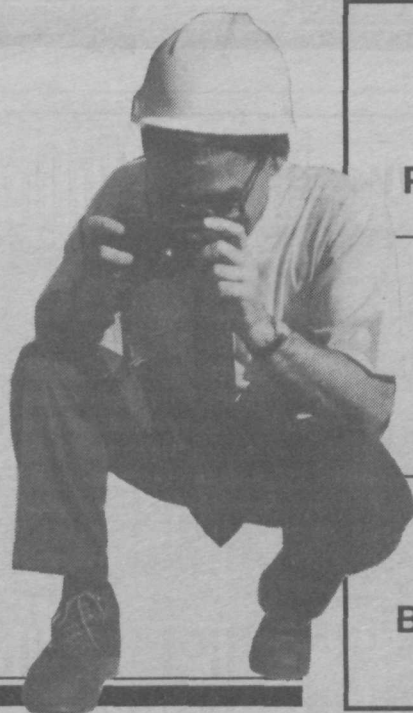


CORNELL CHRONICLE

Volume 21 Number 40 August 9, 1990



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Scholar sees literary criticism 'returning to meaning'

Cornell English Professor Daniel Schwarz gave a seminar this summer exposing college teachers to what he calls "the banquet of literary theories," and in one session alone the talk touched on at least nine ways of reading the same book.

"I exposed the participants to a wide range of perspectives. Rather than rejecting any approach, we should know and use them all, depending on what we're interested in at any moment," Schwarz said.

"I believe every book teaches you how to read it, and we should use all the theories as the text requires. There is no monolithic approach to literature."

While he considers himself a pluralist,

Schwarz sees criticism moving in a distinct direction: toward meaning and away from the view that language signifies nothing beyond itself.

The 12 college teachers in Schwarz's seminar came from 11 states — from, for instance, Southern Methodist University in Dallas, Texas; Viterbo College in La Crosse, Wisc.; the University of Alabama; and the University of Arkansas.

They studied humanistic criticism, structuralism, deconstruction, Marxist criticism, feminist criticism, phenomenology, reader-response criticism, Bakhtin's theory that language always speaks with multiple voices and new historicism; and they applied these

theories to stories in James Joyce's "Dubliners," to Virginia Woolf's "To the Lighthouse," Joseph Conrad's "Lord Jim," D.H. Lawrence's "The Rainbow" and Wallace Stevens' poetry.

Most of the participants were at least familiar with the literary theories of the last 15 years and the variety of isms currently debated and discussed.

For some, the language of literary criticism — with its "historical periodicity," "sexual dichotomization" and "languages of heteroglossia" — was a challenge. For others, that vocabulary is part of everyday life.

"You can't have a self-respecting English Department anywhere without this —

without post-structuralism, post-modernism, feminist theory, the new historicism," said Bill Haney, a professor at Maharishi International University in Fairfield, Iowa. "Even at the small schools in the Midwest people follow the MLA [Modern Language Association]."

Joanne Gass, a professor of English and comparative literature at California State University and formerly a student at the University of California at Irvine, described herself as "a deconstructionist from Irvine among a department of Chicago School Aristotelians and old New Critics."

According to Schwarz, a heavier task—
Continued on page 6

Through the looking glass



Tim Moersh

John Rantanen replaces glass on Corson Hall. The Biotechnology Building is in the background.

Trustees OK policy governing computer-software copyrights

Under a new policy that was eight years in the making, Cornell will have a copyright claim on new computer software created by faculty and other employees whose work makes "substantial use" of university resources.

The new policy, endorsed by the Research Policies Committee of the Faculty Council of Representatives (FCR), was rejected in a 28-16 vote of the full FCR on May 9. It was nevertheless approved on June 28 by the Board of Trustees' Executive Committee and took effect immediately.

While Cornell has a patent policy and while tradition is clear about ownership of books and written works, there had been uncertainty as to who owns the relatively recent category of inventions called encoded works, or software.

Two years ago, after almost six years of study and exchanges among Cornell constituencies, the FCR approved a draft policy that gave the university ownership when the creator had made "extraordinary" use of Cornell resources. The trustees' Executive Committee thought that criterion did not sufficiently protect Cornell interests and, in September 1988, asked the University Counsel to write a new policy.

It was that policy — revised still further with advice from faculty and the Research Policies Committee — that was endorsed by the committee, rejected by the FCR, then approved by the trustees. (The full policy will be available in September at the dean of the faculty's office, 315 Day Hall.)

Senior Provost Robert Barker, who asked the Executive Committee to approve the policy, said later that "it's important

simply to have a policy, which will now allow us to discover what works in this relatively new area.

"The Research Policies Committee, which studied it very carefully, felt it was reasonable," he added. "It confirms the clear and separate status of traditional works, it identifies those areas where the university might have a right to ownership, and it places responsibility on the administration, principally on the vice president for research and advanced studies, to work with faculty in situations where copyright is likely to become a question."

Barker, while not attempting to cover every future situation, had told the FCR that "substantial use" denoted use of Cornell funds, space or facilities beyond what would be "ordinarily available" to most faculty or staff.

He said such ordinarily available resources — whose use would not imply university ownership of consequent creations — included "office space and personal office equipment, office computer work stations, library and other general-use information resources and network access to them, and incidental involvement of students receiving funding from the university."

Advocates have also emphasized that the policy is founded on the tradition that creators of works own the copyright resulting from their research, teaching and writing, and that the new policy deals with exceptions, among them the "substantial use" of Cornell resources.

But the FCR voted against endorsement in May, with several speakers saying "substantial use" remained too vague a criterion

Continued on page 6

Hotel students develop marketing plans for Ithaca businesses

For Heidi Lorch and Kristin Fox, the free ice-cream cones were great. But the two Cornell students derived their greatest satisfaction in turning textbook knowledge into marketing plans that the ice-cream shop accepted with enthusiasm.

As marketing students in the School of Hotel Administration, their assignment was to select a local business and develop innovative ways to sharpen its public image.

Ben & Jerry's Youth Scoops, a downtown ice-cream shop that had just broken even for the first time, accepted Lorch and Fox as marketing consultants and gave them free ice-cream cones while they

worked.

From a customer survey, Lorch and Fox learned that 20 percent of the ice-cream buyers were high-school students or younger. So they devised a public-relations program to reach that group through the Ithaca High School chapter of Students Against Drunk Driving.

They mapped out plans for the ice-cream shop to distribute Stop Driving While Intoxicated literature at their counters and in the high school, to sponsor talks in the school and to conduct other events against alcohol abuse.

Lorch and Fox also urged the shop to

support the Giraffe Project, a Seattle-based national organization that recognizes people who stick their necks out to make the world a better place. And they proposed an Ice Cream Business Lunch Club that would offer members one flavor of ice cream free after purchasing seven flavors over a period of time.

"The strategies they developed were creative, cost effective and above all doable," said Sally Schwartzbach, who works with Ben & Jerry's in its youth apprenticeship programs. "They left us a number of very good ideas for next year; I only wish we could keep Heidi and Kristin

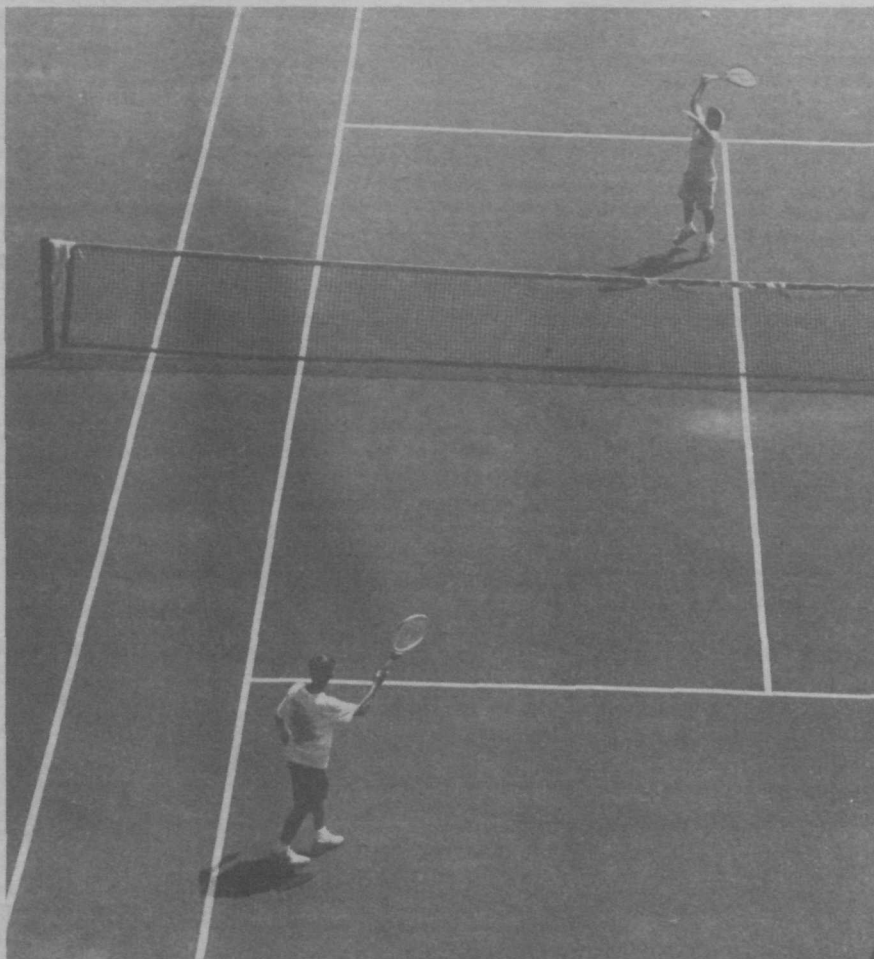
around to help us carry them out."

Schwartzbach said that it is difficult to determine whether the students' work increased sales at Ben & Jerry's, but she added, "Heidi and Kristin demonstrated how to improve our public image, and that is important for the young people who are learning business practices in the shop."

Just before June graduation, the ice-cream shop conducted an alcohol-abuse program at Ithaca High School "to encourage graduating seniors to act responsibly as they celebrate senior week, the senior prom and graduation."

Continued on page 6

Summer fun, anyone?



Tim Moersh

Two players in Cornell's summer tennis camp take some practice hits on the courts next to Baker Court.

APPOINTMENTS

The following appointments have been approved by President Frank H.T. Rhodes:

John S. Bowers was appointed chairman of the Department of Modern Languages and Linguistics for a three-year term; **Frederick H. Buttel**, reappointed chairman of the Biology and Society Major for a two-year term; **K. Bingham Cady**, reappointed associate dean for college affairs for the College of Engineering for a three-year term; **Claude C. Cohen**, appointed director of the School of Chemical Engineering; **R. Keith Dennis**, reappointed chairman of the Department of Mathematics for a three-year term; and **Ronald B. Furry**, appointed acting chairman of the Department of Agricultural and Biological Engineering for the fall 1990 semester.

Also, **Bruce P. Halpern** was appointed chairman of the Department of Psychology for a five-year term, a post he also held from 1974 to 1980; **Billie Jean Isbell**, reappointed director of the Latin American Studies Program for a three-year term; **Daniel E. Karig**, appointed chairman of the Department of Geological Sciences for a five-year term; **Ronald LaFrance**, reappointed acting director of the American Indian Program for one year; and **R. Ned Le-**

bow, appointed director of the Peace Studies Program in the Center for International Studies for one year, a position he held in 1984-85 and in 1987-89.

Also, **Pietro Pucci** was appointed acting chairman of the Department of Classics for one year, a position he held from 1983 to 1985 and in 1986-87; **Andrew Ramage**, appointed chairman of the Department of History of Art for a three-year term, a post he held from 1981 to 1985; **Gary Rendsburg**, appointed acting chairman of the Department of Near Eastern Studies for the fall 1990 semester; **Judith V. Reppy**, appointed acting director of the Program on Science, Technology and Society for one year; and **Winthrop Wetherbee III**, appointed chairman of the Department of English for a three-year term.

Also, **Hugh C. Price**, appointed chairman of the Department of Horticultural Sciences at the New York State Agricultural Experiment Station at Geneva; **Mary M. Gaylord**, promoted to professor in the Department of Romance Studies, College of Arts and Sciences; and **Terence L. Robinson**, to associate professor of horticulture and **Timothy J. Dennehy** to associate professor of entomology, both at the experiment station at Geneva.

CORNELL CHRONICLE

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

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

BRIEFS

■ **Employee/Family Day:** Tickets for the 16th annual Cornell Employee/Family Day, scheduled for Saturday, Sept. 15, will go on sale on Wednesday, Aug. 29, at the Athletic Department's Grumman Ticket Office across from Teagle Hall. Discounted tickets for the Cornell-Princeton football game will be available at \$3 each through Friday, Sept. 14. Tickets, at \$2 each, for the traditional Employee/Family Day barbecue in Barton Hall following the game will be on sale at the ticket office through Monday, Sept. 10. No tickets will be sold at the barbecue.

■ **CASE awards:** Cornell won three gold medals and one bronze medal in the 1990 Recognition Program of the Council for Advancement and Support of Education. The university won one of nine gold medals presented in the category of recruitment publications, in which there were 473 entries; one of two gold medals in radio programming, out of 55 entries; and one of two gold medals in periodicals for special audiences, out of 67 entries. Also, Cornell won one of four bronze medals awarded for newsletter publishing, out of 72 entries.

■ **Women artists:** The Herbert F. Johnson Museum of Art has received a \$15,000 matching grant from the National Endowment for the Arts to purchase prints by contemporary women artists for its graphic-arts collection. According to Nancy Green, curator of prints and photographs, the grant will allow the museum "to add prints by such artists as Helen Frankenthaler and Louise Chase to a collection which already includes works by Sylvia Mangold, Janet Fish, and Louise Nevelson."

■ **Blood pressure:** The Tompkins County Health Department is holding free blood-pressure clinics on campus this month. They will be in Room B-25 of White Hall from 1 to 3:30 p.m. on Tuesday, Aug. 14; in Room 212 of Fernow Hall from 9 a.m. to noon on Thursday, Aug. 16; in Room 170 of Roberts Hall from 9 a.m. to 3 p.m. on Tuesday, Aug. 21, and in Room 323 of Computing and Communications Center from 8:30 a.m. to 2:30 p.m. on Thursday, Aug. 23.

■ **Cost reduction:** Cornell has won a \$100 prize in the 1990 Cost Reduction Incentive Awards Competition sponsored by the National Association of College and University Business Officers and the United States Steel Foundation. Cornell's winning entry, a system for stripping scrap cable to recycle copper, was one of 35 prizes awarded this year, ranging from \$100 to \$7,500.

■ **Barn sale:** The contents of the Cornell Orchards old packing barn off Route 366 will be on sale Friday, Aug. 24, from 2:30 to 7 p.m. and Saturday, Aug. 25, from 8 a.m. to 4 p.m. Items include shelves, old books, motors and accessories, cloths, compressor parts, cold-room doors and equipment, crates and orchard processing equipment. The building is slated for demolition in the fall. For information, call 255-4542.

■ **Promotions:** Randy Scott Stevens and Pam Zinder have been promoted to assistant dean of students, with expanded responsibilities in their respective positions as coordinator of greek life and coordinator of off-campus life. Also, Janine Wilks '88 will become adviser to fraternities and sororities on Aug. 9 and will report to Stevens. The changes have been made as a result of Assistant Dean of Students Neff Casaburri leaving Cornell to become associate director of academic and student affairs at University College, Northeastern University, according to Acting Dean of Students Howard Kramer.

■ **Security chief:** Public Safety Lt. Lisa A. Sprague, a member of the department since 1980, has been named security director at Stetson University in DeLand, Fla. She is a graduate of the University of Miami.

■ **Shoemobile:** The Lehigh Safety Co. shoemobile will at the Life Safety Services Building at the corner of Route 366 and Palm Road on Friday, Aug. 24, from 9 a.m. to 12:30 p.m. and from 1:30 p.m. to 3:30 p.m. Some employees are eligible to receive department reimbursement for safety shoes. For details, call Life Safety Services at 255-8200.

NOTABLES

Two emeritus professors, **Donald K. Freebairn**, agricultural economics, and **George McT Kahin**, government, have received 1990-91 Fulbright Scholar Grants. Freebairn will lecture at the Colegio de Posgraduados in Mexico from September 1990 to July 1991. Kahin will conduct research in Malaysia and the Philippines under the Southeast Asian Regional Research Program from October 1990 to May 1991. Also, **Christian F. Otto**, an authority on the history of architecture and a professor in the College of Architecture, Art and Planning, will lecture and pursue research interests at the Technical University of Vienna in Austria during the coming fall term, under a Fulbright Scholar Grant.

Two Cornell graduate students are among 40 students who were selected from 500 applicants to receive 1990 Charlotte W. Newcombe Fellowships. They are **Michael A. Leavy**, anthropology, and **Colin M. Macleod**, philosophy. The fellowships provide support for the final year of writing doctoral dissertations that concern ethical or religious values related to important social, philosophical, historical or literary questions, according to the Woodrow Wilson National Fellowship Foundation, which administers the Newcombe Fellowships.

Barry Cooper, associate professor of pathology in the College of Veterinary Medicine, is one of five recipients of 1990 Ralston Purina Small-Animal Research Awards given in recognition of original and significant research. The recognition includes a \$1,000 cash award. Cooper was cited for providing the first definitive evidence that muscular dystrophy occurs in domestic animals.

Controller **John S. Ostrom** is the 1990 recipient of The Daniel D. Robinson/Peat Marwick Main Award presented annually by the National Association of College and University Business Officers in recognition of a NACUBO volunteer who has advanced the principles of higher-education accounting methods as a result of work with NACUBO accounting committees, task forces and related publications.

GRADUATE BULLETIN

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

Travel: Conference travel grant applications are due at the Graduate Fellowship and Financial Aid Office, Sage Graduate Center, by Sept. 1 for October conferences. Application forms are available at graduate field offices.

Registration: New graduate students only will register on Monday, Aug. 27; new and continuing students will register from Tuesday, Aug. 28, through Thursday, Aug. 30. Registration is in The Henry, Sage Hall, 8:15 a.m. to 4:15 p.m. Bring student identification card.

Enrollment: Course enrollment forms will be available during registration week in graduate field offices and at Sage Graduate Center. Enrollment will continue through Sept. 21.

Placement: The English placement test will be held in 106 Morrill Hall on Monday, Aug. 27, at 11:45 a.m. All entering foreign students with a TOEFL score below 600 must take this examination.

OBITUARY

James L. Brann Jr., professor emeritus of entomology and an expert on controlling fruit pests, died on Sunday, July 29, at his residence in Sopchoppy, Fla. He was 77.

Brann retired in 1976 after 35 years on the Cornell faculty. He received a Ph.D. from Cornell in 1941. During his tenure at Cornell, he served as a United Nations agricultural adviser in Israel, Greece, Panama and Canada.

Survivors include his wife Doris; a daughter, Bethany Krawiec of Saltsburg, Pa.; a son, James Brann III, of Hiram, Ohio; five grandchildren; one great-grandchild and two brothers.

Underground secrets

Arts-Quadrangle bedrock shows possible signs of an ancient, buried gorge

Did Cascadilla Creek once flow through what is now the Arts Quadrangle?

Maybe, say two geologists who have found what may be part of a buried Cascadilla gorge some 20 feet below the surface of the Arts Quad, at the bottom of the open pit that will become the Olin Library extension.

The excavation for the Olin Library extension has afforded a rare opportunity to study the geological underpinnings of the campus. Since May 29, crews have been digging and blasting a hole deep enough to hold a three-story, 95,000-square-foot addition entirely underground. The structure will house special collections of the humanities and social sciences.

William R. Brice, a University of Pittsburgh geologist who taught this summer at Cornell, measured the elevations along the top of the sandstone bedrock that excavators exposed between Stimson and Goldwin Smith halls. The bedrock at Stimson is 811 feet above sea level and at Goldwin Smith, 790 feet — a 21-foot drop off.

"This may well be one side of an old Cascadilla Gorge," Brice said. "Or it could be just an old undulation over which the ice moved." One way to learn the true contours of the bedrock would be to consult builders' records for Goldwin Smith Hall and other campus buildings. If the drop-off does indicate a buried valley, it may extend toward the statue of Ezra Cornell, he speculated.

The bedrock was deposited about 360 million to 370 million years ago, in the time known as the Upper Devonian, when this area was a salty, inland sea and the rock that makes up the Catskill Mountains was being deposited under fresh water. In the Arts Quad bedrock, Brice and Cornell geological sciences Professor Arthur L. Bloom found fossils of marine organisms, including clams and brachiopods, as well as land plants that must have washed into the sea. Photographs of the fossils will



Tim Moersh

William Brice (left), a University of Pittsburgh geologist who taught this summer at Cornell, and David Corson, director of Olin Library, study bedrock at the Olin Library construction site.

go into the collection of the Geological Sciences Department.

The surface of the bedrock is scarred with a sequence of grooves that were produced when glaciers dragged along harder rocks. In the clay above the bedrock, the geologists found boulders called glacial erratics, rocks that the glaciers had transported from as far away as Canada. The most recent glacier is believed to have

receded about 12,000 years ago.

Once the library addition is complete, the presumed buried valley will be interred again. But the bedrock won't be entirely lost; the same formation makes appearances in the walls of Fall Creek and Cascadilla Creek gorges, which flank the central campus to the north and south, respectively.

—Roger Segelken

Adult students learn to play the stock market on computers

The professor was younger than most of his 30 students, many of whom had been running businesses for years.

But their very worldliness had left them scant time to keep up on computer technology, particularly for personal applications.

David Campbell, a retired businessman, and his wife, Joan, could not decide whether they should buy a personal computer until they participated in the investments seminar in the Cornell Adult University this summer.

"The investment course opened up new vistas for us," said Campbell, former owner of a McDonald's restaurant franchise. "We had been debating whether to buy a computer for our home, whether we could put it to enough uses to justify the cost. This course convinced us that we needed a computer."

The Campbells, who live in southern New Jersey, were among the students, most of them retired, who learned how to select the best stocks from a data base that contains 100 factors on 2,000 U.S. corporations.

Operated by the School of Hotel Administration as a teaching and research tool for its undergraduate and graduate students, the data base was used this summer in a one-week seminar.

