

Cornell Chronicle

Networking

This issue contains a pullout section of Networking, publication by employees and for employees.

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Thursday, July 25, 1985

Performing Arts Center Bids Over Budget

A low bid on Cornell University's Performing Arts Center project that, depending on alternates chosen, could be as much as 39 percent over the construction budget was submitted during a bid opening last week.

Robert M. Matyas, vice president for facilities and business operations, said the customary procedure will be followed in which university officials, along with design and cost consultants, and contractors and subcontractors, will analyze the bidding data over the next 30 days.

"Based on that analysis," he said, "we will decide what to do in order for the university to fulfill its commitment to continue the project."

McGuire and Bennett of Ithaca was apparently low of three firms that submitted bids, with a general construction bid of \$17,365,000.

Total project budget for the PAC is \$19.5 million, but \$3 million of this is for an endowment for maintenance of the building. The general construction portion of the remaining \$16.5 million budget is \$12.5 million.

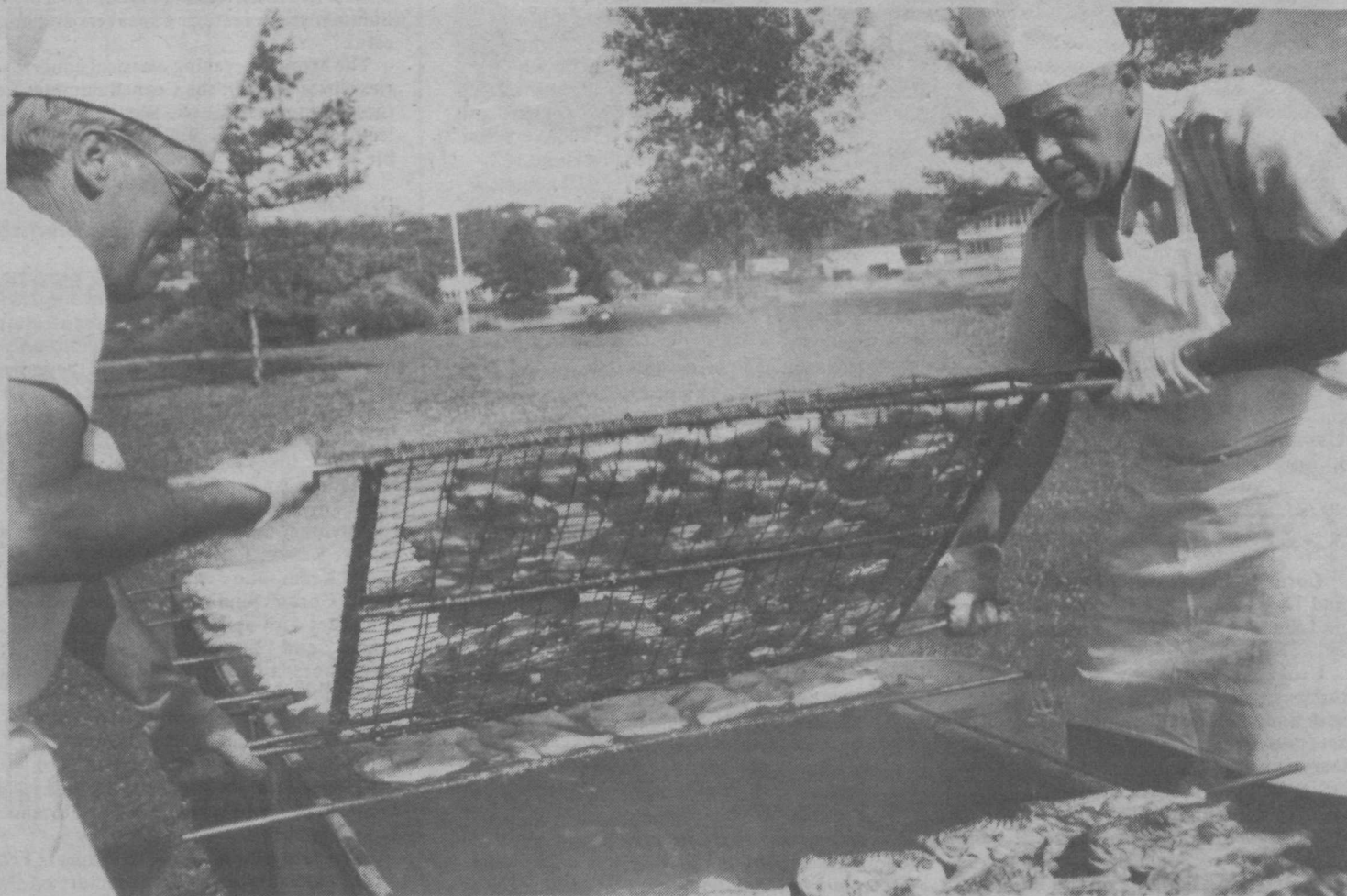
"These bids are substantially higher than our budget," Matyas said, "but this is a complex project on a very complex site. I believe that the assumptions and procedures used by our design and cost consultants are valid, and that with good-faith discussions among all parties, ways will be found to continue with the project."

At the same time, he said, the university will continue to work closely with the City of Ithaca and private developer Mack Travis, who also are looking at possible redesigns of a parking structure and apartment building that are other components of the overall College town development program.

"Should we decide to make changes in our basic design, we will be sure that the combined PAC and city-Travis projects work together on the site," Matyas said.

He said the 30-day period for review of bids is a usual part of any project undertaken by the university, and that it is difficult to say if this review will result in any delay in a construction start. "We're still hoping to break ground sometime this fall," he said.

Fund raising for the \$19.5 million project is near the \$18 million mark and is continuing, Matyas said.



Two members of the Cornell Recreation Club cook chickens at the annual Gadabout Barbecue in Cass Park last week. Daryl Dunn, left, electrician, and Harry Dickson, meat cutter, give the chickens a turn. They were among nine members of the recreation club who donated their time to prepare the chickens and other food for the barbecue. The others were William Dougherty, technician in electrical engineering; Al Reed, grounds department; Ira Reed, retired farm manager; Dennis Osika, buildings and grounds superintendent; Frank Sutfin, grounds department; Al Jenkins, public safety; and Dennis Ferguson, hotel faculty. The event raised about \$2,000 for the community bus service.

University Ranks Fifth Nationally in Gifts

Cornell received \$72.8 million in gifts during 1983-84, placing fifth in the nation in the amount of private support received.

Of that \$72.8 million, \$47.1 million was donated by alumni and friends of the university — placing Cornell second only to Harvard in individual giving, according to Carol L. O'Brien, director of University Development.

The total 1983-84 voluntary contributions represented an 18 percent increase over the \$61.6 million given to Cornell in 1982-83,

O'Brien added. Final figures on 1984-85 gifts are not yet available.

"We're extremely pleased," she said. "Cornell has had very strong relationships with its alumni and friends, and with corporations over the past several years. Those groups have been very generous to Cornell."

The most recent annual survey of more than 1,100 colleges and universities, conducted by the Council for Financial Aid to Education, found that contributors gave an estimated \$5.6 billion to colleges and universities nationwide in 1983-84, an increase of 8.5 percent over the previous year.

"Our increase was more than twice the national average," O'Brien reported. "We will continue to rely on such significant support to keep Cornell strong."

The only colleges or universities receiving more voluntary support than Cornell in 1983-84, according to the CFAE survey, were: Harvard (\$125.2 million), Stanford

(\$111.8 million), Yale (\$75.3 million), and Columbia (\$75.2 million). Cornell ranked fifth for the second consecutive year; in 1981-82 Cornell placed eighth.

The \$47.1 million given to Cornell by alumni and friends in 1983-84 represented a 30 percent increase over the \$36.1 million in contributions during 1982-83, O'Brien said. Foundations donated \$11.4 million to Cornell in 1983-84. Corporate support in 1983-84 totaled \$14.7 million, a 12 percent increase from the previous year.

"The economic recovery tax act of several years ago made it possible for corporations to receive tax credit for donating equipment to the physical and biological sciences," O'Brien said. "Cornell has received many such contributions, from IBM, Hewlett-Packard, and others. Many corporations and universities are recognizing the mutual benefits that result from increased sharing and cooperation."

27 Protesters Face City Charges

Twenty-seven anti-apartheid protesters were charged with criminal trespass last Thursday (July 18) when they staged a sit-in at Day Hall and refused to leave the building at the 5 p.m. closing time.

Those charged by Cornell Public Safety included 17 students, one staff member, and nine people not affiliated with the university.

The demonstration began shortly before 3:30 p.m. when about 70 protesters entered Day Hall as part of a planned birthday party for Nelson Mandela, the imprisoned leader of the African National Congress. Mandela, who turned 67 last Thursday, was sentenced to life in prison in 1964.

Many of the protesters carried balloons into Day Hall, and portions of several birthday cakes were distributed among the demonstrators, who sat along a hallway.

By 5 p.m. there were about 140 protesters in the building. When Cornell officials told

them to leave or face arrest, about 110 left the building.

The criminal trespass charges were referred to Ithaca City Court, where appearances are scheduled Friday.

Seventeen anti-apartheid protesters charged with criminal trespass for refusing to leave Day Hall at the 5 p.m. closing time on June 3 had their cases heard Wednesday during an appearance in Ithaca City Court.

An attorney for the demonstrators asked City Judge James J. Clynes Jr. to dismiss the charges and not send the cases to trial. Clynes is expected to make his decision within a few days.

About 100 anti-apartheid protesters rallied in front of Day Hall at noon Wednesday, then moved to the west lawn of the administration building to hear Dennis Brutus, the exiled South African poet and professor of English at Northwestern University.

Museum Receives Agency's Maximum Award

The Herbert F. Johnson Museum of Art has received the maximum award of \$75,000 from the Institute of Museum Services (IMS), a federal agency that offers general operating support to the nation's museums.

The museum was one of 449 institutions selected to receive support from a field of 1,264 applicants, and this year's grant is the largest the museum has received from IMS.

Thomas W. Leavitt, director of the Johnson Museum, said, "Although the Institute of Museum Services is tiny, as federal agen-

cies go, its yearly grants to American museums have helped importantly to improve the quantity and quality of museum services to the public. It is the only federal source for museum operating funds, and over the past few years it has helped the Johnson Museum to expand its education offerings and improve the effectiveness of its public programs. The grant we have just received will be of enormous value, not only to us, but also to all the people we serve in the Finger Lakes Region."

LOCATION	EMPLOYEE NAME	SOCIAL SECURITY NO.	ETHNIC ORIGIN	DATE OF BIRTH	DATE OF ENTRY	DATE OF DEPARTURE	DATE OF DEPARTURE	DATE OF DEPARTURE	DATE OF DEPARTURE
G0501	J DOE	123 45 6789	07/17/85	07/19/85	00369176	867.17			
GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS	FED. TAXABLE GROSS
1852.58	1681.10	450.69	136.33	122.04	100.00	3.35	00	1.52	
YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD
23804.03	23682.55	5023.74	1590.24	1669.62	1400.00	34.65	00	22.80	
OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE	OTHER DEDUCTIONS
HL A TX	00	207.98	MED RA	10.00	10.00	DEP RA	96.50	96.50	
HL B TX	14.98	14.98	TDP RED	50.00	550.00				
OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE	OTHER DEDUCTIONS



CORNELL
UNIVERSITY
ITHACA, N.Y.

About All Those New Hieroglyphics On Your New University Paycheck

A number of new symbols have begun appearing on university paycheck stubs, starting with the checks that were issued last week.

Because of the expansion of the Tax Deferred Plans and participation in Select Benefits, the stub was redesigned. Shown above is a reproduction of a sample stub with the numbers keyed to the explanations of the codes that follow:

1. FED TAXABLE GROSS — Gross less Tax Deferred Plan and Select Benefits deductions.

2. HL A TX — Health Care Premium contribution after taxes.

3. HL B TX — Health Care Premium contribution before taxes.

4. MED RA — Medical Care Reimbursement Account.

5. TDP RED — Tax Deferred Plan Salary Reduction.

6. DEP RA — Dependent Care Reimbursement Account.

Persons with any further questions on the deduction codes, may call the appropriate Payroll Office (Endowed, 6-5194 or Statutory, 6-2022).

CU Transit Inc. Has Outstanding Safety Record for 1984 Operations

CU Transit Inc. registered an outstanding safety record for 1984, according to William Crissey, manager.

The system, operated by the university but also serving many of the greater Ithaca community's mass transit needs, has 40 full- and part-time drivers, Crissey said.

Last year, they drove a total of 396,638 miles carrying 950,392 passengers safely. There were only three minor accidents involving CU Transit buses, none of them caused by the bus drivers, he said.

He compared this to the record of the Ithaca Transit system, which won a first prize for safety in national competition. The IT statistics were 270,568 miles and 844,659 passengers, with five minor accidents, none caused by the bus drivers.

"To me, a comparison of those numbers shows that we at CU Transit have an absolutely outstanding safety record," Crissey said.

The campus routes provide most of the ridership and are very demanding for the driver, said Crissey, describing the AB Local, B Lot — Collegetown, and East Ithaca routes. Drivers fill the role of host for the university to the many visitors here daily, provide all sorts of information for occasional riders and new community members, keep running dialogues with regular riders, watch for unusual situations on campus, and are extremely watchful for pedestrians and bicyclists.

"People on foot or bicycles are a tremendous worry because they often appear in the line of traffic suddenly," said Crissey. "The warmer months are the most difficult because of the numbers of people out there," he said. "Our drivers are alert to this problem. I give them a lot of credit for their patience and consistently cautious attitude," said Crissey.

The rural routes operated by CU Transit for Tomtrane have their own characteristics. It's on the routes to Dryden, Groton, Newfield and Trumansburg that the miles add up. In the winter the drivers contend with

slippery roads and quickly changing weather conditions all day long, he said.

"We don't often recognize the demands of being a bus driver," said Crissey. "I thought I'd put in a good word for these individuals who provide this service safely in this community."

Cuykendall Memorial Fund Is Established

A memorial fund has been established in the School of Applied and Engineering Physics for Trevor R. Cuykendall, the Spencer T. Olin Professor of Engineering Emeritus, who died June 4 in Venice, Fla., at the age of 79.

Instrumental in developing the undergraduate program in engineering physics at Cornell after World War II, Cuykendall was affiliated with the university for a total of 43 years. He was named to the Olin professorship in 1966 and retired in 1972.

Cuykendall served as director of the engineering physics department from 1956 to 1962. He was associate director of the Department of Engineering Physics and Materials Science from 1962 to 1966 and was director of the School of Engineering Physics from 1967 until 1971 when it was consolidated into the School of Applied and Engineering Physics.

Born in Denver, he received a bachelor's degree (1926) in electrical engineering and a master's degree in physics (1927) from the University of Denver; he earned a doctorate in physics and mathematics at Cornell (1935).

Survivors include his second wife Helen, of Venice; a daughter, Mary J. Cuykendall Protor of Richmondville, N.Y.; and a son, Robert R. Cuykendall of Los Angeles, Calif., both by his late first wife, Muriel Fetterly Cuykendall.

Gifts may be made to the Trevor R. Cuykendall Memorial Fund in care of the School of Applied and Engineering Physics.

