintain, document and modify administrative systems software. Assist in insuring efficient and effective use of computer resources. Diagnose problems in production system software and make repairs. Participate in user committees. Train staff. Write production procedure, JCL, and user manuals.  
**Requirements:** Bachelor's or equivalent with computer related courses. 2-3 years related experience. Knowledge of at least two languages (PL/I, Natural, COBOL); machine architecture; production procedures; and system utility programs desirable. Strong written and oral communications; and ability to deal with people effectively and tactfully. Send cover letter and resume to Sam Weeks.

**Editor I (PC7516) HRI Agricultural & Biological Engineering-Statutory**  
**Posting Date: 7/25/91**  
Edit manuscripts for engineering related Cooperative Extension bulletins; write news releases; design bulletins using Macintosh desktop publishing; prepare mechanicals for delivery to the printer; supervise students. Requirements: Bachelor's emphasizing technical writing and editing for a general audience. Coursework in agriculture or the environment desirable.  
**Requirements:** 1-2 years related experience desirable. Ability to edit technical publications for a general audience, proof manuscripts and draft designs, and computer literacy. Experience in publication design is desirable. Regular full-time position, 2 year appointment. Send cover letter, college transcript, writing sample if available, three references, and salary requirements to Esther Smith, East Hill Plaza.

### CASUAL-TEMPORARY

**Technical Consultant I (PT7306) Level 32 CIT-Endowed**  
Provide support for faculty, staff, students, and potential users by delivering technical information of five supported platforms (IBM-PC, IBM mainframe, Macintosh VAX mainframe, and telecommunications). Resolve problems concerning the technical aspects of a diverse set of hardware and software applications. Direct clients to services within Cornell Information Technologies and facilitate back line consulting services. Provide support via service on the Helpdesk, group and individual contacts, etc.  
**Requirements:** Bachelor's or equivalent. Course work in computer science, business, education preferred. 1-3 years of computing service delivery (consulting, instruction, or related client support services). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

### OFF-CAMPUS

**Senior Research Support Specialist (PT7607) Equine Drug Testing-Statutory**  
**Posting Date: 8/01/91**  
Operate and maintain a field testing lab in Elmont, New York. Hire, train, and supervise five lab technicians. Supervise analysis of blood and urine samples. Maintain and operate analytical instrumentation including HPLC and GC. Implement and maintain record keeping, and safety, health and hygiene procedures.  
**Requirements:** MS degree in chemistry or related field or equivalent experience. 1-3 years in a testing environment. 1-2 years as a supervisor. Experience with extraction and identification of drug and drug metabolites preferred. Send cover letter and resume to Sam Weeks.

### CRESP

**Librarian, Alternatives Library Center for Religion, Ethics and Social policy (Not a Cornell University position)**  
Full responsibility for computerized diverse 6,000+ volume collection; includes oversight of acquisitions, cataloging, circulation, networking and publicity, staff supervision and budgetary oversight. Will work independently and in collaboration with director and other staff.  
**Requirements:** Library Science degree or library work experience; IBM computer experience essential; must be well organized, with good communication, supervisory and interpersonal skills. Interest in library subject areas desirable. Position begins in September. Full description in Alternatives Library (255-6486). Send cover letter, resume and three references by August 21, c/o Search Committee, Alternatives Library, 127 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853.

### CORNELL COOPERATIVE EXTENSION

(These are not Cornell University positions)

**PA#21 Area Extension Specialist: Dairy**  
**Location: Seneca County, Waterloo, NY**  
As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy, livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial dairy industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational dairy science programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs.  
**Minimum Qualifications:** Master's degree in agriculture with a major in animal science and five years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field.  
**Minimum Salary:** \$28,000, commensurate with qualifications. Apply by August 29, 1991.

**PA#22 Area Extension Specialist**  
**Farm Business Management**  
**Location: Livingston county, Mount Morris, NY**  
Plan, conduct and evaluate a comprehensive farm business management educational program for the commercial dairy, livestock, and field crops industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. As a member of a six person team, cooperates closely with Cornell University faculty, staff, and a regional dairy, livestock and field crops program advisory committee.  
**Minimum Qualifications:** Bachelor's and Master's in agriculture with a major in farm business management. Two years directly



related experience in Cooperative extension, teaching, or equivalent related agribusiness field. Course work in computer science, adult education, communications, and marketing desired. **Minimum Salary:** \$28,000 commensurate with qualifications. Apply by August 29, 1991

**PA#28 Area Extension Specialist: Livestock**  
**Location: Ontario County, Canandaigua, NY**  
As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial livestock industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational livestock programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. **Minimum Qualifications:** Master's degree in agriculture with a major in animal science and two years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field. **Minimum Salary:** \$28,000, commensurate with qualifications. Apply by August 29, 1991.

BOYCE THOMPSON INSTITUTE

(These are not Cornell University positions)

**Research Assistant**  
**Available immediately**  
**Salary: Commensurate with experience**  
Participate in a project to find and isolate genes in Arabidopsis responsible for aluminum tolerance. Establish conditions for selection of aluminum tolerant mutants and perform genetic crosses and map-based cloning techniques to isolate genes conferring the aluminum resistant phenotype. **Requirements:** Bachelor's degree in Biology/biochemistry or equivalent. Experience and/or knowledge of DNA manipulation, simple transmission genetics and ion transport is highly desirable. Applicable techniques involve DNA isolation, DNA southern blots, genetic crosses, ion transport measurements, etc.

**Research Assistant**  
**Available Immediately**  
**Salary: Commensurate with experience.**  
Assist in studying gene expression in insect cells in a molecular biology laboratory (Dr. Gary Blissard). Includes cloning and sequencing, maintenance of insect cell cultures, and some media and reagent preparation. Experience with recombinant DNA techniques desirable. **Requirements:** Bachelor's or Master's in microbiology, biochemistry, or related field with laboratory experience. Contact Anne Zientek, 254-1239.

**Research Assistant**  
**Available July 8, 1991**  
**Salary: Commensurate with experience, minimum \$13,100.**  
Assist in conducting research in a fungal molecular biology laboratory. The research project is primarily concerned with gene manipulation. Techniques used will include plasmid construction, fungal DNA isolation and transformation, and gene identification strategies such as isolation of mRNA, Southern analysis, and sequencing of DNA. Position will end March 1, 1992. **Requirements:** Bachelor's Degree in Biology or related field, previous training and experience in a biochemistry, microbiology or cytology laboratory would be helpful. Contact Anne Zientek, 254-1239.

CORNELL ALUMNI NEWS

(Not a Cornell University position)

**Publication Designer**  
Free-lance publication designer to assist art director with magazine and book layout and page make-up. 30 hours/week; 4-6 months starting August '91. Applicants must meet the following requirements: 1) 2-3 years related job experience. 2) 2-3 years Pagemaker experience on the Macintosh. 3) Design degree, strong typographic and organizational skills. 4) Portfolio. Applicants should also be able to work on a deadline; work closely with writers and editors in conceiving stories; have knowledge of 4-color and black and white offset printing procedures; have experience editing and researching photographs, and working with photographers and free-lance illustrators. Send resume and cover letter to: Stefanie Lehman, Cornell Alumni News, 55 Brown Road, Ithaca, NY 14850.