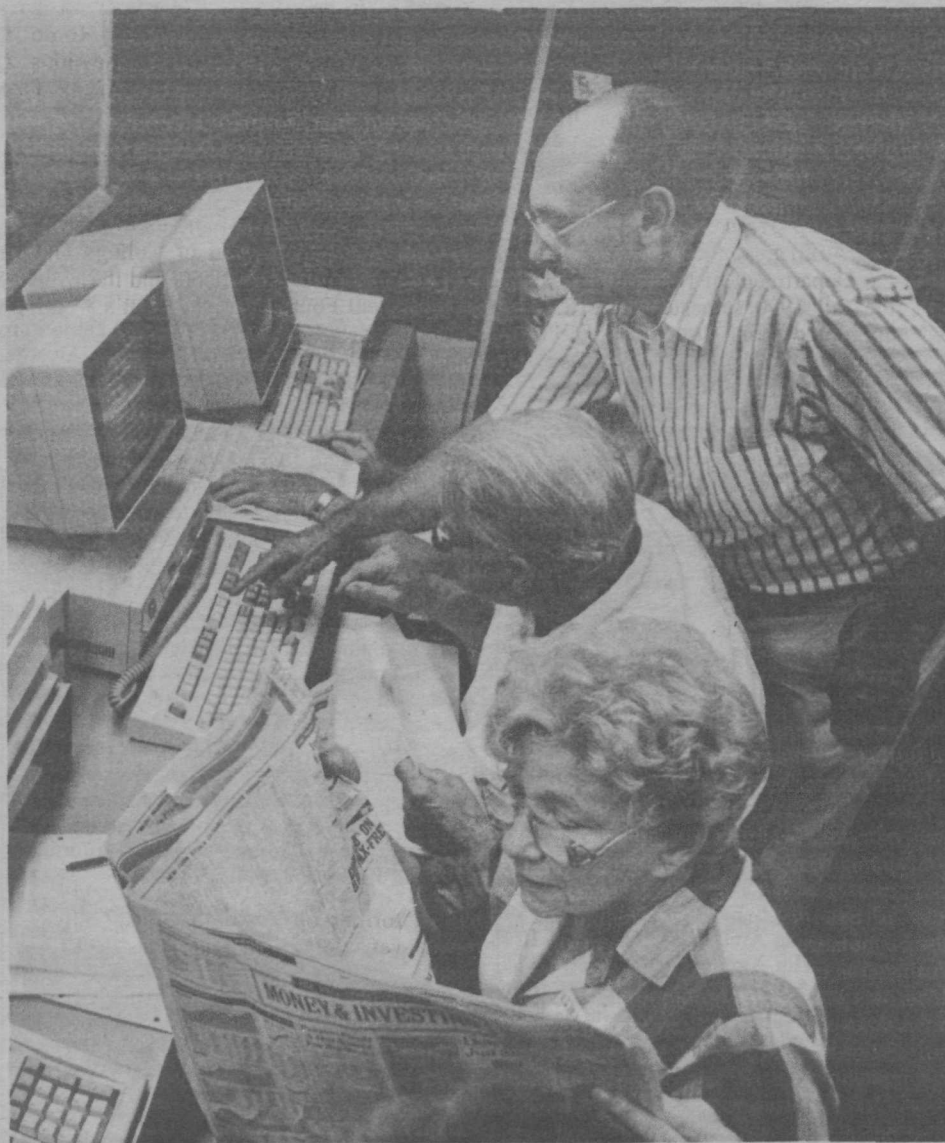
"Several of my adult students had never before operated a computer, which is a key tool for investing in today's volatile markets, and most of them had little if any knowledge on how to analyze individual stocks," said Avner Arbel, a Hotel School finance professor who conducted the adult seminar.

But before the seminar ended, the novice stock analysts were playing out roles as financial advisers.

Arbel opened the seminar by posing a question: "If I know so much about stocks, why am I not rich?"

His answer provided the students with their challenge: "It is not enough to know everything about investments or to talk about investments. You have to work at it. You can beat the market, but it is extremely difficult. You need lots of information, preferably through a computer, and you have to know what to do with that information. You need intuition and a lot of luck."

With those guidelines, Arbel asked the students to divide themselves into seven teams. Each team was to create a fictional investor with specific investment require-



Tim Moersh

Professor Avner Arbel (center) makes a point to student Carl Saddlemire '36 of Owego, while another student, Freddie Aronsohn of Dalton, Pa., checks stocks the old-fashioned way — in The Wall Street Journal.

ments and then perform computer searches through 2,000 corporations to recommend the two or three most appropriate stocks.

Arbel warned the group that since the 1987 crash, "We've had a crazy market. Textbook formulas don't work anymore. The Japanese are doing it a different way from ours, and the Tokyo market plays a part in setting prices on Wall Street."

He tossed a piece of chalk to the ceiling

and declared: "That's how high the risk is in markets today."

Bob Hess' team created a fictional professor who had just won a Nobel prize. The professor's income was adequate to support his lifestyle, and he wanted to invest his \$200,000 prize in stocks that would provide large and fast growth.

"We searched the entire data base and came up with the stocks of three computer

companies," said Hess, a retired IBM executive from Westchester, Pa. "We ruled out one stock because its numbers were not as good as the other two, and it was competing at the high end of the market where IBM really has its hands on the harness."

"The other two stocks were a tossup, except that one of them recently announced revenues that were not as good as last year. The other company had experienced recent sharp revenue increases, but we recommended the former."

William H. Dickinson, a real estate broker and developer in Key Largo, Fla., considered an investment plan for a person who had just inherited \$50,000, a house and some jewelry.

"For this potential investor, who was willing to accept high risks, we looked at stocks with high yields, growth and dividends," said Dickinson, a 1971 graduate of the Hotel School. "We wanted to buy something low that would zoom. We selected a discount drug retailer that operates 117 stores. Its good aspects outweighed its negative factors. The company is managed by a small executive group that can make decisions quickly — not like a committee that sets out to design a horse and gets a camel."

Looking for a long-term growth stock, Diane Ver Schure came up quickly with Boeing. "Boeing has 21 planes on order from British Airways, All-Nippon has ordered 30 planes and Air France has six options," said Van Schure, a Boston businesswoman.

Jeffrey Dean, a biology professor in Bielefeld, West Germany, was selecting investments for a fictional astronaut who was about to leave on a five-year joint U.S.-Soviet space mission.

Dean's team zeroed in on stocks of a media company, a razor manufacturer and a drug firm. "All of them have had good earning growths, but only the drug firm is growing now," said Dean, who earned his bachelor's and Ph.D. degrees at Cornell. "They all have good cash flows. The drug company has a little risk, but it has developed several new products, including a test for AIDS, and over five years shows above average growth."

As to the razor manufacturer, Dean stroked his full beard and commented: "In Europe, they are not shaving as much as before."

—Albert E. Kaff

CALENDAR

All items for the calendar should be submitted (typewritten, double spaced) by campus mail, U.S. mail or in person to Joanne Hanavan, Chronicle Calendar, Cornell News Service, Village Green, 640 Hanshaw Road, Ithaca, NY 14850.

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

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

DANCE

Cornell International Folkdancers

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

Teaching and requests, 7:30 p.m. to 10:30 p.m., August 12 and 19, Sr. Citizen's Center, 213 S. Geneva.

EXHIBITS

Johnson Art Museum

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

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

"A Celebration of American Art from the Collections of Cornell Alumni and Friends," Aug. 21 through Nov. 5. In conjunction with the university's 125th anniversary celebration and to tie in with the university's position as the "first American university," a major exhibition of American art drawn from the collections of alumni and friends of the university will be on view at the museum. The exhibit will include approximately 150 objects selected from a wide range of media, including painting, sculpture, prints and photographs, along with an illustrated four-color catalog.

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

FILMS

Films listed below are sponsored by Cornell Cinema unless otherwise noted and are

open to the public. All films are \$3.50, except weekend films (Friday and Saturday) which are \$4. All films are held in Willard Straight Theatre, except where noted.

Saturday, August 18

"Utsav," starring Shashi Kapoor, Rekha, co-sponsored by the Cornell India Association and South Asia Program Film Series, 1:30 p.m., 302 Uris Library.

MUSIC

Bound for Glory

Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

mornings, 9:15 a.m., Orthodox, Edwards Room, Anabel Taylor.

Korean Church

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

Muslim

Fridays, 1 p.m., Anabel Taylor Edwards Room.

Zen Buddhism

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

SEMINARS

Chemistry

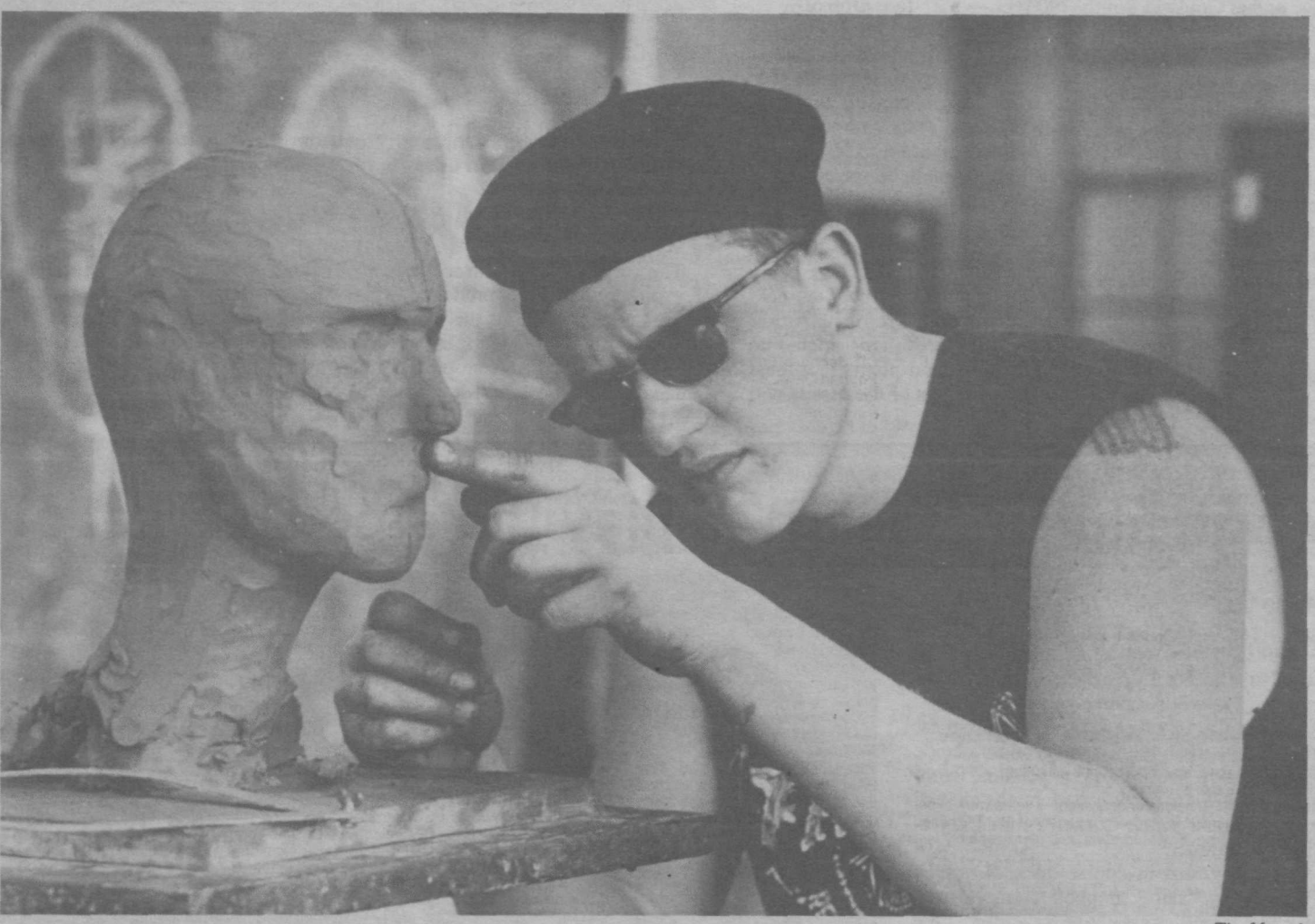
"Intracellular Ca²⁺Oscillations and Their Role in Kinase Activation," Tobias Meyer,

broadcast. The interactive symposium is presented by Washington State University at Pullman and the Max Planck Institute for Genetic Research at Cologne, West Germany, and is sponsored locally by the Biotechnology Program. Refreshments will be served. For more information, call 255-2300.

MISC.

Technologies Fair

The 1990 Technologies Fair organized by Cornell Information Technologies will be held Aug. 29 to 31 in Lynah Rink. Fair goers will have an opportunity to try out computer systems and to see hardware and software demonstrations. CIT consultants and representatives from Apple, AST, Epson, Hewlett Packard, IBM, NeXT and Toshiba will be on hand. Orders will be taken at Lynah Rink and buses will take clients to the MOS Distribution Facility to pick up purchased equipment. Help will be available to move equipment.



Chris Badgley concentrates on his sculpture during a summer course taught by Assistant Professor of Art Robert Bertoia.

RELIGION

Baha'i

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

Catholic

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

Regular schedule of masses will begin the weekend of Aug. 25 and 26 as follows: Saturdays, 5 p.m., Sundays, 9:30 a.m., 11 a.m., 5 p.m., Anabel Taylor Auditorium. Daily masses, Monday through Friday, 12:20 p.m., Chapel, Anabel Taylor Hall.

Episcopal (Anglican)

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

Friends (Quakers)

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

Jewish

Service schedule through Aug. 18: Friday nights, 7:30 p.m., Anabel Taylor; Saturday

Stanford University, Aug. 17, 9:15 a.m., 132 Baker.

Global Environment Program

"Environmental Crises and Management in Czechoslovakia and Eastern Europe," co-sponsored by the Department of Natural Resources and Earth Year 1990, Aug. 9, 12:15 p.m., 304 Fernow Hall. The presentation will include discussion of recent political changes, air and water pollution, waste management and national parks. A potluck dinner and other events are planned. For more information, call Judy Landers at 255-4558.

SYMPOSIA

Biotechnology

Students and faculty members may join an interactive-video conference, Plant Biotechnology, on Aug. 18 from 10:20 a.m. to 1:20 p.m. in the conference room of the Biotechnology Building. Topics of panel discussions for the international telecommunications symposium include research developments in plant biotechnology, potential benefits of plant biotechnology research to world food production and access to biotechnology research worldwide. Questions will be accepted via fax and answered during the

'Princess Ida' to premiere Aug. 19

"Princess Ida," a screen version of the Gilbert & Sullivan operetta, will have a giant-screen premiere on Sunday, Aug. 19, at 7 p.m. in Alumni Auditorium of Kennedy Hall on the Agriculture Quadrangle.

The first professional full-length feature shot in Ithaca in 70 years, "Princess Ida" is a co-production of the Savoyards and Cornell's Media Services Educational Television Center. The director is Daniel Booth, whose chronicle of the Cornell Glee Club's Asian tour, "Geographical Fugue," was aired on public-television station WSKG in May.

"Princess Ida" was taped on locations in Ithaca and features local performers Fred Ahl, Susannah Berryman, Robin Booth, Steve Stull, George Preston, Carol Buckley, Karen Andersen, Cheryl Littell, John Her-ring, David Wyatt and Tony Yadzinski.

Alumni Auditorium is a new 600-seat facility in Kennedy Hall across Garden Avenue from Bailey Hall. It will be equipped for the occasion with a high-end video projector that fills a 20-foot-wide screen.

Tickets are \$10 and are available at the DeWitt Mall Box Office, 273-4497. As a special promotion, the cost of the ticket may be applied toward the purchase of a home-format copy of the tape.

Studies find that pig-growth hormone attains higher efficiency, leaner meat

In the most detailed studies yet on the effects of treating pigs with growth hormone to achieve faster growth and leaner meat, Cornell scientists have found higher feed efficiency and no significant difference in meat flavor or cholesterol content compared to untreated animals.

Using pig growth hormone, or porcine somatotropin (pST), the nation's pork producers in the future will be able to produce market-ready hogs about 11 days sooner than usual, thus significantly cutting feed costs while providing dramatically leaner pork to the consumer, according to researchers R. Dean Boyd and Donald H. Beermann of the College of Agriculture and Life Sciences.

The scientists reported their findings last week in a series of six papers at the annual meeting of the American Society of Animal Science at Iowa State University. Also involved in the studies were graduate students Beatrice Krick and Less Thiel.

The researchers, as well as scientists at Pennsylvania State University and other institutions, first reported in the early 1980s that administration of pST produced faster growth rates and leaner meat in pigs.

In the three new studies, the researchers further confirmed and quantified the effects of pST, showing that the pST-treated hogs grow faster, have up to 75 percent less fat and 28 to 38 percent more lean meat while consuming about 160 pounds less feed than normally required to bring the 100-pound pigs to the market weight of 220 pounds.

The findings confirm that pork producers could achieve savings of millions of dollars in feed costs. The industry annually produces between 80 million to 100 million hogs worth \$9 billion to \$10 billion, the researchers said. Feed accounts for about 60 to 70 percent of the cost of pork production.

The impact of pST technology on the pork industry is comparable to that of artificial insemination techniques for cattle developed in the 1950s, which dramatically increased the production efficiency of dairy animals, Beermann said in an interview. The pig growth hormone is yet to be approved by the Food and Drug Administration for commercial introduction in the United States.

"Health-conscious American consumers could have the

opportunity to enjoy dramatically leaner pork," Beermann predicted. "The meat from treated animals is just as tasty in terms of flavor, aroma and juiciness. There was a slight decrease, though, in tenderness when the highest dose of the hormone was administered, but no difference in tenderness was observed at the lower dose."

"Our data is the first and most complete data with respect to effects of pST on fat and cholesterol content of lean meat (muscle) from pigs treated with a wide range of pST doses," Beermann said. The dosage levels used in the growth study were 50, 100, 150 and 200 micrograms (per kilogram of weight). One microgram is one-millionth of a gram.

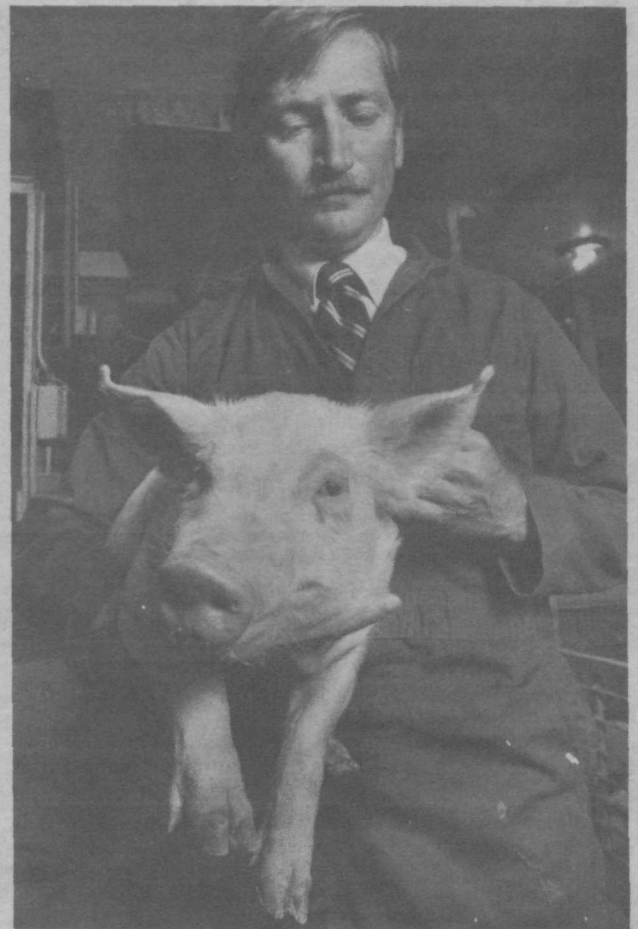
The studies examined the effects of genetically engineered version of porcine somatotropin on nutritional requirements of young pigs on their growth rates and feed efficiency, and on the quality and composition of carcass, including muscle, fat and bone.

The Cornell researchers are the first to demonstrate that no additional dietary protein and amino acids are needed when barrows (castrated males) and gilts (young, growing females) are given pST during the first half of growth (from 45 pounds to 100 pounds) when diets are balanced with adequate amounts of amino acids, the building blocks of protein.

For larger pigs that weighed 110 pounds at the start of the test, the protein requirement was up slightly. These pigs received somatotropin until they reached slaughter weight of 220 pounds. The dosage used in both studies was 150 micrograms per one kilogram of weight.

Like bovine somatotropin, which increases cows' milk production by 10 to 25 percent, porcine somatotropin is a protein that is completely broken down in the digestive tract if consumed, Beermann said. "Thus, pST has absolutely no biological activity in humans if eaten," he pointed out. "The substance is present in the meat of both treated and untreated animals, but the amount is almost immeasurably low."

According to Beermann, even if a farmer using pST accidentally injected himself with the hormone, there would be no effect because the hormone is so structurally different



Tim Moersh

Donald H. Beermann holds a pig used in growth-hormone studies here.

from its human counterpart as to have no activity in humans. Somatotropin is species specific, meaning pig growth hormone will not have any biological activity in other animals, including humans, he explained. On the other hand, anabolic steroids are growth-regulating hormones used in beef cattle, and these are not species specific.

—Yong H. Kim

Advances in computer graphics are more than pretty pictures

Robots plan their routes

Cornell scientists have developed a program that allows robots to quickly plan routes through obstacle-strewn mazes without colliding with walls or obstructions.

The technique allows for any robot shape and even gives the robot the ability to automatically extricate itself from dead ends, tight spots and entanglements.

The new technique represents an advance in one of the central problems of robot designers — giving robots the ability to rapidly and automatically plan their own actions. The Cornell program could also allow automatic animation of complex motions, in which the animated objects would "know" how to behave. For example, animators could computer-simulate a moving figure, instruct it to navigate a certain path, and allow the computer to automatically produce the animation.

In a talk on their new approach at SIGGRAPH '90, an international computer graphics conference in Dallas, the researchers illustrated their program by showing computer animations of complex geometric shapes representing robots, in which the shapes "found" their way through mazes. The shapes could even automatically backtrack and rotate themselves into the right position to fit through tight openings. They also could automatically unhook themselves from arrangements of pegs on which they had been entangled.

The researchers also showed a computer animation, in which chairs, tables, a couch and a grand piano all slid their way into position in a box-strewn room.