PEOPLE

Salpeter Named to Physics Group Studying 'Star Wars' Weaponry

Edwin E. Salpeter, director of the Center for Radiophysics and Space Research, is one of 17 distinguished scientists named by the American Physical Society to a group studying the feasibility of Strategic Defense Initiative weaponry.

The panel will prepare the Directed Energy Weapons (DEW) Study, a report on scientific and technological foundations of directed energy weapons such as high-intensity lasers and particle beams. Such weapons, still only a possibility, figure prominently in President Reagan's Strategic Defense Initiative (SDI), popularly known as "Star Wars."

The study will emphasize physical knowledge relating to directed energy weapons, although projectile weapons also will be examined for comparison purposes. The scientists will have access to classified information, but the final report will be unclassified.

Funded in part by the Carnegie Corporation of New York and the MacArthur Foundation of Chicago, the study is scheduled for release in the spring of 1986. The American

Physical Society (APS) is a professional organization of physicists.

In announcing the study, APS President Robert R. Wilson said, "The report will serve as a scientific basis to assess the proper balance between missile defense research and nuclear disarmament. We can also hope that the study will serve to blunt the confrontational arguments that at present are impeding our usual scientific consensus."

Wilson, a professor of physics emeritus at Cornell, is a specialist in the construction and operation of machines to study elementary particle physics.

Co-chairmen of the DEW Study are Nicholas Bloembergen, a professor of physics at Harvard University, and Kumar Patel, a physicist at AT&T Bell Laboratories. Other panel members are drawn from industry, university, and government laboratories; most have university affiliations.

Salpeter, the James Gilbert White Distinguished Professor in the Physical Sciences at Cornell, is a specialist in theoretical physics, astrophysics, and radio astronomy.

ASAE Honors Cornell's Timmons

A Cornell University agricultural engineer who has developed a light trap that blocks out light while allowing ventilation fans to operate efficiently in poultry houses — a factor critical for egg production, especially in the hot summer months — has been honored by the American Society of Agricultural Engineers (ASAE).

The device is used to control day length and light intensity which affect breeder egg production. Designed primarily for breeder egg production, the Cornell device has application in any animal environment system requiring light control.

Michael B. Timmons, an associate professor in the Department of Agricultural Engi-

neering in the State College of Agriculture and Life Sciences, received a 1985 "ASAE Paper Award" for his scientific paper explaining the concept, the design, and the analysis of the system's operation. The paper was one of nine selected for awards from among 362 evaluated.

The Cornell device, a major boost to the nation's broiler industry, is saving an estimated \$21 million annually in improved egg production and feed efficiency through effective light control and efficient ventilation in poultry houses, according to Timmons. The annual U.S. broiler production exceeds 4 billion birds, requiring a steady supply of hatching eggs the year around.

Police Group Honors McDaniel

William E. McDaniel, director of the Department of Public Safety, has been named the campus law enforcement administrator of the year by the International Association of Campus Law Enforcement Administrators.

The 1985 IACLEA President's Award was presented to McDaniel at the group's recent annual meeting in San Diego. IACLEA is comprised of campus law enforcement administrators from throughout the United States and Canada.

The award was presented to McDaniel "in honor and with deep appreciation for faith-

ful, devoted and valuable service to campus law enforcement."

McDaniel, director at Cornell since 1974, is a past president of the IACLEA (1975-76) and a past president of the group's Northeast Association (1980-81). Prior to joining Cornell, McDaniel was director of public safety at Wayne State University in Detroit. While there, he was president of the Michigan Association of Campus Law Enforcement Administrators.

Richard B. Fischer, professor of environmental education in the Department of Education, has been named professor emeritus, effective June 29. A noted author and photographer of natural history subjects, Fischer has been a faculty member in the State College of Agriculture and Life Sciences since 1953. He has been the recipient of numerous awards, including the National Meritorious Service Award from the Association of Interpretive Naturalists and the Golden Award from the New York State Outdoor Education Association. His teaching responsibilities included a field course on local plants and animals, their ecology and relations to humans, and courses on natural history literature and writing and methods of teaching conservation in high schools.

Carla M. Weiss has been promoted to the rank of associate librarian in her capacity as a reference librarian in the Martin P. Catherwood Library in the New York State School of Industrial and Labor Relations, effective July 1, 1985. She joined the Catherwood library staff as a cataloger in 1981 and became a reference librarian in 1983 with the rank of senior assistant librarian.

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Calendar

All items for publication in the Calendar sections, except for Seminar notices, must be submitted (typewritten, double spaced) by mail or in person to Fran Apgar, Central Reservations, 531 Willard Straight Hall at least 10 days prior to publication. Seminar notices should go to the Chronicle office, 110 Day Hall. Items should include the name and telephone number of a person who can be called if there are questions, and also the subheading of the calendar in which it should appear (lectures, colloquia, etc.) ALL DEADLINES WILL BE STRICTLY ENFORCED.

*—Admission charged.

Announcements

Helen Newman Bowling Lanes

Summer operating hours are Monday-Saturday from 3-11 p.m. and Sunday from noon-5 p.m.

Monday

July 29, 4 p.m. Tour of Uris Library-begins in lobby.

July 29, 6:30 p.m. Architecture of Cornell: a walking tour-begins at southwest archway entrance to Balch Halls.

Wednesday

July 31, noon Tour of A.D. White House garden, Robert G. Mower, professor of floriculture and ornamental horticulture-begins in garden at rear of A.D. White House.

Thursday

August 1, 4 p.m. Tour of Robison York State Herb Garden, Raylene Gardner, Cornell Plantations education coordinator-Cornell Plantations headquarters building.

Monday

August 5, 4 p.m. Tour of Uris Library-begins in lobby.

Dance

Israeli Folk Dancing

Every Thursday night at 8 p.m. in the One World Room, Anabel Taylor Hall.

Exhibits

Herbert F. Johnson Museum of Art

Because of unprecedented interest, "Selected Works from the Prinzhorn Collection" currently on view, has been extended through August 11. Featured are approximately three hundred artistic expressions by institutionalized psychiatric patients, most of whom were diagnosed as schizophrenic. The majority of works were created in Germany, Austria, Switzerland, Italy, and the Netherlands between 1890 and 1920. "Paintings by Philip Sherrod" an exhibition of sixty-one city scenes, figures, and still lifes by a New York contemporary artist. Exhibit will be on view through August 26. The Herbert F. Johnson Museum of Art, is located at the corner of University and Central Avenues on the Cornell campus, is open Tuesday through Sunday from 10:30 a.m. to 5 p.m. Admission is free. "Articipation at the Museum" is scheduled for Saturday, July 27, from 10:30 a.m. until 12:30 p.m. All ages can make wood assemblages to take home. For additional information on Articipation contact the education department at the Johnson Museum, 256-6464.

Olin Library

Graphic Shaw: photographs, drawings, posters, and engravings relating to George Bernard Shaw and his plays, many accompanied by notes by Shaw himself. Hours 10 a.m.-5 p.m., Monday through Friday. Through September 10.

Films

Unless otherwise noted films are sponsored by Cornet Cinema.

Thursday

July 25, 8 p.m. *Uris Hall Auditorium. "Gates of Heaven" (1978), directed by Errol Morris, with Floyd McClure.

Friday

July 26, 7:30 p.m. *Statler. "The Last Waltz"

(1978), directed by Martin Scorsese. Concert.

July 26, 8 p.m. *Uris Hall Auditorium. "WR-Mysteries of the Organism" (1971), directed by Dusan Makavejev, with Milena Dravic.

July 26, 10:15 p.m. *Statler. "Last Tango in Paris" (1973), directed by Bernardo Bertolucci, with Marlon Brando.

Saturday

July 27, 7:30 p.m. *Statler. "Last Tango in Paris."

July 27, 8 p.m. *Uris Hall Auditorium. "Excalibur" (1981), directed by John Boorman, with Nicol Williamson and Nigel Terry.

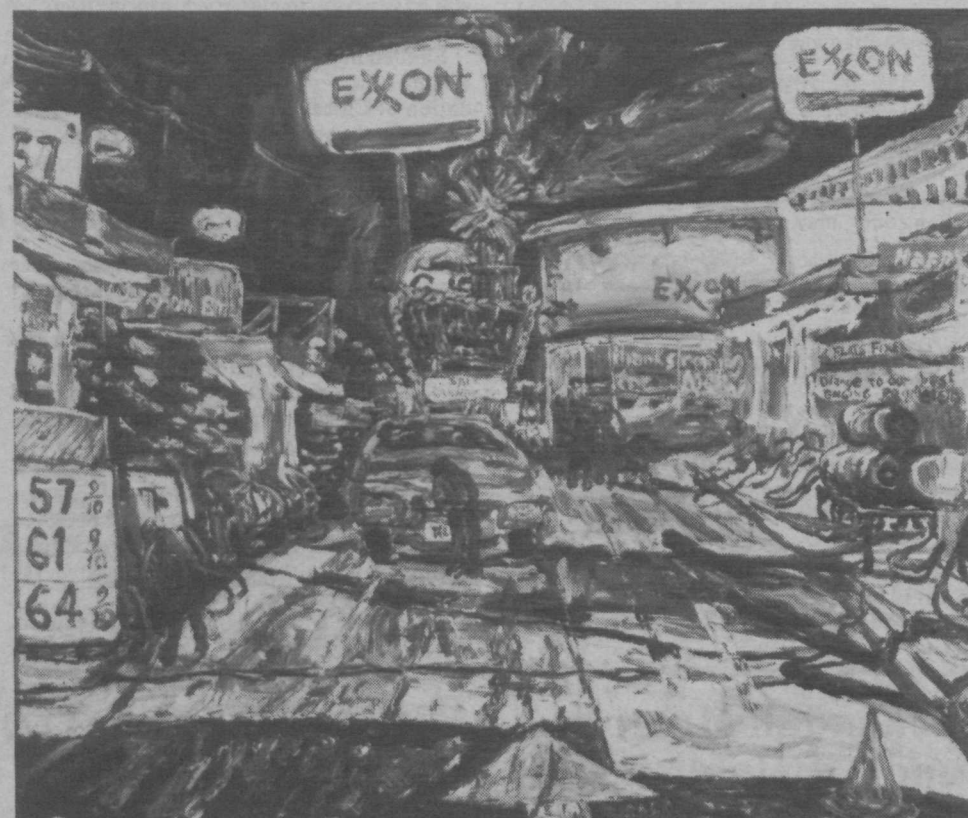
July 27, 10:15 p.m. *Statler. "The Last Waltz."

Sunday

July 28, 8 p.m. *Uris Hall Auditorium. "Son of the Sheik" (1926), directed by George Fitzmaurice, with Rudolph Valentino and Vila Banky.

Monday

July 29, 8 p.m. *Uris Hall Auditorium. "Um-



One of the works by Philip L. Sherrod on exhibit at the Herbert F. Johnson Museum through Aug. 26 is this oil on canvas titled "Route 21 Exxon Station, New Jersey" done in 1977. (Check those gasoline prices on the left).

berto D" (1951), directed by Vittorio de Sica with Carlo Battisti and Maria Pia Casilio.

Tuesday

July 30, 8 p.m. *Uris Hall Auditorium. "Woyzeck" (1978), directed by Werner Herzog, with Klaus Kinski.

Wednesday

July 31, 8 p.m. *Uris Hall Auditorium. "Bonnie and Clyde" (1967) directed by Arthur Penn, with Faye Dunaway and Estelle Parsons.

Thursday

August 1, 8 p.m. *Uris Hall Auditorium. "Burden of Dreams" (1983), directed by Les Blank, with Walter Herzog.

Friday

August 2, 8 p.m. *Statler. "Lawrence of Arabia" (1962), directed by David Lean, with Peter O'Toole and Jose Ferrer.

August 2, 8 p.m. *Uris Hall Auditorium. "Return of the Secaucus Seven" (1980), directed by John Sayles, with Mark Arnott and Maggie Renzi.

August 2, 10:30 p.m. *Uris Hall Auditorium. "Allergro Non Troppo" (1976), directed by Bruno Bozzetto, animated.

Saturday

August 3, 8 p.m. *Uris Hall Auditorium. "Allergro Non Troppo."

August 3, 8 p.m. *Statler. "Fitzcarraldo" (1982), directed by Werner Herzog with Klaus Kinski.

August 3, 10 p.m. *Uris Hall Auditorium. "Return of the Secaucus Seven."

Sunday

August 4, 8 p.m. *Uris Hall Auditorium. "Our

Dancing Daughters" (1928), directed by Harry Beaumont, with Joan Crawford. Shown with "Dancing Lady" (1933), directed by Robert Z. Leonard, with Joan Crawford.

Monday

August 5, 8 p.m. *Uris Hall Auditorium. "Last Year at Marienbad" (1961), directed by Alain Resnais, with Delphine Seyrig.

Tuesday

August 6, 8 p.m. *Uris Hall Auditorium. "Cocktail Molotov" (1980), directed by Diane Kurys.

Wednesday

August 7, 8 p.m. *Uris Hall Auditorium. "Who'll Stop the Rain?" (1978), directed by Karel Reisz, with Nick Nolte and Tuesday Weld.

Thursday

August 8, 7:30 p.m. *Uris Hall Auditorium. "The Sorrow and the Pity" (1972), directed by Marcel Ophuls, documentary.

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Down," John Nicolson, M.D.

July 26, 1:45 p.m. Bradfield 101. Medical Outreach: "Painful Joints and Modern Drugs," Joseph A. Markenson, M.D.

Wednesday

July 31, 8:15 p.m. Statler Auditorium. "Realities of a Representative Government," former congressman Barber B. Conable, Jr.

Thursday

August 1, noon Uris Hall G94. Brown-bag lunch lecture: "Career Is a Word That Never Should Have Been Invented," John L. Munschauer, director emeritus, Career Center.

Tuesday

August 6, noon A.D. White Garden. Shakespeare lunch lecture: "Producing a Shakespearean Play," Rachel Ehrlich, lecturer and guest speaker.

Thursday

August 8, noon Uris Hall G94. Brown bag lunch lecture: "Behavior Problems of Cats, Dogs, and Their Owners," Katherine Houpt, D.V.M., association professor of veterinary physiology.

Music

Friday

July 26, 7-9 p.m. Willard Straight Terrace. Terrace Concert sponsored by Willard Straight Hall.

Saturday

July 27, 1-5 p.m. Libe Slope. Outdoor Concert featuring the Drongos and Urban Blight (rock bands).

Sunday

July 28, 8-11 p.m. Anabel Taylor Commons Coffeehouse. Bound for Glory, broadcast live on FM 93 (WVBR). Performances are free and open to the public. Nick Seeger, a fine songwriter with a bit of country flavor and a lot of Seeger performing style.

Monday

July 29, 8:15 p.m. Statler Auditorium. Oliver Steiner, violin, and Joseph Werner, piano.

Tuesday

July 30, 7 p.m. Arts Quad. Nick Seeger (country music).

Thursday

August 1, 7 p.m. Arts Quad. Dady Brothers (Bluegrass and Irish folk music).