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.

**Animal Technician, GR18 (T7605)**  
**Equine Drug Testing- Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Groom and care for horses. Collect blood and urine samples. Treat cuts and abrasions. Clean and repair harnesses. Clean barn and equipment. Repair fences, mow and perform other farm chores. Keep records of drug administration trials. **Requirements:** High school diploma or equivalent, AAS degree preferred. Minimum 1 year related experience. Ability to use vacutainer for blood samples and to catheterize mares. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T7604)**  
**Physiology- Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Assist in a lab doing studies on the physiological controls of food and water in young pigs. Duties include lab maintenance; animal care; surgery preparation and assistance; post-operative care; blood analysis; and routine injections. Respond to reprint requests. **Requirements:** AAS degree or equivalent. A general background in the biological studies with some chemistry required. Minimum 2 years work in biological sciences. Experience with animals, light typing, and course in physiology desired. Willingness to learn and to take on a variety of tasks. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Animal Technician, GR18 (T7401)**  
**Laboratory Animal Services-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/18/91**  
Provide routine care (feed, water and clean) and monitor research animals. Follow strict protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain animal records. Assist vets in treating and vaccinating animals. Take lab animal care courses. Some weekend and holiday hours required. **Requirements:** High School diploma or equivalent. AAS in animal science desired. Assistant Animal-Technician Certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T7606)**  
**Food Science- Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/01/91**  
Perform a variety of microbiological techniques on raw and processed milk and dairy products. Assist in pathogen studies. Willingness to assist in chemical and organoleptic analysis when needed. Prepare stock solutions, media, and maintain laboratory environment. **Requirements:** Associates degree desirable in microbiology or related field with emphasis in microbiology. 1-2 years laboratory experience, preferably in dairy science. Familiarity with bacterial purification and identification, spectrophotometry, fluorimetry, and

titration techniques. Must have ability to keep accurate records and have desire to learn new techniques and procedures. Be able to function independently after training. Basic computer knowledge helpful. Send cover letter and resume to Sam Weeks.

**Animal Technician, GR19 (T7404)**  
**Clinical Sciences-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/18/91**  
Provide technical support for hepatitis research project using the woodchuck as the animal model. Duties include blood collection; animal handling and restraint; inventory and harvesting of serum; assistance in surgery and necropsy; operation of basic anesthesia equipment and performance of general lab tasks. **Requirements:** Associate's with emphasis in Animal Husbandry. Minimum 2 years lab animal experience. Wild animal handling experience. Valid NYS driver's license. Ability to restrain, examine and bleed small animals. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Assistant Farm Manager, GR19 (T7402)**  
**Avian and Aquatic Animal Medicine-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/18/91**  
Assist farm manager in maintenance of all aspects of the poultry research program. Serve as back-up supervisor. Help feed and care for experimental animals. Help devise breeding schedules; monitor flock genetic purity and health; and record egg production, hatch and mortality data. Repair and maintain lab equipment and vehicles. **Requirements:** High School diploma or equivalent. AAS degree preferred. 1 year experience with poultry production. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T6904)**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/6/91 - repost**  
Provide technical assistance in rice cell culture work. Prepare growth media, grow rice calli, prepare suspension cultures and prepare protoplasts. Assist in research on transformation of protoplasts; take care of calli and plants; and perform biochemical analysis of plant tissues. Order supplies and chemicals; supervise several undergrad students. **Requirements:** Bachelor's in biology, a related field, or equivalent. 1-2 years related experience. Familiar with general methods in biochemistry and microbiology. Extensive lab experience in animal or plant cell culture. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T6608)**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/16/91**  
Assist in research on cryopreservation/vitrification of Drosophila embryos. Conduct studies and experiments on the procedures and assessment of post-thaw egg viability; conditions required for larvae development; identification of abnormal morphology; and genetic stability. Maintain colonies and population cages, collect eggs, and prepare media. Prepare eggs for cryopreservation including dechoriation and permeabilization. **Requirements:** Bachelor's or equivalent in entomology. 1-2 years related experience including vitro culture of insects. Demonstrated initiative and decision making abilities. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T7305)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/11/91**  
Review submission forms for completeness and appropriateness, label and prepare specimen submissions for testing. Perform preliminary data input to lab computer. Assist Medical Records section with result data input. Resolve submission problems. Assist in development and distribution of information regarding correct specimen collection and gaining procedures to assure clients receive useful test results. Provide back-up to Serum Splitter, Export Technician and Referral Technician. Open, sort, and distribute mail. **Requirements:** Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health technician preferred. 1-2 years related experience in a veterinary practice or in large animal health facility helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T7507)**  
**Entomology-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/25/91**  
Provide technical support for greenhouse crop, insect pest management research. This includes lab/greenhouse studies on biology and control of various pests and their natural enemies. Assist in experimental design, data collection and analysis. Organize and coordinate lab activities including insect and plant production for experiments. Train and supervise technical staff. **Requirements:** Bachelor's in a biological science or equivalent. Coursework in entomology, horticulture and statistics. 1-2 years related experience in greenhouse crop production, horticulture, entomology and /or statistics. Familiarity with integrated pest management principles including biological control. Good organizational skills. Willingness to work with pesticides. Valid NYS Pesticide Applicator's Certificate and NYS driver's license. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7501)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/25/91**  
Implement biochemical and serological procedures for the speciation of Mycoplasma isolation from clinical samples. Identify pathogenic strains of E. coli using pre-established DNA probe techniques. Isolate mycobacterial DNA for development of a rapid Jones test. Maintain the lab. Keep records and provide reports. Prepare reagents and media. **Requirements:** Bachelor's in microbiology with a molecular biology background or equivalent. Minimum 3 years relevant experience. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7412, T7413)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/18/91**  
Perform microbiological and immunological tests on specimens as requested by clinicians or as indicated by case histories to aid in the diagnosis of infections in animals and humans. Certify animals for exportation as required by international regulations. **Requirements:** Bachelor's or equivalent in clinical microbiology. ASCP or MLT license desirable. Basic lab skills with emphasis on clinical microbiology and some immunology. Minimum of 1 year experience in a clinical lab performing diagnostic procedures in bacteriology and immunology. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7411)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/18/91**  
Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, complement fixation, and hemagglutination inhibition. Perform virus isolation and fluorescent antibody procedures on clinical specimens. Prepare buffers, media and other reagents. **Requirements:** Bachelor's or equivalent in microbiology, biology or related field. 2 years work experience in virology and tissue culture. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7410)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/18/91**  
Perform viral and chlamydial isolation procedures on clinical specimens. Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, and hemagglutination inhibition. Perform fluorescent antibody procedures, tissue culture, and reagent preparation. **Requirements:** Bachelor's or equivalent in microbiology or biology required. 2 years work experience. Good sterile and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T7103)**  
**Veterinary Pathology-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 6/20/91**  
Prepare high quality microscope slides for both diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures on rotating basis. Assist in development of contemporary histopathology procedures within the laboratory. **Requirements:** Bachelor's or equivalent with experience and coursework in histopathological techniques. HT (ASCP) certification or eligibility desired. 2-3 years experience as histology techni-

cian in a hospital or research laboratory desired. Experience in variety of special staining techniques and immunoperoxidase technique desired. Send cover letter and resume to Sam Weeks.