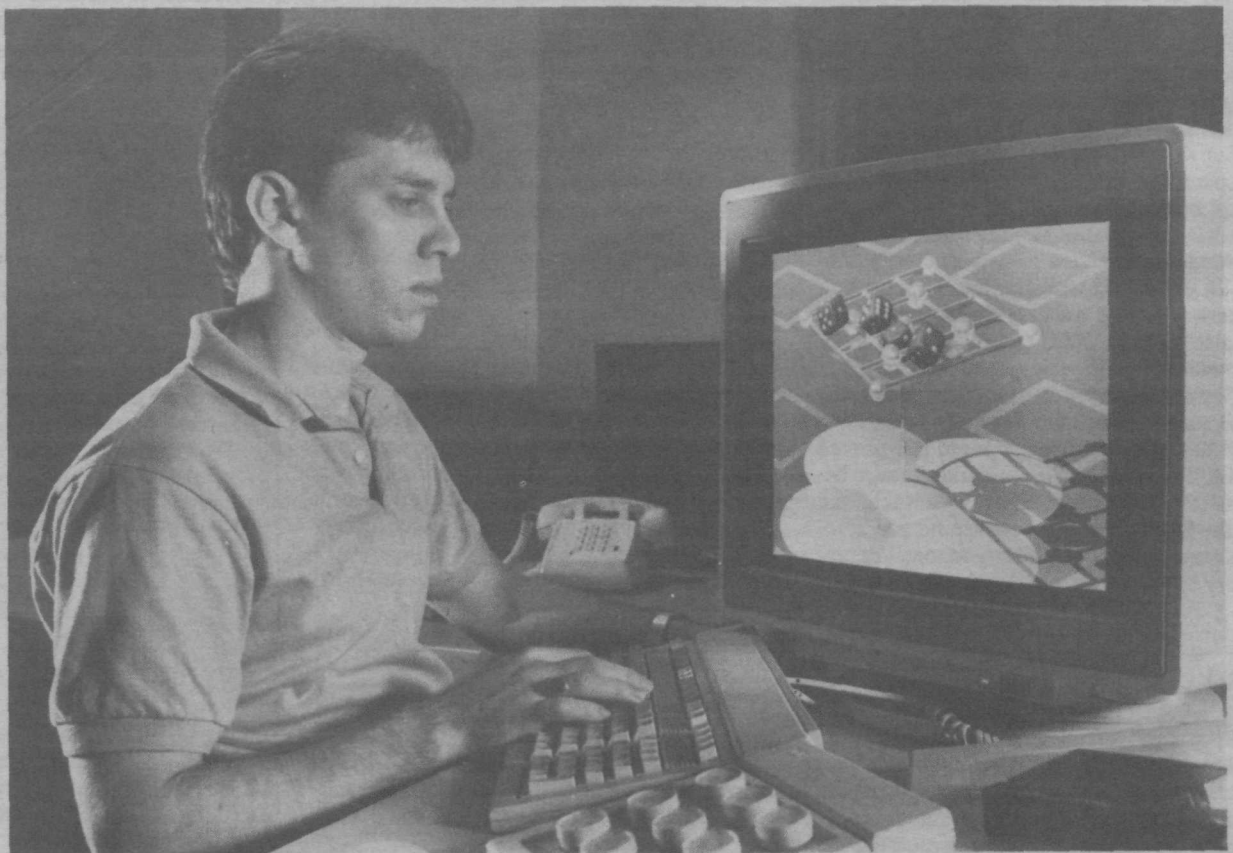
Authors of the paper are graduate students Jed Lengyel and Mark Reichert in the Program of Computer Graphics; Bruce Donald, assistant professor of computer science and director of the Computer Science Robotics Laboratory; and Donald Greenberg, the director of the Program of Computer Graphics and the Jacob Gould Shurman Professor of Computer Graphics.

"We're using computer graphics hardware to do something that for robotics has been very hard," said Lengyel. "Using traditional robotic computer techniques, solving some of these motion-planning problems would take days for a computer to complete, whereas our graphics-oriented approach takes a fraction of a second."

In calculating whether it will collide with an obstacle, the computer program divides the entire maneuvering space into cells and uses the cells to create "configuration space" — a geometric "no-robot's land" — around the obstacle. To calculate a workable path through the obstacles, the program labels each cell with an arrow showing the direction that decreases the distance to the goal. The robot simply follows the arrows through the environment to the goal.

The research was supported by the National Science Foundation and was performed on equipment donated by Hewlett Packard Corp. and Digital Equipment Corp.

—Dennis Meredith



Tim Moersh

Graduate student David Baraff works on his research showing the interaction of curved surfaces.

New program depicts how curved surfaces interact

In a significant advance in simulating physical reality inside a computer, a Cornell graduate student has developed a computer program that realistically depicts how curved surfaces collide, roll and slide across one another.

According to the student, his approach could prove useful in a wide variety of applications, from realistic computer animation of machines to visualization of scientific problems.

Speaking at SIGGRAPH '90, an international computer graphics conference in Dallas, graduate student David Baraff showed lifelike computer simulations of a bowling ball striking pins, of ball-tipped jacks clattering down stairs and of curved-edge dice rattling through a lattice of pipes to demonstrate the realistic motion achievable using his method.

Baraff, a student in the Program of Computer Graphics and a Ph.D. student in the Department of Computer Science, emphasized that his algorithm can be applied to any complex curved surfaces and has no constraints on how the surfaces can slide across one another. Previous

simulations of curved surfaces in contact have restricted the surfaces only to rolling or to a specified slip velocity.

Previous static simulations calculated the status of objects at a single point in time, with no reference to their previous positions. Baraff's algorithm, however, uses the position of the objects in the previous instant to help it quickly figure out for the next instant which objects have collided — an approach called "coherence."

After calculating whether the moving curved surfaces have contacted each other at a given instant, Baraff's algorithm rapidly calculates the force between them, determining how they may bounce, roll or slide across one another.

Baraff's work was funded by an AT&T Bell Laboratories Ph.D. Fellowship and by National Science Foundation grants. The simulations were performed on equipment donated by the Hewlett Packard Corp., with some displays computed using an AT&T Pixel Machine donated by AT&T.

—Dennis Meredith

Chinese students come here to study planning at home

Six of 11 participants in a summer seminar on policy planning in China turned out to be Chinese graduate students, who learned to theorize about things they already knew.

"As far as we know, no one else has looked at this topic the way we have, studying policy planning and public administration with Chinese students from a variety of disciplines and using Chinese case studies and materials," said Arch Dotson, a professor of government and of city and regional planning and one of three faculty members who taught the seminar.

Topics included foreign investment in Hong Kong and Shanghai, rural industrialization and development, and forestry and labor policies. Students made extensive use of Cornell Libraries' world-renowned Wason-Echols Collection, which has periodicals and scholarly journals published in and about China.

"The seminar did not try to make planners or administrators out of these students but to introduce them to the vocabulary and concepts," said Dotson, who conceived the new course.

"Whether they return to China in the next year or two or stay in America for 10 to 15 years, eventually they will have an influence on the way things are done in China. And if they don't go back, they will be a resource for the United States because of what they know of planning and administration in China."

Only in the last 10 years, with the help of the World Bank and United Nations, have Chinese leaders begun applying rational methods, like cost-benefit analysis, to social-policy decisions, said David Westendorff, another seminar teacher.

For 30 years before that, he added, from the Chinese Communist Revolution in 1949 to the death of Mao Tse-tung and the opening to the West in 1979, Chinese leaders made policy on the basis of Marxist economics, and decisions were highly politicized.

Some of the students in the seminar felt the brunt of that decision-making. Pu Mou, who is studying forestry and natural resources, spent eight years in the countryside during the Cultural Revolution, working as a coal miner, a pig farmer and a truck driver. Another student, Baiming Liu, spent five years on a farm in Anhui Province for "re-education."



Professor Arch Dotson (at rear) and the students, six of whom are Chinese, who discussed policy planning in China during a summer seminar.

Michael Green

tion" after high school before earning a master's degree in law at Fudan University.

Among other members of the seminar are Jia Jonathan Zhu, a graduate of Nanjing University, who has taken time off from graduate studies in English to attend Cornell law school; Mao Xinxiang, who worked for China's Ministry of Foreign Economic Relations and Trade for six years and now studies international development; and Meng Zhou,

formerly a researcher for the Institute of Agricultural Economics within the Chinese Academy of Agricultural Sciences, now studying agricultural economics.

The seminar's third teacher was Jia Qingguo, a Beijing University professor visiting Cornell.

Among the other students were three Americans, a student from Taiwan and a student from Japan.

—Carole Stone

Criticism continued from page 1

ing load and the lack of a world-class research library makes it more difficult for faculty at smaller schools to publish, although several have written books.

"Many of these people are exceptionally qualified and, but for the accidents of the job market, would be teaching at major research universities," said Schwarz.

Schwarz's eight-week seminar, "Critical Perspectives on the High Modernist Tradition," is one of 50 summer programs sponsored by the National Endowment for the Humanities, intended to help college teachers do advanced research and further their careers. Cornell art historian Robert Calkins also gave an NEH seminar this summer on medieval manuscript illuminations.

Steven Ross, program director for the NEH summer seminars for college teachers, said that "Dan Schwarz's topic has proved useful for teachers of undergraduates because the books he reads with them are taught frequently and because he has a sophisticated way of talking about literary theory."

Schwarz, who has given this seminar three times before (he has also given others for high-school teachers), said that "the seminar changes in response to changing concepts of literary theory."

"Nineteen eighty-four was the high tide of deconstruction at places like Cornell. Now, Bakhtin, new historicism and multiculturalism are at the cutting edge."

New historicism, which evolved out of Marxist criticism, looks for historical implications of texts.

"Bakhtin," he added, "teaches that the language an author or character speaks represents the diverse cultures in which he or she has been educated."

"In the 1970s and early '80s, the deconstructionists turned their attention from what things mean to how they mean and whether they mean at all. In the last few years, we have turned back to an emphasis on what literary texts mean. After deconstructionism played itself out, we turned back to meaning."

—Carole Stone

From a conversation with Dan Schwarz

"The return to questions of hermeneutics, or meaning and interpretation, has multiple causes. Feminist studies, black studies and Third-World studies have focused attention on how literary works transform the world. New historicism came out of Marxist criticism's concern with the relationship between genders, social and political classes, the haves and have-nots."

"And the scandal of deconstructionist Paul DeMan's collaboration with the Nazis led to the realization of the narrowness of criticism that excludes authors and the historical worlds that produce them and that treats texts as if they were simply about language and figures of speech for their own sake. The argument of deconstruction, that words do not have meaning outside a literary text, or that words do not reflect historical circumstances, mean things

or have historical circumstances is hard to prove by people who have suffered because of words such as 'final solution' or 'apartheid.'

"We are in a period of healthy pluralism. There is a realization that criticism is not necessarily progressive and upwardly evolving toward a climax of Marxist criticism or deconstruction or anything else. I like to say that deconstructionism is to literary theory as asparagus is to all the vegetables."

"We have to speak in a language that can be understood; to an extent, we have allowed too much jargon into the profession of teaching literature. 'We are again looking at texts as a whole and saying that the world that is represented is important. We are looking at how books imitate the way people live, but we are looking in more sophisticated ways.'

Market continued from page 1

Speakers included a Cornell varsity hockey player because, say Lorch and Fox, the "team is highly respected by Ithaca High School students and . . . hockey players may be effective in communicating the importance of chemical awareness to high-school males."

Lorch and Fox were among 32 students enrolled in Marketing Communication Media, an undergraduate course taught by Chekitan S. Dev, an assistant professor of marketing in the Hotel School.

The students divided into two-person consulting teams. Each team adopted a businesslike name (Lorch and Fox called themselves AD-vantage Marketing Consultants) and scoured Ithaca for companies willing to accept volunteer consultants.

They spent a full semester as consultants to a hotel, a travel agency, a flower shop, an athletic club, a software vendor, an advertising agency, a charity organization and several restaurants.

The consulting projects were funded this year through a \$25,000 grant from the Sears Roebuck Foundation to Cornell's Office of Instructional Support to enhance undergraduate teaching and learning. Dev's program received \$1,500 from the grant, but next year's funds must come from students and the Hotel School, Dev said.

The consulting work provided "a chance

to apply practically the theory from class," said student Claire Lousteau. "Also it helped me to realize that actually applying class knowledge isn't as cut and dried as a lecture can make it seem."

Lousteau and her partner, Ingrid Panosh, suggested to The Flower Basket that schoolchildren could be invited to visit nursing-home residents from time to time in an "adopt-a-grandparent" program, taking a small flower arrangement with them on their first visit.

Backstage Cafe, a restaurant, deli and specialty foods store, was so pleased with its student consultants that it offered to hire them full time.

"Andrew [Klebanow] and Toshio [Kobayashi] were nothing but high energy and totally professional in their approach for marketing my business," reported Alan Schiff, the restaurant's owner. "I feel that I will benefit a great deal from their hard work."

Klebanow reported: "Our group showed Mr. Schiff in black and white why his ads were not working and found areas where they will work."

As to what he learned from the students, Schiff replied: "What types of advertising would best help my business. Different ways to reach my target market."

—Albert E. Kaff

Copyright continued from page 1

and might be used to favor university ownership. Speakers acknowledged at the time that the trustees had the right to adopt the policy despite the FCR vote.

When the Executive Committee met June 28, the chief opponent of approval was J. Robert Cooke, professor of agricultural and biological engineering and an active and successful software creator who has made his programs available, at cost, to the Cornell community. Cooke, a faculty-elected trustee whose term expired two days after the Executive Committee meeting, had not joined the FCR discussion because of his conflicting roles.

In asking trustee rejection of the policy, he talked not about "substantial use" but about what he sees as an issue of academic freedom.

"This policy provides a strong disincentive for faculty creation of publishable software," Cooke said after the trustee vote. "The policy values software more for its imagined commercial value than as a form of scholarship or as a contribution to the quality of the intellectual life at Cornell."

A section of the policy states: "Where the university owns copyright under this policy, the author will be permitted to continue to use the work for his or her own non-commercial purposes."

But Cooke said that the passage, which

requires written approval of such use from the university counsel after discussion with the vice president for research and advanced studies, amounts to "an absolutely disabling control on your scholarship."

When Cornell takes title to software, he adds, "the author loses the right to publish and even the right to share the software with academic colleagues outside the university. On the other hand, uncopyrighted software is not viable because it is denied the publisher support essential to perfect and maintain it."

But Barker, in winning approval for the policy, said such permission is required only if Cornell holds the copyright — "substantial use" of university resources having been established — and he added that the issue would never even arise unless the software inventor had decided to copyright the work for profit.

Once the university owns a copyright, he added, the review of the inventor's continued use "is a natural outgrowth of any copyright owner's protection of a commercial interest."

He added that, as with fees from the licensing of patents, revenues from the licensing of such copyrights would go principally to the author and his or her academic unit, not into general funds.

—Sam Segal

Beetle juice

Bug fires hot liquid using mechanism similar to 1944 missile, biologists say

A pulse-jet mechanism remarkably similar to the one that powered German V-1 buzz-bomb missiles during World War II was invented millions of years before by a bug — the bombardier beetle that fires spurts of boiling-hot fluid at its enemies, Cornell biologists have discovered.

Both the buzz bomb and the bombardier beetle use a rapidly oscillating valve between the supply chamber and the combustion chamber of their pulsed propulsion systems, the biologists reported in the June 8 issue of the journal *Science*.

The report on the beetle study, conducted in part in the Massachusetts Institute of Technology laboratory of Harold E. "Doc" Edgerton, is the last scientific paper co-written by that pioneer of high-speed photography before his death in January 1990. Also collaborating in the study were Jeffrey Dean, a Cornell graduate student in neurobiology and behavior; Daniel J. Aneshansley, a Cornell associate professor of agricultural and biological engineering; and Thomas Eisner, a professor of neurobiology and behavior at Cornell. The studies were funded by the National Institutes of Health and the Ford Foundation.

Until the Cornell studies, biologists thought the well-defended creatures sprayed in a steady stream. It took acoustic studies, with beetles spraying against piezoelectric crystals similar to those in phonograph cartridges, and Edgerton's high-speed cinematography at 4,000 frames a second to demonstrate the pulsating nature of the spray.

Then the scientists examined the beetle's plumbing more closely to see what could generate such rapid pulsation. The biologists found what they call a biological pulse jet, the first known in any animal, and Aneshansley saw parallels to one of the earliest

guided missiles, the V-1 buzz bomb.

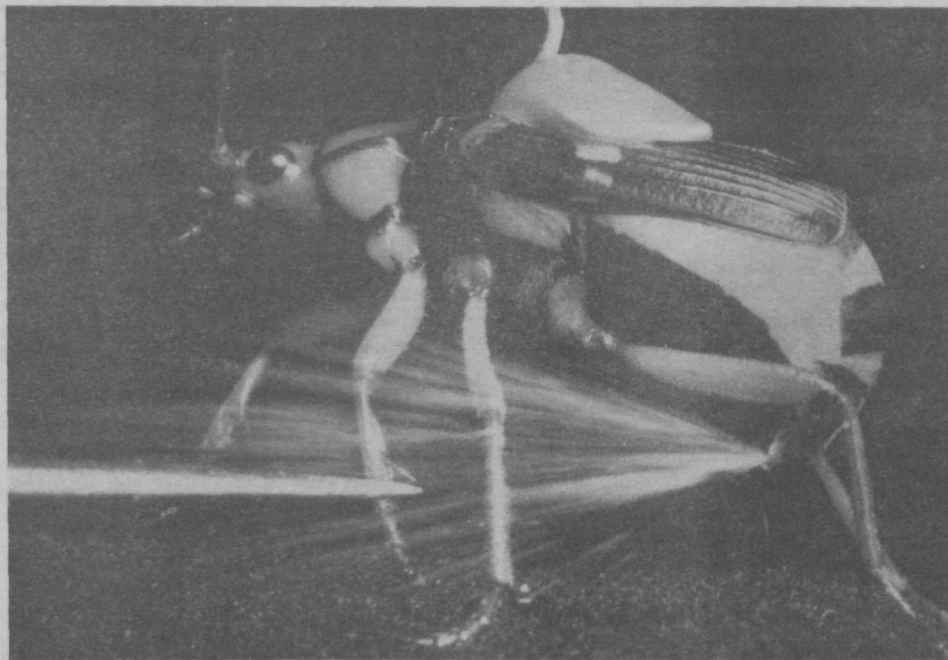
"The beetle uses what is essentially a binary weapon," Eisner said. "It stores the two ingredients of an explosive chemical process — hydroquinones and hydrogen peroxide — in a pair of reservoirs, and the catalysts for the reaction — the oxidative enzymes called catalase and peroxidases — in a pair of reaction chambers."

When the beetle is disturbed, muscles around the reservoirs contract just enough to force a little of the hydroquinones and hydrogen peroxide through one-way valves that are normally closed, Dean and Aneshansley explained. As the catalysts start the reaction, heat and pressure of the oxygen (which is liberated from the hydrogen peroxide) quickly close the valves. Pressure continues to build until the reaction chambers vent through the tip of the abdomen with a high-velocity pulse of quinones.

Once pressure is relieved in the reaction chambers, pressure of the beetle's muscular contraction on the reservoirs is enough to reopen the one-way valves and the process starts again . . . and again. All the beetle does is squeeze its reservoirs; the oscillating valves and the chemical reactions do the rest.

The biologists recorded a pulse repetition rate of as high as 735 a second, with an average of 531 a second. They found some beetles making as few as two pulses with each discharge and as many as 12. A bombardier beetle can spray about 30 times before it runs out of chemicals and has to replenish the supply; within a day it is usually able to defend itself again.

That's usually more than sufficient to fend off whatever bothers the beetle, including biologists who tweak their legs with forceps. The offender gets a squirt of fluid at 100 degrees Celsius, the boiling



Daniel Aneshansley/Thomas Eisner

High-speed still photography shows the spray of the bombardier beetle, as forceps pulled on its leg and a drop of wax tethered its back.

temperature of water, from the abdominal tip, which can revolve 360 degrees like a gun turret. The heat and the stinging sensation of quinones repel most predators.

The German buzz bomb, which terrorized London between 1944 and 1945, was so named because of the pulsating sound of its motor. For each firing cycle, air entered the combustion chamber through spring-loaded flapper valves. Then kerosene was sprayed into the chamber and ignited by a spark plug. Pressure of the burning mixture closed the flapper valves, exhaust gases exited through a motor nozzle to propel the bomb, and the cycle was repeated.

However, there are some fundamental differences between the V-1 and the beetle, the scientists observed:

- An on-again-off-again pulse jet is not a particularly efficient means of propulsion (the V-1 had a range of only about 150 miles and sometimes vibrated itself apart before reaching a target). Modern jet en-

gines burn continuously. But the system works to the bombardier beetle's advantage by allowing a controlled, high-velocity discharge with little muscle effort. A more primitive bombardier beetle, found in Australia, discharges without pulsation, still at high temperatures but at lower velocities.

Also, the intermittent chemical reactions in the beetle allow the reaction chamber and the enzymes to cool between pulses, thus protecting the enzymes from thermal degradation, the Cornell biologists speculate.

- The V-1 used the pulse jet to move a bomb through the air; bombardier beetles stand in one place and squirt their fluid for several inches.

- The buzz bomb was an offensive weapon, killing thousands in England and Europe. The biological pulse jet is a defensive device; the bombardier beetles never killed anyone, although they've surprised some.

—Roger Segelken

Stick it



Tim Moersh

Architecture student Craig Greenberg uses a glue gun on his theater in Venice project.

Johnson School students take 2,000-mile manufacturing tour

To his M.B.A. students, Richard W. Conway is a missionary for manufacturing.

"I am trying to convince my students that manufacturing is the field that they should work in," says Conway, the Emerson Professor of Manufacturing Management at the Johnson Graduate School of Management.

To teach his lessons, Conway took his 13 students on a 2,000-mile highway tour this summer to inspect manufacturing processes in a refrigeration, electrical and two auto plants, staying in motels along the way. Closer to campus, his students spent several days going through production lines of manufacturers in the metal, printing, computer and camera industries.

During the 1980s, many M.B.A. students across the country majored in finance in hopes of landing big salaries on Wall Street. But Conway decries the decline of manufacturing in the United States while nations such as Japan are outperforming America in some aspects of quality control and production scheduling.

"We can not base our economy only on service industries," Conway said. "To remain competitive in the world, we must maintain a significant manufacturing base."

Now, some of his students agree.

"Professor Conway convinced us to change our focus," said Chris Scales, 27. "One plant that we visited defined quality according to what the customer sees in a product — whether the paint has run or whether the seams match, rather than how well the product is designed."

"I can understand why the [American] auto industry is losing its share of the market. Some of them produce a certain number of cars per day independent of the number of cars customers want to buy."

Conway, an engineer and a professor of information systems, told his students that it takes some U.S. auto companies as long as three weeks to produce an automobile ordered by a dealer.

"My students learned that it takes only one day to assemble an auto and one day to ship it, but three weeks to plan the production, and that's too long," Conway said.

To deliver his students to factory pro-

duction lines, Conway rented two vans for a one-week trip that took them to Flint, Mich.; Saginaw, Mich.; Manitowoc, Wisc.; Sydney, Ohio; and on a night ferry boat ride across Lake Michigan under a full moon.

Conway started his traveling classroom last summer with three students in a successful pilot program.

In emphasizing manufacturing, the Johnson School and the College of Engineering grant joint master's degrees in business administration and engineering.

Most of the 11 men and two women in Conway's class did their undergraduate studies in engineering. Seven of them are candidates for the joint business-engineering degrees. One student is from Japan, where he works for Nippon Telephone & Telegraph Co., one of the highest capitalized corporations in the world.

Before they started M.B.A. studies, some of the students had worked in only one manufacturing field without understanding the full range of manufacturing.

For example, Bob Perl, 25, worked for three years in design and development for Chrysler Corp. before coming to Cornell. "I had worked in metal manufacturing processes, and I never thought of paper as a raw material in manufacturing until we visited printing companies," Perl said.

Dwight Vicks, 27, an economics and history student who worked for the Bank of New York before enrolling in the M.B.A. program, said that the "blood guts of this course deals with flow time and cycle time in manufacturing. In the 1980s, the emphasis was on quality. In the 1990s, manufacturers must see how quickly they can respond to customers."

Vicks saw one good development in a Buick plant. "Management decided to redesign the plant," the student said. "But instead of assigning their engineers to start the planning, management asked the workers for their ideas. In that plant, one work team is held responsible for each part of the car, and the UAW [United Auto Workers] representative was thrilled that the company was placing more responsibility on the workers."