Sunday

August 4, 8-11 p.m. Anabel Taylor Commons Coffeehouse. Bound for Glory, broadcast live on FM 93 (WVBR). Featuring Dan Duggan and the Casual String Band.

Tuesday

August 6, 7 p.m. Arts Quad. "Horseflies at Sunset" (the Horseflies old-time string band).

Theatre

August 1-4 and 8-10, Stephen Sondheim's "A Little Night Music," 8:15 p.m., Risley Theatre, Tickets \$4.50, available at the door or call 256-1395 for reservations.

Graduate Bulletin

Applications are now being received for the 1985 Sea Grant Congressional Interns. This paid intern program provides opportunity for interested graduate students to spend a year in Washington working for one of the committees with oversight in the marine field, on the staff of a member with marine interest or with one of the executive agencies having marine responsibilities. Recipient organizations value their interns and generally assign them to very challenging tasks with far-reaching implications.

Applications must be completed by Sept. 13. Each would consist of:

- a letter of application from the student demonstrating that the internship experience would be supportive of career/educational goals.
- an educational/employment vita.
- a letter of sponsorship from the applicant's major professor.

Additional information on these internships can be obtained from the acting director of the New York Sea Grant Institute, William Wise, 37 Elk Street, Albany, New York 12207 (phone: (518)-436-0701). Contacts should be made well before the Sept. 13 deadline.

Lectures

Thursday

July 25, noon Uris Hall G94. Brown-bag luncheon. "Dreams and Realities: Women's Rights in 1985," Jennie T. Farley, associate professor of Industrial and Labor Relation.

July 25, 1 p.m. Bradfield 101. Medical Outreach: "What You Should Know About AIDS," Barry J. Hartman, M.D.

July 25, 1:45 p.m. Bradfield 101. Medical Outreach: "Breathing Air-Automatic But Not Simple," James P. Smith, M.D.

Friday

July 26, 1 p.m. Bradfield 101. Medical Outreach: "How to Keep Your Blood Pressure

Cornell University

**University Personnel Services
Day Hall
Ithaca, New York 14853
607/256-8226**

Please Note:

Job Opportunities is a publication of Staffing Services and is distributed each Thursday through the Cornell Chronicle.

Job Opportunities lists current vacancies within the University, consistent with the University's commitment to promotion from within, affirmative action, and equal opportunity employment.

Applications for employment are available at Cornell University's employment office at East Hill Plaza at the intersection of Ellis Hollow Road and Judd Falls Road in Ithaca, from 9:00 a.m. to 12:00 noon, Monday through Friday. Applications can be submitted through the mail to University Personnel Services, Staffing Services, 160 Day Hall, Ithaca.

N.Y. 14853. For more information on jobs listed, contact Staffing Services (607) 256-5226.

Employee Transfer Applications: Employees who wish to transfer to other jobs within the University should complete a separate Employee Transfer Application form for each position and submit them to Staffing Services. Individuals with official University layoff status will be given preference in referrals.

This listing is also available on CUINFO

Cornell University's computerized information service. For further CUINFO details, contact the Information and Referral Center at 256-6200 or Computer Services.

New vacancies are listed for two weeks in Job Opportunities.

*Asterisks identify jobs that were not listed last week.

Full-time jobs are 39 hours per week unless otherwise indicated. Jobs listed as SO, U1 and U2 are represented by bargaining units.

Description: Under supervision of the University Auditor, perform audits within all areas of the University's fiscal operations including cash, investments, inventories, receivables, payables, payroll, grants and contracts and computer services. Evaluate internal controls and determine compliance with University procedures. Draft reports outlining results of audits for key University administration. Provide direction and supervision to clerks or other audit personnel in the performance of some audit assignments.

Requirements: Bachelor's degree in accounting. 2-3 years experience in public accounting or internal auditing. Please send cover letter and resume to Ralph D. Jones. Job Number: PA2814

Position: Theatre Production Coordinator
Department: Theatre Arts
Description: Supervise scheduling requirements for Theatre Cornell productions, including design and production deadlines; coordinate and monitor rehearsal procedures; train student production crews, particularly stage managers; conduct production meetings.

Requirements: Bachelor's or Bachelor's of Fine Arts in Theatre Arts; technical theatre or stage management concentration required. Broad understanding of all areas of theatre production; production management or stage management experience; excellent organizational and interpersonal skills; professional theatre background preferred. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA283

Position: Grant & Contract Officer I
Department: Office of Sponsored Programs
Description: Responsible for reviewing, processing and administering proposals and resulting awards subject to review and approval of an Associate Director and negotiating research contracts.

Requirements: Bachelor's degree or equivalent or 3-4 years of equivalent work experience. Excellent interpersonal and communication (written and oral) skills; ability to work independently. Some traveling involved. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA287

Position: Health Associate II
Department: University Health Services
Description: Using health assoc-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 preventive care.

Requirements: NYS RN—PA license and graduate of an accredited NP—PA program required. Experience and professional certification preferred. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA2815

Position: Staff Nurse
Department: University Health Services
Description: Screen, assess and treat or refer outpatients, utilizing clinical nursing skills. Assist nursing supervisor with the management of clinic flow.

Requirements: Three year nursing program degree required. New York State Nursing License. One or more years recent experience in outpatient nursing. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA286

Position: Staff Nurse
Department: University Health Services
Description: Assist the nurse supervisor with the management of clinic flow and operation of the Contraception, Gynecology, and Sexuality Service (CGSS)
Requirements: New York State Licensed Registered Nurse. Family planning experience desirable, some RN and managerial experience. Please send cover letter and resume to Ralph D. Jones Job Number: PA2812

Position: Senior Accountant
Department: Controller (Endowed Accounting)
Description: Serve as liaison between central accounting and all Enterprise and Service Units on accounting and systems matters. Monitor units' operations and provide information as requested by University management; responsible for Endowed Colleges plant fund accounting and University debt service payments; prepare University tax returns and portions of quarterly and annual financial reports; supervise staff of three.

Requirements: Bachelor's degree or equivalent in business or accounting. Minimum of 3 years professional accounting experience. Strong interpersonal skills and previous supervisory experience highly desirable. Familiarity with computerized financial systems is essential. Please send cover letter and resume to Esther L. Smith by August 1, 1985. Job Number: PC288

Position: Graphics Research Programmer
Department: Theory Center
Description: Provide, under general supervision, highly specialized systems support to an advanced graphics program. Develop highly specialized and complex large scale operating systems, software and hardware. Design and oversee engineering modifications on extension to such operating systems to meet organizational goals for computer usage. Responsible for overall system efficiency. Oversee development of scientific work stations.
Requirements: Bachelor's degree or equivalent with related computer courses. 3-5 years experience. Knowledge of UNIX, microcomputers and graphics hardware devices. Ability to program in FORTRAN, C, PASCAL, and Assembler. Please send cover letter and resume to Cynthia Smithbower. Job Number: PT124

Position: Director, Northeast Regional Office
Department: Public Affairs Regional Offices - Wellesley, Mass.
Description: Plan, organize and direct a comprehensive regional Public Affairs program representing the University in its Alumni Affairs, Development, Public Relations and Alumni Secondary Schools activities. Recruit, train and manage an extensive alumni volunteer regional network in close coordination with the University's central public affairs and college programs.

Continued on Page 6

Please Post

July 25, 1985

Job Opportunities

Cornell University is an equal opportunity, affirmative action employer.

*Position: Editor II
Department: Media Services
Description: Edit consumer and technical bulletins, annual reports, newspaper articles, admissions materials, and development brochures. Check all proof. Work closely with clients, designers, and production coordinator.

Requirements: Bachelor's degree or equivalent combination of education and experience. Excellent command of English, spelling, grammar, and punctuation. Minimum two years editing experience. Familiarity with word processing useful. Please send cover letter and resume and editing samples to Esther L. Smith by August 9, 1985. Job Number: PC298

*Position: Admissions Counselor
Department: University Admissions
Description: Responsibilities include managing group admissions conferences, coordinating group visitation programs, serving as liaison with appropriate campus activities and student volunteers, and coordinating with School and College admissions offices.

Requirements: Bachelor's of Arts degree. Excellent public speaking, interpersonal, and organizational skills; ability to write correctly, clearly, and concisely; experience as an undergraduate working in an admissions related position, such as an admissions assistant, tour guide, or intern. This position will sometimes require evening and weekend work. Please send cover letter and resume to Ralph D. Jones by August 15, 1985. Job Number: PA292

*Position: Assistant Coach
Department: Physical Education & Athletics
Description: Assist the head coach in preparation of the men's intercollegiate lacrosse program. Duties include coaching, recruiting of prospective student athletes and other administrative duties as assigned. Eleven month position.

Requirements: Bachelor's degree; preferably in physical education. Previous experience in coaching lacrosse. Please send cover letter and resume to Ralph D. Jones. Minimum Starting Salary: \$14,170 Job Number: PA297

*Position: Development Assistant
Department: Laboratory of Ornithology
Description: Under general supervision, supervise support staff and provide coordination and execution of administrative aspects of projects and activities essential to marketing the Laboratory of Ornithology's membership program. Responsible for implementing the School's direct mail program.

Requirements: Bachelor's degree or equivalent experience. Two to three years related experience preferably at Cornell. Strong analytical, communication (written and oral), organizational, supervisory and interpersonal skills. Knowledge of database for information systems required. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA296

*Position: Assistant Regional Director
Department: Public Affairs Regional Office - NYC
Description: Assist the Director in the implementation of the University's public affairs programs in development, alumni affairs, alumni secondary schools committees and college programs.

Requirements: Bachelor's degree, preferably from Cornell. Three to five years experience in public affairs related activities such as recruitment and training of volunteers is desirable. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA299

*Position: Radio News Reporter—Announcer
Department: WHCU Radio
Description: Responsible for gathering, writing, reporting and reporting radio news. Type own reports and other material; must have use of automobile for local meetings, etc.

Requirements: Bachelor's degree in communications or related field preferred. Minimum two years experience as a radio or TV news reporter required. Candidate should have sufficient typing skills to quickly produce legible copy. Available automobile and NYS driver's license essential. Restricted FCC permit helpful. Must be available and flexible as to hours and qualify via a line audition. Please send cover letter and resume to J. Courtney Fletcher. Job Number: PS294

*Position: Project Manager (Repost)
Department: School of Hotel Administration
Description: Reporting to the Director of Business and Administrations, will develop, modify and maintain computer operations for the School and Statler Inn. Responsibilities include project development and implementation in addition to supervision of one programmer.

Requirements: Bachelor's degree in computer science or related field. At least three years relevant experience including project management and systems analysis. Must have working knowledge of COBOL. Familiarity with the WANG VS system desirable. Knowledge of the Cornell accounting system helpful. Familiarity with file management, report utilities, database—telecommunications and word processing concepts preferred. Prior experience in a hotel environment preferred. Please send cover letter and resume to Cynthia Smithbower. Job Number: PT132

Position: Assistant Director
Department: Computer Services (APS)
Description: Responsibilities include: Directing professional staff in designing and developing programs, maintaining existing systems and developing new systems; insuring proper operation and maintenance of all computer and data processing equipment; planning budgets and managing personnel activities and providing technical support and expertise as appropriate.

Requirements: Bachelor's degree with computer or business related courses or equivalent combination of education and experience. Master's degree highly desirable. Considerable experience in computer operations and—or applications or operating system development. Considerable administrative or supervisory experience is necessary. Please send cover letter and resume to Ralph D. Jones. Job Number: PA284

Position: Director of Student Aid Fund Raising
Department: University Development
Description: Senior fundraiser responsible for student—financial aid fundraising. Coordinates University-wide financial aid fundraising initiatives seeking large individual gifts from individuals, corporations, and foundations.

Requirements: Bachelor's degree or equivalent. Five years of broad based development experience preferably in higher education. Knowledge of and ability to articulate contemporary financial aid issues at a major college or university. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA289

Position: Research Support Specialist III
Department: Center for Environmental Research
Description: Supervise community and statewide groundwater investigation projects; assist government of officials and interested citizens in understanding and managing groundwater systems.

Requirements: Bachelor's or higher degree in environmental science or engineering field and 3 years professional experience in water resource management; strong quantitative skills; some computer programming experience; training in soil science, hydrology, geology preferred. Excellent oral and written communication skills. Please send cover letter and resume to Cynthia Smithbower. Minimum Starting Salary: \$20,000 Job Number: PT2810

Position: Student Development Specialist IV
Department: Minority Educational Affairs
Description: Serve as the Assistant Director of Minority Education Affairs office. Provide organizational, administrative and technical assistance to minority student organizations as they plan, develop, and implement cultural, educational, and social programs. Administer the departmental student employment program. Provide direct supervision for student support staff and indirect supervision over the student employees.

Requirements: Master's degree or equivalent combination of education and experience is necessary. Degree in student personnel administration, higher education administration, psychology, or sociology is desirable. A demonstrated knowledge of group dynamics, organizational psychology or humanistic education is essential. Please send cover letter and resume to Ralph D. Jones by August 15, 1985. Job Number: PA2811

Position: Auditor II
Department: Auditor Office

Administrative/Professional

The minimum salaries listed are for recruitment purposes only.

*Position: Director of Prospect Assessment Study -Development Officer III
Department: University Development
Description: Direct a comprehensive national review of approximately 175,000 alumni and friends of Cornell University to identify new donor prospects and determine their giving potential. Identify and involve new volunteers in the prospect identification process and work closely with volunteer leaders to provide appropriate means of sharing information about the University's needs and aspirations.

Requirements: Bachelor's degree or equivalent. Five years of fund raising experience, preferably in high education. Extensive experience in working with volunteers. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA2910

*Position: Counselor—Therapist II
Department: University Health Services
Description: Provide professional expertise in working with a university population as a short-term therapist. Crisis intervention, campus outreach, emergency coverage, group work, couple therapy, and applied clinical research will comprise the majority of duties. Ten month appointment.

Requirements: Ph.D in clinical or counseling psychology from an American Psychological Association (APA) approved program, and completion of an approved APA internship required. University experience preferred. Please send cover letter and resume to Ralph D. Jones by August 5, 1985. Job Number: PA295

*Position: Administrative Manager I
Department: Chemical Engineering
Description: Under the direction of the Director of the School of Chemical Engineering, to be principal administrative officer for the nonacademic personnel; supervise all record keeping; responsible for facilities and space assignments and the School's financial responsibilities.

Requirements: Bachelor's degree in science or engineering or equivalent experience. Three to five years in college or university administration or related field required. Knowledge of accounting, personnel and office management, academic procedures preferred. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA2911

*Position: Student Development Specialist II
Department: Engineering Admissions
Description: Admissions and academic, career, and personal counseling of undergraduates; participate in broad range of office activities including recruiting applicants, admissions screening, conduct public and personal admissions conferences, give academic and career advice. Travel to meet the goals of the College; assist in coordinating admissions publications.

Requirements: Bachelor's degree or equivalent in a technical field, preferably engineering; or Master's degree or equivalent in counseling or related field with experience in industry or technical education. Demonstrated organizational, interpersonal, and communication (written and oral) skills; public speaking ability. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA291

*Position: Night Manager, Operations
Department: Statler Inn
Description: Responsible for the evening and night operations of Statler Inn and for general supervision of the operating and support functions, with particular attention to 'back of the house' operations. Monday - Friday, 3:00 - 11:30 p.m.; some weekends.