Technical Temporary

**Software librarian (T7601)**  
**CIT-Endowed**  
**Hiring Rate: \$8.50**  
**Posting Date: 8/01/91**  
Assist in administration of day-to-day operations of CIT Software Contracts Program. Act as librarian for various site licenses. Assist in the distribution and installation of UNIX and other software programs. **Requirements:** Bachelor's degree or equivalent experience. Comprehensive in-depth knowledge in a range of information technology, operating systems, and UNIX, along with familiarity of software products. Send cover letter and resume to Sam Weeks.

**Technician (T7110)**  
**Entomology/Schwardt Lab-Statutory**  
**Hiring Rate: \$6.25**  
**Posting Date: 8/20/91**  
Assist in the study of Lime disease. Collect ticks, work with colonies of ticks and rodents. Perform lab studies. **Requirements:** Some lab work, data collection, record keeping and experience with research animals. Must be able to work independently, keep good records. Must have own car and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Technician (T7111)**  
**Entomology/Schwardt Lab-Statutory**  
**Hiring Rate: \$5/95**  
**Posting Date: 6/20/91**  
Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible. **Requirements:** Some entomological coursework, training and experience very helpful. Some lab work, record keeping and experience with research animals. Must have own car and valid NYS driver's license. Pre-employment physical 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 East Hill Plaza 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, GR18 (C7606)**  
**Undergraduate Admissions- Endowed**  
**Minimum Biweekly Salary: 530.38**  
**10 Month Position**  
**Posting Date: 8/01/91**  
Process applications for 7 undergraduate colleges. Duties: Enter all admissions inquiries for a particular section of the alphabet, and the applications and records for that section. This position requires efficiency and accuracy in handling a large volume of work in a short period of time using on-line computer. **Requirements:** High School diploma or equivalent. 1 Year related experience. Good clerical and organizational skills, particular attention to detail essential. Interpersonal skills a must. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee Transfer Application.

**Office Assistant, GR18 (C7612)**  
**Residence Life-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Provide receptionist support for the Housing Assignment Office. Handle word processing. Screen office mail and assist with housing assignment work. **Requirements:** High School diploma or equivalent. Some college coursework preferred. Micro and mainframe computer data entry experience preferred. Strong interpersonal, organizational and communications, written and oral skills essential. 1-2 years related experience. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application. Minorities are particularly encouraged to apply.

**Secretary, GR18 (C7602)**  
**Law-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Provide secretarial support to faculty. Wordprocessing of manuscripts, briefs, correspondence, class materials; coordinate travel arrangements; prepare travel and reimbursement vouchers; research references and citations in law library; xerox; file; answer telephone. **Requirements:** High School diploma or equivalent. AAS degree in Secretarial Science or equivalent preferred. 1-2 years secretarial experience preferred. Office experience and familiarity with IBM-PC, Wordperfect desirable. Able to coordinate and prioritize multiple tasks. Excellent organizational, interpersonal and communication skills. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR18 (C7618)**  
**Human Development and Family Studies**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Responsible for word processing; telephone receptionist; travel arrangements; assembling training materials. Other duties as assigned. **Requirements:** High School diploma or equivalent. Some related office experience. Knowledge of computers (Macintosh). Familiar with Cornell travel and voucher systems helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application. Minorities are particularly encouraged to apply.

**Senior Records Assistant GR18 (C7615)**  
**Catalog Library-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Responsible for verifying when appropriate, name, subject, and series headings in machine readable bibliographic records. Search various on-line databases to identify authority records matching or nearly matching headings on Cornell catalog records and add these records to the local database. Create permanent machine readable series authority records. Identify changes and revise data in authority records. **Requirements:** High School diploma or equivalent. 2 years college coursework preferred. Ability to do detailed work accurately and exercise good judgment under pressure. Strong interpersonal and organizational skills. Must be dependable. Previous library technical services experience desirable. Familiarity with foreign languages desirable. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Stacks Assistant, GR18 (C7616)**  
**Access Services, Olin Library-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Under the direction of the Administrative Supervisor for collection management, maintain the book stacks of the library; responsible for shelving a large volume of material; process incoming serials on a daily basis and enforce library policy on a daily basis and enforce library policy on assigned floor. Staff security desks on a regular basis; open and close building on assigned days. **Requirements:** High School Diploma or equivalent. Some college background and/or experience with academic libraries preferred.

Must be exceptionally dependable and be able to work independently with a minimum of supervision. Strong organizational and interpersonal 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, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Circulation Reserve Assistant, GR18 (C7619)**  
**Access Services-Olin Library-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/01/91**  
Under the general direction of the Administrative Supervisor of circulation, responsible for the graduate carrel operation and the servicing of the carrels and faculty studies. Work at the circulation desk and perform a variety of other public functions. Responsible for requests for materials located in the library annex. **Requirements:** High School diploma or equivalent. Some college coursework preferred. Organizational skills and aptitude for detailed work. Ability to work effectively with a variety of people in a public services setting. Strong interpersonal skills. Experience with microcomputers desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Interlibrary Services Assistant, GR18 (C7518)**  
**Access Services/Olin Library-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
Search local and national databases to verify, identify, and locate requested materials. Responsible for preparing materials for photocopying including locating articles and verifying bibliographic information when an article is not found as cited. Fax materials. Responsible for maintaining photocopy files, compiling statistics and paging materials from special collections for loan approval. **Requirements:** High School diploma required. Some college course work preferred. 1-2 years related experience. Ability to work with foreign languages. Organizational ability and the aptitude for detailed work. Experience with keyboards and microcomputers. Ability to work under pressure while maintaining accuracy. Good interpersonal skills. Experience in an academic library desirable. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Secretary, GR18 (C7517)**  
**Cornell Cooperative Extension-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
Main receptionist for 8 professionals and 3 office professionals. Direct responsibility for 2 professionals. Handle travel; appointment scheduling; maintain calendars; arrange conferences and meetings; organize files and incoming mail; other duties as assigned. **Requirements:** High School diploma or equivalent, secretarial school desirable. Minimum two years related experience. Knowledge of IBM PC using word perfect. Excellent organizational and interpersonal and communication (written and oral) skills. Medium typing. Send cover letter, resume to Ester Smith, East Hill Plaza, employee should send an employee transfer application.