—Albert E. Kaff

COMMENTARY

Japanese M.B.A.s often are made in the U.S.A.

by James W. Schmotter

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I work in an American industry that is successfully marketing its product in Japan — so successfully, in fact, that it turns away many potential customers each year. The industry is graduate management education; the product is the master of business administration degree. At well-known U.S. business schools, Japanese applicants, most financially sponsored by their employers, are beating down our doors. At Cornell last year, more than 10 percent of our 3,228 M.B.A. applicants were Japanese. Fewer than 40 were accepted for a class of 240; 20 will enroll.

Yet before U.S. business schools go too far in smug self-congratulation about their success, they should look more closely to see whether the right students are being admitted to the right schools and receiving the right kind of education. The process through which Japanese students find their way to American M.B.A. schools is fraught with inefficiencies and misunderstandings. And once they make it into a U.S. business school, there is an incompatibility between what is taught and what Japanese students expect to achieve.

To start, U.S. business schools must

recognize that the goals of their Japanese students are usually quite different from those of their U.S. applicants. Japanese government ministries and large companies such as NTT, Nippon Steel and Mitsubishi Corp. send young managers to the U.S. for their M.B.A.s not primarily to learn useful techniques in marketing or finance, but to learn about American culture and to make personal contacts.

Thus, more thorough introductions to American business culture are needed for Japanese students. At the very least, M.B.A. programs should offer intensified course work in American history, institutions and society. Professors could organize study groups to promote interaction between Japanese and American students. Case studies and other teaching materials that view business problems from a non-U.S. perspective also are a good idea.

But problems with Japanese students begin even before they arrive at U.S. business schools. Few involved in M.B.A. admissions understand the graduate school preparation industry in Japan. These preparatory schools have done their work well. Japanese score very high on standardized tests; thoughtful application essays are written in perfect English; answers to typical interview questions are memorized. Even the most experienced admissions officers are overwhelmed.

Since so many of the Japanese applicants are well qualified, business schools

make decisions on these candidates almost at random. The rationale for acceptance or rejection comes down to inconsequential small differences on test scores, or worse, the potential of sponsoring companies to make financial contributions to the school. Many admissions offices have, in effect, lost control over their own selection criteria. They must develop the expertise to regain it. Not to do so is unfair to Japanese applicants, who are paying application fees to participate in a fair competition, not a lottery.

The worries of some Japanese companies about American-educated M.B.A.s are based on similar misunderstandings. It's common for Japanese graduates to complain that after returning to their corporations, they use virtually none of the training they received in the U.S. It's also increasingly common for such graduates to resent this fact and occasionally to act upon it, forsaking lifetime employment with the companies that sponsored their educations. This quiet discontent is why the executive search industry is growing in Japan and why some American investment companies now make discreet contacts with sponsored Japanese students at U.S. business schools.

This non-Japanese but characteristically M.B.A.-like behavior causes consternation. Japanese companies need to understand that business schools raise students' career expectations, and that these expectations, not the disloyalty of specific employees, are

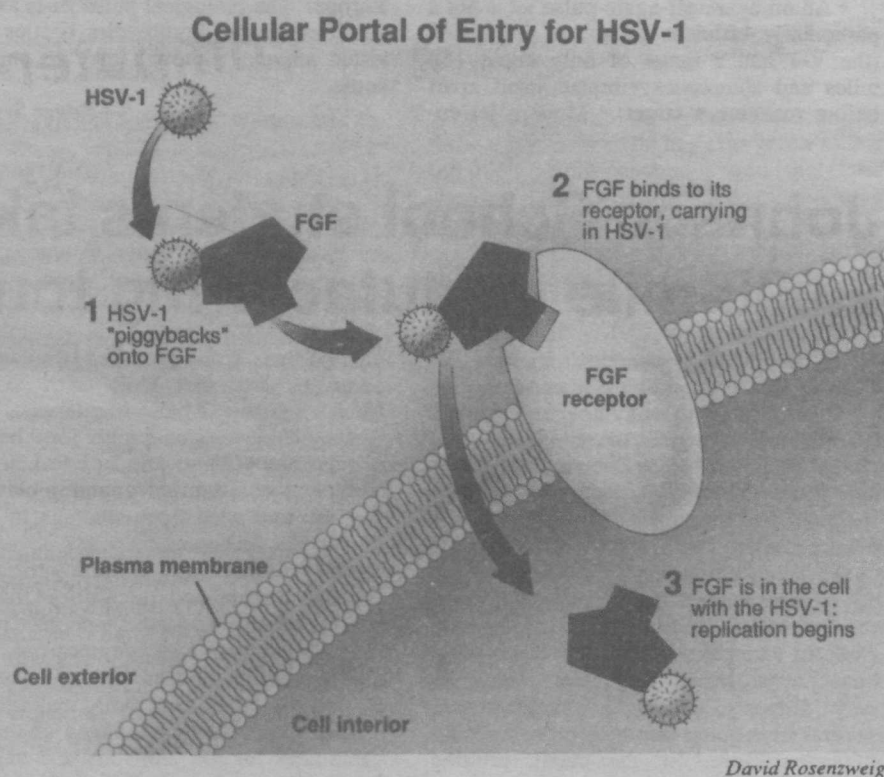
behind such defections. Unless Japanese companies change managerial career tracks for M.B.A.s, such attrition will be a necessary cost of sending students to top American schools.

Another misunderstanding concerns Japanese perceptions of the relative quality of U.S. schools. Japanese M.B.A. applicants are brand-conscious. Hundreds of well-qualified Japanese students are disappointed every year simply because they focus their admissions efforts on only a handful of schools. The students should learn the admissions tactics that most college-bound Americans learn in high school, such as identifying a "safety" school.

On the U.S. side, many excellent M.B.A. programs that would welcome Japanese students are frustrated by a shortage of applicants. These schools should work, either independently or through professional associations, to get the word out.

The sizable numbers of Japanese students in American business schools is one of the few consistently encouraging recent trends in the rocky relationship between the two nations. But both sides can do better in nurturing this trend. This current success in U.S.-Japanese relations should not fall victim, like so many others, to incomprehension and distrust.

James W. Schmotter is associate dean of the Johnson Graduate School of Management.



David Rosenzweig

CUMC researcher identifies protein in herpes-virus infection

A Cornell Medical College scientist, Dr. David P. Hajjar, has identified a key mechanism by which the herpes simplex virus type 1 (HSV-1), the common virus that causes cold sores, enters human cells.

Identification of the mechanism is an initial step in developing a successful strategy to control herpes infection and its related pathology. Such a strategy could have far-reaching consequences, because previous studies conducted by Hajjar and others have shown a probable connection between herpes virus and hardening of the arteries.

The latest research, a series of experiments conducted at the cellular and molecular level and published in the journal *Science*, identifies a specific and common protein, the fibroblast growth factor (FGF) receptor, as a major pathway of entry for the herpes simplex virus into mammalian cells. In effect, the herpes virus first interacts with the basic fibroblast growth factor, and then the growth factor binds to its high-affinity FGF receptor and carries in the herpes virus which is "piggybacking" on it.

Thus, the herpes simplex viral infection results not only in the common cold sore, but could set in motion a much more potentially damaging sequence of vascular

events, perhaps even culminating in hardening of the arteries.

Hajjar cautioned against the mistaken notion that herpes simplex virus causes hardening of the arteries. "More than likely," he said, "coronary artery disease has many causes, and herpes virus may be but one contributor."

Hajjar said that his research holds at least two major future directions. First, he needs to test his findings clinically. For example, will polypeptide antagonists administered daily in the form of a cream prevent HSV-1 entry into the body? Second, he needs to investigate whether the mechanism for entry of other herpes viruses into the body, such as genital herpes (HSV-2), is similar to that of HSV-1.

The research was conducted in collaboration with Dr. Robert J. Kaner of Memorial Sloan-Kettering Cancer Center, Drs. Andrew Baird and Robert Z. Florkiewicz of The Whitier Institute for Diabetes and Endocrinology of Scripps Hospital, Drs. Alka Mansukhani and Claudio Basilico of the New York University School of Medicine, and Barbara D. Summers of the Cornell Medical College.

—Diana S. Goldin

Toxicologists withhold advice on newspaper as cattle bedding

Dairy cows that were deliberately fed newspaper showed no significant levels of harmful substances in their milk. But Cornell toxicologists say that they cannot make a recommendation on the use of newspapers as bedding because of uncertainties about the composition of newspaper inks and newsprint from a variety of sources across the country.

The scientists conducted the feeding study with USA Today and the less colorful Ithaca Journal to learn if recycling newspapers as bedding for farm animals might pose a threat to human health. They were exploring a possible outlet for the nationwide glut of old newspapers, and pointed to the inclusion of glossy advertising inserts in many newspapers as one reason for withholding a recommendation.

Since cows and other farm animals routinely eat a portion of bedding in their stalls, the toxicologists fed dairy cows a diet of 10 percent recycled paper and analyzed the milk for some of the many toxicants that could be present. The newspaper was ground up, blended with other feed ingredients and pressed into pellets.

Although inks used in the two newspapers fed to the cattle contain mutagens — chemicals that can cause mutation and possibly cancers in living cells — no significant levels of mutagens were found in the milk of newsprint-eating cows, the toxicologists reported. (Mutagenic compounds in newspaper inks are not a hazard to readers, and would only be dangerous to humans who ate large quantities of paper, the scientists emphasized.)

The feeding study was conducted by Donald J. Lisk, director of the Toxic Chemicals Laboratory in the College of Agriculture and Life Sciences; and Richard H. Eckerlin, director of toxicology, and Joseph G. Ebel Jr., a toxicologist, in the Diagnostic Laboratory of the College of Veterinary Medicine. Analyses for some possible toxicants in milk were performed in the Cornell laboratories, as well as in cooperating laboratories in Louisiana, Florida, Georgia and Nebraska.

The feeding study also included cows that were fed pellets containing blank newsprint (without inks) to distinguish possible effects of chemicals, such as whiteners, that are used in paper manufacturing. The toxicologists included USA Today because it uses large amounts of colored inks and is typical of many papers that employ the photo-offset printing process. The cows' milk was tested before the newspaper feed-

ing began, during the three weeks of feed paper, and for a week thereafter.

"If cattle wouldn't eat the bedding in their stalls, we would be much less concerned," said Thomas L. Richard, a researcher in the Department of Agricultural and Biological Engineering. "But studies at other universities have shown that cows will eat newsprint equivalent to about two percent of their diet."

Cattle bedding should be absorbent, inexpensive, easily handled, non-toxic and biodegradable, Richard said.

The absence of significant levels of contaminants in either the paper or the milk is an indication of the success of a voluntary program by the American Newspaper Publishers Association (ANPA), Richard said. According to the ANPA, more than 98 percent of the daily newspapers in the United States now use inks that are formulated from a set of 19 pigments that were selected for their low toxicity.

"While the newspaper industry has made significant efforts to generate a non-toxic waste stream, other printed matter — from advertising inserts to catalogs and magazines — is not subject to the same voluntary controls," Richard said. "All these materials can end up mixed together in a newspaper recycling program."

"Cattle bedding has the potential of consuming up to 60 percent of the newsprint in a state like New York," said James W. Gillett, director of the Institute for Comparative and Environmental Toxicology and one of the scientists who reviewed the feeding study. "Some farmers have been doing it for years, although the practice is not widespread. I wish we could recommend it, but there are too many unknowns."

The lack of a recommendation is not meant to discourage farmers who want to use newspapers as bedding, since no specific problems have been identified as yet, said Richard, the agricultural engineer. However, the toxicologists said they want to make sure that farmers realize there may be potentially large and variable risks involved, given the lack of control over newspaper ingredients.

"If more consistently formulated inks from the recommended list of 'safe' materials come into general use in advertising supplements, we may reconsider a recommendation," Gillett said.

"By then, however, the paper mills may be able to recycle more newsprint, and there won't be the surplus we see today."

—Roger Segelken

CORNELL EMPLOYMENT NEWS

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JOB OPPORTUNITIES

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

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

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

Professional

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

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

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

Advertising and Publicity Associate (PC2513) C.U. Press-Endowed

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

Research/Planning Associate II (PA3103) HRII Institutional Planning and Research-Endowed

Posting Date: 8/9/90
Design, conduct and analyze strategic studies to address routine and ad hoc management issues as developed by the Director and the executive staff with particular emphasis on student-related issues.
Requirements: MBA or equivalent or advanced degree in a related social science, earned doctorate preferred. 3-4 years broad based experience in higher education; well developed research skills including a knowledge of statistics and survey methodology; experience in systems analysis and development. Send cover letter and resume to Cynthia Smithbower by 9/21. Materials will be accepted until an appropriate candidate is selected.

Computer Technical Administrator (PT3103) HRII Diagnostic Lab-Statutory

Posting Date: 8/9/90
Perform systems and applications analysis; design; development; implementation; testing; documentation; and management to improve efficiency of computer automation. Work with staff to identify needs; define solutions; and supervise programming and implementation of various projects. Take full responsibility for systems and applications including debugging, modifications, and user training.
Requirements: Bachelor's or equivalent. 3 years work experience or equivalent. Knowledge of a variety of IBM-PC based hardware and software. Background in C and Assembly languages a must. At least 2 years experience with MS-DOS and UNIX at user and system levels. 1 year network management experience in UNIX and MS-DOS. Rbase for DOS, Lotus 1-2-3, Wordperfect, Dbase III and Procom. Familiarity with hardware interface technique. Send cover letter and resume to Sam Weeks.

Assistant Superintendent (PA3005) HRII Buildings' Care-Endowed

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

Sr Applications Programmer Analyst (PT3002,PT3003) HRII Engineering College Educational Computing-Endowed

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

Applications Programmer III (PT2502) HRII Consumer Economics and Housing-Statutory

Posting Date: 6/28/90
Work on design of computer analysis of Nationwide Food Consumption Survey, a large and complicated dataset. Consult with professional staff on data handling, appropriate hardware, and techniques to accomplish statistical goals. Supervise graduate assistant. 16 month position. Hours flexible.
Requirements: Bachelor's and experience in statistics. 3-5 years experience in programming and statistics. Knowledge of Fortran, PL/1 or other programming language. Knowledge of CMS and C.U. system highly desirable. Send cover letter and resume to Sam Weeks.

Associate Director, Supercomputing Technologies (PA3105) Level 40 Theory Center-Endowed

Posting Date: 8/9/90

Direct the Supercomputing Technologies component of the CU National Supercomputer Facility. Work with the Director of the CNSF in long-range planning and administration of the CNSF. Provide leadership in advancing supercomputing, including integration of traditional and massively parallel supercomputing in a workstation-based programming environment.
Requirements: Master's or equivalent in scientific discipline. 8-10 years experience in computing, including scientific and advanced computing. Experience managing a computing program or facility with responsibility for staff, budget, planning, etc. Excellent interpersonal, organizational, and technical skills and strong collaborative ability. Send cover letter and resume to Cynthia Smithbower.

Technical Specialist I (PT1703) Level 36 CIT/Systems-Endowed

Design, implement, install, document and maintain systems software and significant subsystems for the AIX/370 Operating Systems (IBM's version of UNIX for 370 architecture machines). Provide technical leadership in designing and adapting functional enhancements to AIX/370 and its subsystems. Some night, weekend and "on call" duties.
Requirements: Bachelor's in computer science or equivalent experience with computer courses in operating system fundamentals. 3-5 years experience with UNIX Operating Systems and significant subsystems preferred. Knowledge of "C" programming language, UNIX utilities and system calls is essential. Work with IBM 370 assembler language, the VM operating system and large systems is a plus. Send cover letter and resume to Sam Weeks.

Senior Technical Consultant (PT2404) Level 35 CIT/Services-Endowed

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

Senior Technical Consultant (PT1701) Level 35 Financial Systems-Endowed

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

Technical Consultant, Education and Training (PT4715) Level 34

Theory Center-Endowed
Posting Date: 12/15/88 (Search Reopened)
Provide end user support services to scientific researchers in universities nationwide. Develop instructional materials on a wider range of supercomputing tools including code optimization, vectorization, parallel processing, and visualization. Organize education programs and training workshops.
Requirements: Master's in a scientific discipline. 3-5 years mainframe FORTRAN or C experience, preferably on UNIX; demonstrated ability to work with complex scientific programs; excellent communication and presentation skills. Previous teaching or training experience a plus. Send cover letter and resume to Cynthia Smithbower.

Applications Programmer III (PT2705) Level 34 CIT/IR-Endowed

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

Systems Programmer/Analyst II (PT2809) Level 33 Materials Science Center-Endowed

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

Technical Consultant II (PT2703) Level 33 User Services-Endowed

Posting Date: 7/12/90
Provide technical user assistance with hardware, software, operating systems, and networks supported by CIT User Services. Participate in development and delivery of training, consulting, documentation, and information retrieval. Provide presale and follow-up technical consulting.
Requirements: Bachelor's or equivalent experience. 1-2 years work with CIT supported 1) hardware (Macintosh, IBM (3090, 4381, PS/2), NeXT, Toshiba, and HP); 2) software

applications (dBase, FileMaker, Oracle, SAS, MS Word, WordPerfect, WriteNow, Lotus, MS Excel, Wingz, Kermit, VersaTerm, and TN); and 3) operating systems (Mac OS, DOS, Windows, CMS, VMS and Unix). Excellent communications, interpersonal and writing provisions helpful. Need the ability to work with public. Send cover letter and resume to Sam Weeks.

Applications Programmer/Analyst II (PT2506) Level 33 Lab of Ornithology-Endowed

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

Applications Programmer/Analyst II (PT2407) Level 33 Law-Endowed

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

Systems Programmer/Analyst II (PT2206) Level 33 Office of Human Resources-Endowed

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

Operations Laser Programmer (PT3107) Level 32 CIT/Computer Resources-Endowed

Posting Date: 8/9/90
Provide programming support for the Operations Laser Printer Services. Design, write and test applications for the high speed central site laser printers. Maintain program libraries, internal printing routines and library backup procedures. Coordinate University department printing applications and program revisions. Assist with staff training.
Requirements: Bachelor's or equivalent combination of education and work experience. 1-2 years related work. Xerox laser printers hardware and software knowledge. Ability to use Xerox forms description language, page description language, job source language, utility programs and some experience with micro Apple or IBM PC. Good communication and interpersonal skills. Send cover letter and resume to Sam Weeks.

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

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

Executive Staff Assistant (PC3103) HRI Cornell Abroad-Endowed

Posting Date: 8/9/90
Coordinate Faculty Executive Board and Faculty Program committee meetings; including taking minutes, preparing transcripts and reports. Assist Director in preparation of policies and procedures. Prepare semiannual newsletter and grant proposals. Coordinate student exchanges. Responsible for all personnel matters.
Requirements: Bachelor's or equivalent. Strong organizational and interpersonal skills. Excellent communication (oral and writing) skills. Supervisory experience (minimum 3 years). Experience with microcomputers, especially Macintosh. Knowledge of Cornell and experience abroad helpful. Foreign language fluency helpful. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Assistant Slide Librarian (PC3112) HRI Architecture, Art and Planning/Dean's Office-Endowed

Posting Date: 8/9/90
Assist Slide Librarian in daily operation of the Architectural History collection of architecture, fine arts and photography slides. Research and catalog new material; train and supervise regular employees and student assistants; assist users; assume responsibility for facility when Slide Librarian is absent.
Requirements: Master's in Architectural History, Art History or MLS with undergrad major in Architectural History or Art History or equivalent in experience, license and skills. Familiar with library systems. Basic computer skills. Accurate typing. Experience with audio-visual and camera equipment. Knowledge of

photographic processes and procedures. Reading knowledge of 2 foreign languages. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Manager, Crow's Nest Birding Shop (PA3101) HRI Lab of Ornithology-Endowed

Posting Date: 8/9/90
Manage all aspects of the Shop. Maximize growth and profitability of the operation and assist in the marketing of Lab programs.
Requirements: Bachelor's in marketing, business management or equivalent experience. Proven ability to handle merchandising and catalogue operation. Several years related experience including advertising background essential. Previous experience in overall management of an enterprise operation useful. Send cover letter and resume to Cynthia Smithbower.

Minority Education Administrator (PA3102) HRI School of Hotel Administration-Endowed

Posting Date: 8/9/90
Reporting to Associate Dean, Academic Affairs establish and administer minority students programs for School of Hotel Administration including candidates recruitment, academic advising, non-academic counseling, placement and liaison with the hospital industry. May assume minimal teaching load.
Requirements: Bachelor's in student personnel administration or related field. Graduate degree highly desirable. Minimum 3 years of administrative experience as minority student advisor/counselor at a 4 year institution. Hospitality related experience or education desirable. Must be able to work closely with variety of students, faculty and administrators. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist I (PT3106) HRI Vet Pathology-Statutory

Posting Date: 8/9/90
Provide investigative assistance and technological support to the flow cytometry laboratories. Plan and carry out experiments on the effects of oncogenes and chromosomal aberrations in cell differentiation. Supervise staff working on cell cultures, protein and nucleic acid analysis, and flow cytometry. Assist in data analysis and preparing results for publication. Help with manuscripts, grants, posters and presentations. Maintain lab inventories. Conduct literature surveys.
Requirements: Bachelor's in relevant biological or physical science; Master's desirable. 2-3 years related lab experience required including techniques related to flow cytometry and tissue culture. Send cover letter and resume to Sam Weeks.

Materials Manager (PA3104) HRI Maintenance and Service Operations-Endowed

Posting Date: 8/9/90
Manage the procurement and distribution of materials (approximately \$6M annual) for maintenance, repair and construction projects.
Requirements: Associate's in business management, construction technology, or related field with a minimum of 5 years experience in the construction industry. Must demonstrate excellent communications skills and have a broad understanding of all construction materials. Experience in a university research environment preferred. Must be able to read blueprints. Demonstrated ability to use spreadsheet, word processing and graphics software, and mainframe terminals. Send cover letter and resume to Cynthia Smithbower.

Production Editor (PA3006) HRI University Development/Public Affairs-Endowed

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

Budget Analyst (PA3007) HRI Administrative Operations/Olin/CUL-Endowed

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

Dining Supervisor I (PA3002) HRI Dining Services-Endowed

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

New in Ithaca?

If you have just relocated to the area and are looking for employment call Staffing Services, (607) 255-5226 for a copy of the booklet, "Just for Your Information: Job Prospecting in Ithaca."

Personnel Manager II (PA3001) HRI Campus Store-Endowed

Posting Date: 8/2/90

Manage all personnel function for the Stores. Provide support to the Director and Deputy Director in the areas of strategic planning, training, and program development from a personnel and general perspective. Responsible for all Stores training, recruitment, and labor specific financials. Some eves & wknds. **Requirements:** Bachelor's in business admin. or labor relations. 2-3 years successful experience in a related field; retail experience helpful. Good communication skills are critical, computer skills a plus. Prior training experience with large and small groups. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Stewardship (PA3003) HRI University Development/Public Affairs-Endowed

Posting Date: 8/2/90

Reports to Director for Student Aid Development and Stewardship. Responsible for establishing and maintaining stewardship programs for University student aid funds. Includes working with Office of Financial Aid to systematize information flows, designing an appropriate report format, and reporting to donors and friends associated with non-college specific funds. Includes design and implementation of student-to-donor thank you system. Responsible for major scholarship reception, Cornell club and class contacts. Involves extensive contact with University staff and donors.