Requirements: High school education required; additional coursework in hotel operations desired. Some hotel experience with at least one year supervisory experience; must have demonstrated ability to assume responsibility and exercise authority. Please send cover letter and resume to Ralph D. Jones. Job Number: PA293

Job Opportunities

Continued from Page 5.

Requirements: Bachelor's degree required. 3-5 years of experience in public affairs, development and—or alumni relations in higher education or a closely related field. Demonstrated managerial ability. Must have high initiative and self starting ability, good organizational skills, and the ability to relate to a wide range of individuals. Please send cover letter and resume to Ralph D. Jones.
Job Number: PA272

Position: Assistant Director, Development & Public Affairs
Department: College Public Affairs - Law School
Description: Assist with planning, development and implementation of the Law School's effort to obtain support from private sources. Primary responsibility is the operation of the Law School Annual Fund.
Requirements: Bachelor's degree required; advanced degree preferred. Experience in directing volunteers and some knowledge of fund raising required. Organizational skills essential. Excellent oral and written communication skills. Please send cover letter and resume to Ralph D. Jones.
Job Number: PA273

Position: Staff Architect
Department: Facilities Engineering
Description: Perform architectural design and drafting services for University renovations. Consult, discuss, review and advise clients regarding construction design plans and cost estimates. Independently undertake in-house projects and assist on major projects.
Requirements: Bachelor of Architecture or equivalent. 3-5 years experience in building renovation designs. Organizational and interpersonal skills necessary. Excellent oral and written communication skills required. Please send cover letter and resume to Ralph D. Jones.
Job Number: PA271

Position: Physical Therapist (Repost)
Department: University Health Services
Description: Evaluate and treat orthopedic and sports related problems. Responsible for planning and implementing physical therapy programs for referred patients. Maintain appropriate records in compliance with ethical and legal standards. Participate in in-service programs as appropriate. Participate in ongoing projects.
Requirements: Bachelor's degree or equivalent. Registered Physical Therapist in New York State required. Certification by National Athletic Trainer's Association preferred. Please send cover letter and resume to Ralph D. Jones.
Job Number: PA1913

Position: Sanitation Services Supervisor
Department: Statler Inn
Description: Responsible to the Manager—Guest Services for the highest level of cleanliness of all Statler guest rooms, dining rooms, contiguous corridors and stairwells in addition to the efficient operation of the linen room.
Requirements: Bachelor's degree in hotel administration or equivalent work experience; working knowledge and experience in hotel room operations. Supervisory experience; strong interpersonal skills. Please send cover letter and resume to Ralph D. Jones.
Minimum Starting Salary: \$14,170
Job Number: PA276

Position: Manager, Guest Services
Department: Statler Inn
Description: Directly responsible to the Director of Operations of Statler Inn for the proper supervision and functions of the Front Office and Guest Services department.
Requirements: Bachelor's degree or equivalent. Working knowledge of and experience in hotel room operations. Supervisory experience preferred. Please send cover letter and resume to Ralph D. Jones.

Minimum Starting Salary: \$14,170
Job Number: PA275

Position: Campaign Manager (Repost)
Department: Johnson Graduate School of Management
Description: Responsible for the day to day operation of JGSM's capital fund raising plan and be principal liaison among JGSM, central University Development staff and Campaigns' Steering Committee. Additional responsibilities will include planning, directing and executing the overall coordination of campaign fund raising for JGSM, preparing budgets, developing operating plans and fund raising strategies.
Requirements: Bachelor's degree or equivalent is necessary. Candidates must have five years fund raising experience with specific capital campaign experience and experience with volunteer development. Please send cover letter and resume to Ralph D. Jones by August 3, 1985.
Job Number: PA038

Position: Counselor—Therapist
Department: University Health Services
Description: Provide professional expertise in working with a university population as a short-term therapist. Crisis intervention, campus outreach, emergency coverage, group work, couple therapy, and applied clinical research will comprise the majority of duties.
Requirement: Ph.D. in clinical or counseling psychology from an American Psychological Association (APA) approved program and completion of an approved APA internship required. University experience preferred. Please send cover letter and resume to Ralph D. Jones by August 3, 1985.
Job Number: PA264

Clerical

All applicants interested in positions requiring typing must take an official University test. Tests are given on Monday and Wednesday at 10:00 A.M. in Room 337, Statler Hall. Please contact Staffing Services for an appointment.

*Position: Research Aide, GR21

Department: University Development
Description: Perform both basic and sophisticated research on corporate, private, and family foundations in support of Cornell's Corporate Development and Foundation Relations programs. Analyze and compile information; work with other research staff; maintain files.
Requirements: Bachelor's degree or equivalent. Light typing. Knowledge of basic expository research methods. Excellent communication and writing skills. Experienced with library procedures. Knowledge of Cornell very helpful.
Minimum Starting Salary: \$12,968
Job Number: C2925

*Position: Administrative Aide, GR21
Department: Unions and Activities - Cornell Cinema
Description: Accounts, secretarial and receptionist support for Cornell Cinema. Pay bills; produce financial reports; handle student payroll; maintain sales records and file; handle all routine office work.
Requirements: Associate's degree or equivalent. Medium typing. Bookkeeping, (experienced with endowed accounting procedures) preferred. Excellent organizational skills. Ability to compose letters. Experience working with students and the public. Computer skills and interest in cinema helpful.
Minimum Starting Salary: \$12,968
Job Number: C2927

*Position: Accounts Assistant GR21
Department: A. R. Mann Library
Description: Handle all the income and disbursements and keeps account records for the Library budget. Responsible for payroll, billings, fund transfers; type vouchers; vendor relations; cash register receipts; order supplies; carry out a wide variety of general office procedures.
Requirements: Associate's degree in accounting or equivalent. Medium typing. Excellent communication (oral) skills. Substantial general office and accounting experience essential. Microcomputer experience desirable. Ability to work under pressure and to meet deadlines. Familiarity with Cornell accounting system highly desirable.
Minimum Starting Salary: \$12,968
Job Number: C2936

*Position: Secretary, GR20
Department: College Public Affairs Office - College of Architecture, Art and Planning
Description: Provide secretarial support to the Director of External Affairs. Record and acknowledge gifts; maintain computerized list of alumni; monitor accounts; correspondence; travel arrangements; assist in planning of special functions; assign work to and oversee student employees hired for receptions and meetings.
Requirements: Associate's degree or equivalent. Medium typing. Minimum 3 to 5 years experience, preferably at Cornell. Excellent organizational, administrative, interpersonal and communication skills. Experience with Xerox Memorywriter and IBM 3270 helpful.
Minimum Starting Salary: \$12,209
Job Number: C2934

*Position: Accounts Assistant, GR20
Department: Civil & Environmental Engineering
Description: Oversee all general, government and industrial accounts and subaccounts for the School of Civil & Environmental Engineering. Type requisitions, payment of vouchers, telephone and miscellaneous billings; handle travel vouchers; reconcile operating statements and take trial balances; maintain School inventory; assist in budget preparation and in computerized undergraduate student record system; process payroll.
Requirements: Associate's degree or equivalent preferred. Light typing. Accounting (Cornell accounting system experience desirable). Use of microcomputers. Familiarity with engineering equipment and costs. Good organizational and interpersonal skills.
Minimum Starting Salary: \$12,209
Job Number: C298

*Position: Secretary, GR20 (Repost)
Department: Unions and Activities
Description: Provide administrative and secretarial support to the Director, Assistant Director for programs and board members of Willard Straight Hall. Extensive contact with students; supervise student employees; type; receptionist and operational responsibilities.
Requirements: Associate's degree or equivalent. Heavy typing. Minimum two to four years secretarial experience required. Must be adept in typing skills and copying machines. Shorthand and use of word processors are preferred. An excellent command of the English language and its structure is required. Excellent interpersonal and communication skills.
Minimum Starting Salary: \$12,209
Job Number: C266

*Position: Administrative Aide, GR19
Department: College Public Affairs Offices - College of Arts and Sciences
Description: Provide secretarial and administrative support for the Director, Associate and Assistant Director of the Office of Public Affairs. Type correspondence; travel arrangements; manage filing systems; gift acknowledgments; assistance in planning public affairs events; maintenance of supply inventory.
Requirements: Associate's degree or equivalent. Medium typing. Minimum 3 to 5 years secretarial experience necessary. Experience with word processing equipment is necessary. Excellent organizational, interpersonal and communication skills.
Minimum Starting Salary: \$11,570
Job Number: C2935

*Position: Accounts Assistant, GR19
Department: CALS Office for Research
Description: Assist the Accounts Coordinator and Grants and Contracts Coordinator with various accounts and reporting responsibilities. Prepare college and government reports; process vouchers and requisitions.
Requirements: Associate's degree in accounting or equivalent. Medium typing. Word processing and—or computer experience helpful. Knowledge of the Cornell accounting system helpful.
Minimum Starting Salary: \$11,570
Job Number: C2933

*Position: Secretary, GR19
Department: Center for International Studies
Description: Transcription and production of correspondence and reports; maintenance of departmental files; oversee student employees; answer phones. Other duties as assigned.
Requirements: Associate's degree or equivalent. Heavy typing. Minimum 1 to 3 years experience. Knowledge of personal computers, transcription machines, and electronic typewriters helpful.
Minimum Starting Salary: \$11,570
Job Number: C2928

*Position: Personnel Assistant, GR18
Department: Personnel Services
Description: Perform the duties associated with the Central Employee Registration Program (CER), Group Life Insurance Plan, and Voluntary Accidental Death and Dismemberment (VADD) Plan, Nonexempt Retirement Plan, Cornell University Retirement Plan and Tax Deferred Plan. Handle phones and personal contacts with employees and University Administration; input information into the computer; keep records; review and compile statistical information. Handle special projects as assigned.
Requirements: High school diploma or equivalent. Medium typing. 1 to 3 years of experience, preferably University. Excellent organizational, interpersonal and communication skills. Math aptitude. Familiarity with computers and accounting procedures.
Minimum Starting Salary: \$11,570
Job Number: C297

*Position: Secretary, GR18
Department: University Development
Description: Provide secretarial support to Assistant Director of Cornell Fund and Administrative Aide to Director of Cornell Fund. Type correspondence; organize mailings; make arrangements for travel and for special event meetings; some research and recordkeeping; schedule appointments.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Excellent organizational and interpersonal skills. Good written and oral skills. Minimum 1 to 3 years experience.
Minimum Starting Salary: \$10,920
Job Number: C2919

*Position: Secretary GR18
Department: Theoretical & Applied Mechanics
Description: Provide secretarial and receptionist support for the main office. Type manuscripts, proposals, correspondence, and course materials; photocopy; course registration; sort and post mail for several faculty. Other duties as assigned.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Technical typing (equations) and word processing (Xerox 860) skills essential. IBM PC experience helpful. Minimum 1 to 3 years experience. Excellent organizational, interpersonal and communication (written and oral) skills.
Minimum Starting Salary: \$10,920
Job Number: C2918

*Position: Secretary, GR18
Department: Chemistry
Description: Provide secretarial support for Department Office. Act as receptionist for telephone calls and visitors; perform typing and word processing as needed for Chairman and Professors; act as secretary to Executive Director; arrange meetings; prepare and distribute meeting notices; maintain filing system. Other duties as required.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Minimum 1 to three years experience in secretarial position dealing with telephone and personal contacts with public. Experience in working with confidential materials. Word processing skills helpful, not necessary.
Minimum Starting Salary: \$10,920
Job Number: C2916

*Position: Secretary, GR18
Department: Mathematics
Description: Type highly technical mathematical manuscripts, class materials, exams, publications and correspondence; handle special projects as assigned.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Minimum 1 to 3 years secretarial experience. Knowledge and—or willingness to learn word processor and TRIAD using microcomputers. Ability to work in a complex, active environment. Strong organizational, interpersonal and communication skills.
Minimum Starting Salary: \$10,920
Job Number: C294

*Position: Senior Records Assistant, GR18
Department: Catalog Department - Olin Library
Description: Process material withdrawn from collections and adjust central records; function as lead filer and inputter including insuring that appropriate cards are pulled and updated; forward books; train and provide support to new filers and inputters; type bibliographic and authority records or input into data base after searching; sort, alphabetize and file cards in card catalogs. Other duties as assigned.
Requirements: Associate's degree or equivalent. Medium typing. Ability to do detailed work accurately. Good interpersonal skills. Working knowledge of RLIN system and ALA filing rules.
Minimum Starting Salary: \$10,920
Job Number: C291

*Position: Senior Records Assistant, GR18
Department: Catalog - Olin Library
Description: Edit and upgrade machine readable bibliographic and authority records in RLIN system. Search to verify catalog information; determine correct holdings information and make correction to RLIN records; prepare photocopies of catalog cards. Other duties as assigned. Full time, regular until December 31, 1986.
Requirements: Associate's degree or equivalent. Light typing. Ability to do detailed work accurately. Working knowledge of RLIN cataloging desirable. Good organizational, interpersonal and communication skills.