**Office Assistant, GR18 (C7504)**  
**Financial Aid/Student Employment-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
Assist in the processing of on-campus and off-campus employment programs to include College Work Study (CWS), Non-college Work Study (NWS), Summer Job Network (SJN), ShortShot Program (SSP). Provide communication to the public (especially employers) in reference to these programs. Provide back-up when necessary at the telephones and front desk area. Assist the administrative staff for these programs as needed. **Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Good organizational and typing skills. Able to interact with public and a large staff. Work accurately during highly stressful peak times. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should send an employee transfer application.

**Secretary, GR18 (C7512)**  
**Fruit & Vegetable Science-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/25/91**  
Provide secretarial and administrative support to faculty and department administration. Work with various components of the department, comprised of research, instructional and extension activities, as well as administration. **Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years secretarial experience. Good interpersonal, organizational, and communication skills. Aptitude for detail. Ability to set priorities. Experience with WordPerfect essential. Experience and knowledge of Lotus or Quattro desirable. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Secretary, GR19 (C7605)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/01/91**  
Responsible for providing word processing, secretarial, and administrative support for faculty and their programs in research and teaching. This encompasses a broad set of responsibilities which includes execution and completion of all incoming work, including substantial technical typing. **Requirements:** High School diploma or equivalent. Some college coursework preferred. 2 years related secretarial/office experience. Knowledge of word processing, computers and technical typing. DOS/Wordperfect experience preferred. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Secretary, GR19 (C7608)**  
**University Career Center-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/01/91**  
Process, reproduce and distribute highly confidential material from credential and premedical files; open and maintain active credential files; reactivate inactive files upon request; respond to routine inquiries (written, telephones, walk-ins), handle billing for distributions; compile and maintain statistical data. **Requirements:** High School diploma or equivalent. Secretarial school preferred. 1-2 years previous secretarial experience desirable; working knowledge of Macintosh computer essential. Initiative, thoroughness and attention to detail. Excellent organizational skills and ability to work independently; accuracy and confidentiality essential. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Office Systems Specialist, GR19 (C7301)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/11/91**  
Manage the User Services Help Desk for the Department of Computing Services. Responsible for tracking calls on several in-house computer systems, recordkeeping, and basic troubleshooting. Some administrative duties. **Requirements:** High School diploma or equivalent. Some college coursework preferred. Computer experience essential: VAX, DOS or Macintosh. Experience with word processing required. Other computer package experience is a plus. Must have office and typing skills. Strong service orientation and good interpersonal skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR19 (C7510)**  
**Arts College Registrar's Office-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/25/91**  
Manage the Arts and Sciences Course Master File. Support the information coordinator and provide backup and assistance as needed for coworkers and Registrar, coordinate readmits, leaves of absences, and withdrawals; update and maintain records and schedules of students, including those in special programs; assist Associate Registrar with the Academic Records Committee. **Requirements:** High School diploma or equivalent required. Some college course work preferred. 1-2 years of office experience. Excellent word processing skills, organizational skills, communication (written and oral) skills. Able to set priorities and work in a complex, active environment. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR19 (C7511)**  
**Fruit & Vegetable Science-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/25/91**  
Provide secretarial support to 4 faculty. Act as resource person for Mac users. **Requirements:** High School diploma or equivalent. 2 years college coursework preferred. Minimum 2 years related work experience preferable. Excellent organizational, interpersonal and communication skills. Medium typing. Send cover letter and resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.



ation skills. MAC and IBM experience mandatory. Work experience with WriteNow and Excel (MAC) and Wordperfect and DBase (IBM). Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Office Assistant, GR19 (C7515)**  
**Graduate School/Records Office-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/25/91**

Maintain accurate and timely paper and electronic graduate student records; inform students and others of basic Graduate School policies and procedures. Provide support coverage of the information/reception desk as needed.  
**Requirements:** High School diploma or equivalent. Minimum 2 years related experience. Knowledge of Macintosh preferred. Accuracy and proficiency at data entry. Ability to organize work, maintain confidentiality. Excellent interpersonal skills. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7622)**  
**Genetics and Development-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/01/91**

Provide administrative assistance to the National Science Foundation Plant Science Center Director and staff, including office management, writing, editing, scheduling, etc.

**Requirements:** Associates degree or equivalent in business, English or relevant field. 2-3 years related administrative, writing, editing and secretarial experience necessary. Some background in the sciences desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Accounts Assistant, GR20 (C7414)**  
**Floriculture & Ornamental Horticulture-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**

Provide accounting and budgeting support to Administrative Manager. Coordinate and execute day-to-day accounting operations including account specification, reconciliation and analysis; process payables and receivables; grant/contract maintenance, purchasing, inventory, reimbursements and deposits. Assist with development of computerized budgeting and accounting, particularly in areas of customizing CUDA for department applications using Macintosh Plus.

**Requirements:** Associate's in Business or Accounting or equivalent. Two years Cornell accounting experience required. Excellent organizational, interpersonal, and communication skills. PC experience essential, Macintosh preferred. Ability to work under pressure with little direct supervision. Regular Cornell employees send employee transfer applications, cover letter, and resume to Esther Smith, East Hill Plaza.

**Administrative Aide, GR20 (C7403)**  
**Office of Sponsored Programs-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**

Provide administrative and clerical support to the University Committee on Human Subjects. Other duties will include providing general clerical support and data input to the Data Analyst.

**Requirements:** High School diploma or equivalent; secretarial school or 2-4 years equivalent experience. Word processing knowledge required. Data management experience helpful. Attention to detail. Strong interpersonal, communication, and organization skill required. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7401)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**

Provide administrative support to Personnel Manager and Finance Coordinator.

**Requirements:** Associate's degree or equivalent. 2-3 years related administrative experience. Familiarity with University resources (payroll, accounting, student employment, etc.). Experience with Macintosh. Strong interpersonal, organizational, and communications skills. Ability to work independently and maintain strict confidentiality. Ability to work under pressure, set priorities, and take initiative. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Secretary, GR20 (C7410)**  
**Textiles and Apparel-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**

Provide administrative/secretarial support for Department Chair, Undergraduate Advising Coordinator, Department Extension program, administrative Manager, and IBM wordprocessing support to faculty.

**Requirements:** Associate's or equivalent. Minimum 2-3 years support work in University setting. IBM wordprocessing (WordPerfect 5.1) and DB3 experience required. Mac experience desirable. Able to work independently and set priorities. A high level of confidentiality is required. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7402)**  
**Office of Instructional Support-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**

To act as principal secretary/receptionist to the Office of Instructional Support.

**Requirements:** Associate's or equivalent experience. Word processing, data base management and spreadsheet use experience necessary. 2-3 years related work experience in a diverse office setting. Excellent verbal, interpersonal and telephone communication skills. Ability to work independently, often under pressure and short deadlines. Ability to handle sensitive and confidential information required. Medium Typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7411)**  
**University Development/Public Affairs-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/18/91**

To assist the director of special gifts by providing administrative support in the overall daily operations of the special gifts program in university development. The program manages the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in excess of \$100,000.