Requirements: Bachelor's or equivalent. 1-2 years working experience; proven good judgment. Good communication skills, especially writing. Good interpersonal skills. Computer literacy and familiarity with Macintosh and/or IBM systems. Interest and experience in creating systems to make efficient and effective information flow between groups of people. Send cover letter and resume to Cynthia Smithbower.

Night Manager (PA8104) HRI Campus Store-Endowed

Posting Date: 8/17/89 Search Reopened

Functional supervision of all night time operations including store and vault security, coordination of closing procedure and computerized processing. Will act as General Manager when the store is open at night. Responsible for interviewing, hiring, training, scheduling, supervising, and evaluating student employees, and coordinating efforts of entire night crew. Hours are from 3pm-11pm; some weekends.

Requirements: Bachelor's or equivalent. 2 years retail and supervisory experience required. Written and verbal communication skills essential. Send cover letter and resume to Cynthia Smithbower.

Radiological Safety Specialist (PT3001) HRI Environmental Health-Endowed

Posting Date: 8/2/90

Assist in the development and presentation of programs for radiation safety training, environmental monitoring, and special projects. Supervise: lab safety surveys, campus radioactive material inventory, calibration of radiation detection equipment, and radiological analysis of samples.

Requirements: Bachelor's in a biological or physical science (Master's desired) with 2 years experience in an institutional radiation safety program required. Strong oral and written communication skills are necessary. Training in health physics highly desirable. Must have valid NYS driver's license. Send cover letter and resume to Sam Weeks.

Executive Staff Assistant (PC2907) HRI Engineering Advising-Endowed

Posting Date: 7/26/90

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

Executive Staff Assistant (PC2901) HRI CRSR-Space Sciences-Endowed

Posting Date: 7/26/90

Assist the Project Manager in the regular report writing; cost and schedule tracking; budget preparation; document creation and maintenance for the SIRT IRS Project.

Requirements: Bachelor's or equivalent preferred. 2-3 years related experience. Demonstrable written/verbal communication skills, along with spreadsheet/accounting experience. Experience with IBM-compatibles is required. The applicant must be comfortable working with minimal supervision, and within dynamic situations. A self-starter with a desire to meet new challenges. Be available for minimal travel. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Student Development Specialist I (PA2803) HRI Mechanical and Aerospace Engineering-Endowed

Posting Date: 7/19/90

Under general supervision, responsible for the coordination and maintenance of the Undergraduate Program office including academic advising and counseling of 300+ students. Provide general administrative support. Oversee functions of the graduate field office. Provide secretarial support for Associate Director of Undergraduate Affairs.

Requirements: Bachelor's or equivalent. 3-5 years experience (administrative). Knowledge of Cornell academic/engineering programs and curricula preferred. 2-3 years experience in academic advising/counseling. Send cover letter and resume to Cynthia Smithbower.

Editorial Associate (PC2813) HRI Chemistry-Endowed

Posting Date: 7/19/90

Coordinate all administrative aspects of the international journal, Accounts of Chemical Research. Monitor and maintain timely progress of manuscript. Correspond with authors worldwide, reviewers and editorial staff. Edit manuscripts paying special attention to style and grammar. Responsible for preparation of monthly and annual production and financial reports in accordance with the American Chemical Societies guidelines.

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

Research Support Specialist II (PT2411) HRI Diagnostic Lab-Statutory

Posting Date: 6/21/90

Conduct research toward development of new and improved immunological and bacteriological tests for detection of *Borrelia burgdorferi*. Includes supervision of 1-3 technicians or student employees, responsible for identifying and maintaining inventories of supplies and equipment.

Requirements: Master's in microbiology or related biological sciences. 3-4 years experience working with Lyme Disease research, including mastery of the following techniques: immunoblot, ELISA, immunofluorescence, and all common immunological testing. Should have educational background working with ticks, Ixodidae highly desirable. Strong background with bacteriological techniques, work with pathogenic organisms. Must be able to shift focus of research as funding sources change. Send cover letter and resume to Sam Weeks.

Administrative Supervisor (PT2402) HRI Purchasing-Endowed

Posting Date: 6/21/90

Supervise and coordinate the input of data into the Automated Procurement and Payment System (APPS). Maintain the integ-

ity of the information in the APPS databases through the accumulation, analysis and management of data on the system. Set standards for style and structure of data for correct input to the databases. Responsible for the training of CU staff in the use of databases.

Requirements: Associate's in computer science or related field required. Bachelor's preferred. Minimum 2 years data administration on computer database with supervisory experience. Strong organizational skills. Send cover letter and resume to Sam Weeks.

Research Support Specialist (PT2309) HRI Plant Pathology-Statutory

Posting Date: 6/14/90

Assist in research on molecular genetics of a filamentous fungus with routine DNA preparation and analysis. Do independent experimental design and perform experiments. Organize and maintain lab, and supervise work study students.

Requirements: Bachelor's in biological science or equivalent. 2-3 years related lab experience; knowledge of molecular biology techniques, genetics, recombinant DNA technology and general lab procedures essential. Experience with Polaroid photographic equipment, microcomputers, and other equipment desirable. Some supervisory experience helpful. Send cover letter and resume to Sam Weeks.

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

Posting Date: 6/14/90

Manage the operation of the Biomedical Electronics Service Dept. Coordinate and assign jobs to technicians; estimate job costs (installation and design); and design, fabricate and repair sophisticated equipment. Supervise technical staff. Advise faculty and staff on purchase and repair instrumentation.

Requirements: Bachelor's in electronics technology (or equivalent) with 2-3 years experience, including design. Good manual dexterity, working knowledge of design, fabrication, and repair of sophisticated electronic instrumentation. Knowledge of test equipment and software. Must be computer literate. Send cover letter and resume to Sam Weeks.

Professional Part-time

Environmental Health Specialist (PT3108) HRI Environmental Health-Endowed

Posting Date: 8/9/90

Prepare health and safety training program materials. Coordinate, conduct, and document health and safety training sessions. Respond to requests for information on substances used in workplace. Maintain Material Safety Data Sheet databases.

Requirements: Bachelor's required with course work in chemistry, toxicology, or similar discipline. Good oral and written communications skills and interpersonal skills required. Some research lab work and lab safety experience desirable. Send cover letter and resume to Sam Weeks.

Professional Temporary

Research Support Specialist (PT3005) Food Science-Statutory

Posting Date: 8/2/90

Provide specialized engineering support to research projects on processing of biomaterials at high pressures. Specific responsibility will be in pilot plant design, operation and data analysis. Until 1/31/91.

Requirements: Bachelor's in chemical/mechanical engineering or Master's in chemical/mechanical engineering with 2-3 years experience. Send cover letter & resume to Sam Weeks.

Research Support Specialist/Project Analyst (PT2507) HDFS/FLDC-Statutory

Posting Date: 6/28/90

Collect and synthesize county and state level statistics for a child abuse prevention project. Support program evaluation. Develop and implement a data management plan. Prepare written reports. One of the data sources is located in Chemung County. Until 12/31/90.

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

Technical

As a prominent research institution, Cornell University has a diverse need for lab, electro/mechanical and computer support. Individuals with backgrounds in computer science, biology, microbiology, chemistry, animal husbandry, plant science and medical lab techniques are encouraged to apply; applicants with ASCP or AHT licenses are in particular demand.

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

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

Technical Assistant, GR17 (T2607)

Plant Breeding and Biometry-Statutory

Minimum Biweekly Salary: \$517.65

Posting Date: 7/5/90

Support corn breeding project including field preparation; seed preparation; planting; data collection and computer data entry; pollination; field plot maintenance and under LISA (Low Input Sustainable Agriculture) systems. Harvest, maintain disease inoculum, insect colonies and experiments in greenhouse. Assist in other LISA farm research activities.

Requirements: HS diploma or equivalent. Driver's license. Farm background and ability to operate machinery, knowledge of corn and forage production desirable. Ability to communicate with farmers, faculty and staff. Send cover letter and resume to Sam Weeks.

Data Entry Operator, GR17 (T2415)

Chemistry-Endowed

Minimum Biweekly Salary: \$517.65

Posting Date: 6/21/90

Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.

Requirements: HS diploma or equivalent with some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Sam Weeks.

Animal Technician, GR18 (T2802)

Lab Animal Services-Statutory

Posting Date: 7/19/90

Minimum Biweekly Salary: \$529.35

Care for research animals (feed, water, clean and monitor). Follow strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May assist Vets in treating and vaccinating animals. Some weekend and holiday coverage required.

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

Technician, GR19 (T3006)

Plant Pathology-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 8/2/90

Study factors involved in disease development of the bacterial ring rot disease of potatoes. Establish and maintain field plots, collect samples and environmental data, perform ELISA, hybridization, and other assays as appropriate. Analyze environmental and disease data. Maintain bacterial cultures.

Requirements: Associate's or equivalent required. Bachelor's preferred. 1 year related field and/or lab experience desired. Basic microbiology and biochemistry courses. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T2408)

Food Science-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 6/21/90

Perform general lab duties including preparing food and biological samples for analysis; doing routine analytical measurements using gas or liquid chromatography; organizing lab records and research results; maintaining supplies and equipment. Assist grad students with their research. Do research on the formation of N-nitrosopyrrolidine in fried bacon.

Requirements: Bachelor's in chemistry, biochemistry, food science or related disciple, preferred. Associate's with equivalent experience required. Minimum 1 year experience in a modern chemical lab. Some experience with chromatography, sample preparation, and instrumentation preferred. Send cover letter and resume to Sam Weeks.

Tape Technician, GR19 (T2409)

CISER/Dean's Office-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 6/21/90

Copy magnetic tapes, collect information on those tapes and maintain a series of records (databases) concerning the content and condition of the magnetic tape collection of the CISER Data Archive. Organize and maintain computer job printout records. From databases, provide information about the location of data files to clients and staff.

Requirements: Associate's or equivalent in computing. Minimum 2 years experience. Accuracy and attention to detail with an understanding of data file organization required. Experience with IBM mainframes, dBase Plus, database management systems, the ability to organize information, and familiarity with Cornell IBM environment desirable. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T2203)

Biochemistry, Molecular and Cell Biology-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 6/7/90

Provide assistance in research, management, and administration in a basic cancer research lab. Duties include assisting in experiments, ordering supplies, managing budget, maintaining databases, supervising lab operations, and maintaining equipment. Experiments involve recombinant DNA, protein biochemistry, and cell culture techniques. Some evening and weekend hours required.

Requirements: Associate's or equivalent required; Bachelor's in biochemistry, molecular biology, chemistry, or related field preferred. Minimum of 1 year research experience in molecular biology and cell culture. Computer skills helpful. Must pass OEH radiation safety course (on-job training). Send cover letter and resume to Sam Weeks.

Technician, GR19 (T2204)

Diagnostic Lab-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 6/7/90

Perform indirect fluorescent antibody tests on monkey serum specimens. Prepare conjugates, buffers, and other reagents. Prepare, fix, and label antigen slides. Assist in accessioning specimens. Sort, dilute, store, and maintain inventory of specimens. General lab duties as assigned. Some evening and weekend hours required.

Requirements: Associate's in biology, microbiology, or related field; Bachelor's preferred. Minimum 1 year related experience. Sterile technique skills, microscopy experience, and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T3105)

Vet Pathology-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 8/9/90

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

Requirements: Associate's in biological or physical science or equivalent (Bachelor's preferred). Minimum of 1 year related lab experience. Send cover letter and resume to Sam Weeks.

Animal Health Technician, GR20 (T2804)

Vet Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/19/90

Assist with emergency surgical procedures, and in-patient treatments. Compound, dispense and administer prescriptions. Prepare operating rooms for surgery and do post-op cleaning. Collect client admission information. Keep records and maintain treatment and surgery room stock. Evening and weekend hours.

Requirements: Associate's in Animal Health Technology, NYS License or eligible. Experience working with large animals preferred. Send cover letter & resume to Sam Weeks.

Technician, GR20 (T2805)

Diagnostic Lab-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/19/90

Open, sort and distribute incoming specimens. Perform preliminary data input. Prepare tissues before distribution to testing lab. Follow-up with clients on problem or unusual submissions. Back-up specialized functions of other receiving technicians including: serum splitting, export co-ordination, and referral co-ordination.

Requirements: Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health Technician preferred. 1-2 years experience in vet practice or in large animal health facility helpful. Send cover ltr & resume to Sam Weeks.

Animal Health Technician, GR20 (T2803)

Vet Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/19/90

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

Requirements: Associate's in Animal Health Technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover letter & resume to Sam Weeks.

Technician, GR20 (T2602)

Clinical Sciences-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/5/90

Supervise the equine respiration and performance area, including exercise treadmill. Assist with experimental procedures. Provide care of animals including feeding, exercising, and bandaging. Assist with examination of animals and experimental procedures. Supervise student employees. Some weekends and holidays.

Requirements: Associate's in animal health technology or equivalent. Bachelor's preferred. 1-2 years related experience with handling and managing horses. Supervisory ability. NYS AHT licensure or eligibility required. Send cover letter and resume to Sam Weeks.

Radiology Technician, GR20 (T2601)

Vet Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/5/90

Take and process radiographs of large and small animals. Provide radiographs for research projects and publications. Clean and maintain the radiology area and equipment. Maintain chemicals and other supplies. Assist and teach students. Restraining animals for tranquilization and anesthesia. Assist with induction and monitoring anesthesia. Complete paper work and computer data entry for each case.

Requirements: Associate's or equivalent. Bachelor's or equivalent preferred. Licensed radiologic technician and/or NYS licensed animal health technician. 1-2 years experience

handling animals preferred. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T2509)

Biochemistry, Molecular and Cell Biology-Endowed

Minimum Biweekly Salary: \$575.30

Posting Date: 6/28/90

Conduct experiments involved in the study of yeast cytoskeleton. Perform experiments using the following techniques: in vitro matogenesis, yeast and bacterial transformations, tetrad dissection, molecular cloning, DNA and RNA hybridization, DNA sequencing, protein purification, antibody production, immunoblotting of proteins. Use immunofluorescent and electron microscopes. Maintain lab supplies, arrange for equipment repairs and care for strain collection.

Requirements: Bachelor's in biochemistry or related field or equivalent in coursework and experience. 1-2 years related experience. Familiarity with some of the techniques mentioned above. Send cover letter and resume to Sam Weeks.

Animal Health Technician, GR20 (T1908)

Vet Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Animal Health Technician, GR20 (T1909)

Vet Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Anesthesia Technician, GR20 (T1907)

Vet Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Technician, GR21 (T3101)

Biochemistry, Molecular and Cell Biology-Endowed

Minimum Biweekly Salary: \$599.73

Posting Date: 8/9/90

Perform assays and experiments on oncogenes, receptors, and growth factors; and on their control by phosphorylation via protein kinases. Maintain cell cultures. Perform glycolysis and transport experiments. Compute, analyze, and discuss results. Maintain sterile conditions for tissue culture supplies. Freeze and maintain frozen stocks of cells. Extract cells from research animals for primary cell lines.

Requirements: Bachelor's in biochemistry or related field or equivalent experience. 1-2 yrs lab experience in chemistry or biochemistry is essential. Send cov ltr & resume to Sam Weeks.

Technician, GR21 (

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

Technical Part-time

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

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

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

Technical Temporary

Service Technician (T3104)
Entomology
Posting Date: 8/9/90
Provide technical assistance in an insect toxicology lab by rearing insects, conducting insecticide bioassays, performing biochemical assays, and supervising undergraduate students. 6 months.
Requirements: Bachelor's desirable, but not required, in one of the following: biology, chemistry, biochemistry, entomology or related field. Lab experience with chemical and/or experience with insects desirable. Good communication skills necessary. Send cover letter and resume to Sam Weeks.

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

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

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

Office Professionals

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

Office Assistant, GR16 (C3106)
JGSM-Endowed
Minimum Biweekly Salary: \$498.93
Posting Date: 8/9/90
Provide general clerical support to the Director and all members of the JGSM Computer Services Department.
Requirements: HS diploma or equivalent. Some related office experience preferred. Typing/keyboarding skills. Good communication skills. Medium typng. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Sales Assistant, GR16 (C3004)
Campus Store-Endowed

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

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

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

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

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

Senior Records Assistant, GR18 (C3105)
Acquisitions/Olin/CUL-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/9/90
Major duties include receiving books, processing invoices and solving related problems. Processing invoices for payment on NOTIS and verifying the accuracy of book shipments from vendors.
Requirements: HS diploma or equivalent, some college coursework preferred. Ability to work independently. Previous accounting experience. Some experience working with computers. Excellent organizational skills. 1-2 years prior library experience and knowledge of one foreign language preferred. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Secretary, GR18 (C3117)
Academic Advising Center, Arts and Sciences-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/9/90
Secretarial duties for assistant deans with different responsibilities. Correspondence; information flyers; calendar appointments; student records; filing. Rotating telephone/reception duties with other secretaries in office.
Requirements: HS diploma or equivalent; some college coursework preferred. 1-2 years secretarial or related experience. Good organizational, interpersonal and communication skills. Familiarity with Wordperfect (DOS) desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Svcs, EHP.

Secretary, GR18 (C3120)
Civil and Environmental Engineering-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/9/90
Act as receptionist for active main office; handle all incoming calls, mail, general correspondence and operate FAX machine.
Requirements: HS diploma or equivalent required. Some college coursework preferred. Minimum 1 year related experience. Familiarity with IBM PC, Wordperfect, Macintosh experience desirable. Must be able to work in a fast paced environment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

Secretary, GR18 (C3017)
School of Hotel Administration-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/2/90
Provide data processing and clerical support to the director of alumni affairs and the administrative aide. On-going updating alumni database; frequent contact with students and faculty. Other duties as assigned.
Requirements: HS diploma or equivalent. 1 year related

experience. Some college coursework preferred. Knowledge of computers. Good communication (written and verbal) skills. Accuracy and attention to detail. Ability to work independently, handle pressure, meet deadlines, and maintain a high level of confidentiality. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

Office Assistant, GR19 (C3102)
Career Center-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Responsible for handling all initial contacts in person or by phone with the Barnes Career Center. Serve as network administrator for Barnes Hall. This includes: being knowledgeable of the physical connections for 8 computers on Appletalk forwarding network and having a comprehensive understanding of Appletalk software.
Requirements: HS diploma or equivalent required. Some college coursework preferred. Minimum 2 years experience in service-oriented office. Good communication (oral) skills. Proven organizational ability. Must be familiar with Macintosh environment, also Microsoft Word, File and Excel for the Mac. Familiarity with Cornell helpful. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Assistant, GR19 (C3104)
CIT/MOS/Consumer Services-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Provide consulting and process orders/sales transactions as an integral part of the CIT resale operation. This includes identification of customer needs, providing technical information, and performing demonstrations.
Requirements: HS diploma or equivalent. Some college coursework in business or marketing preferred. 2 years related experience desirable. Excellent communication skills. Able to work with a diverse range of clients in a hectic, fast paced customer service environment. Hands-on experience with microcomputers required as well as interest in information technology. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Administrative Aide, GR19 (C3110)
Vet Microbiology-Statutory
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Perform administrative, secretarial, word processing and clerical functions for 5 professors (which includes the Director of the Cornell Research Lab for Diseases of Dogs), one senior research associate and their support personnel.
Requirements: HS diploma or equivalent. Some college coursework preferred. 2 years of job related experience necessary. Knowledge of medical/vet/chemistry terminology valuable. Word processing proficiency essential. Good grammar, punctuation and editing skills needed. Must be able to work well under pressure. A high level of confidentiality is required. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Administrative Aide, GR19 (C3114)
Engineering/Placement-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Assist with the overall administration and operation of the Engineering Placement Office to serve the comprehensive career/employment needs of all engineering degree candidates, underclassmen, alumni, and hiring organizational nationwide. Includes full organization and implementation of the day-to-day activities of the On-Campus Recruiting Program, as well as substantial administrative advisory and public relations responsibilities.
Requirements: HS diploma or equivalent. Some college coursework preferred. Placement Office skills and 2 years related experience preferred. Excellent communication (written and oral) skills required. Strong organizational ability and desire to work with students desired. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

Secretary, GR20 (C3108)
Pharmacology-Statutory
Minimum Biweekly Salary: \$575.30
Posting Date: 8/9/90
Medical and scientific secretary for the department; also responsible for all other secretarial duties. Scientific and medical typing on Macintosh SE (medical arts, editing documents); train departmental staff to operate Mac; act as receptionist; handle other duties as assigned.
Requirements: Certificate or Associate's in medical/scientific secretarial science or equivalent experience. Medical/scientific vocabulary: 2-3 years experience with computers/computer sciences. Grant proposals (typing and processing); must be proficient in typing, spelling, grammar. Heavy typing. Regular Cornell employees preferred. Send employee transfer appli-

cation, cover letter and resume to Esther Smith, Staffing Services, EHP.