Minimum Starting Salary: \$10,920
Job Number: C293

*Position: Senior Records Assistant, GR18
Department: Catalog - Olin Library
Description: Edit and upgrade machine readable bibliographic and authority records in RLIN system. Search to verify catalog information; determine correct holdings information and make correction to RLIN records; prepare photocopies of catalog cards. Other duties as assigned. Full time, regular until December 31, 1986.
Requirements: Associate's degree or equivalent. Light typing. Ability to do detailed work accurately. Working knowledge of RLIN cataloging desirable. Good organizational, interpersonal and communication skills.
Minimum Starting Salary: \$10,920
Job Number: C292

*Position: Word Processing Operator, GR18
Department: Plant Pathology, Geneva (Off-Campus)
Description: Type correspondence, reports, manuscripts, grant proposals, tables and charts; assist occasionally with the payroll and business operations; answer the telephone and record messages; handle reservations for the conference and seminar rooms, travel plans and staff sign-out listing; maintain updated publications lists, faculty resumes, current reprint file and computer files of mailing lists, and process reprint requests.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Knowledge of word processing desirable. Familiarity with computer terminals (CRT and printer), dictaphone and copy machines. Driver's license. Excellent typing ability and knowledge of English grammar, spelling and vocabulary. Ability to type accurately from handwritten material. Ability to prioritize and organize work with little supervision.
Minimum Starting Salary: \$10,920
Job Number: C2921

*Position: Office Assistant, GR18
Department: Law School
Description: Provide receptionist and secretarial support for office of student services. Channel all traffic (students, faculty, telephone inquiries); handle course registration and evaluations; exam processing; grade reporting; responsible for building keys; filing; mailings; general correspondence.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Knowledge of IBM PC or desire to learn. Excellent organizational, interpersonal, and communication skills. Ability to interact with faculty, staff and students. High level of confidentiality.
Minimum Starting Salary: \$10,920
Job Number: C2937

*Position: Secretary, GR18
Department: Theory Center
Description: Provide secretarial support to Theory Center Executive staff. Type; file; answer telephone; handle mail and travel arrangements. Other duties as assigned.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Minimum 1 to 3 years office experience. Excellent organizational, interpersonal and communications skills. Familiarity with PC's, UNIX desirable.
Minimum Starting Salary: \$10,920
Job Number: C2931

*Position: Senior Records Assistant, GR18
Department: Hotel Administration
Description: Supervise all technical processing, interfacing with Olin Library Technical Services which includes orders for monographs, serials, receiving same; bindery prep., filing card or supervising same; compiling lists on microprocessor requiring bibliographic control, but not central; backup Circulation—Reserve processing. File periodicals on shelves. Full time, regular position; may require irregular hours.
Requirements: Associate's degree or equivalent. Medium typing. Technical processing library experience necessary.
Minimum Starting Salary: \$10,920
Job Number: C2917

*Position: Accounts Assistant, GR18
Department: Controller's (Accounting)
Description: Responsible for accounting transactions between the endowed and statutory colleges including a reconciliation of the monthly activity. Coordinate monthly accounting statement mailing; deal with questions from outside departments on accounting procedures. Other accounting duties as assigned.
Requirements: Associate's degree in business or accounting or equivalent preferred. 1-2 years accounting experience. Ability to use adding machines, communicate with the public, and problem solving. Familiarity with personal computers helpful.
Minimum Starting Salary: \$10,920
Job Number: C2924

*Position: Office Assistant, GR17
Department: Art Department
Description: Act as office receptionist and provide assistance to administrative aide. Answer phones; type; file; photocopy; distribute mail to all department faculty; assist in maintaining all student files; schedule models for art classes.
Requirements: High school diploma or equivalent. Medium typing. Knowledge of MacIntosh helpful. Some office experience. Good organizational and interpersonal skills.
Minimum Starting Salary: \$10,366
Job Number: C2920

*Position: Office Assistant, GR17
Department: Shoals Marine Laboratory
Description: Receive and make proper disposition of telephone calls and inquiries by phone or walk-ins; open and process daily mail and respond to requests for information; word processing; provide support to Director and other office staff as needed. Other duties as assigned.
Requirements: High school diploma or equivalent. Medium typing. Good organizational skills. Ability to work under pressure with frequent interruptions. Word processing skills.

cessing skills and academic office experience desirable.

Minimum Starting Salary: \$10,366
Job Number: C2932

*Position: Secretary, GR17

Department: Center for International Studies
Description: Provide support for CIS programs and administrative manager. Answer telephone; type correspondence; maintain files. Other duties as assigned.

Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 2 years experience. Knowledge of personal computers helpful.

Minimum Starting Salary: \$10,366
Job Number: C2923

*Position: Office Assistant, GR16

Department: Engineering Admissions
Description: Answer telephone; greet visitors; arrange interviews; open and distribute mail; respond to application and information requests; maintain conference schedule; prepare and mail follow-up confirmation letters; make travel arrangements; handle miscellaneous low volume typed correspondence; coordinate staff calendars.

Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 3 years experience. Some knowledge of the University helpful. Excellent public relation (in person and phone) skills.

Minimum Starting Salary: \$9,874
Job Number: C296

Position: Administrative Aide, GR22

Department: Summer Session, Extramural Study, and Related Programs

Description: Directly assist the Summer Session—Extramural Registrar in the development, implementation, and execution of all processes necessary to register participants in the Division. Process all paperwork for Extramural Study registration processes; course enrollment record keeping; bill registrants; work with clientele as well as with staff and faculty of the University.

Requirements: Associate's degree in business or equivalent. Medium typing. Extensive knowledge of University Registrar operations as well as admission procedure for various colleges within Cornell. Excellent communication and organizational skills required. Some experience with 3270 on-line computer system desirable. Some accounting.

Minimum Starting Salary: \$13,667
Job Number: C2810

Position: Accounts Coordinator, GR21

Department: Public Affairs Records

Description: Monitor and analyze University gift transactions specifically to compile and generate gift data conforming to the criteria of gift surveys, reports, and inquiries; coordinate flow of gift data with accounting, the Investment office, Public Affairs, as well as all other Cornell departments and colleges; include mainframe and P.C. entry and retrieval.

Requirements: Associate's degree or equivalent in accounting. Light typing. Ability to supervise, schedule work, meet deadlines and work under pressure with minimal supervision. Good interpersonal, organizational and communication skills. Minimum 1-3 years experience with on-line computer system helpful. CRT experience preferred. Knowledge of Cornell accounting preferred.

Minimum Starting Salary: \$12,968
Job Number: C283

Position: Administrative Aide, GR20

Department: University Development

Description: Provide administrative assistance to the Director of Capital Projects. Coordinate flow and oversee completion of work within the office; prepare reports; arrange meetings; compile data; oversee production of proposals; assist in special projects and events.

Requirements: Associate's degree or equivalent. Medium typing. Minimum 3 - 5 years experience working in a busy office with considerable public contact. Ability to work with a wide range of individuals.

Minimum Starting Salary: \$12,209
Job Number: C284

Position: Administrative Aide, GR20

Department: National Astronomy & Ionosphere Center

Description: Provide administrative and secretarial assistance to N.A.I.C., Research Park facility. Purchase electronic components; maintain accounting system for several projects; preparation of technical publications, reports, operational manuals and proposals; type all necessary accounting forms and purchase requisitions; make travel arrangements for engineers and technical people; maintain technical files and library.

Requirements: Associate's degree or equivalent. Medium typing. Minimum 3 - 5 years secretarial experience. Excellent typing skills, including technical typing. Knowledge of microcomputer applications necessary. Ability to use technical software, e.g. WordPerfect, Britscentek. Knowledge of Cornell Endowed accounting system necessary. Excellent organizational, interpersonal and communication skills. Ability to organize time and responsibilities efficiently. Ability to work independently. Confidentiality essential.

Minimum Starting Salary: \$12,209
Job Number: C281

Position: Secretary, GR20

Department: Vice President for Research & Advanced Studies

Description: Provide secretarial and administrative support to V.P. Research and Advanced Studies, Executive Staff Assistant, Director of Government Affairs and Assistant to President. Handle travel arrangements; telephone; type a variety of complex materials using word processor; maintenance of data and filing systems; handle other projects as assigned.

Requirements: Associate's degree in secretarial science or equivalent combination of education and experience. Heavy typing. Minimum 2 - 5 years secretarial experience (Cornell preferred). Familiarity with Cornell travel arrangements desirable. Advanced training—skills with IBM Displaywriter. Technical typing. Excellent spelling, grammar, and syntax. Organizational skills. Attention to detail very important in a fast paced environment.

Minimum Starting Salary: \$12,209

Job Number: C2816

Position: Circulation—Reserve Supervisor, GR20

Department: Fine Arts Library
Description: Direct the operation of the Circulation—Reserve Desk and maintain stacks. Supervise and evaluate work of the night supervisor and student assistant; interpret circulation policy to the public; continuous contact with faculty, students and staff. Other duties as assigned. Some weekend hours.

Requirements: Bachelor's degree or equivalent. Medium typing. Previous library experience highly desirable. Strong public service orientation and demonstrated supervisory skills. Ability to work quickly and accurately under pressure.

Minimum Starting Salary: \$12,209
Job Number: C2815

Position: Office Assistant, GR18

Department: Law School
Description: Assist Admissions staff with processing application materials and records; type correspondence; telephone and receptionist duties; use IBM PC for word processing.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Good verbal and written communications skills. Ability to process large amounts of information quickly and accurately. Ability to deal with highly confidential material. Knowledge of IBM PC or willingness to learn.

Minimum Starting Salary: \$10,920
Job Number: C2811

Position: Data Entry Operator, GR18

Department: Computer Services
Description: Key enter or key verify data via CADE keystations. 39 hours a week; shift work; weekends.

Requirements: High school diploma or equivalent. Medium typing. Data entry and/or keypunch experience, preferable CADE system. Minimum 1 - 2 years experience.

Minimum Starting Salary: \$10,920
Job Number: C282

Position: Office Assistant, GR18

Department: Veterinary Medical Teaching Hospital
Description: Responsible for cashiering and compiling bills for outpatients; answer telephone; take messages for clinicians and scheduling appointments; coordination of Large Animal Clinic census; assemble medical records; mail progress reports to referring veterinarians; maintain file of referring veterinarians; xerox; type. Other duties as assigned; act as back-up for admissions receptionist and ambulatory secretary. Some weekends and holidays required.

Requirements: High school diploma or equivalent. Light typing. Good public relations. Knowledge of medical terminology essential. Ability to work well under pressure.

Minimum Starting Salary: \$10,500
Job Number: C2814

Position: Office Assistant, GR18

Department: Unions & Activities
Description: Provide clerical support for Head Account Clerk. Process daily banks, check-out sheets, daily cash reports, monthly reports, Cornellcards and mail; oversee drycleaning, laundry and film development services and the Student Services area.

Requirements: High school diploma or equivalent; course work in accounting preferred. Some accounting and bookkeeping experience desired. Strong organizational, communication and interpersonal skills.

Minimum Starting Salary: \$10,920
Job Number: C2813

Position: Office Assistant, GR17

Department: Diagnostic Laboratory
Description: Primary receptionist for the Diagnostic Lab. Answer telephones (7 line system); assist the professional and technical staff by communicating test results to clients by answering and/or referring questions to the proper areas of concern and by sending out and filling all test results for future reference; deal with the general public and all incoming visitors and clients.

Requirements: High school diploma or equivalent. Light typing. CRT terminal familiarity. Good general office skills (filing, photocopying, and communication).

Minimum Starting Salary: \$9,967
Job Number: C289

Position: Office Assistant, GR17

Department: Summer Session, Extramural Study, and Related Programs

Description: Serve as receptionist; process mail; order supplies; perform general typing for office; process requests for information. Serve as assistant to Division Registrar in registration processes; operate 3270 computer system in key punching and date verification.

Requirements: High school diploma or equivalent. Medium typing. Some familiarity with Cornell highly desirable. Minimum 1 to 2 years office experience. Ability to work with diverse public. Excellent telephone communication skills required. Requires ability to work independently and under great pressure. Background with IBM 3270 computer and familiarity with University Registrar's system desirable. Experience with WordPerfect.

Minimum Starting Salary: \$10,366
Job Number: C2812

General Service

*Position: University Service Officer, CUSEU, Grade 2, GR21

Department: Public Safety
Description: Responsibilities include prevention and detection of criminal behavior; external and internal patrol of University property within his/her area for fire, safety and crime hazards; enforcement of parking regulations occurring on the property of Cornell University.

Requirements: High school diploma or equivalent. Further formal education, training and/or experience in the law enforcement field preferred. Satisfactory completion of basic University Service Officer training. Knowledge of Cornell University rules and regulations; U.S. citizenship; eyesight 20/40 corrected to 20/20; no record of convictions other than minor traffic infractions; NYS driver's license; ability to obtain a NYS pistol permit within 90 days of employment. Must pass physical examination.

Minimum Starting Salary: \$6.06—hour
Job Number: S292

*Position: Photo Assistant, GR19

Department: Vet Administration - Biomedical Communications

Description: Consist of primary responsibilities copy photography, black and white printing, film processing and darkroom maintenance. Position will also call for surgical, studio and clinical photography on a rotation basis with two other staff photographers. Monday - Thursday, 8:00 - 5:00; Friday, 8:00 - 4:00

Requirements: High school diploma or equivalent. College coursework in biological sciences helpful. Minimum one year experience in biomedical communications plus 5 years experience in copy photography—black and white printing and darkroom work.

Minimum Starting Salary: \$11,570
Job Number: S298

*Position: Dairy Worker, SO19

Department: Veterinary Medical Teaching Hospital
Description: Responsibilities are primary routine barn chores, keeping all areas clean, grooming animals, cleaning, disinfecting stalls after patient discharges. Assist students and clinicians when needed. Some weekends and holidays required. 39 hours daytime — hours to be determined.

Requirements: High school diploma or equivalent. 3 to 5 years experience handling large animals. Milking experience preferred.

Minimum Starting Salary: \$5.74—hour
Job Number: S296

*Position: Building Coordinator, GR18

Department: Entomology
Description: Coordinate the care and maintenance of new Academic II building, including key control, equipment maintenance and distribution and mail distribution. Investigate and report maintenance problems. Coordinate worker scheduling. Monday - Thursday, 8:00 - 5:00; Friday, 8:00 - 4:00.

Requirements: High school diploma or equivalent. Understanding of building systems and maintenance and inventory control. Some formal training or education in building systems useful.

Minimum Starting Salary: \$10,920
Job Number: S299

*Position: Milk Plant Worker, SO18

Department: Food Science
Description: Operate equipment related to the manufacture and/or packaging of dairy products and associated functions. Secondary responsibilities include cleaning and maintaining equipment and general support duties.

Requirements: High school diploma or equivalent. NYS Class III driver's license plus the qualifications to obtain a milk receivers' license. Mechanical skills and one year work experience within a dairy processing operations.

Minimum Starting Salary: \$5.41/hour
Job Number: S2910

*Position: Baker, SO16

Department: Statler Inn
Description: Prepare an adequate supply of fresh-baked goods including rolls, breads, pies, cakes and pastries for three restaurant outlets and all banquet functions.

Requirements: High school diploma or equivalent; food service training program with courses in baking preferred. One year of food service experience with emphasis on baking required.

Minimum Starting Salary: \$4.47—hour
Job Number: S295

Position: Maintenance Mechanic, GR23

Department: Buildings & Properties, Geneva
Description: This position reports to the Foreman of the Electric—Refrigeration Shop with prime responsibility for service, repair, maintenance and installation of refrigeration systems and related electrical and plumbing equipment.

Requirements: High school diploma or equivalent combination of formal training and experience required. Minimum 5 years of demonstrated knowledge and actual experience in the service of and installation of refrigeration, electrical and plumbing systems is required.

Minimum Starting Salary: \$13,928
Job Number: S284

Position: Food Service Worker, SO16

Department: Unions and Activities (Endowed)
Description: Prepare meats, cheeses, salads, and soups daily. Work opening shift. Prepare catered coffee services as required. Delivery of prepared food items to campus and community locations. Monday - Friday, 7:00 a.m. - 3:30 p.m.

Requirements: High school diploma or equivalent. Use of cash register, slicer, ovens, coffeemakers, basic food preparation and skills dealing with customers. Driver's license necessary.

Minimum Starting Salary: \$4.47—hour
Job Number: S286

Technical

Outside applicants for technical positions should submit an employment application, resume, transcripts and a list of laboratory techniques and equipment, or computer languages and hardware with which you are familiar. This information will be kept active for six months. For each position that you are qualified and wish to be a candidate for, submit a cover letter, including position title, department and job number, to Cynthia Smithbower.

Current Cornell employees should submit an employee transfer application, resume and cover letter. Outside applicants with training and/or experience in the following areas are encouraged to apply: biochemistry, chemistry, microbiology, electronics, physics and licensed animal health technicians.

*Position: Research Equipment Technician, GR14

Department: Food Science
Description: Under general direction from faculty and researchers, design, manufacture, test and modify research equipment.