**Requirements:** Associate's or equivalent in education, experience, and training. 2-3 years related experience. Excellent organizational, communications, and interpersonal skills. Ability to handle confidential information, prioritize assignments and work under pressure. Experience in office, human resource, and budget management and knowledge of Cornell desirable. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Editorial Assistant, GR20 (C7505)**  
**Sociology-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/25/91**

Provide administrative support to the editor of an academic journal. Conduct financial transactions for the journal; monitor annual budget of approximately \$40,000. Serve as liaison between reviewers, authors, editors, and publisher. Coordinate work flow to free lance copy editors; handle daily correspondence; maintain files; order supplies.

**Requirements:** Associate's or equivalent. 2 years related office experience. Familiarity with IBM computers and Cornell policies and procedures (budget and accounting). Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR20 (C7507)**  
**American Indian Program-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/25/91**

Perform highly responsible work under administrative direction which involves managing the American Indian Program office, performing a wide variety of administrative and secretarial support.

**Requirements:** Associate's or equivalent. 2-3 years directly-related work experience. Ability to use personal computers for word processing, spreadsheet and database management. Familiar with CU accounting system. Excellent interpersonal, communication (written and oral) skills. Ability to work under pressure. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR21 (C7208)**  
**Division of Nutritional Sciences/CFNPP-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 6/27/91**

Provide administrative and secretarial assistance to the Director of the Cornell Food and Nutrition Policy Program. Draft administrative correspondence, coordinate domestic and international travel; special projects as assigned; general secretarial duties.

**Requirements:** Associate's or equivalent. 2-3 years previous office experience. Fluency in a foreign language preferred. Proven ability to work independently, take initiative, handle multi-assignments simultaneously. Experience with microcomputers and software. Excellent grammatical skills. Familiarity with international work preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR21 (C7513)**  
**Office for Research-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/25/91**

Provide administrative and secretarial support for the Associate Director. Handle correspondence; arrange meeting and conferences; act as liaison person with a variety of groups, committees, university departments, state and government agencies, other duties as assigned.

**Requirements:** Associate's or equivalent required. Word processing skill on Macintosh, minimum 2-3 years experience in office, ability to communicate verbally and in writing, good human resource skills, adaptability, able to work under pressure (occasionally). Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Administrative Aide, GR22 (C7405)**  
**Administration-Cornell University Library-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 7/18/91**

Provide executive secretarial and administrative support for the University Librarian and the Assistant University Librarian. Assist with the secretarial support services provided by the Library Administrative Office for the Cornell Library System.

**Requirements:** Associate's or equivalent experience. Minimum 3-4 years of appropriate professional experience. Outstanding interpersonal skills with ability to interact with a wide variety of visitors, trustees, faculty, and staff essential. Excellent verbal and written communication skills required. Mature judgment and ability to handle confidential and sensitive information. Computer experience with familiarity with word processing highly desirable. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

## Office Professional Part-Time

**Cashier GR15 (C7603)**  
**Dining-Endowed**  
**Minimum Biweekly Salary: \$499.20**  
**Posting Date: 8/01/91**

Transact cash and credit sales. Promote good customer relations. Other duties as assigned. Monday - Friday, 30Hrs per week.  
**Requirements:** High School diploma or equivalent. Up to one year related experience or equivalent. Basic reading and computation skills. Good interpersonal and communication skills required. Regular Cornell University employee send transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

**Building Attendant GR17 (C7620)**  
**Access Services-Olin Library-Endowed**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 8/01/91**

Under the direction of the Senior Evening Supervisor, perform library security functions including work at the stack control desk and closing the building. Perform a variety of circulation and collection management duties as assigned.

**Requirements:** High School diploma or equivalent. Strong interpersonal and communication skills. Must be exceptionally dependable and be able to work well with sudden increases of activity at exit/entrance points while maintaining consistent procedures. Experience with microcomputers desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Preparation Assistant GR17 (C7621)**  
**Preservation and Conservation-Endowed**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 8/01/91**

In accordance with conservation standards, apply various techniques and materials in the pre-binding of all unbound monographs. Share responsibilities for functioning of unit, including work flow, staff coverage, training and decision making. Assist in other units, especially book repair and commercial binding, as needed. 20 hours a week.

**Requirements:** High School diploma or equivalent. Work-flow management skills, ability to dismantle and service power machines. Ability to train and monitor work of others. Previous library or other appropriate experience desirable. Strong communication and interpersonal skills. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Audio-Visual Aide, GR18 (C7407)**  
**Music-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 7/18/91**

Act as stage manager, coordinate, train, supervise ushers; keep up mailing and recording lists, help with programs; moving of instruments, some typing. Technical part: record concerts, maintain and update electronic equipment. Regular, part-time position, 25 hr/wk; 9.5 months (8/15-5/31).

**Requirements:** High School diploma or equivalent in music desirable. Some college course work. Excellent public relation skills. Knowledge of music and musicianship. Ability to handle emergencies calmly and efficiently. Good decision-making skills. Up to one year related experience. Light typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Senior Records Assistant, GR18 (C7408)**  
**Technical Services, Cataloging/Law Library-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 7/18/91**

Responsible for creating and maintaining detail holdings for Law Library materials and conversion of manual holdings records to machine readable format. Regular, part-time position, M-F, flexible; 20hrs/wk.

**Requirements:** High School diploma required, some college experience desirable. 1-2 years library experience helpful, experience with and affinity for computers highly desirable. Ability to analyze problems and deal with detailed technical information essential. Strong communication skills (verbal & written); good skills with English and spelling necessary. Light Typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Collections Assistant, GR18 (C7519)**  
**Public Services/Law Library-Endowed**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/25/91**

Under the general supervision of the Administrative Supervisor/Access Services, responsible for overseeing and executing the updating of American legal materials of the Law Library collection. Oversee Law Library operations on Saturdays; opening and closing building and supervising the circulation desk. Assist in training and supervising of students. Handle basic information questions, perform circulation functions, monitor photocopiers. Regular part-time position, M&W 8-3, F 8-4, Sat. 9-5; 26hrs/wk.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. Attention to detail. Good organizational skills. Ability to work with a variety of people in a public service setting. 1-2 years related experience. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Secretary, GR18 (C7520)**  
**Vet Micro, Immuno. & Parasit.-Statutory**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/25/91**

Provide secretarial and administrative support to the Director of International Programs. Regular part-time position, M-F 8-1, 4hrs/day.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years previous secretarial experience. Experience with wordperfect and in arranging foreign and domestic travel. Excellent organizational, interpersonal and communication (written & oral) skills. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should send an employee transfer application.