Clin Path/Ag and Markets Accountant, GR20 (C3119)
Diagnostic Lab-Statutory
Minimum Biweekly Salary: \$575.30
Posting Date: 8/9/90
Responsible for college and state accounts devoted to 1 lab section. Responsible for maintaining 1 large restricted fund account with income. Back-up other section accountants in their duties. Perform ordering, voucher payment, ID processing, travel reimbursement and other general accounting duties.
Requirements: HS diploma, some business courses desirable. 2 years related experience. Must have statutory accounting experience. Previous work with computerized accounting systems very useful. Some experience with spreadsheets and word processing helpful. Medium typing. Cornell employees with Statutory accounting only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

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

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

Administrative Aide, GR21 (C3107)
Government-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Monitor and maintain all administrative aspects of accounting, payroll, and personnel for the department. Provide executive staff support to the Department Chair.
Requirements: Associate's or equivalent education and experience. 3 years in an office environment preferred. Computer/wordprocessing skills (Lotus, DBXL, Wordperfect). Familiarity with Cornell accounting. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Administrative Aide, GR21 (C3118)
Office for Research-Statutory
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Serve as administrative aide to Director for Research. Type correspondence; set up meetings; plan and set up conferences; manage production of numerous large reports; develop support materials for presentation at state and national meetings; plan and arrange departmental comprehensive reviews, coordinate daily appointments; prepare travel arrangements; supervise student help.
Requirements: Associate's or equivalent with at least 3 years related experience. Transcription skills (shorthand and dictaphone). Excellent public relations skills. Attention to detail. Experience with computers (Macintosh and IBM). Ability to work with little supervision and to anticipate needs of Director. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Administrative Aide, GR21 (C3113)
School of Chemical Engineering-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Provide broad-based administrative/secretarial support for a large research program in the School of Chemical Engineering. Manage several research accounts and prepare related budgets. Handle the purchasing of materials and supplies. Type highly technical proposals, reports and related correspondence. Handle travel arrangements/reimbursements; coordinate meetings and visitor schedules. Act as liaison with funding agencies, OSP, accounting and purchasing departments.
Requirements: Associate's or equivalent. At least 2 years related experience. Knowledge of Cornell accounting and research budgets required. Familiarity with IBM PC, Wordperfect and TEK desirable. Excellent organizational and communication skills essential. Must be able to work under pressure and with limited supervision. Heavy typing. Regular Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Lead Data Entry Operator, GR21 (C3024)
Information Technologies/CR-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/2/90
Key enter or key verify data via CADE keystations.
Requirements: HS diploma or equivalent. Data entry and/or keypunch experience, preferably CADE system. 2-3 years

related experience. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

Office Professionals Off-Campus

Secretary, GR20 (C3115, C3116)
Public Affairs Regional Office/New York City-Statutory
Minimum Biweekly Salary: \$575.30
Posting Date: 8/9/90
Type correspondence, forms, vouchers, and other materials; schedule appointments; maintain events calendar; and assist in meeting arrangements; and occasionally Public Affairs events. Interact by phone and in person with alumni. **Requirements:** Associate's or equivalent. 2 years secretarial experience. Excellent communication skills. Experience with Macintosh preferred. Must be able to work in a complex active environment. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Professionals Part-Time

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

Special Collections Assistant, GR18 (C3109)
Vet Library-Statutory
Minimum full-time equivalent: \$529.35
Posting Date: 8/9/90
Maintain the daily operation of the Audiovisual Learning Resources Center. Answer questions and assist users in locating programs and operating the equipment; hire, train and supervise student assistants; process, catalog, organize, and maintain AV software collection (audiotapes, videotapes, slides); resolve equipment problems and perform routine maintenance; staff the Library Public Service desk. Other duties as assigned. Hours to be scheduled. 20 hrs pr wk, Mon-Fri between 8-5pm **Requirements:** HS diploma or equivalent; some college coursework preferred. 1-2 years related experience (or demonstrated aptitude) with audiovisual materials and equipment desirable. Strong service commitment. Able to work with different people in a public service setting. Excellent organizational, communications and interpersonal skills. Able to work independently. Some supervisory experience helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

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

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

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

Secretary, GR18 (C2808)
University Health Services-Endowed
Minimum full-time equivalent: \$529.35
Posting Date: 7/19/90
Under the supervision of the Director of the Health Education Office, provide administrative/secretarial assistance to the staff in the day-to-day administration of the office and with health

education programs. Work involves extensive contact with students and other staff members. Mon-Fri, 20 hours per week. **Requirements:** HS diploma or equivalent. Some college coursework desirable. 1-2 years related office experience required. Must have excellent typing skills and experience using computers (MacIntosh). Excellent communication (written and verbal) skills. Ability to work independently and make decisions. Previous work experience in health care facility, health agency or human service agency preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

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

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

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

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

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

Office Professionals Temporary

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

Secretary (S3003)
Engineering Minority Program
Minimum: \$6.00
Provide clerical support for Cornell Young Scholars Program. Proficiency with the MacIntosh. Filing, copying, basic book-keeping. **Requirements:** HS education, some post secondary education preferred. One year office experience preferred. Knowledge of Cornell University is helpful. Temporary - Part-time, flexible hours. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

Office Assistant (S2907)
Information Technologies
Responsible for data entry. Knowledge of the eletronic mail

Cornell Employment News

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



system is helpful. Sort and file forms. Place and answer phone calls. General clerical tasks of a library nature. Some lifting is required. Casual 19 hours weekly. August 30 - February 30, 1991. Minimum \$6.00. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

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

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

General Service

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

Food Service Worker, SO02 (G3106, G3107)
Dining-Endowed
Hiring Rate: \$6.27
Posting Date: 8/9/90
Prepare, present and serve food items for Co-op, cash, catering or special events. Shift subject to change. Mon-Fri, 40 hours per week. **Requirements:** 1 year related experience. Working knowledge of food preparation and presentation. Able to operate choppers, slicers, mixers, ovens, steam kettles, pressure steamers and various hand tools. Good customer relation skills. Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

Dish Machine Operator, SO02 (G3105)
Dining-Endowed
Hiring Rate: \$6.27
Posting Date: 8/9/90
Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change. **Requirements:** HS diploma or equivalent. Able to learn proper use of dishwashing equipment and cleaning agents. Able to lift 35lbs. Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

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

Room Attendant, SO03 (G3103, G3104)
Statler Hotel Housekeeping-Endowed
Hiring Rate: \$6.56
Posting Date: 8/9/90
Responsible for maintaining the highest standards of cleanliness for the hotel, giving guests, students and employees the best service available. Ten month appointment. Hours flexible, nights and weekends. **Requirements:** Basic reading and writing skills. A minimum of 1 year hotel housekeeping experience preferred. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

Food Service Worker, SO03 (G3101)
Unions and Activities/Robert Purcell Union-Endowed
Hiring Rate: \$6.56
Posting Date: 8/9/90
Maintain stock levels; prepare and service food; handle cash; clean up in the RPU Diner; may also assist in catering responsibilities at RPU. Maintain a "customer first" attitude at all times. Adhere to Health Department and Sanitation codes. Sun-Wed, 8pm-1:30am; Thur-Saturday, 8pm-3:30am **Requirements:** HS diploma or equivalent. 1-2 years experience in a food service operation. Supervisory and cash handling experience helpful. Excellent interpersonal and organizational skills that allow candidate to relate well to students, faculty and staff. Cornell employees send employee transfer application to Esther Smith, Staffing Services, EHP.

Short Order Cook, SO05 (G3108)
Dining Services-Endowed
Hiring Rate: \$7.19
Posting Date: 8/9/90
Prepare and serve food directly to customers from a small short order area. Responsible for handling diverse duties that arise in the unit. 40 hours per week. **Requirements:** HS diploma and 1-2 years related experience, or equivalent, in a diverse food service environment. Working knowledge of short order cooking equipment. Ability to oversee others, prepare a variety of food under pressure. Good customer relations skills. Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

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

Cook, SO07 (G3102)
Residence Life-Endowed
Hiring Rate: \$7.89
Posting Date: 8/9/90
Assist supervisor with training, operations, and policy development for 10 university owned fraternity meal plans. Act as relief cook in operations with temporary vacancies; administrative duties related to small residences. 9 month position. Mon-Fri, 10-6. **Requirements:** HS diploma or equivalent. 1-3 years quantity cooking. Knowledge of New York State Food Code is essential. Experience with computer PC's helpful. Ability to take initiative. Supervisory ability. Basic bookkeeping skills. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

General Service Part-time

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

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

General Service Temporary

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

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

General Service

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

Casual Animal Attendant (B3101)
Vet Small Animal Clinic
Hiring Rate: \$4.50/hr.
Posting Date: 8/9/90
Care for and feed cats and dogs. Clean cages. Saturday and Sun; shift starts at 5am. Some on-call hours. **Requirements:** Some animal caretaking experience helpful. Training will be provided. Send application materials to Cynthia Smithbower, Staffing Services, 160 Day Hall

Academic

Research Associate/Economist
CU Food and Nutrition Policy Program/Nutritional Sci.
The Cornell Food and Nutrition Policy Program (CFNPP) is seeking qualified candidates for a 1 year Research Associate position to assist in building a macro-micro model from household level data collected in The Gambia. **Requirements:** A PhD in economics, agricultural economics or a related field, experience in food and nutrition policy issues, and demonstrated research ability are required. This position requires experience with macroeconomics and knowledge of and/or ability to learn computer programming model applications. The position will be located in Washington DC. The successful applicant will join a team of more than 15 PhDs conducting research on food policy issues throughout the world. Send letter of application, CV, and references to Deputy Director, Cornell Food and Nutrition Policy Program, 1400 16th Street, NW, Suite 420, Washington, DC 10036.

CORNELL EMPLOYMENT NEWS

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JOB OPPORTUNITIES

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

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

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

Professional

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

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

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

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

Director of Public Affairs and Campaign Director (PA3204)
HRIII
Human Ecology Administration-Statutory
Posting Date: 8/16/90
With the Dean of the College and the offices of the University's Vice President for Public Affairs, the Campaign Director together with the College's Public Affairs staff will plan and implement a public affairs program to increase support for the College of Human Ecology which complements and strengthens support areas for the total University. During the major University capital campaign, the Director will manage the College's portion of the Campaign in conjunction with the University Development Office, Regional Office, and College and Unit Public Affairs Office. The Director is a member of the Dean's staff and the Public Affairs staff and reports to both the Dean and to the Director of College and Unit Public Affairs.
Requirements: Bachelor's required, Master's desirable. 5 years development and management experience. Excellent oral and written communication skills and strong interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

Manager - Budget and Personnel (PA3210) HRII
University Relations-Endowed
Posting Date: 8/16/90
Direct and manage the areas of budgeting and personnel for an administrative unit with a budget approaching \$4 million. Budget is comprised of Statutory, Endowed, restricted, and transfer funding components.
Requirements: Bachelor's required. 3-5 years institutional experience and knowledge of CU budget, accounting, and personnel systems necessary. Computer literacy. Requires the ability to communicate effectively, both in writing and orally, with a wide range of contacts. Familiarity with a research institution and ability to work in a complex decentralized environment. Send cover letter and resume to Cynthia Smithbower.

Director of Development (PA3203) HRII
JGSM-Endowed
Posting Date: 8/16/90
Oversee the day-to-day operation of the College's fund-raising efforts in support of its capital campaign with the Assistant Dean for External Affairs and the Director of Annual Giving. Will take a lead role in working with the University offices of special and leadership gifts to identify, cultivate, and solicit support for the School, as well as working closely with and promoting the development of the School's Annual Fund.
Requirements: Bachelor's, graduate degree desired. Minimum 3-5 years fund-raising and alumni relations experience or equivalent; experience in working with volunteer (alumni and

friends) groups. Excellent communications (written and oral) and interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

Research/Planning Associate II (PA3103) HRII
Institutional Planning and Research-Endowed
Posting Date: 8/9/90
Design, conduct and analyze strategic studies to address routine and ad hoc management issues as developed by the Director and the executive staff with particular emphasis on student-related issues.
Requirements: MBA or equivalent or advanced degree in a related social science, earned doctorate preferred. 3-4 years broad based experience in higher education; well developed research skills including a knowledge of statistics and survey methodology; experience in systems analysis and development. Send cover letter and resume to Cynthia Smithbower by 9/21. Materials will be accepted until an appropriate candidate is selected.

Computer Technical Administrator (PT3103) HRII
Diagnostic Lab-Statutory
Posting Date: 8/9/90
Perform systems and applications analysis; design; development; implementation; testing; documentation; and management to improve efficiency of computer automation. Work with staff to identify needs; define solutions; and supervise programming and implementation of various projects. Take full responsibility for systems and applications including debugging, modifications, and user training.
Requirements: Bachelor's or equivalent. 3 years work experience or equivalent. Knowledge of a variety of IBM-PC based hardware and software. Background in C and Assembly languages a must. At least 2 years experience with MS-DOS and UNIX at user and system levels. 1 year network management experience in UNIX and MS-DOS. Rbase for DOS, Lotus 1-2-3, Wordperfect, Dbase III and Proscm. Familiarity with hardware interface technique. Send cover letter and resume to Sam Weeks.

Applications Programmer III (PT2502) HRII
Consumer Economics and Housing-Statutory
Posting Date: 6/28/90
Work on design of computer analysis of Nationwide Food Consumption Survey, a large and complicated dataset. Consult with professional staff on data handling, appropriate hardware, and techniques to accomplish statistical goals. Supervise graduate assistant. 16 month position. Hours flexible.
Requirements: Bachelor's and experience in statistics. 3-5 years experience in programming and statistics. Knowledge of Fortran, PL/1 or other programming language. Knowledge of CMS and C.U. system highly desirable. Send cover letter and resume to Sam Weeks.

Associate Director, Supercomputing Technologies (PA3105) Level 40
Theory Center-Endowed
Posting Date: 8/9/90
Direct the Supercomputing Technologies component of the CU National Supercomputer Facility (CNSF). Work with the director of the CNSF in long-range planning & administration of CNSF. Provide leadership in advancing supercomputing, including integration of traditional and massively parallel supercomputing in a workstation-based programming environment.
Requirements: Master's or equivalent in scientific discipline. 8-10 years experience in computing, including scientific and advanced computing. Experience managing a computing program or facility with responsibility for staff, budget, planning, etc. Excellent interpersonal, organizational, and technical skills and strong collaborative ability. Send cover letter and resume to Cynthia Smithbower.

Manager, Chemistry Research Computer Facility (PT3202) Level 36
Chemistry-Endowed
Posting Date: 8/16/90
Manage the technical and business aspects of the Chemistry Research Computing Facility. Maintain performance and integrity of computer facility consisting of several mini- and micro-computer systems. Maintain department network. Provide information for department users on computer related issues. Assist users with problems and conduct seminars.
Requirements: Bachelor's in computer science or equivalent.

Minimum of 2 years systems programming experience in a UNIX environment. Knowledge of C, FORTRAN, UNIX, and TCP/IP network management. Send cover letter and resume to Sam Weeks.

Technical Specialist I (PT1703) Level 36
CIT/Systems-Endowed
Posting Date: 5/3/90
Design, implement, install, document and maintain systems software and significant subsystems for the AIX/370 Operating Systems (IBM's version of UNIX for 370 architecture machines). Provide technical leadership in designing and adapting functional enhancements to AIX/370 and its subsystems. Some night, weekend and "on call" duties.
Requirements: Bachelor's in computer science or equivalent experience with computer courses in operating system fundamentals. 3-5 years experience with UNIX Operating Systems and significant subsystems preferred. Knowledge of "C" programming language, UNIX utilities and system calls is essential. Work with IBM 370 assembler language, the VM operating system and large systems is a plus. Send cover letter and resume to Sam Weeks.

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

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

Technical Consultant, Education and Training (PT4715) Level 34
Theory Center-Endowed
Posting Date: 12/15/88 (Search Reopened)
Provide end user support services to scientific researchers in universities nationwide. Develop instructional materials on a wider range of supercomputing tools including code optimization, vectorization, parallel processing, and visualization. Organize education programs and training workshops.
Requirements: Master's in a scientific discipline. 3-5 years mainframe FORTRAN or C experience, preferably on UNIX; demonstrated ability to work with complex scientific programs; excellent communication and presentation skills. Previous teaching or training experience a plus. Send cover letter and resume to Cynthia Smithbower.

Applications Programmer III (PT2705) Level 34
CIT/IR-Endowed
Posting Date: 7/12/90
Provide technical guidance and consulting to applications programmers and project leaders regarding ADABAS, NATURAL, and related software. Install and test new releases of vendor software. Design, program, test, and document complex and critical software to enhance and extend vendor software. Interface with computing staff and vendors. Do one-on-one training and consulting; workshops; and presentations. Must be able to work frequent evening and weekend hours and participate in the on-call rotation.

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

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

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

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

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

Applications Programmer/Analyst I (PT2708) Level 32
CIT/IR-Endowed
Posting Date: 7/12/90
Maintain, develop, install, document and modify administrative systems software. Code and debug on-line NATURAL programs used to access information in the ADABAS file system of the assigned user area. Keep the administrative system program current with changing operating environmental re-

Calendar of Workshops & Seminars

The Fall 90/Winter 91 Calendar of Workshops & Seminars will be delivered to staff during the week of August 20, 1990 and is currently available on CUINFO in its en-

Basic Writing Skills
September 10,17,24; October 1
1:00-3:00

Results-Oriented Supervision
September 11,18,25; October 9,16,23,30;
November 6,13,20
9:00-12:00 and
November 28
9:00-4:00
or
September 13,20,27; October 11,18,25;
November 1,8,15,21
9:00-12:00 and
November 28
9:00-4:00

The Nonacademic Employment Process
September 12 or September 26
1:00-4:00

tirety. Listed below are workshops beginning in September. Call Training & Development at 5-7170 for more information.

Business Correspondence Writing Skills
September 13,20,27; October 4,11
12:30-2:30

Speedreading
September 17,24; October 1,8,15,22,29
9:00-12:00

Employment Interviewing and Selection Skills
September 18 & 19
1:00-4:00

Building Grammar and Punctuation Skills
September 25; October 2,16,23,30;
November 6,20
12:30-2:30

Human Relations in the Workplace
September 28

Renovations are Occurring in OHR

The Office of Human Resources is currently undergoing office renovations. During the week of August 20, Rooms 130 and 147, which house Benefits, Employee Relations, the Director's Office and Operations will be open for limited service.

We encourage you to CALL the office if you have a need to use our services during that week. The phone numbers are listed below for your convenience:

Benefits	5-3936
Employee Relations	5-7206
Director's Office	5-3621
Operations	5-6899

If you find a need to come to the office, it will be somewhat hectic and out of order.

On Friday, August 24, the entire Office of Human Resources will be closed for the day. If you have an emergency, please call Staffing Services at 255-5226. The appropriate person will respond to you that same day.

Please bear with use. We hope to be in a position to provide full service by the following week.

We are sorry for this temporary inconvenience.

quirements. Develop skills and program in a batch processing language such as COBOL or PL/1. Gain skill and experience in the best use of ADABAS and NATURAL in the Information Resources system environment. Gain knowledge of the "driver" transaction concepts as well as the ways in which batch manipulation of the files is done. Maintain a mastery of the operating environment of the systems as it is upgraded. Diagnose and solve production problems in the assigned user area. **Requirements:** Bachelor's with computer-related courses or the equivalent combination. 1-2 years experience with machine architecture, programming languages, production procedures, and system utility programs is necessary. Send cover letter and resume to Sam Weeks.

Staff Nurse (PA3207) HRI
University Health Services-Endowed
Posting Date: 8/16/90
Provide nursing care for ambulatory and inpatients at Gannett Health Center. To assist Nursing Supervisor with clinic flow. To act as patient advocate. 9 month position.
Requirements: Graduation from an accredited school of nursing-BSN degree preferred. Current NYS license with minimum of 2 years recent experience in an ambulatory or acute care setting. CPR-BLS level certification required within one year of employment. Send cover letter and resume to Cynthia Smithbower.

Development Assistant (PA3205) HRI
Public Affairs/College of Arts and Sciences-Endowed
Posting Date: 8/16/90
Coordinate and implement various fundraising and Public Affairs initiatives for the College of Arts and Sciences. Work closely with the Director, Associate Director, Assistant Director and other staff, faculty and volunteers in creatively carrying out assigned projects and responsibilities in support of the College.
Requirements: Bachelor's or equivalent work experience. Excellent written and oral communication skills. Strong interpersonal skills. Some management and organizational skills. Ability to work with diverse individuals and groups. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist (PT3204) HRI
Materials Science and Engineering-Endowed
Posting Date: 8/16/90
Participate in conception, design, fabrication, development, and testing of new advanced electronic packages including solder joint arrays and optoelectronic interconnection. Provide documentation and make presentations on results.
Requirements: Bachelor's or equivalent in several engineering fields which may include: machining, electronics, mechanical properties of materials, metallurgy, and microelectronic fabrication. Experience with computer programming for scientific applications. Send cover letter and resume to Sam Weeks.

Development Assistant (PA3202) HRI
JGSM-Endowed
Posting Date: 8/16/90
Work with the directors of Annual Giving and Development in the planning and implementation of the school's annual fund & capital campaign. Provide assistance with reunion campaigns.
Requirements: Bachelor's or equivalent. Excellent communications and interpersonal skills. Prior knowledge of fund-raising through professional or volunteer experience. Ability to communicate with a diverse alumni and student body. Knowledge of CU and Johnson School Public Affairs Information Systems. Send cover letter and resume to Cynthia Smithbower.

Executive Staff Assistant (PC3103) HRI
CU Abroad-Endowed
Posting Date: 8/9/90
Coordinate Faculty Executive Board and Faculty Program committee meetings; including taking minutes, preparing transcripts and reports. Assist Director in preparation of policies and procedures. Prepare semiannual newsletter and grant proposals. Coordinate student exchanges. Responsible for all personnel matters.
Requirements: Bachelor's or equivalent. Strong organizational and interpersonal skills. Excellent communication (oral and writing) skills. Supervisory experience (minimum 3 years). Experience with microcomputers, especially Macintosh. Knowledge of CU and experience abroad helpful. Foreign language fluency helpful. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Assistant Slide Librarian (PC3112) HRI
Architecture, Art and Planning/Dean's Office-Endowed
Posting Date: 8/9/90
Assist Slide Librarian in daily operation of the Architectural History collection of architecture, fine arts and photography slides. Research and catalog new material; train and supervise regular employees and student assistants; assist users; assume responsibility for facility when Slide Librarian is absent.
Requirements: Master's in Architectural History, Art History or MLS with undergrad major in Architectural History or Art History or equivalent in experience, license and skills. Familiar with library systems. Basic computer skills. Accurate typing. Experience with audio-visual and camera equipment. Knowledge of photographic processes and procedures. Reading knowledge of 2 foreign languages. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Manager, Crow's Nest Birding Shop (PA3101) HRI
Lab of Ornithology-Endowed
Posting Date: 8/9/90
Manage all aspects of the Shop. Maximize growth and profitability of the operation & assist in the marketing of Lab programs.
Requirements: Bachelor's in marketing, business management or equivalent experience. Proven ability to handle merchandising and catalogue operation. Several years related experience including advertising background essential. Previous experience in overall management of an enterprise operation useful. Send cover letter and resume to Cynthia Smithbower.

Minority Education Administrator (PA3102) HRI
School of Hotel Administration-Endowed
Posting Date: 8/9/90
Reporting to Associate Dean, Academic Affairs establish and administer minority students programs for School of Hotel Administration including candidates recruitment, academic advising, non-academic counseling, placement and liaison with the hospital industry. May assume minimal teaching load.
Requirements: Bachelor's in student personnel administration or related field. Graduate degree highly desirable. Minimum 3 years of administrative experience as minority student advisor/counselor at a 4 year institution. Hospitality related experience or education desirable. Must be able to work closely with variety of students, faculty and administrators. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist I (PT3106) HRI
Vet Pathology-Statutory
Posting Date: 8/9/90
Provide investigative assistance and technological support to the flow cytometry laboratories. Plan and carry out experiments on the effects of oncogenes and chromosomal aberrations in cell differentiation. Supervise staff working on cell cultures, protein and nucleic acid analysis, and flow cytometry. Assist in data analysis and preparing results for publication. Help with manuscripts, grants, posters and presentations. Maintain lab inventories. Conduct literature surveys.
Requirements: Bachelor's in relevant biological or physical science; Master's desirable. 2-3 years related lab experience required including techniques related to flow cytometry and tissue culture. Send cover letter and resume to Sam Weeks.

Materials Manager (PA3104) HRI
Maintenance and Service Operations-Endowed
Posting Date: 8/9/90
Manage the procurement and distribution of materials (approx. \$6M annual) for maintenance, repair and construction projects.
Requirements: Associate's in business management, construction technology, or related field with a minimum of 5 years experience in the construction industry. Must demonstrate excellent communications skills and have a broad understanding of all construction materials. Experience in a university research environment preferred. Must be able to read blueprints. Demonstrated ability to use spreadsheet, word processing and graphics software, and mainframe terminals. Send

cover letter and resume to Cynthia Smithbower.