Requirements: Associate's degree, vocational training or equivalent experience. Basic understanding of chemistry, physics and math required. Three years experience including welding and metal working, woodworking, fabrication, machining, electronic and mechanical skills necessary.

Minimum Starting Salary: \$15,370
Job Number: T293

*Position: Technician, GR20

Department: Floriculture & Ornamental Horticulture

Description: Conduct field and greenhouse experiments, including application of treatment materials; collect data on experiments; conduct library research; plan and implement schedules for mowing, irrigation, fertilization and maintenance of plants. One year appointment.

Requirements: Bachelor's degree in plant science or related field or Associate's degree in plant science with 2 years experience. NYS Pesticide Applications license or ability to obtain a license within 2 months required. Some related experience preferred. Some lifting ability necessary (e.g. bag of fertilizer). Ability to operate mowing equipment and pesticide application equipment necessary. Apply by August 9, 1985.

Minimum Starting Salary: \$12,209
Job Number: T292

Position: Technician, GR20

Department: Veterinary Medical Teaching Hospital
Description: Take radiographs, process films of animal patients and research materials as required. Some weekend and holiday work.

Requirements: NYS Licensed Animal Health Technician or eligible for licensure and/or Licensed Radiologic Technician. Experience handling animals preferred. Apply by August 2, 1985.

Minimum Starting Salary: \$11,739
Job Number: T284

Position: Animal Health Technician, GR19

Department: Veterinary Administration
Description: Provide night coverage for the Large Animal Clinic to assist with emergency surgery, night admissions, medications and to check on animals throughout the night. Nights - 11:00 p.m. - 7:00 a.m.

Requirements: Animal Health Technician, licensed by the State of New York required. Two years of experience with large animals preferred. Apply by August 2, 1985

Minimum Starting Salary: \$11,125
Job Number: T282

Position: Technician, GR18

Department: Equine Drug Testing & Research - NYC
Description: Perform analysis of blood and urine samples in a field drug testing laboratory to serve Aqueduct, Belmont and Saratoga Race Tracks. Relocation to Saratoga Springs, NY for the month of August each year. Assist laboratory director as requested. Five days a week; includes weekends and holidays.

Requirements: Associate's degree in chemistry or a related field. Some experience with Thin Layer Chromatography and general laboratory procedures required. Familiar with gas chromatography preferred.

Minimum Starting Salary: \$10,500
Job Number: T283

Position: Technician, GR24 (Repost)

Department: Diagnostic Laboratory
Description: Manage and supervise technical operations of Mycobacteriology laboratory and the Johns control program. Perform and supervise research techniques and procedures for the isolation, identification and serological detection of Mycobacterium paratuberculosis (Johnes).

Requirements: Bachelor's degree in microbiology or related field; Master's degree preferred. Must have a NYS drivers license. Three to five years laboratory and supervisory experience. Experience with DNA hybridization, Enzyme linked Immunosorbent Assay, tuberculosis culture techniques, aerobic/anaerobic bacteriology, mycology and agar gel immunodiffusion and fluorescent antibody techniques.

Minimum Starting Salary: \$14,779
Job Number: T277

Part-time

*Position: Data Editor, GR20

Department: Catalog - Olin Library
Description: Apply MARC tags to catalog copy being input into RLIN; search for the derives from records in RLIN database; proofread records input. Part-time, regular position until December 31, 1986. Monday - Friday, 20 hours per week.

Requirements: Bachelor's degree or equivalent. Light typing. Minimum one year of technical experience in a library. Catalog experience preferred. Working knowledge of MARC II format and RLIN or OCLC catalog systems.

Minimum Starting Salary: \$12,209/annual equivalent
Job Number: C2914

*Position: Bus Driver, SO20 (Three positions)

Department: CU Transit, Inc.
Description: Drive a University-owned bus on campus and short charters; physical check of bus; enforce rules and regulations; provide information and direction on campus. Maintain conduct of passengers; maintain security and keep count of passengers. Flexible hours from 5:00 a.m. till whenever needed. 5 days; 20 hours per week.

Requirements: High school diploma or equivalent. Class II driver's license and must be able to pass a physical and other requirements of Article 19A of the Motor

Continued on Page 8.

Brief Reports

Beebe Lake Bridge Will Reopen Soon

The Beebe Lake pedestrian bridge on the Cornell University campus is scheduled to be reopened by mid-August, in time for the return of students for the fall term.

The bridge, a much-used link between the North Campus residential units and central campus, is undergoing extensive renovations. These include repaving and painting, according to William E. Wendt, director of transportation services.

Plantations Plans Herb Days At Gardens This Weekend

Many plants in the Robison York State Herb Garden of Cornell Plantations will be in full bloom for the annual Herb Days this Saturday and Sunday.

The one-acre garden, located on Judd Falls Road next to Plantations headquarters, contains about 400 herbs.

Several lectures are planned concerning the various uses of herbs, and visitors will be able to tour the garden and buy perennial herbs, potpourris and herbal cookies. For more detailed information about lectures and tour times this weekend contact the Plantations at 256-3020.

New Catalogs Available On Films, Slides, Tapes

The Media Services Audio-Visual Center has published two new catalogs listing the titles of films, videocassettes, slide programs, and audiocassettes available from the center.

Richard Gray, the center's librarian, says the "Agriculture" catalog lists available resources useful to schools as well as farm organizations throughout the United States and Canada.

The titles listed in the catalog include "Food ... for Man," "Land Drainage," "Milk and Money," "Miracle of Apples,"

"Farm Implement Safety," "Barn Ventilation," and "Identification of Vegetable Insects and Diseases."

Another catalog titled "Video and Audio Tapes" lists all of the center's resources in those two formats. Some of the programs are useful to consumers, such as "Home Heating with Wood" or "Television Advertising for Children: Buy It or Ban It," but most are for school systems. Because of the relatively high cost of the video and audio tapes, some libraries purchase the programs and make them available to home viewers and listeners.

To obtain the free catalogs, write to: Cornell University Audio-Visual Center, 8 Research Park, Ithaca, N.Y. 14850. Catalogs on other topics, such as horses, honeybees, child development, prevention of child abuse, nutrition and health, safety, plants, and ecology are also available. The AV Center also has a 16mm film cleaning and repair service. For more information, call 256-2090.

Cornell Film Wins Award At American Film Festival

"Family Matters," a documentary produced here, has won a red ribbon award in the family relations/parenting category at 1985 American Film Festival held in New York City.

Conceived by Moncrieff Cochran, associate professor of human development and family studies in the State College of Human Ecology at Cornell, the film crosscuts the workplaces, neighborhoods, schools, and social networks of two American families.

It illustrates the impacts of external stresses and the sources of support useful to the families featured in the documentary; the film helps viewers understand what helps or hinders human growth and development.

Both families appearing in the half-hour documentary were from Syracuse and were part of Cornell's Family Matters Project

conducted in that city. The longitudinal, cross-cultural study, upon which the film is based, was developed by Cochran, and Prof. Urie Bronfenbrenner, and Associate Prof. William Cross Jr., also in the College of Human Ecology.

The American Film Festival is the premier educational film festival. More than 1,000 entries were received this year.

The Cornell documentary was filmed by David Gluck and Reter Carroll of Photosynthesis, Inc. The film (also available on video-cassette) is available from the Cornell University Audio-Visual Center, 8 Research Park, Ithaca, NY 14850.

Timber Management Book Wins National Award

"Timber Management for Small Woodlands," a Cornell publication designed to help private owners of forest land in the Northeast and other areas of the United States, has been named winner of the "Outstanding Publication Award" of the American Association of Teacher Educators in Agriculture (AATEA).

The 60-page publication, produced for Cornell Cooperative Extension, was a joint effort by Gary Goff, a Cornell Cooperative Extension associate, and James P. Lassoie, an associate professor of forestry, both in the Department of Natural Resources in the State College of Agriculture and Life Sciences, and Katherine Layer, formerly a Cornell Cooperative Extension support aide in the Instructional Materials Service in Cornell's Department of Education.

The publication (Information Bulletin 180) is available for \$3.50 per copy from the Cornell Distribution Center, 7 Research Park, Ithaca, NY 14850. Make checks or money orders payable to Cornell University in U.S. funds only. The price includes postage and handling.

SAGE CHAPEL

Chaplain to Give Talk On 'Upside Down Kingdom'

Robert Hunter will speak at Sage Chapel at 11 a.m. Sunday, July 28, on the topic, "The Upside Down Kingdom."

Hunter has been chaplain for the Intervarsity Christian Fellowship at Cornell for the past 12 years and is also the Associate Minister at the Beautiful Plains Baptist Church in Binghamton.

He received his B.A. in psychology from the State University of New York at Binghamton. He is chairman of the Education Committee of the Broome County Urban League and his interests include social justice concerns, Christian discipleship and computer programming.

The Summer Session Choir will provide music for the service and is directed by Donald R.M. Paterson, university organist and Sage Chapel choirmaster.

Departmental Deposits Procedures Will Change

Beginning Aug. 1, all Cornell departmental deposits should be deposited through the Tompkins County Trust Co. This will mean several changes for all personnel making these deposits.

New deposit forms should be obtained from General Stores. All of the old forms should be destroyed as these cannot be accepted by Tompkins County Trust Co.

The Campus Store Branch of Security Norstar will not accept deposits after July 31. Departments previously taking their deposits to Campus Store may now bring them to the Cashiers' Office at 260 Day Hall.

New deposit procedures were mailed this week. Persons who did not receive a copy and would like one, or have any questions regarding the procedures should contact Frieda Alexander, University Cashier, 256-3310.

Job Opportunities

Continued from Page 7.

Vehicle department. Three to six months current bus driving experience.

Minimum Starting Salary: \$5.54—hour
Job Numbers: S2911, S2912, S2913

*Position: Research Aide, GR19
Department: Psychology

Description: Assist professor in carrying out psychological research on human judgment and decision making. Duties include conducting experiments with human subjects; developing stimulus materials for experiments; performing low-level data analysis, and some library research. Part-time, regular position until June 30, 1986. End of 2nd year of grant. May be continued when new award starts.

Requirements: Bachelor's degree or equivalent. Some education in an empirical science, preferably a behavioral science. Some background in statistics computer programming is desirable, but not essential. Applicants must be able to deal easily and effectively with people and to be productive while working independently. Please send cover letter and resume to Esther L. Smith by August 5, 1985.

Minimum Starting Salary: \$11,570—annual equivalent
Job Number: C2922

*Position: Secretary, GR18
Department: Sociology

Description: Provide secretarial support for department staff and faculty. Heavy typing and frequent use of IBM Displaywriter; full responsibility for production of course catalog materials and other course-related documents and records. Part-time, regular position. 3 days per week, 8:30-5:00 or 10:00-5:00, Monday-Friday (negotiable).

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Knowledge of word processor. Minimum 1 to 3 years experience. Good typing skills. Excellent interpersonal and communication (written and oral) skills.

Minimum Starting Salary: \$10,920—annual equivalent
Job Number: C299

*Position: Senior Records Assistant, GR18 (Two positions)

Department: Catalog - Olin Library

Description: Search for and derive from records in RLIN database; search card catalogs; input records into RLIN. Part-time, regular appointment until December 31, 1986. Monday-Friday, 8:00-5:00; 20 hours per week.

Requirements: Associate's degree or equivalent. Medium typing. Library experience, especially in technical serv-

ices desirable. Experience using OCLC or RLIN system desirable. Ability to perform detailed and repetitive tasks accurately.

Minimum Starting Salary: \$10,920—annual equivalent
Job Numbers: C2912, C2926

*Position: Secretary, GR16

Department: School of Hotel Administration

Description: Assist secretary in support faculty in general office duties. Technical typing; answer phones; file; xerox. Other duties as assigned. Part-time, regular; 9 month appointment. 30 hours per week (flexible).

Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 2 years secretarial experience. Willingness to learn word processing.

Minimum Starting Salary: \$9,874/annual equivalent
Job Number: C2911

*Position: Records Assistant, GR16

Department: Catalog - Olin Library

Description: Input original records on RLIN cataloging system; sort and file worksheet. Part-time, regular until December 31, 1986. Monday-Friday, 20 hours per week.

Requirements: High school diploma or equivalent. Medium typing. Ability to perform detailed and repetitive work with accuracy.

Minimum Starting Salary: \$9,874—annual equivalent
Job Number: C2913

*Position: Secretary, GR16

Department: School of Hotel Administration

Description: Assist secretary in supporting faculty in general office duties. Technical typing; answer phones; file; xerox. Part-time regular; 9 month appointment. 30 hours per week (flexible).

Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 2 years secretarial experience. Willingness to learn word processing.

Minimum Starting Salary: \$9,874/annual equivalent
Job Number: C2910

Position: Laboratory Attendant, SO16

Department: Veterinary Microbiology - James A. Baker Institute for Animal Health

Description: Prepare glassware and related equipment for use in tissue culture and biochemical analysis. Sterilize glassware and prepare in order to maintain sterile condition. Monday-Friday, 8:00 a.m.-12:00 noon.

Requirements: High school diploma or equivalent. Knowledge of autoclaves, dishwashers, acid cleaning and methods used in cleaning glassware used in tissue culture preferred.

Minimum Starting Salary: \$4.84—hour
Job Number: S272

Temporary

TEMPORARY OPPORTUNITIES: Cornell University has an ongoing need for qualified individuals willing to work on a temporary basis. We frequently need individuals to work as word processor operators, secretaries, typists, receptionists, office assistants, account clerks and data entry clerks. Requirements for these positions range from medium to heavy typing, some office—secretarial experience and knowledge of word processing equipment. If you have an interest in working on a temporary basis in the clerical area, please contact Tambi Benzon at 256-5226 ext. 257; in the general service area, please contact Sharon Warunek at 273-1179. Temporary opportunities in the technical field are posted here, and applications are made with a general application, cover letter and resume.

*Position: Temporary Computer Programmer

Department: Chemistry

Description: Develop FPS AP Resident Disk File Management System (Primos operating system for array processor). Approximately three month, full-time position, longer on a part-time basis. Days and hours to be arranged.

Requirements: Fluency in FPS APL; familiarity with file management systems; familiarity with FPS IOLAC desirable. Contact Bob Tuttle, 120 Baker Lab, 256-4672.
Job Number: T294

*Position: Temporary Secretary, GR18 (Repost)

Department: Theoretical & Applied Mechanics

Description: Type technical—mathematical reports and papers for several faculty, using an IBM Personal Computer or word processor. Good organizational, communication and interpersonal skills (written and oral) required. Other duties as assigned. Please send cover letter and resume to Tambi L. Benzon by August 5, 1985.

Requirements: High school diploma or equivalent. Secretarial or business school preferred. Heavy typing. General office experience, technical typing, personal computer and word processing.

Minimum Starting Salary: \$5.80/hour

Job Number: C2717

Position: Temporary Research Aide, T-4

Department: CISER

Description: Provide support to the CISER Survey Research Facility. Assist research support specialist in the operations for survey research projects; assist in overseeing and functioning as interviewers, coders, and data en-

try personnel. Part-time, temporary position until January 1986. Hours to be arranged; willing to work nights and weekends when necessary.