**Secretary, GR18 (C7508)**  
**University Health Service-Endowed**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/25/91**

Transcribe and print (using Word Perfect word processing and

Okidata Microline 393 Printer) all dictated confidential office visit notes for UHS medical patient charts. Regular part-time, 9 month position, M-F, 20hrs/wk.

**Requirements:** High School diploma or equivalent with 1-2 years related experience. 3-4 years transcription experience. Accurate typing 75-80 wpm. Knowledge of IBM compatible using Word Perfect 5.1, dictating equipment and familiarity with medical terminology. Ability to work under pressure, deal with a variety of people and maintain strict confidentiality. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should send an employee transfer application.

**Administrative Aide GR19 (C7601)**  
**Computer Science-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/01/91**

Provide administrative and organizational support to several faculty and department publications unit. Use advanced graphics software to produce and edit technical reports. 30 Hours a week. : High School diploma or equivalent. Some college coursework preferred. Microcomputer experience necessary. Must be flexible and able to work under time constraints. Excellent writing, communication, interpersonal skills and ability to prioritize a must. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Administrative Aide, GR19 (C7319)**  
**Center for Advanced Imaging Technology-Statutory**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 7/11/91**

Assist Director in the performance of administrative duties required for the smooth operation of the Center, including budgeting, accounting, payroll and secretarial support. Monday-Friday, hours to be arranged.

**Requirements:** High School diploma or equivalent. Some college coursework preferred or equivalent combination of education and experience. Knowledge of Statutory Accounting system. Minimum 2 years previous office experience. Working knowledge of IBM PC XT/AT/386/PS-2, WordPerfect and Lotus 1-2-3. Database management skills very desirable. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Secretary, GR19 (C7404)**  
**Office of Public Affairs-Statutory**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 7/18/91**

Provide administrative support for the Director of Special and Planned Giving, including establishing a communication system for special and planned giving prospects, drafting and typing planned giving and life income arrangement letters, setting appointments with prospective donors, developing, analyzing and acting upon matters pertaining to the public affairs records system, organizing and coordinating donor events and meetings related to special or planned gift prospects or donors. Develop and maintain prospect records and files for the director. Regular, part-time position 20-25 hours, Monday - Friday.

**Requirements:** High School diploma or equivalent. Some college course work. 2 years of secretarial experience with a good working knowledge of Word Perfect 5.1, familiarity with database management systems, accurate, timely, and confidential processing of data information. Experience in Dictaphone/transcriber use, and the ability to handle confidential information. Gracious handling of requests from alumni and friends is required. Experience with planned giving and trust agreements desirable. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Secretary, GR19 (C7503)**  
**Western Societies Program-Endowed**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 7/25/91**

Prepare correspondence, papers, reports, classwork for one professor; maintain files; coordinate conferences, seminars, meetings, travel; publicity for events; word processing. Special duties as assigned. Regular part-time, 9 month position, M-F, 4hrs/day.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Knowledge of Cornell forms/accounting systems helpful. Able to work with a wide diversity of people. Excellent organizational, interpersonal, and communication skills. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

**Senior Night Supervisor GR20 (C7613, C7617)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/01/91**

Responsible for library operation during evening & Friday (day) hours; daily activities including circulation and reserve operations; supervision collection maintenance; provision of current awareness services; maintain corporate information files, and menu collection.  
**Requirements:** Associates degree or equivalent preferred. Strong interpersonal and communication skills. Previous library and/or supervisory experience. Able to work independently. Knowledge of computers required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

## JOB SHARING POSITION

**Telephone Receptionist/Office Assistant GR17 (C7604)**  
**Undergraduate Admissions-Endowed**  
**Minimum Biweekly Salary:**  
**Posting Date: 8/01/91**

Primary responsibility is to answer the 3 main phone lines in the admissions office and to back up the front desk receptionist. In addition, this position does data entry of admissions inquiries. Regular, Part-time, Job sharing position. One person M-F 8am-1pm, Second person M-F 12pm-5pm.

**Requirements:** High School diploma or equivalent. Up to one year related experience preferred. Excellent interpersonal and communication skills. Telephone experience. Knowledge of Cornell a plus. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

## 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.

**Secretary, GR18 (S7401)**  
**Agricultural Economics-Statutory**  
**Hiring Rate: \$8.00/Hr.**  
**Posting Date: 7/18/91**

Provide clerical assistance in support of teaching, research and extension activities for two professors. Duties include receptionist, typing manuscripts, and letters, preparing teaching materials, keeping course records, library research; secretarial support for extension schools/conferences; assisting editors of journal published annually. Full-time, temporary position; 8/1/91-10/31/91; 39 hrs/week.

**Requirements:** High School diploma or equivalent experience. Computer word processing skills (MS Word experience preferred). Ability to use library search techniques, filing skills. Medium typing. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

**Accounts Coordinator GR20 (S7602)**  
**National Nanofabrication Facility-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/01/91**

To oversee department accounts, payables/receivables, and industrial contracts. Prepares budget statements and monthly reports. Assists in preparing projected revenue and expense analyses. Oversees accounting data input and post-reconciliation activities. The incumbent works with a high degree of independence under the general supervision of the Administrative Manager. M-F 8am-5pm.  
**Requirements:** AAS degree in accounting or equivalent combination of education and experience with increasing experience in areas directly related to accounts management. 2-3 years experience as a bookkeeper or accounts manager; knowledge of endowed and/or state Cornell procedures. Medium typing. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

**Secretary (S7002)**  
**Soviet and East European Studies Program-Endowed**  
**Posting Date: 6/20/91**

Set up program meetings and notify members. Attend Program and Steering Committee meetings and prepare minutes. Prepare seminar notices and mailings. Collect data, edit, organize & mail SEESP newsletter. Collect and organize data, type and edit annual proposal for Title VI Fellowships. Organize conference arrangements; travel, accommodations, meeting rooms, and meals. Make arrangements for Program visitors such as lecture room reservations, travel reimbursements, honoraria checks, and receptions. Serve as primary contact person for information and referral for department.  
**Requirements:** High school diploma or equivalent. Previous office experience is a must. Experience with WordPerfect and Q&A. September 1 - May 31, 20 hours per week. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza.

**Mail Clerk/Office Assistant (S7304)**

**Ornithology**  
**Posting Date: 7/11/91**  
 Assist with the laboratory's mail order book shop operation. Duties include stocking warehouse, wrapping outgoing UPS packages. Processing the lab's mail and other outgoing US and UPS mail.  
**Requirements:** High School diploma or equivalent. Valid NYS drivers license. Familiar with US postal regulations and other mailing operations. Must be able to work quickly, accurately, and under deadlines. Must be able to lift 50 lbs. Please send application materials to Karen Raponi, Staffing Services, East Hill Plaza.