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

Night Manager (PA8104) HRI
Campus Store-Endowed
Posting Date: 8/17/89 Search Reopened
Functional supervision of all night time operations including store and vault security, coordination of closing procedure and computerized processing. Will act as General Manager when the store is open at night. Responsible for interviewing, hiring, training, scheduling, supervising, and evaluating student employees, and coordinating efforts of entire night crew. Hours are from 3pm-11pm; some weekends.
Requirements: Bachelor's or equivalent. 2 years retail and supervisory experience required. Written & verbal communication skills essential. Send cover letter and resume to Cynthia Smithbower.

Radiological Safety Specialist (PT3001) HRI
Environmental Health-Endowed
Posting Date: 8/2/90
Assist in the development and presentation of programs for radiation safety training, environmental monitoring, and special projects. Supervise: lab safety surveys, campus radioactive material inventory, calibration of radiation detection equipment, and radiological analysis of samples.
Requirements: Bachelor's in a biological or physical science (Master's desired) with 2 years experience in an institutional radiation safety program required. Strong oral and written communication skills are necessary. Training in health physics highly desirable. Must have valid NYS driver's license. Send cover letter and resume to Sam Weeks.

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

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

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

Professional Part-time

Staff Nurse (PA3206, PA3208) HRI
University Health Services-Endowed
Posting Date: 8/16/90
Provide nursing care for ambulatory and inpatients at Gannett Health Center. To assist Nursing Supervisor with clinic flow. To act as patient advocate. 9 month position. 20 hours per week.
Requirements: Graduation from an accredited school of nursing-BSN degree preferred. Current NYS license with minimum of 2 years recent experience in an ambulatory or acute care setting. CPR-BLS level certification required within one year of employment. Send cover letter and resume to Cynthia Smithbower.

Environmental Health Specialist (PT3108) HRI
Environmental Health-Endowed
Posting Date: 8/9/90
Prepare health and safety training program materials. Coordinate, conduct, and document health and safety training sessions. Respond to requests for information on substances used in workplace. Maintain Material Safety Data Sheet databases.
Requirements: Bachelor's required with course work in chemistry, toxicology, or similar discipline. Good oral and written communications skills and interpersonal skills required. Some research lab work and lab safety experience desirable. Send cover letter and resume to Sam Weeks.

Professional Temporary

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

Technical

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

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

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

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

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

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

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

Technician, GR19 (T3105)
Vet Pathology-Statutory
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Provide technical support for activities in flow cytometry lab including cell cultures, protein analysis and nucleic acid analysis. Perform experiments on the effect of oncogenes and chromosomal aberrations on cell differentiation. Order supplies, keep records and perform library searches.
Requirements: Associate's in biological or physical science or equivalent (Bachelor's preferred). Minimum of 1 year related lab experience. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T3007)
Entomology-Statutory
Minimum Biweekly Salary: \$575.30
Posting Date: 8/16/90
Provide technical support for research and extension activities related to integrated pest management of insect pests of vegetable crops. Assist in developing and executing experiments on insect pests and their natural enemies associated with a variety of vegetable crops. Help in planning and design of experiments. Coordinate insect rearing, plant cultures, and experiments. Assist in data collection, analysis, interpretation, and eventual publications. Help with grant proposals and literature searches. Assist with hiring and supervising staff. Maintain research areas, equipment, and supplies. Help in identifying the pest management needs of vegetable crop producers. Assist in preparation of extension publications, including photographs.
Requirements: Bachelor's in entomology, pest management, agronomic discipline, or equivalent experience. 2-3 years related lab work. NYS driver's license and certified pesticide applicator's license. Must be able to work independently. Training or experience in any of the following is desirable: experimental design, field experiments, statistics, Macintosh computers, SAS software, vegetable crop production, biological control, and insect vectored diseases. Send cover letter and resume to Sam Weeks.

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

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

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

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

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

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

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

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

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

Technician, GR21 (T3102)
Vet Micro, Immunology and Parasitology-Statutory
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Provide support for a bacteriology research lab. Conduct experiments designed to analyze the genetic basis for virulence of certain pathogenic bacteria. Culture bacteria, isolate DNA, construct recombinant plasmids, do molecular analysis of recombinant DNA, do a genetic analysis of bacteria, and perform data analysis. Maintain lab by reagent preparation, order supplies, keep records, and maintain inventory. Assist in handling, maintaining and breeding fish.
Requirements: Bachelor's in microbiology or related biological field or equivalent experience. 2 years related lab experience including recombinant DNA techniques. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T2808)
Biochemistry, Molecular and Cell Biology-Statutory
Minimum Biweekly Salary: \$599.73
Posting Date: 7/19/90
Purify proteins for several laboratories in the Biotechnology Building. Operate HPLC on FPLC apparatus. Perform biochemical lab procedures. Depending on skills and work load, there may be an opportunity to pursue other experiments. 1 year appointment, possible extension
Requirements: Bachelor's or equivalent in Chemistry or Biochemistry required. 1-2 years experience, including protein purification. Experience with HPLC on FPLC system preferred. Send cover letter and resume to Sam Weeks.

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

Technician, GR21 (T1711)
Vet Pathology-Statutory
Minimum Biweekly Salary: \$599.73

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

Technician, GR22 (T3206)
Psychology-Endowed
Minimum Biweekly Salary: \$625.24
Posting Date: 8/16/90
Coordinate functions of a neurobiological research lab and coordinate collaborative projects at other universities. Perform surgical and histological techniques, including Golgi staining, immunohistochemistry, autoradiography, fluorescence microscopy, and electron microscopy. Direct and maintain records for an avian breeding program. Train and supervise students. Collect and analyze data. Position dependent on funding.
Requirements: Bachelor's in biology. At least 3 years experience working in a neurobiology lab, including experience and competence in histology or nervous system tissue and small animal surgery. Ability to work independently. Excellent organizational and interpersonal skills. Send cover letter and resume to Sam Weeks.

Technician, GR22 (T3203)
Applied and Engineering Physics-Endowed
Minimum Biweekly Salary: \$625.24
Posting Date: 8/16/90
Operate a vertebrate cell facility providing technical service, advice, and cell material for clients of the Development Resource for Biophysical Imaging Opto-Electronics. Maintain cell cultures; propagate cells for experiments; maintain sterile conditions for tissue culture supplies; freeze and maintain frozen stocks of cells; extract cells from animals; and perform literature searches. Assist with biophysical experiments on single cells; photograph fluorophore labeled cells; and measure cell function. Use video microscopy and digital image analysis apparatus. Develop research procedures for ongoing membrane biophysics research. Supervise part-time staff and students.
Requirements: Bachelor's in biology, biochemistry or equivalent. Minimum 2-4 years experience in cell culture methods. Experience in protein conjugation methods, spectroscopy, microscopy, biochemical purification methods, and familiarity with computers. Send cover letter and resume to Sam Weeks.

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

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

Technical Off-Campus

Part-time Technician, GR24 (T3201)
Plant Pathology/Hudson Valley Lab, Highland, NY-State
Minimum Biweekly Salary: \$682.77
Posting Date: 8/16/90
Assist plant pathologist and entomologist with research on biology and control of fruit tree pests. Manage routine activities of research lab, green house, and field plots. Collect data on tree growth and insect and disease damage. Maintain field plots. Apply pesticides and other treatments. Perform data entry and statistical analysis. Construct and/or maintain field equipment. Supervise 2-3 temporary summer employees.
Requirements: Bachelor's in sciences or equivalent. Minimum 3 years experience in biological research or commercial agriculture. Work with farm equipment. NYS driver's license and pesticide applicator certificate required. Send cover letter and resume to Sam Weeks.

Technical Part-time

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

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

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

Technical Temporary

Service Technician (T3104)
Entomology
Posting Date: 8/9/90
Provide technical assistance in an insect toxicology lab by rearing insects, conducting insecticide bioassays, performing biochemical assays, and supervising undergraduate students.

6 months.
Requirements: Bachelor's desirable, but not required, in one of the following: biology, chemistry, biochemistry, entomology or related field. Lab experience with chemical and/or experience with insects desirable. Good communication skills necessary. Send cover letter and resume to Sam Weeks.

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

Technician (T2713)
School of Hotel Administration
Posting Date: 7/12/90
Assist users in academic computing center, perform maintenance on equipment, supervise student employees, secure the lab at night. Compile operating statistics using computer programs. Work nights 3:00pm - 11:00pm Mon through Fri in Binenkorb Computer center. Occasionally work week-ends. Until 12/01/90 with possibility of extension.
Requirements: Associate's in Computer Science. 1 year minimum experience in using and servicing microcomputers. Excellent communication skills with the ability to work with students, faculty and staff. Must possess the ability to use DOS commands, Wordperfect, Lotus, and Macintosh wordprocessing and spreadsheet programs. Mechanical knowledge of printers, plotters, and other peripheral devices is a must. Send cover letter and resume to Sam Weeks.

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

Boyce Thompson Institute

Research Specialist
Boyce Thompson Institute
Salary: Commensurate with experience
Will conduct studies on scanning and transmission electron microscopy of animal and plant specimens. Will work independently and be responsible for daily routine operation of electron microscopy service lab.
Requirements: Master's or Bachelor's in biology with 2-4 years experience in microbiology/molecular biology or related fields. Experience in routine electron microscopy techniques desired. Some training will be provided. Contact Dr. Robert R. Granados, Boyce Thompson Institute, CU, Ithaca, NY 14853. (607) 254-1265.

Office Professionals

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

Office Assistant, GR16 (C3106)
JGSM-Endowed
Minimum Biweekly Salary: \$498.93
Posting Date: 8/9/90
Provide general clerical support to the Director and all members of the JGSM Computer Services Department.
Requirements: HS diploma or equivalent. Some related office experience preferred. Typing/keyboarding skills. Good communication skills. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Sales Assistant, GR17 (C3205)
Campus Store-Endowed
Minimum Biweekly Salary: \$517.65
Posting Date: 8/16/90
Assist customers in the photography department. Coordinate photofinishing processes with vendors and customers. Operate cash register, stock and price merchandise, maintain displays. Assist in Gifts Department as needed. Mon-Fri, 9-6, some evenings and weekends.
Requirements: HS diploma or equivalent, some photo coursework preferred. Photography experience preferred. Basic understanding of films and photographic papers necessary. Must work well with people and be a self starter. Send cover letter and resume to Esther Smith, Staffing Svcs, 160 Day Hall.

Data Entry Operator, GR17 (C3209)
Acquisitions/Olin/CUL-Endowed
Minimum Biweekly Salary: \$517.65
Posting Date: 8/16/90
Enter book and order records into the NOTIS system. Search, create and update records in the databases. Sort and distribute Library of Congress cards and departmental mail.
Requirements: HS diploma or equivalent. Previous work experience helpful. Familiar with computer terminals. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Assistant, GR17 (C3211)
ILR-Administrative Services-Statutory
Minimum Biweekly Salary: \$517.65
Posting Date: 8/16/90
Pick up and deliver mail to Ithaca Post Office; pick up mail from Ives Hall mail drop; sort US and campus mail, memos and newspapers; post and prepare outgoing mail and parcels; handle and move incoming shipments into storage or area for use; fill publication orders, dispense office supplies, assemble and move office furniture. Serve as back-up for absent members of department.
Requirements: HS diploma or equivalent. Valid NYS driver's license a must. Familiar with US Postal regulations desired. 1 year related office experience; ability to lift boxes, etc. up to 40 pounds. Light typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Research Aide, GR17 (C2912)
Natural Resources-Statutory
Minimum Biweekly Salary: \$517.65
Posting Date: 7/26/90
Provide a variety of support services to 7 professional research staff. Specific duties include data entry; slide and figure preparation on computer; literature review; coding; calculations for tables; conduct phone interviews, and clerical assistance.
Requirements: Associate's preferably in Natural Resources, Social Sciences, or related field. Data entry using SPSS-DE,

microcomputer experience using Dbase and Microsoft chart, Coding, figure preparation, familiarity with SPSSX and SAS. Light typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Word Processor Operator, GR18 (C3203)
Facilities Engineering-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/16/90
Transcribe, type, edit and modify documents through the use of a word processor or typewriter in an efficient, effective and timely manner.
Requirements: HS diploma or equivalent. Some college coursework preferred. 1-2 years experience with word processing systems, experience with Macintosh computers and related applications (Microsoft Word or Excel) very desirable. Must be familiar with standard office and correspondence practices. Strong organizational and interpersonal skills necessary. Heavy typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Svcs, EHP.

Accounts Assistant, GR18 (C3216)
Dining Services-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/16/90
Maintain financial and personnel records for the unit. Responsible for routine functioning of units main office.
Requirements: HS diploma or equivalent. 2 years related secretarial/accounting experience or equivalent. Good interpersonal and communication skills essential. Good writing, English and computation skills required. Knowledge of word processor or personal computer preferred. Light typing. Send cov letter & res to Esther Smith, Staffing Svcs, 160 Day Hall.

Secretary, GR18 (C3208)
University Development/Public Affairs-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/16/90
Provide administrative and secretarial support for an Assistant Director and Development Assistant in the CU Fund.
Requirements: HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Excellent organizational and interpersonal skills. Good communication (written and oral) and typing skills. Knowledge of CU preferred. Medium typing. CU employees send employee transfer application, cov letter & resume to Esther Smith, Staffing Svcs, EHP.

Secretary, GR18 (C3212)
National Nanofabrication Facility-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/16/90
Provide general secretarial support to the Corporate Relations Director, administrative and technical staff. Maintain schedules; sort mail; word processing using Macintosh PC programs for papers, proposals, reports, and newsletter-type publications; maintain records of NNF's corporate outreach program; coordinate annual technical review and other conferences. May participate in special projects as assigned.
Requirements: HS diploma or equivalent; some college coursework desirable. 1-2 years CU experience desired. Excellent communications, interpersonal, and organizational skills required. Close attention to detail and follow-up skills a must. Computer, PC/Macintosh, Pagemaker experience helpful. Ability to work independently and as part of a team essential. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Svcs, EHP.

Office Assistant, GR18 (C0709)
Summer Session-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 2/22/90
Serve as receptionist; process mail and requests for information; order supplies; general typing; provide clerical support to registrar. Assist registrar in registration process.
Requirements: HS diploma required. 1 year related office experience required. Some college coursework preferred. Able to work with diverse public. Excellent interpersonal communication skills required. Experience with Wordperfect desirable. Able to set priorities and work independently under pressure. Some familiarity with CU desirable. Medium typing.

Secretary, GR18 (C1703)
ILR-Personnel and Human Resource Studies-Statutory
Minimum Biweekly Salary: \$529.35
Provide secretarial support for department faculty. Use computerized hardware and software to prepare correspondence, training materials, administrative memoranda, budget, vouchers, etc.; make travel arrangements; process correspondence; handle mail; phone contacts; appointments. Other duties as assigned.
Requirements: HS diploma or equivalent. Some college coursework preferred. 1-2 years office experience. PC experience familiar with word processing software, graphics software and spreadsheets. Medium typing.

Senior Records Assistant, GR18 (C3105)
Acquisitions/Olin/CUL-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/9/90
Major duties include receiving books, processing invoices and solving related problems. Processing invoices for payment on NOTIS and verifying the accuracy of book shipments from vendors.
Requirements: HS diploma or equivalent, some college coursework preferred. Ability to work independently. Previous accounting experience. Some experience working with computers. Excellent organizational skills. 1-2 years prior library experience and knowledge of one foreign language preferred. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Secretary, GR18 (C3117)
Academic Advising Center, Arts and Sciences-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/9/90
Secretarial duties for assistant deans with different responsibilities. Correspondence; information flyers; calendar appointments; student records; filing. Rotating phone/reception duties with other secretaries in office.
Requirements: HS diploma or equivalent; some college coursework preferred. 1-2 years secretarial or related experience. Good organizational, interpersonal and communication skills. Familiarity with Wordperfect (DOS) desirable. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Svcs, EHP.

Secretary, GR18 (C3120)
Civil and Environmental Engineering-Endowed
Minimum Biweekly Salary: \$529.35
Posting Date: 8/9/90
Act as receptionist for active main office; handle all incoming calls, mail, general correspondence and operate FAX machine.
Requirements: HS diploma or equivalent required. Some college coursework preferred. Minimum 1 year related experience. Familiarity with IBM PC, Wordperfect, Macintosh experience desirable. Must be able to work in a fast paced environment. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Svcs, EHP.

Administrative Aide, GR19 (C2501)
Career Center-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 6/28/90
Provide administrative support to HCEC (a complex Committee comprised of approximately 300 students and 90 faculty members) and Credential Service under general supervision, exercising independent judgment in organizing, planning and executing some projects. Large mailings, maintain files, compose routine office correspondence.
Requirements: HS diploma or equivalent. Some college coursework preferred. 1-2 years related experience required. Working knowledge of Macintosh computer essential. Excellent organizational skills with attention to detail. Medium typing.

Service Coordinator, GR19 (C3201)
CIT/Workstation Support Services-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/16/90
Receive and prioritize all service requests presented to the

service department. Insure that all calls and carry-in transactions are handled in a timely fashion; enter and maintain all maintenance records; provide clerical support for Service Unit.
Requirements: HS diploma required. Some college coursework preferred. 1 year related experience. Familiar with office systems technologies including microcomputers helpful. Excellent interpersonal and communications skills required. Ability to work in a fast-paced service environment and understanding technical information. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Secretary, GR19 (C3204)
JGSM-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/16/90
Provide word processing and administrative support for 10 faculty; provide Macintosh support for 4 faculty members. Entails a broad set of responsibilities including the execution and completion of all incoming work with an emphasis on technical typing.
Requirements: HS diploma or equivalent. Some college coursework desirable. Minimum 2 years secretarial/office experience. Familiar with word processors and Macintosh computers. Good organizational skills. Heavy typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Assistant, GR19 (C3214)
University Registrar-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/16/90
Provide student information to a wide range of clients via the phone & general office support for the Office of the U. Registrar.
Requirements: Associate's or equivalent experience. Excellent phone skills. 1-2 years experience in a diverse setting. Good interpersonal and communication (verbal/written) skills. Ability to work independently. Word processing experience (Word). Knowledge of academic environs and CU desirable. Able to handle sensitive and confidential information essential. Medium typing. CU employees send employee transfer application, cov letter & resume to Esther Smith, Staffing Svcs, EHP.

Office Assistant, GR19 (C3102)
Career Center-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Responsible for handling all initial contacts in person or by phone with the Barnes Career Center. Serve as network administrator for Barnes Hall. This includes: being knowledgeable of the physical connections for 8 computers on Appletalk forwarding network and having a comprehensive understanding of Appletalk software.
Requirements: HS diploma or equivalent required. Some college coursework preferred. Minimum 2 years experience in service-oriented office. Good communication (oral) skills. Proven organizational ability. Must be familiar with Macintosh environment, also Microsoft Word, File and Excel for the Mac. Familiarity with CU helpful. Light typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Assistant, GR19 (C3104)
CIT/MOS/Consumer Services-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Provide consulting and process orders/sales transactions as an integral part of the CIT resale operation. This includes identification of customer needs, providing technical information, and performing demonstrations.
Requirements: HS diploma or equivalent. Some college coursework in business or marketing preferred. 2 years related experience desirable. Excellent communication skills. Able to work with a diverse range of clients in a hectic, fast paced customer service environment. Hands-on experience with microcomputers required as well as interest in information technology. Light typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Administrative Aide, GR19 (C3110)
Vet Microbiology-Statutory
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Perform administrative, secretarial, word processing and clerical functions for 5 professors (which includes the Director of the CU Research Lab for Diseases of Dogs), one senior research associate and their support personnel.
Requirements: HS diploma or equivalent. Some college coursework preferred. 2 years of job related experience necessary. Knowledge of medical/vet/chemistry terminology valuable. Word processing proficiency essential. Good grammar, punctuation and editing skills needed. Must be able to work well under pressure. A high level of confidentiality is required. Heavy typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Administrative Aide, GR19 (C3114)
Engineering/Placement-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 8/9/90
Assist with the overall administration and operation of the Engineering Placement Office to serve the comprehensive career/employment needs of all engineering degree candidates, undergrads, alumni, and hiring organizational nationwide. Includes full organization and implementation of the day-to-day activities of the On-Campus Recruiting Program, as well as substantial administrative advisory and public relations responsibilities.
Requirements: HS diploma or equivalent. Some college coursework preferred. Placement Office skills and 2 years related experience preferred. Excellent communication (written and oral) skills required. Strong organizational ability and desire to work with students desired. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

Secretary, GR19 (C2709)
Applied and Engineering Physics-Endowed
Minimum Biweekly Salary: \$551.86
Posting Date: 7/12/90
Provide administrative support for the School's Master's and Doctoral programs. Function as liaison between Graduate School and department; maintain PC-based graduate student record database; represent department to prospective and current graduate students and parents; provide administrative and secretarial support for 3 faculty members.
Requirements: HS diploma or equivalent. Some college coursework preferred. Strong interpersonal, communication and organizational skills. Ability to use independent judgment and to handle confidential matters. At least 2 years experience with academic programs at CU preferred. Heavy typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Service Representative, GR20 (C3207)
Network Resources/Telecommunications-Endowed
Minimum Biweekly Salary: \$575.30
Posting Date: 8/16/90
Provide administrative and secretarial support to Director, Senior Engineer and Project Coordinator. Train users of Telecom system; process complex phone orders, maintain database and documentation.
Requirements: HS diploma or equivalent. Associate's or equivalent desired. 3 years telecom experience. Excellent organizational, interpersonal, communication (written and verbal) skills essential. Experience with personal computer and word processing required. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Administrative Aide, GR20 (C3215)
Assistant Treasurer-Endowed
Minimum Biweekly Salary: \$575.30
Posting Date: 8/16/90
Provide high level of administrative and secretarial support to the Office of the Assistant Treasurer.
Requirements: Associate's and 3 years administrative experience with accounting and secretarial skills. CU accounting preferred. Strong interpersonal skills and service orientation required. Excellent organizational skills. Facility with numbers and positive attitude necessary. Mac SE and software: Word, Excel, filemaker. Must be able to work under pressure, meet deadlines, maintain confidentiality. Must be available to work overtime if needed. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Administrative Aide, GR20 (C3206)
Engineering-Dean's Office-Endowed
Minimum Biweekly Salary: \$575.30
Posting Date: 8/16/90
Administrative support for Dean's Office. Receive visitors at front desk and make appropriate referrals. Prepare confidential correspondence, large mailings, arrange meetings for dean and associate deans. Answer main phone for Deans Office and respond to inquiries. Act as building coordinator for Carpenter.
Requirements: Associate's or equivalent. Minimum 2 years related experience. Must have proven ability with word processors (Apple preferred). Ability to handle highly confidential information. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Clin Path/Ag and Markets Accountant, GR20 (C3119)
Diagnostic Lab-Statutory
Minimum Biweekly Salary: \$575.30
Posting Date: 8/9/90
Responsible for college and state accounts devoted to 1 lab section. Responsible for maintaining 1 large restricted fund account with income. Back-up other section accountants in their duties. Perform ordering, voucher payment, ID processing, travel reimbursement and other general accounting duties.
Requirements: HS diploma, some business courses desirable. 2 years related experience. Must have statutory accounting experience. Previous work with computerized accounting systems very useful. Some experience with spreadsheets and word processing helpful. Medium typing. CU employees with Statutory accounting only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Svcs, EHP.