Requirements: Associate's degree or equivalent. Demonstrated ability and experience in performing project tasks. Experience or willingness to learn survey research methods, and microcomputer applications in word processing, data entry and database management. Please send cover letter and resume to Esther L. Smith by August 1, 1985.

Minimum Starting Salary: \$6.00/hour
Job Number: C288

Position: Accounts Assistant, GR19

Department: Center for International Studies

Description: Prepare vouchers, reconcile monthly accounting statements, basic records keeping, filing. Full-time, temporary until November 6, 1985.

Requirements: Associate's degree in accounting or equivalent. Medium typing. Familiarity with Cornell accounting system preferred.

Minimum Starting Salary: \$5.69—hour
Job Number: C287

Academic

Please contact department directly.

*Position: Extension Associate IV, CA06

Department: Education

Contact: Dr. Arthur L. Berkey, Department of Education, 209 Stone Hall.
Job Number: A291

*Position: Lecturer (one-half time)

Department: Archaeology Program

Contact: Beverly Phillips, 265 McCraw Hall, 256-7254.
Job Number: A292

Position: Extension Associate

Department: Education

Contact: Dr. Arthur L. Berkey, Department of Education, 209 Stone Hall. Apply by July 31.
Job Number:

Position: Research Associate

Department: Materials Science and Engineering

Contact: Professor J.M. Blakely, Department of Materials Science and Engineering
Job Number: A271

Networking

A Cornell Newsletter Published by Employees for Employees

Coupon Books to Be Included With Employee Day Mailing

There will be a bonus in the mail for all Cornell employees later this summer. A coupon book, now being produced by the Cornell Recreation Club, will be part of the 1985 Employee Day information materials. The book will contain valuable coupons for discounts and services that are frequently used by Cornell people.

'There will also be information about the services on the Cornell campus, such as libraries, clubs, special events, and so on,' says Peg Beach, CRC member and chairperson for the coupon committee. 'There is so much to see and do at Cornell that we decided to use the coupon book as a way to tell employees about what's available in the Cornell community,' she went on to say.

Most of the special discounts offered in the CRC coupon book will be valid during the 1985-86 academic year. If the expiration date is other than the entire year, the dates will be noted on the coupon.

All staff, faculty and local retirees will receive a coupon book in an early September mailing with information about this year's Employee Day activities. Watch for your CRC coupon book -- it will save you money!

The 1985 Employee Day committee is working out the details for the October 5 event, which promises to be the biggest yet. Committee members are gathering details

Employee Day '85

about food, entertainment, transportation, and exhibits.

The committee needs volunteers to help with set up, tear down, and everything in between. If you are willing to help, please contact Esther Roe at 6-5072 or Margaret Seacord at 6-4341.

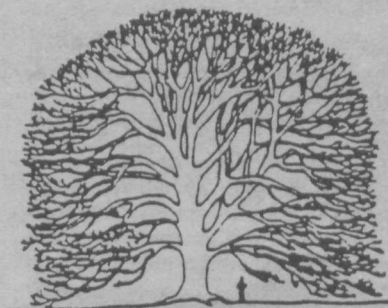
If your group or organization has a display that you would like to include in the Barton Hall exhibits, please contact Ann Pendleton at 6-4921 or Peg Landau at 6-7206.

So far, Employee Day '85 is shaping up to be a great time for all employees, and further details will be published in Networking as they become available.

Cornell

Plantations

Seeks Photographs



Cornell Plantations is seeking excellent quality color slides of its gardens, landscapes and gorges; some also showing people using these areas. Will pay competitive rate for reproduction rights. For more information, please call Joanne at 256-3020. Send photos to: Cornell University Plantations, One Plantations Road, Ithaca, NY 14850, Attn: Joanne.

CRC Will Develop Park Near Campus

The Cornell Recreation Club (CRC) was recently given the go-ahead to develop a park and multipurpose recreational site on campus property near Freese and Hanshaw Roads. The six-acre site will eventually have nature trails, a baseball diamond, and swimming pool.

JCRC, founded 3½ years ago to provide social, cultural, and recreational activities for faculty, staff, graduate students and retirees, has seen significant growth in membership since that time.

According to CRC secretary, Peggy Beach, original members always had the idea of

finding a permanent location to call their own. The Club is now in a position to begin financing the facility with a park fund of almost \$3,000.

Earlier this month, the CRC park committee (Daryl Dunn, Al Reed, Ed Kabelac, Phil Van Camp, Earl Hartman, George Peter, Dominic Versage, and Harry Dickson) received permission from the University and the College of Veterinary Medicine (who administers the land) to develop the property.

Preliminary, rough surveying has already begun. Of primary importance and first consideration is to provide the site with water,

electricity, an access road and waste system. If all goes well, that work will be completed this year.

All actual work and construction will be done by CRC members and volunteers. Announcements of 'workbees' will be noted in future issues of Networking and the CRC newsletter.

The park fund raising committee (June Franklin, Mary Tobey, George Peter, Marjorie Van Ness, and Gil Ott) is preparing a mailing asking for contributions to help develop the park.

New Noyes Lodge Will Open This Fall

Noyes Lodge will take on a new look this fall when it opens its doors on a new market place of products and services. Cornell Dining and the Campus Store are partners in developing the new Entrepot Market Center and has scheduled the grand opening for the last week of August. Meanwhile, Noyes Lodge has been closed this summer to facilitate the changes.

The ground floor of the market center will offer ready-to-go foods, baked goods, grocery and dry goods, deli items, fresh produce, speciality coffees, and a selection from the Cornell Dining menu.

Lower level services will include gifts, records, clothing, film processing, video cassette rental, Ticketron, and banking services.

The center will have extended evening and weekend hours.

Just For Your Information

Are you a 42 year-old skilled craftsperson who has worked at Cornell for twelve years? Or a 38 year-old secretary who

Occupational Group	Average Age	Average Length of Service
Clerical/Secretarial	38	7 years
Manager	45	10 years
Professional	38	7 years
Service/Maintenance	40	9 years
Skilled Crafts	42	12 years
Technical/Para-Professionals	34	6 years

has been here for seven years? Perhaps you are a 40 year-old service/maintenance employee with nine years on the job. If so, you are in good company according to our chart on average employee age and length of service.



Personnel Manual Update Delivered Here This Week

Contributed by University Personnel Services

The Personnel Manual represents Cornell's guidelines to ensure that the University's personnel policies and procedures are administered in a fair, equitable and consistent manner. This is one way that the University communicates to employees.

The manual is a living, changing document. This week the July '85 Update to the Personnel Manual will be distributed to departments across campus. The update represents a periodic (usually twice a year) review of policies and appendices to keep the manual as clear and concise as possible.

The policies in the July Update cover the topics of health and safety, the employee complaint and grievance procedure, EAP, temporary and casual appointments, the job evaluation process, and smoking.

At the end of each policy is an administrative unit to contact for more specific information. A table of contents and comprehensive index allow you to find a section quickly.

There are approximately 520 Personnel Manuals located across campus in areas which should be easily accessible to all employees. If you don't know where a manual is located, ask your supervisor or call University Personnel Services at 6-3541. The information is meant to be shared by supervisors and employees alike.

Manuals are also located at the reference desk of any library and in Day Hall at the Information and Reference Center and University Personnel Services.

UPS invites you to comment upon your experience using the manual and welcomes your response. Are you having trouble locating a manual? Are there any policies that are difficult to understand? What section seems to be the most commonly used?

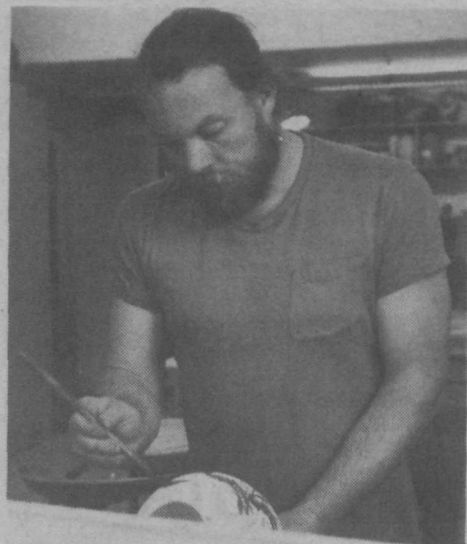
Please remember, the Personnel Manual is your book and yours to use. However, the contents of this manual do not apply to those employees in collective bargaining units, academic employees, or employees in the Medical College, Nursing College, or Graduate School of Medical Science except where stated otherwise.

LEADERSHIP LEADS

1. Persistence. Not insistence. A strong leader hangs on a little longer, works a little harder. 2. Imagination. He or she harnesses imagination to practical plans that produce results. 3. Vision. The present is just the beginning. He or she is impressed with the possibilities of the future. 4. Sincerity. He or she can be trusted. 5. Integrity. He or she has principles and lives by them. 6. Poise. He or she isn't overbearing, but is friendly, assured. 7. Thoughtfulness. He or she is considerate, aware. 8. Common sense. Good judgment based on reason. 9. Altruism. He or she lives by the Golden Rule. 10. Initiative. He or she gets things started -- Now!

'Executives with true leadership qualities surround themselves with people who are first-rate and upon whom they can completely rely. Only insecure and incompetent leaders look upon their subordinates as potential competitors.'

John Handy - Dun's Review
(Modified)



Jim Hardesty, employee of the Cornell Orchards, will demonstrate Chinese brush painting at this year's Upstate Crafts Fair.

Upstate Crafts Fair Will Be Held Aug. 1-4

The seventh annual Upstate Crafts Fair will be held this year on August 1 - 4 at the Ithaca High School. The hours for viewing the juried exhibition, quality crafts, demonstrations, and trade fair is Thursday and Friday 10:00 a.m. - 9:00 p.m. Saturday and Sunday 10:00 a.m. - 6:00 p.m. The admission to the crafts fair is \$1.50 for adults, \$1.00 for senior citizens and free to children under 12.

For more information send SASE to: Upstate Crafts, PO Box 173, Ithaca, NY 14850.

The Difference

by Anna Moratz

When you are fifteen and your brother eighteen, you wish you were older.

At twenty-five, you resent showing your driver's license when buying wine for your own family's dinner.

At forty-five, you hope to be asked again to show your license to someone other than a policeman! How nice it would be to envy someone older!

Consolation comes from an inscription found in an ancient church in Schleswig-Holstein, translated into slightly more modern English and dedicated to my mother, who taught me to never stop learning.

Aging

Aging starts in infancy. Along with life, the seed of death appears. Humans die while they live. No one can escape the biologically inevitable, considered by many as

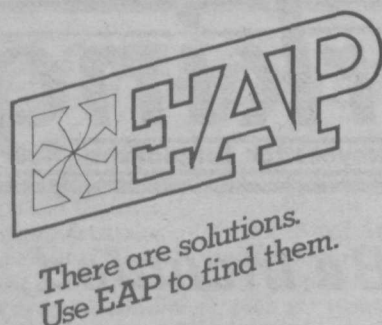
a scandal. Life wants to live, not to die. This conflict, which all humans must face, takes a lifetime to solve. How can we conquer the fear and gain courage for the late years? We must learn how to age in our youth. We can do it right, or we can fail.

A Guide
DO NOT

Stay in your seat.
Force good moments to linger.

Fear change.
Call death the end in proud despair.
Stand still.
BUT...

Go on.
Practice your farewells.
Welcome the unknown.
Envision it as final change.
Plant apple trees -- move on.



Stress Management For Managers

Managers and supervisors are often called upon to take responsibilities which may increase their level of stress. In some cases management and employees share similar stressors, although there are different sources of stress at various levels of organizations in the workplace.

Here is some advice from Edward Charlesworth's Stress Management book:

- Start each workday with a five-minute priority-setting conference.

- Review plans for the day with people working with you, including secretaries.

- Decide together which task needs to be done first.

- Limit the session to five minutes.

- Don't offer conferees chairs or coffee, or you'll be faced with a staff meeting.

- Consider holding the session at the end of the previous day; it may be more effective.

The Cornell University Employee Assistance Program has counselors who will be glad to talk with you about stresses you encounter in any phase of your life. Give us a call at 273-1129 for free short-term counseling.

Taken from the USDA 'ARS Employee Assistance Program Newsletter,' Volume 6, Number 6b.

Scenes from



CORNELL RECREATION CLUB

165 Day Hall Ithaca, New York 14853

CRC News

by Donna Vose

Up-and-Coming Events -- Mark your calendars!

July 26 -- Hill Cumorah Pageant, Palmyra, NY. Leave at 5:00 p.m. and the estimated return time 1:30 a.m. \$17.00 includes a buffet dinner at the Chanticleer Restaurant, Geneva, NY.

August 5 -- Wine and Cheese Party at Len Newman at 4:15 p.m. A get together for those going on the Toronto Trip on August 15.

This Year's CRC Picnic



August 23 -- Springside Dinner Theater, Auburn, NY. The bus leaves Ithaca at 5:15 a.m. \$30.00 includes show production 'Guys and Dolls' and the dinner includes salad bar, prime rib or flambe duckling, special show dessert and beverage.

September 7 -- Annual CRC Golf Tournament at Dryden Lake Golf Course.

September 27-29 -- Deep Sea Fishing Trip aboard the Atlantic Fishing Fleet out of Ithaca, NH. The bus will take you to the boat at 8:00 a.m. on Saturday. You will fish until 5:00 p.m. Saturday, stay at the local motel and return to Ithaca on Sunday. \$10.00 per person includes tackle, bait, beer, and lodging.

December 7 -- Annual Christmas Dinner at TC-3.

January 8-22 -- Hawaii Trip. \$950.00 includes air fare, hotel accommodations, transfers between hotel and airports, the

services of tour guide while in Hawaii and a bon voyage party. An additional 7 days is being offered at a nominal charge. If you are a nonmember, add an additional \$25.00.

Forty CRC members and friends enjoyed the Old Timers game at Yankee Stadium on Saturday, July 13. The weather was perfect, a beautiful sunny summer day, and the Yankees won!

Have you ordered your CRC jacket? An order will be sent in shortly. Only \$15.50 per jacket -- white with red letters or red with white letters. Call the CRC Office today to place your order.

At last -- CRC has land just off the Freese Road. Preliminary survey of the land is being conducted now and shortly, we hope, we will be able to start building. We look forward to holding our annual picnic there next summer!

A Community Service -- On Wednesday,

July 17, several members of the Club, under the able supervision of Al Reed, barbecued 1,200 chicken halves for a Gadabout Annual Chicken Bar-B-Q at Cass Park. Many thanks to you all.

CRC Member discount is available from the following area merchants:

Cullens Sporting Goods -- 10% discount on nonrestricted items.

Marshall Pro-Diving -- 10% discount on instruction.

Athlete's Foot -- 10% off all instock merchandise -- sale items excluded.

Best of All Pizza -- 10% on 6-11 pizza's; 15% on 12 or more.

Fun-Tronics -- 10% on purchase of metal detectors.

If you have any questions in relation to CRC events, call the CRC Office at 256-7565 or stop in at 165 Day Hall for details. Summer hours -- Monday-Friday, 8:30 a.m. - 12:30 p.m.