**Service Clerk (S7501)**

**Ornithology**  
**Posting Date: 7/25/91**  
 Assist with sales at Crows Nest Birding shop during the week, week-ends and Monday nights for seminars. Assist in warehouse and run errands. Cashier, phones, and data entry.  
**Requirements:** High School diploma or equivalent. Very good organizational, interpersonal, and communication skills. Ability to lift 50 lbs. and must be dependable. Part-time position, 19-20 hrs/week. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

## 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 East Hill Plaza 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.

**Apprentice-Controls Technician/EMCS Operator (G7305)**

**M & SO/Control Shop-Endowed**  
**Hiring Rate: \$8.50**  
**Posting Date: 7/11/91**  
 Operated the Central EMCS computer and all field hardware, including programmable direct digital controllers & remote terminal units. Responsible for all alarm processing, including alarm verification, central troubleshooting & dispatching M & SO trades. Duties in the field including working with pneumatic, electric & electronic building control systems.  
**Requirements:** Two year technical degree preferred. Must maintain a valid NYS driver's license. Must join Union within 30 days. Working knowledge of pneumatic, electric and electronic controls with HVAC experience required. Computer familiarity, especially direct digital control microprocessor hardware & software is desirable. Cover letter and resume to Esther Smith, East Hill Plaza.

**Maintenance Mechanic (G7401)**

**Department of Unions & Activities-Endowed**  
**Hiring Rate: \$8.73**  
**Posting Date: 7/18/91**  
 Responsible for providing maintenance mechanic support for 3 Unions and Activities buildings, including administrative offices, student activity areas, deli/cafe/terias and the various equipment used in their operations.  
**Requirements:** High School diploma or equivalent. Valid NY State driver's license. Knowledge and skills to support various building maintenance functions. Able to work independently. Good communications skills. Regular Cornell employees send employee transfer application, cover letter, resume to Esther Smith, East Hill Plaza.

**Food Service Worker, SO01 (G7604)**

**Dining-Endowed**  
**Hiring Rate: \$6.28**  
**Posting Date: 8/01/91**  
 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.  
**Requirements:** Knowledge of food preparation and presentation preferred. Good customer relations skills. Basic reading and computational skills required. Regular Cornell employees send employee transfer application to Esther smith, Staffing Services, East Hill Plaza #2.

**Dish Machine Operator, SO02, (G7605, G7606)**

**Dining-Endowed**  
**Hiring Rate: \$6.55**  
**Posting Date: 8/01/91**  
 Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change.  
**Requirements:** Ability to learn proper use of dishwashing equipment and cleaning agents. Ability to lift 35 pounds. Regular Cornell employees send transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

**Food Service Worker, SO02 (G7601, G7602)**

**Dining-Endowed**  
**Hiring Rate: \$6.55**  
**Posting Date: 8/01/91**  
 Prepare, present and serve food items for co-op, cash, catering or special events. Shift subject to change.  
**Requirements:** High School 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. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

**Nurse's Aide SO03 (G7610)**

**University Health Services-Endowed**  
**Hiring Rate: \$6.83**  
**Posting Date: 8/01/91**  
 Primary purpose to offer support to nurses, clinicians and receptionists in the Contraception, Gynecology and Sexuality Service. Prepare patients for exams and assist during exams. Includes room preparation, lab specimen handling and monitoring of equipment. August-May, 9 month position.  
**Requirements:** High School diploma or equivalent. Nurse's Aide/Health Assistant Certificate desirable. 2-3 years recent experience in family planning or health related service required. Ability to work well with diverse population. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send Employee transfer application.

**Nurse's Aide SO03 (G7609)**

**University Health Services-Endowed**  
**Hiring Rate: \$6.83**  
**Posting Date: 8/01/91**  
 The primary purpose of this position is to assist nurses and clinicians in the examining of patients; to assist patients in preparation for medical examinations. Also includes room preparation.  
**Requirements:** Some recent experience in a health related service or educational experience in the health field. Strong interpersonal and communications skills. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send employee transfer application.

**Nurse's Aide SO03 (G7608)**

**University Health Services-Endowed**  
**Hiring Rate: \$6.83**  
**Posting Date: 8/01/91**  
 Assist clinicians and nurses. Prepare patients for medical exams. Clean and stock examining rooms; prepare solutions and provide routine bed care in the overnight unit. August-May, 11:30pm-8:00am, Monday-Friday.  
**Requirements:** High School diploma or equivalent. Nurse's Aide certification desirable. Recent health related services experience. Strong interpersonal and communication skills. Able to work independently. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send employee transfer application.



**Dispatcher SO06 (G7607)**  
**Maintenance and Service Operations-Endowed**  
**Hiring Rate: \$7.91**  
**Posting Date: 8/01/91**  
Receive trouble calls, relay messages, and coordinate and dispatch appropriate tradespeople and material delivery personnel, or courier/cab service as requested. The customer service center is the focal point of requests for repairs, maintenance and alterations, and information about the physical plant.  
**Requirements:** High School diploma or equivalent. Must possess and maintain a valid NYS Drivers license. Experience with main-frame and personal computers desirable. Training and/or experience in public relations, sales or service preferred. Must have excellent interpersonal skills, ability to work under pressure and strong decision making ability. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send employee transfer application.

**General Service Part-time**

**Food Service Worker SO01 (G7603)**  
**Dining-Endowed**  
**Hiring Rate: \$6.28**  
**Posting Date: 8/01/91**  
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.  
**Requirements:** Knowledge of food preparation and presentation preferred. Good customer relations skills. Basic reading and computational skills required. Regular cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

**Duplicating Machine Operator, SO06 (G7502)**  
**Agricultural Economics-Statutory**  
**Hiring Rate: \$7.91**  
**Posting Date: 7/25/91**  
The position has the responsibility for running a Kodak 150 copier, an off-line collator, binding equipment, a cutter, perforator, punch for paper, and other peripheral equipment, as well as hand assembling materials in a print shop for a large academic department. Regular, part-time position, 20 hrs./week, more hours/week at peak times.  
**Requirements:** High School diploma or equivalent. Minimum of 3 years related experience. Mechanical knowledge preferred. Print shop experience desirable, but not necessary.. Send cover letter, resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

**General Service Temporary**

**Field Assistant (S7601)**  
**Plant Breeding-Statutory**  
**Hiring Rate: \$6.00**  
**Posting Date: 8/01/91**  
Harvest, wash, sort and grade potatoes. Must be able to lift 50 Lbs. Must have valid NYS drivers license. Dependable, able to follow directions. Work well with a group of people. Full-Time, Temporary. Send application materials to Karen Raponi, Staffing Services, East Hill Plaza #2.

**Returning to the Classroom?**  
**Offered by Staff Relations and Development**

*Returning to the Classroom?* will be held August 23 from 8:30-12:30. Whether you are seeking to improve current job skills or chances for future advancement, continuing education is becoming a part of life for many Cornell employees. Re-entering the classroom after years away can be an exciting, yet potentially intimidating, experience. This special program is designed to help you prepare for moving back into the "student" role. Learn how to evaluate your readiness for returning to the classroom and set specific learning goals and objectives. Find out how to choose the courses that offer the best opportunities for achievement and success. Explore how to develop good study and note-taking skills. Educational opportunities available to Cornell employees as well as the logistics of registering for courses at Cornell will also be discussed. This one-session program is led by Valerie Sellers Kantrowitz. There is a \$20 charge to the department.