TRUSTEE REPORT

On June 30, 1985 Dominic Versage completed a two-year term as the Cornell trustee elected by Cornell staff members. Other employees who have held the distinction of serving on the Board of Trustees as employee elected members are Ardella Blandford Wilson (no longer with Cornell), Margaret Seacord, Ron Parks, Marilyn Cook and George Peter.

It seems appropriate to report on the contributions to Cornell and to Cornell employees that Dominic has given.

His first involvement in the 'self governance' process began in 1969 when he served on the constituent assembly. This was the body which designed the Cornell Senate. Dominic served on the Cornell Senate, the Cornell Campus Council which replaced the Senate and the University and Employee Assemblies which replaced the Campus Council. He has served as chairperson of the University Assembly, as parliamentarian of the Employee Assembly and as chairperson of the committee on the University as an Employer (a committee of the Senate). More recently Dominic has served on the Trustee Buildings & Properties Committee. He also has served on the Trustee Investment Proxy Advisory Committee.

Dominic has been involved in all of the programs that the employee-elected trustees have helped to initiate.

He serves on the Networking editorial board, the Cornell Recreation Club Board of Directors, the Employee Day Committee and the Dedicated Service Award program. He has helped to set up and implement the Brown Bag Luncheon series and the Breakfasts with Administrators program. Wherever there is a program to help make Cornell a better place to work Dominic is and has been involved.

Dominic's wife, Inez, has been a helpmate in all of his endeavors. They have three children, one who just completed her first year at Cornell University.

All of Dominic's time is not spent at Cornell. He can be seen around town performing with his accordion.

Dominic is the radiation safety officer in the Department of Environmental Health. He is up to his elbows in improving health related conditions and environmental awareness at Cornell.

Congratulations to a truly dedicated and hard-working guy.

George Peter
Trustee

Poetry Contest Off and Running

The Second Annual Networking Poetry Contest is off and running. All of the entries submitted have been turned over to our distinguished judges. The winners will be announced in August. Just to refresh your memory, the judges are David McCann, Director Foundations Relations, Development Office; Mary Gilliland, Lecturer, Writing Workshop; and Peg Landau, Employee Relations Specialist, Personnel Services.

Prizes have been lined up and will include a \$25 gift certificate from the Cornell Campus store, a gift certificate from the Garden Gift Shop at Cornell Plantations, and a book valued at \$25 from the Cornell University Press. The Committee would like to wish all of the entrants the best of luck. Please keep reading Networking for further updates. If you have any questions, please call Linda English Rossi at 6-5274.

Employee Calendar

Events of Particular Interest to Cornell Employees

Thursday, July 25. Open Blood Pressure Screening Clinics. 9:00 a.m. - 12:00 noon, Campus Store.

Friday, July 26. The Hill Cumorah Pageant held in Palmyra, NY. Sponsored by the CRC, bus leaves approximately 5:00 p.m., show starts at 9:00 p.m. Returning between 1:00 - 2:00 a.m. Call the CRC Office if interested.

Wednesday, August 7. Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

Wednesday, August 14. Open Blood Pressure Screening Clinic. 9:00 a.m. - 10:30 a.m., Fernow Hall Room 212.

Thurs. - Sun., August 15-18. Cornell Recreation Club trip to Toronto, Canada. Cost is \$210—person, \$5.00 additional to nonmembers, (double occupancy). Contact CRC Office for further information.

Wednesday, August 21. Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

Thursday, August 22. Open Blood Pressure Screening Clinic. 8:30 a.m. - 2:30 p.m., Mann Library, Room B-21.

Wednesday, September 4. Employee Assembly Meeting, 12:15 p.m., Room B-8 Roberts.

Wednesday, September 18. Employee Assembly Meeting, 12:15 p.m., Room B-8 Roberts.

Friday, August 23. Springside Inn Dinner Theater trip. Sponsored by the CRC. This year's production is 'Guys and Dolls.' Dinner includes salad bar, choice of prime rib or flambe duckling and special show dessert. Cost is \$30 per person. Call the CRC Office for further information.

Friday - Sunday, September 27-29. Deep sea fishing trip to the Atlantic Fleet out of Rye, NH. Sponsored by the CRC. Departure is Friday evening, arriving at the boat 5:30 a.m. on Saturday, fish until 4:30 p.m. The cost is \$110 per person, which includes motel, tackle, bait, beer and bus. Call the CRC Office for further information.

Submit listings for Employee Calendar to editor, University Personnel Services, 130 Day Hall.

So You Are Tired!

SO YOU ARE TIRED! (taken from Cortland County Historical Society Newsletter)

Yes, I'm tired. For years I blamed it on iron-poor blood, lack of vitamins, air or water pollution, dieting or a dozen other maladies that make you wonder if life is worth living. T'aint so. I'm tired because I'm overworked. The U.S. population is 200 million. 84 million are retired and 75 million are in school, leaving 41 million to do the work. But 22 million work for the federal government, 4 million are in the armed forces, and 14.8 million are employed by state and local governments, leaving only 200,000 of us to work! Unfortunately, 188,000 are in hospitals; so 12,000 remain to do the work.

Now, there are 11,998 people in prisons. That leaves just two people to do the work -- you and me. You're sitting there reading this -- no wonder I'm tired.

Networking Deadlines

July 29 (August 8 issue)
August 12 (August 22 issue)
August 27 (September 5 issue)
September 10 (September 19 issue)
September 24 (October 3 issue)
October 8 (October 17 issue)
October 22 (October 31 issue)
November 5 (November 14 issue)
November 26 (December 5 issue)
December 9 (December 19 issue)

Editorial Board

Donna Updike	John Bender
Mary Jamison	Mary Ellen Jones
George Peter	Anna Moratz
Ron Parks	Dominic Versage
Linda Rossi	Leona House
Margaret Seacord	Jim Kuehl
Stacey Cail	Carol Thurnheer

UNIVERSITY PERSONNEL LIAISON

Laurie Roberts Debra Rosenthal
PRODUCTION
Cheryl Seland

Dedicated Service Award

Many individuals at Cornell University contribute to the success of their department and the University through the use of talents that may not be recognized in their official job description.

Do you know someone who takes particular pride in their work, who exhibits a willingness and cheerfulness in the dispatch of their duties, who provides service beyond the call of duty, and who makes life at Cornell a rewarding experience for those with whom they come in contact? Networking is looking for special people you feel should be recognized for their special contribution. The **Dedicated Service Award** is open to any Cornell employee, regardless of rank.

Nominate someone today by filling in this form and please note that you should accompany your ballot with a paragraph explaining why you wish to nominate this person and a list of signatures from other department members supporting your candidate. If your candidate is selected, we will be in touch with you to supply additional information.

For the Dedicated Service Award I NOMINATE

Employee's name: _____ Phone: _____
Department: _____
Working Address/Phone #: _____
Person submitting nomination: _____
Dept./Address: _____ Phone: _____

Mail to: Carol Thurnheer, 216 Plant Science Bldg.

Unclassified Ads

FOR SALE: Woman's English Riding Habit, excellent cond. Hunt Jacket - Size 5, Riding Pants - Size 24R, White Shirt - Size 5, Hunt Hat - Size 6 5/8. Call Marilyn or Julie at 6-4419 (days) or 315-497-1667 (eves.)

FOR SALE: Truck camper, self contained, good cond. \$900 or best offer, 272-7657 after 6:00.

FOR SALE: Oval, beige rug with padding, 106 x 70 in., \$25; Beige throw cover for large sofa, 70 x 40 in., \$15; Pair of beige, 100% cotton curtains, 62 x 38 in., \$20; Call Susan 6-3003 days.

FOR SALE: 1977 Governor mobile home, 14 x 70, 2 bdrms—baths, washer—dryer, airtight woodstove. Shelter Valley, Newfield. \$13,000, Jackie 6-2306, days; 564-9071 eves.

FOR SALE: Peabody - Barnes gasoline powered pump - 3 HP Briggs & Stratton engine, Mint cond., \$175. Also, Peabody - Barnes electric 1—2— HP pump, miscellaneous pump fittings, and 50' of 10-3 electrical wire. Make an offer. call 272-5747.

FOR SALE: Schilke Trumpet Model MII, Silver w/case, mouthpiece. Ex. Cond. \$400 or best offer. Call Beth 6-4833 days or Andy 215-264-7559 eves.

FOR SALE: Collectible table, Cushman dining rm. table made of solid maple, has two leaves, closed length - 5', ext. 8'. \$290 or best offer. 532-9485.

FOR SALE: Paradise Property U.S. Virgin Islands, .87 acre building lot, panoramic ocean view overlooking Buck Island National Park. \$25,000. Call 257-0770.

FOR SALE: Air Cond., 8,000 BTU's, Whirlpool, works great, \$25. 53 qt. Cooler, thermos, like new, \$15. RCA AM—FM Stereo with Turntable, Wood cabinet, \$65. Call 564-7485.

FOR SALE: Freezer Chest by Amana, 7 cu. ft., Holds 252 lbs. Gleaming white, ht. 36 5/8", Depth 24-11—16, Width: 29-13—16', \$75. Call 387-5896.

FOR SALE: Complete Darkroom outfit. Black and white Omega S 4' x 5' down to 35 mm. Trays, neg., enlargers, chemicals, paper, print carrier, condensers, lens, much more. call 272-1954.

FOR SALE: Kayak (14'8") with Spray Skirt and Herka Paddle, and used one season in New England. \$400 complete. Call Katie, 6-5298 or 347-4607 after 6:00 p.m.

FOR SALE: Nubian nanny and 2 kids, \$90 set or sell separately; English saddle, Cortina ex. cond., \$150; 3 western saddles, prices start at \$100; 1975 Olds Starfire, 6 extra sport rims, 84,000 mi. good cond. \$950; Amerigo truck-mount camper, sleeps 6, \$2,900. Call 564-9375 anytime.

FOR SALE: Commodore 64 Microcomputer w— modem and disk drive, \$300. Call Nancy 539-6595.

FOR SALE: Cushioned porch furniture -- glider couch, two glider chairs, chaise lounge, plus two small tables, Call Bob 6-4344 days, or 272-5307 eves.

FOR SALE: Brand new yield house Victorian antique tea cart - \$125. Call Ralph 277-1782 eves. or 6-5454 ex. 2744 days.

FOR SALE: 7 piece sofa pit-grouping cream-beige-brown plaid, ex. cond. \$350. Call 273-7510.

FOR SALE: Purebred Arabian gelding, 14.3, 14 yrs. old, very attractive, bay, ex. conformation, perfectly sound. Steady and reliable w—lots of class! Very special horse. call 315-331-6332 after 7:00 p.m.

FOR SALE: 4 - 2 pane wooden porch screen, 49 1—2' x 87 1—3' \$30; 2 - new 3-track aluminum storm windows, w—screen, 29 3—4' x 57 1—2' \$30; 200' used (painted) oak lumber assorted sizes - Best offer. Call 273-7510.

FOR SALE: Freezer beef - grass & corn fed, no chemical or hormone additives. Call 256-2057 or 898-3438.

FOR SALE: Fender Rhodes electric piano—amps. \$700. Please call after 5:00, 277-4773.

FOR SALE: Rare, old 'Decker' billard table out of Willard Straight. Walnut rails, leather

pockets, heavy 1 3/4—4 inch slate, 5' x 10', Unmatched quality. 257-1757.

FOR SALE: 1984 Honda Civic DX Hatchback (blue, Rusty Jones rustproofed), perfect cond. 10,000 mi. \$6,200—best offer. Call 272-8795, 273-1763 (both after 2:00 p.m.).

FOR SALE: 1978 Dodge Magnum, power steering—brakes, cruise control, great engine, little rust, \$500, Call after 5:00, 844-9625.

FOR SALE: Volkswagon Dasher - 1976, 4 speed, manual transmission. 30 mpg. AM—FM radio. Very reliable. \$1,200. Call Jeff at 272-2435 or 256-4077.

FOR SALE: HONDA CM450 1982, custom, ex. cond. 3,600 mi. many extras. \$1,295 or best offer. Days 273-8385 or eves. 277-2049.

FOR SALE: HAY & STRAW, \$1-\$2 per bale small delivery charge (10 or more bales) Call Long Lane Farm, Interlaken, NY 607-532-4206.

FOR SALE: '77 Camaro, 350 small block engine, \$2,200 or best offer. call 277-2408 after 5:00.

FOR SALE: Mobile traveler truck top camper. Fits 8' truck bed. Very good cond. Many extras. \$750 or best offer. Call after 6:00 387-5712.

FOR SALE: 1978 Shasta Camper, both electric or gas, sleeps 6, cheap, Call 607-849-3836 after 6:00 p.m.

FOR SALE: Teletype 43 printer—terminal, 300 baud modem, Dictaphone recorder and transcriber, micro cassette recorder. call 6-7343 days, 257-0327 eves.

FOR SALE: 1977 Volkswagen bus, ex. cond., no rust (from California), \$2,500, Tues-Thrs. Call 6-2009, else 564-3427.

FOR SALE: LOOM. Bernat maple, 4 harness, 6 treadle, 32", w— accessories. \$350. call Jane 6-3594, days.

FOR SALE: New, never used, 100 watt AM—FM Cassette Car Stereo, \$150. 36' Massey Ferguson 3-point hitch—PTO rototiller, \$500. 42' Massey Ferguson back blade for 3-point hitch, \$150. Westinghouse portable dishwasher - good working condition, \$25. Call Pat at 533-7753 evenings after 6:00 p.m.

FOR RENT: Downtown, cozy 1 bedrm, plus loft cottage -all new. Perfect for couple. Yard, quiet. \$425 plus (about \$50-75). Available now. 272-8795 or 273-9105.

FOR RENT IMMEDIATELY: Lovely two bedrm. apartment, Snyder Hill area. \$450—mo. includes heat. Please call after 5:00, 277-4773.

WANTED: Babysitting full- or part-time. Call 257-3567.

WANTED: Good used chest type Freezer (larger the better) and—washer. Call Barbara at 6-5198 or 532-4206 eves. -weekends.

WANTED: 30" Standard electric stove in good—ex. cond. 272-8795 or 273-1793 (after 2:00 p.m.)

WANTED & OFFERED: Wanted help improving my written English; offered help in improving reading, writing or speaking Dutch. Call Danielle 6-5483 or 273-1175.

ENTERTAINMENT: 3 talented coeds would like to sing at your next dinner party, faculty gathering or special event. We are a close harmony and a capella group. Call Justine or Christine, 273-5824 for more information.

MOVING, MUST SELL: 15 cu. ft. Frigidaire chest freezer, like new, used one yr. \$300. Mahogany Dining Set, includes a buffet, table w—lead and pads, 6 chairs (incl. one captain's chair). The seats are newly upholstered. \$750 or best offer. Call Karen, 6-3322 days, 387-5511 eves.

FREE KITTENS: Two 3-month old male golden tigers—(like Morris!!!). Used to young children, large dogs and always outdoors. Please help me find them a home. Call Jackie, days, at 6-3086.

Please submit all unclassified ads to Linda English Rossi, NAIC, Ind. Res. Park, 61 Brown Rd. (via campus mail). At this time all unclassified ads are free of charge to Cornell faculty, staff and graduate students. The deadline for the August 8 issue is July 29.