To register, please complete the registration form and send it to 130 Day Hall. For additional information, please contact Staff Relations and Development at 5-7170.

**Program Registration Form**

The following information is required to process your registration. Please type or print clearly & return this completed form to Staff Relations and Development, 130 Day Hall.

Program name: \_\_\_\_\_

Date and time: \_\_\_\_\_

Cost: \_\_\_\_\_

Account number to be charged: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Cornell ID# \_\_\_\_\_

Department: \_\_\_\_\_

Campus address: \_\_\_\_\_ Telephone: \_\_\_\_\_


Supervisor name: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Supervisor campus address: \_\_\_\_\_

Department head name: \_\_\_\_\_

Department head (or designee) signature: \_\_\_\_\_

RIDESHARE CLASSIFIEDS							
Commuter				Connection			
CORNELL UNIVERSITY OFFICE OF TRANSPORTATION SERVICES • 255-4600							
PLACE	NAME	PHONE	OPTION	DAYS	HOURS	SMOKE	COMMENTS
Auburn	Tina	5-6251	Share	M-F	8:00-4:30	No	
Aurora	Jean	5-3136	Share	M-F	8:00-4:30	No	Union Springs
Bennettsburg	John	5-9386	Share	M-F	8:00-5:00		Route 79W
Bennettsburg	Robert	5-8342	Share	M-F	8:00-5:00		Route 79W
Brooktondale	Deborah	5-2115	Drive	M-F	9:00-4:00		
Brooktondale	Veronica	5-5613	Drive	M-Th	9:15-3:00		
Burdett	Lisa	4-2588	Share	M-F	9:30-6:00		
Candor	Ruth	5-5174	Share	M-F	6:00-2:30		
Caroline	Resa	5-5476	Drive	M-F	7:30-11:30		
Caroline	Cheryl	3-3010	Share	M-F	7:00-3:30	No	
Cayuta	Mary	5-2029	Share	M-F	7:30-4:30		Alpine Junction
Cortland	Donna	5-3245	Share	M-F	8:00-4:30	No	8-4 Fri
Cortland	Debra	5-8595	Share	M-F	8:15-4:30	No	
Cortland	Donna	5-9431	Drive	M-F	8:30-5:00	No	near High School
Dryden	Suzanne	5-8127	Share	M-F	8:00-5:00		Ellis Hollow
Dryden	Linda	3-3209	Drive	M-F	Flexible		
Endicott	Bill	5-2199	Share	M-F	8:00-5:00		
Enfield	Shirley	5-6310	Share	M-F	8:00-4:00		
Enfield	Diane	5-6050	Share	M-F	8:00-4:30	No	near Hospital
Etna	Felicity	5-4004	Share	M-F	8:00-4:30	No	Routes 13/366
Freeville	Paula	5-7555	Share	M-F	8:00-4:30		
Genoa	Dave	3-3100	Share	Su-Th	6:00-3:00	OK	
Hammondsprt	Gerald	5-6927	Ride	M-F	8:00-4:30		
Interlaken	Marca	5-7148	Share	Th,F	8:00-4:00	No	
Ithaca	Jan	3-3365	Share	M-F			7-9am, 4:30-6:30pm
Ithaca	Adria	5-7471	Share	M-F	8:30-5:00	No	Downtown
Ithaca	Doris	5-8198	Share	M-F	10:00-9:00		Parkwood Village
Ithaca	Mark	5-1665	Drive	M-F	8:30-5:30		
Ithaca	John	5-4165	Share	M-F	Flexible	No	East Hill
Ithaca	Jane	5-2291	Share	M-F	8:00-5:00		
Ithaca	Lois	3-3323	Drive	M-F	8:00-5:00		Snyder Hill Road
Ithaca	Joe	5-1687	Share	M-F	10:00-5:00	No	Route 89
Ithaca	Gail	5-4050	Share	M-F	8:00-4:30		
Jacksonville	Timis	5-5174	Share	M-F	6:00-2:30	No	
Lansing	Susan	5-4139	Share	M-F	8:30-5:00	No	
Lansing	Betsy	4-1210	Share	M-F	8:00-5:00		
Lansing	Bill	5-9134	Drive	M-F	9:00-6:00	No	Meyers Point
Marathon	Judi	5-3745	Share	M-F	8:00-4:30	OK	
McLean	Deena	5-6506	Drive	M-F	8:00-3:30	No	
Moravia	Debbie	5-4267	Share	M-F	Flexible	No	
Moravia	Jim	5-3272	Share	M-F	6:30-3:00		via Rt. 34 or 38
Newark Valley	Amy	5-2215	Share	M-F	8:00-5:00	No	8-4 Fri
Newfield	Elaine	5-3806	Share	M-F	7:30-4:00		
Newfield	Linda	5-1866	Share	M-F	8:00-4:30		
Odessa	Susan	5-5338	Drive	Su-Th	10:00-8:00	No	
Odessa	Rose		Share	M-F	5:00-2:30	No	Home # 594-3352
Owego	RaeAnn	5-6224	Share	M-F	8:00-4:30	No	
Owego	Carol	5-2306	Ride	M-F	5:00-1:30	OK	
Owego	Criss	3-3010	Share	M-F	8:00-1:00		
Varna	Annabelle	5-3818	Share	M-F	8:30-5:00		
Varna	Betty Ann	4-1234	Share	M-F	8:00-5:00		Trailer Park
Virgil	Suzanne	3-3946	Share	M-F	8:00-5:00		
Virgil	Jean	3-3100	Share	M-F	8:00-5:00		
Watkins Glen	Barb	5-1790	Share	M-F	8:00-4:30	No	8-4 Fri
Waverly	Robin	3-3011	Share	M-F	8:30-5:30	No	
Waverly	Linda	5-4284	Drive	M-F	8:00-4:30	No	
West Danby	Pat	5-2889	Share	M-F	Flexible	No	Route 96
Willseyville	Ramona	5-2262	Share	M-F	8:00-4:30	No	
Willseyville	Sharon	5-9731	Drive	M-F	8:00-4:30		
Willseyville	Penny	5-4587	Drive	M-F	7:30-4:00		Fri 7:30-3:00

**Cornell Employment News**

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It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or handicap. The university is committed to the maintenance of affirmative-action programs that will assure the continuation of such equality of opportunity. Sexual harassment is an act of discrimination and, as such, will not be tolerated. Inquiries concerning the application of Title IX may be referred to Cornell's Title IX coordinator (coordinator of women's services) at the Office of Equal Opportunity, Cornell University, 234 Day Hall, Ithaca, NY 14853-2801 (Telephone: 607-255-3976).

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