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

Administrative Aide, GR21 (C3213)
University Relations/Government Affairs-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/16/90
Provide administrative and secretarial support to Executive Director of Government Affairs and Director of Federal Relations. Responsible for disseminating governmental information to senior university administrators, and state and federal government officials. Must be able to deal with politically sensitive and confidential issues in a fast-paced office.
Requirements: Associate's or equivalent. 2-3 years related experience. Ability to maintain confidences at a very high and sensitive level. Ability to work independently essential. Excellent organizational, interpersonal and communication (written and oral) skills essential. Experience on IBM PC and Wordperfect software essential. Heavy typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Administrative Aide, GR21 (C3107)
Government-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Monitor and maintain all administrative aspects of accounting, payroll, and personnel for the department. Provide executive staff support to the Department Chair.
Requirements: Associate's or equivalent education and experience. 3 years in an office environment preferred. Computer/wordprocessing skills (Lotus, DBXL, Wordperfect). Familiarity with CU accounting. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Administrative Aide, GR21 (C3118)
Office for Research-Statutory
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Serve as administrative aide to Director for Research. Type correspondence; set up meetings; plan and set up conferences; manage production of numerous large reports; develop support materials for presentation at state and national meetings; plan and arrange departmental comprehensive reviews, coordinate daily appointments; prepare travel arrangements; supervise student help.
Requirements: Associate's or equivalent with at least 3 years related experience. Transcription skills (shorthand and dictaphone). Excellent public relations skills. Attention to detail. Experience with computers (Macintosh and IBM). Ability to work with little supervision and to anticipate needs of Director. Heavy typing. CU employees send employee transfer application, cover letter & resume to Esther Smith, Staffing Svcs, EHP.

Administrative Aide, GR21 (C3113)
School of Chemical Engineering-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Provide broad-based administrative/secretarial support for a large research program in the School of Chemical Engineering. Manage several research accounts and prepare related budgets. Handle the purchasing of materials and supplies. Type highly technical proposals, reports and related correspondence. Handle travel arrangements/reimbursements; coordinate meetings and visitor schedules. Act as liaison with funding agencies, OSP, accounting and purchasing departments.
Requirements: Associate's or equivalent. At least 2 years related experience. Knowledge of CU accounting and research budgets required. Familiarity with IBM PC, Wordperfect and TEK desirable. Excellent organizational and communication skills essential. Must be able to work under pressure and with limited supervision. Heavy typing. Regular CU employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Lead Data Entry Operator, GR21 (C3024)
Information Technologies/CR-Endowed
Minimum Biweekly Salary: \$599.73

Posting Date: 8/2/90
Key enter or key verify data via CADE keystations.
Requirements: HS diploma or equivalent. Data entry and/or keypunch experience, preferably CADE system. 2-3 years related experience. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Professionals Part-Time

Senior Records Assistant, GR18 (C3210)
Physical Sciences Library-Endowed
Minimum full-time equivalent: \$529.35
Posting Date: 8/16/90
Under the general direction of the Physical Sciences Librarian responsible for providing for the security and circulation services of the Library. Supervises and performs the operation of the circulation/reserve desk. Provide informational services to library users. Assist in the training and scheduling of student staff. Considerable lifting of heavy library materials. Pushing loaded book trucks and occasional lifting of boxes (up to 100 pounds). Mon-Fri 20 hours per week.
Requirements: HS diploma or equivalent required. 2 years of college coursework or equivalent experience required. Previous experience in library public services desired. Familiar with computers required. Excellent interpersonal, communication and organizational skills required. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Special Collections Assistant, GR18 (C3109)
Vet Library-Statutory
Minimum full-time equivalent: \$529.35
Posting Date: 8/9/90
Maintain the daily operation of the Audiovisual Learning Resources Center. Answer questions and assist users in locating programs and operating the equipment; hire, train and supervise student assistants; process, catalog, organize, and maintain AV software collection (audiotapes, videotapes, slides); resolve equipment problems and perform routine maintenance; staff the Library Public Service desk. Other duties as assigned. Hours to be scheduled. 20 hrs pr wk, Mon-Fri between 8-5pm
Requirements: HS diploma or equivalent; some college coursework preferred. 1-2 years related experience (or demonstrated aptitude) with audiovisual materials and equipment desirable. Strong service commitment. Able to work with different people in a public service setting. Excellent organizational, communications and interpersonal skills. Able to work independently. Some supervisory experience helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

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

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

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

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

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

Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Professionals Temporary

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

Museum Education Assistant (S3201)
Johnson Museum
Assist with planning, implementation, documentation and evaluation of museum education programs. Includes ongoing museum/school program, weekend art workshops, thematic and introductory museum tours of permanent collections and special exhibitions and public program events. Tue, Wednesday, Thur, including weekends (flexible), 9am-3pm 20 hours per week. Until June 12, 1991.
Requirements: Bachelor's, BFA in fine arts, art history, art education, museum studies or related field. Excellent verbal and written skills. Familiarity with varied art techniques and processes. At least 2 years teaching experience on elementary or secondary level in art programs essential. Ability to work independently, meet deadlines and solve problems. Send cover letter and resume to Karen Raponi, Staffing Svcs, 160 Day Hall.

Cashier (S3205)
Entrepot-Noyes Center
Hourly Rate: 5.75
Transact cash and credit sales.
Requirements: HS diploma. 1-2 yrs related experience. Basic reading and computation skills. Good interpersonal and communication skills required. Hrs: 3:45 pm-12:30 am, Mon, Thur, Fri, Sat, & Sun. Contact Karen Raponi, Staffing Svcs, 255-2192.

Secretary (S3003)
Engineering Minority Program
Minimum: \$6.00
Provide clerical support for CU Young Scholars Program. Proficiency with the Mac. Filing, copying, basic bookkeeping.
Requirements: HS education, some post secondary education preferred. One year office experience preferred. Knowledge of CU is helpful. Temporary - Part-time, flexible hours. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

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

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

General Service

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

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

Dish Machine Operator, SO02 (G3203, G3204)
Dining-Endowed
Hiring Rate: \$6.27
Posting Date: 8/16/90
Wash dishes, utensils, pots and pans. Stock assigned areas. Shift subject to change. 40 hours per week.
Requirements: Ability to learn proper use of dishwashing equipment and cleaning agents. Able to lift 35 pounds. Regular CU employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

Bartender, SO02 (G3202)
Statler Hotel-Endowed
Hiring Rate: \$6.27
Posting Date: 8/16/90
Under general supervision, mixes and/or dispenses alcoholic and non-alcoholic beverages to hotel guests. 10 month appointment. Hours flexible; nights and weekends.
Requirements: HS diploma or equivalent. Ability to read and write English. 1 year bartending experience. Familiar with electronic cash registers necessary. Good interpersonal and communication skills. Regular CU employees only. Send employee transfer application to Esther Smith, Staffing Svcs, EHP.

Room Attendant, SO03 (G3103, G3104)
Statler Hotel Housekeeping-Endowed
Hiring Rate: \$6.56
Posting Date: 8/9/90
Responsible for maintaining the highest standards of cleanliness for the hotel, giving guests, students and employees the best service available. Ten month appointment. Hours flexible, nights and weekends.
Requirements: Basic reading and writing skills. A minimum of 1 year hotel housekeeping experience preferred. Regular CU employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

Food Service Worker, SO03 (G3101)
Unions and Activities/Robert Purcell Union-Endowed
Hiring Rate: \$6.56
Posting Date: 8/9/90
Maintain stock levels; prepare and service food; handle cash; clean up in the RPU Diner; may also assist in catering responsibilities at RPU. Maintain a "customer first" attitude at all times. Adhere to Health Department and Sanitation codes. Sun-Wednesday, 8pm-1:30am; Thur-Sat, 8pm-3:30am
Requirements: HS diploma or equivalent. 1-2 years experience in a food service operation. Supervisory and cash handling experience helpful. Excellent interpersonal and organizational skills that allow candidate to relate well to students, faculty and staff. CU employees send employee transfer application to Esther Smith, Staffing Services, EHP.

Chief Dispatcher, SO06 (G3201)
M&SO-Endowed
Hiring Rate: \$7.53
Posting Date: 8/16/90
Assist Operations Manager in coordinating the University's customer service center. The customer service center is the focal point of requests for repairs, maintenance, alterations and information about the physical plant. Mon-Fri, 7:30-4.
Requirements: HS diploma or equivalent. 1-2 years experience in the customer service field. Excellent interpersonal skills. Ability to work under pressure, strong decision making, problem solving, priority setting and time management skills. Must be detail-oriented. Experience with mainframe and personal computers desirable. Training and/or experience in public relations, sales, or service preferred. Medium typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

General Service Part-time

Security Guard, GR01 (G2909)
Johnson Museum-Endowed
Hiring Rate: \$6.44
Posting Date: 8/16/90
Responsible for guarding all works of art in the building following security and safety procedures, communicating with appropriate staff members on a regular basis. Available day or evening for subbing on non-scheduled work days and for guarding at special events held in the museum. 3 days per week (24 hours) plus some evening hours.
Requirements: HS diploma or equivalent. Be able to work with schedules and in a group situation. Background in the security area helpful. Dependable in reporting and attentive to detail necessary. Be able to communicate well with public. Send cover ltr & resume to Esther Smith, Staffing Svcs, 160 Day Hall.

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

General Service Temporary

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

Custodian
Building Care-Endowed/Statutory
Temporary Rate: \$5.00
Continuous recruitment will be done in the department of Building Care for temporary custodians. Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Mon-Thur 6:00am-2:30pm, Fri 6:00a.m-1:30pm. Periodically 2nd and 3rd shift hours are available.
Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb a 6 foot ladder.

General Service

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

Casual Animal Attendant (B3101)
Vet Small Animal Clinic
Hiring Rate: \$4.50/hr.
Posting Date: 8/9/90
Care for and feed cats and dogs. Clean cages. Sat & Sun; shift starts at 5am. Some on-call hours. Approximately 16 hrs pr wk.
Requirements: Some animal caretaking experience helpful. Training will be provided. Send application materials to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Academic

Regional Extension Fruit Specialist
Cooperative Extension
Location: Wayne County, Newark, NY. As part of a 4 person regional team, plan, conduct and evaluate an educational program for the commercial fruit industry in Genesee, Monroe, Niagara, Ontario, Orleans, Wayne and Wyoming counties. Emphasis is on fruit production and includes, but is not limited to, orchard systems (varieties, rootstocks and rootstock/interstem combinations), soil and site selection, growth control, nutrition and water management.
Minimum Qualifications: Master's in pomology or closely related agriculture science. 3 years of professional work experience in agribusiness, fruit crop programs, Cooperative Extension, or in developing informal education programs. Salary: \$32,000, commensurate with qualifications. Send letter of intent, resume and transcripts to Cooperative Extension, 365 Roberts Hall, CU, Ithaca, NY 14853. Apply by Sept. 6, 1990.

CORNELL EMPLOYMENT NEWS

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JOB OPPORTUNITIES

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

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

Professional

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

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

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

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

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

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

Director of Public Affairs and Campaign Director (PA3204) HRIII
Human Ecology Administration-Statutory
Posting Date: 8/16/90

With the Dean of the College and the offices of the University's Vice President for Public Affairs, the Campaign Director together with the College's Public Affairs staff will plan and implement a public affairs program to increase support for the College of Human Ecology which complements and strengthens support areas for the total University. During the major University capital campaign, the Director will manage the College's portion of the Campaign in conjunction with the University Development Office, Regional Office, and College and Unit Public Affairs Office. The Director is a member of the Dean's staff and the Public Affairs staff and reports to both the Dean and to the Director of College and Unit Public Affairs.

Requirements: Bachelor's required, Master's desirable. 5 years development and management experience. Excellent oral and written communication skills and strong interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

Systems/Data Analyst (PT3311) HRII
DL-Quality Milk Promotion Services-Statutory
Posting Date: 8/23/90

Assist in compilation, analysis and presentation of data collected and generated by a large multifaceted research group. Assist in the development of computer based routines capable of compiling and analyzing large data arrays. Implement hardware and software routines on an expanding usage, service oriented program. Train staff, give technical assistance, and trouble-shoot problems.

Requirements: Bachelor's or equivalent experience. 3-5 years related experience. Knowledge of databases, spreadsheets and complex statistical analysis. Ability to interface database and spreadsheet files with Cornell's mainframe computers. Knowledge of most common software packages and ability to install common hardware devices. Communications, statistical and systems software knowledge preferred. Send cover letter and resume to Sam Weeks.

Manager - Budget and Personnel (PA3210) HRII
University Relations-Endowed
Posting Date: 8/16/90

Direct and manage the areas of budgeting and personnel for an administrative unit with a budget approaching \$4 million. Budget is comprised of Statutory, Endowed, restricted, and transfer funding components.

Requirements: Bachelor's required. 3-5 years institutional experience and knowledge of Cornell budget, accounting, and personnel systems necessary. Computer literacy. Requires the ability to communicate effectively, both in writing and orally, with a wide range of contacts. Familiarity with a research institution and ability to work in a complex decentralized environment. Send cover letter and resume to Cynthia Smithbower.

Director of Development (PA3203) HRII
JGSM-Endowed
Posting Date: 8/16/90

Oversee the day-to-day operation of the College's fund-raising efforts in support of its capital campaign with the

Assistant Dean for External Affairs and the Director of Annual Giving. Will take a lead role in working with the University offices of special and leadership gifts to identify, cultivate, and solicit support for the School, as well as working closely with and promoting the development of the School's Annual Fund.

Requirements: Bachelor's, graduate degree desired. Minimum 3-5 years fund-raising and alumni relations experience or equivalent; experience in working with volunteer (alumni and friends) groups. Excellent communications (written and oral) and interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

Computer Technical Administrator (PT3103) HRII
Diagnostic Laboratory-Statutory
Posting Date: 8/9/90

Perform systems and applications analysis; design; development; implementation; testing; documentation; and management to improve efficiency of computer automation. Work with staff to identify needs; define solutions; and supervise programming and implementation of various projects. Take full responsibility for systems and applications including debugging, modifications, and user training.

Requirements: Bachelor's or equivalent. 3 years work experience or equivalent. Knowledge of a variety of IBM-PC based hardware and software. Background in C and Assembly languages a must. At least 2 years experience with MS-DOS and UNIX at user and system levels. 1 year network management experience in UNIX and MS-DOS. Rbase for DOS, Lotus 1-2-3, Wordperfect, Dbase III and Proscm. Familiarity with hardware interface technique. Send cover letter and resume to Sam Weeks.

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

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

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

Ass. Director, Supercomputing Technologies (PA3105) Level 40
Theory Center-Endowed
Posting Date: 8/9/90

Direct the Supercomputing Technologies component of the Cornell National Supercomputer Facility (CNSF). Work with the Director of the CNSF in long-range planning and administration of the CNSF. Provide leadership in advancing supercomputing, including integration of traditional and massively parallel supercomputing in a workstation-based programming environment.

Requirements: Master's or equivalent in scientific discipline. 8-10 years experience in computing, including scientific and advanced computing. Experience managing a computing program or facility with responsibility for staff, budget, planning, etc. Excellent interpersonal, organizational, and technical skills and strong collaborative ability. Send cover letter and resume to Cynthia Smithbower.

Mgr, Chemistry Research Computer Facility (PT3202) Level 36
Chemistry-Endowed
Posting Date: 8/16/90

Manage the technical and business aspects of the Chemistry Research Computing Facility. Maintain performance and integrity of computer facility consisting of several mini- and microcomputer systems. Maintain department network. Provide information for department users on computer related issues. Assist users with problems and conduct seminars.

Requirements: Bachelor's in computer science or equivalent. Minimum of 2 years systems programming experience in a UNIX environment. Knowledge of C, FORTRAN, UNIX, and TCP/IP network management. Send cover letter and resume to Sam Weeks.

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

Design, implement, install, document and maintain systems software and significant subsystems for the AIX/370 Operating Systems (IBM's version of UNIX for 370 architecture machines). Provide technical leadership in designing and adapting functional enhancements to AIX/370 and its subsystems. Some night, weekend and "on call" duties.

Requirements: Bachelor's in computer science or equivalent experience with computer courses in operating system fundamentals. 3-5 years experience with UNIX Operating Systems and significant subsystems preferred.

Knowledge of "C" programming language, UNIX utilities and system calls is essential. Work with IBM 370 assembler language, the VM operating system and large systems is a plus. Send cover letter and resume to Sam Weeks.

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

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

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

Technical Consultant, Education and Training (PT4715) Level 34
Theory Center-Endowed
Posting Date: 12/15/88 (Search Reopened)

Provide end user support services to scientific researchers in universities nationwide. Develop instructional materials on a wider range of supercomputing tools including code optimization, vectorization, parallel processing, and visualization. Organize education programs and training workshops.

Requirements: Master's in a scientific discipline. 3-5 years mainframe FORTRAN or C experience, preferably on UNIX; demonstrated ability to work with complex scientific programs; excellent communication and presentation skills. Previous teaching or training experience a plus. Send cover letter and resume to Cynthia Smithbower.

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

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

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

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

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

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

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

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

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

Technical Consultant I (PT3301) Level 32
Arts & Sciences Dean's Office-Endowed
Posting Date: 8/23/90

Assist in administering a local area network for administrative use. Provide technical support. Insure continued functioning of network and gateway systems. Repair hardware. Test and implement new software and hardware components. Provide user training and support. Supervise use of computing and desk-top publishing facilities.

Requirements: Bachelor's or equivalent. 1-2 years related experience. Must be competent with PC and Mac hardware and software and be familiar with network technology (Novell preferred). Computer consulting or teaching experience very helpful. Send cover letter and resume to Sam Weeks.

Applications Programmer/Analyst I (PT2708) Level 32
CIT/IR-Endowed
Posting Date: 7/12/90

Maintain, develop, install, document and modify administrative systems software. Code and debug on-line NATU-

RAL programs used to access information in the ADABAS file system of the assigned user area. Keep the administrative system program current with changing operating environmental requirements. Develop skills and program in a batch processing language such as COBOL or PL/1. Gain skill and experience in the best use of ADABAS and NATURAL in the Information Resources system environment. Gain knowledge of the "driver" transaction concepts as well as the ways in which batch manipulation of the files is done. Maintain a mastery of the operating environment of the systems as it is upgraded. Diagnose and solve production problems in the assigned user area.

Requirements: Bachelor's with computer-related courses or the equivalent combination. 1-2 years experience with machine architecture, programming languages, production procedures, and system utility programs is necessary. Send cover letter and resume to Sam Weeks.

Executive Staff Assistant (PC3311) HRI
Asian American Studies-Endowed
Posting Date: 8/23/90

Primary function is to plan, coordinate and manage the administrative support functions for the program. Develop, monitor and manage special projects.

Requirements: Bachelor's and/or equivalent work experience and education. Excellent writing/communication skills. 3-5 years experience in office setting, preferably academic. Good working knowledge of Cornell desirable. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Staff Nurse (PA3301) HRI
University Health Services-Endowed
Posting Date: 8/23/90

Provide nursing care for ambulatory and inpatients at Gannett Health Center. Assist Nursing Supervisor with clinic flow. Act as patient advocate. 9 month position.

Requirements: Graduation from an accredited school of nursing-BSN degree preferred. Current NYS license with minimum of 2 years recent experience in an ambulatory or acute care setting. CPR-BLS level certification required within one year of employment. Send cover letter and resume to Cynthia Smithbower.

Research Support Aide (PT3307) HRI
Section of Ecology and Systematics-Endowed
Posting Date: 8/23/90

Develop models on the control of nitrogen fixation in aquatic ecosystems. Perform biogeochemical measurements in an analytical chemistry lab. Perform data analysis and conduct literature reviews. Provide day-to-day oversight of aquatic mesocosm experiments and assist with field sampling. Some travel required.

Requirements: Bachelor's in biology, environmental science, or related field or equivalent. Data analysis using Macintosh spreadsheet and graphics software; aquatic biogeochemical analytical measurements, such as measurement of nitrogen fixation rates or preparation of samples for trace-metal analyses; training in statistics. Send cover letter and resume to Sam Weeks.

Administrative Supervisor (PA3304) HRI
Law Library-Endowed
Posting Date: 8/23/90

Supervise the activities of support staff providing service at the Circulation Desk. Recruit, schedule and supervise student workers. Provide reference assistance to Law Library patrons. Be responsible for the processing of interlibrary loan requests. Some Saturday hours.

Requirements: Bachelor's or equivalent. 2-3 years previous work experience helpful. Supervisory experience helpful. Ability to work with a variety of people in a public service setting. Excellent interpersonal, organizational and communication skills necessary. Attention to detail. Send cover letter and resume to Cynthia Smithbower.

Assistant Director (PA3303) HRI
Conference Services-Endowed
Posting Date: 8/23/90

Provide administrative assistance to Director. Supervise the comprehensive planning and implementation process for all registered conferences, workshops and special programs held on campus. Conferences range in size from ten to twenty five hundred people. Meet with faculty, deans, directors, alumni and corporate executives to determine goals and objectives of the individual programs and how Cornell can best meet their needs.

Requirements: Bachelor's or equivalent in hotel administration or 3-4 years experience with conference or special event planning. Proven supervisory skills. Marketing, public relations, contract negotiating, public speaking and organizational skills a must. Writing skills imperative. 2 years of related experience in fiscal management/administration or equivalent. *NOTE: due to heavy summer conference scheduling-summer vacation is not permitted. Send cover letter and resume to Cynthia Smithbower.

Development Assistant (PA3205) HRI
Public Affairs/College of Arts and Sciences-Endowed
Posting Date: 8/16/90

Coordinate and implement various fundraising and Public Affairs initiatives for the College of Arts and Sciences.

Meals with Morley

Employees may sign up for regularly scheduled breakfasts with Senior Vice President James E. Morley, Jr. by calling the Office of Human Resources at 255-3621. The breakfasts will be held on a monthly basis throughout the academic year at locations to be announced.

New in Ithaca?

If you have just relocated to the area and are looking for employment call Staffing Services, (607) 255-5226 for a copy of the booklet, "Just for Your Information: Job Prospecting in Ithaca."

Work closely with the Director, Associate Director, Assistant Director and other staff, faculty and volunteers in creatively carrying out assigned projects and responsibilities in support of the College.

Requirements: Bachelor's or equivalent work experience. Excellent written and oral communication skills. Strong interpersonal skills. Some management and organizational skills. Ability to work with diverse individuals and groups. Send cover letter and resume to Cynthia Smithbower.

**Research Support Specialist (PT3204) HRI
Materials Science and Engineering-Endowed
Posting Date: 8/16/90**

Participate in conception, design, fabrication, development, and testing of new advanced electronic packages including solder joint arrays and optoelectronic interconnection. Provide documentation and make presentations on results.

Requirements: Bachelor's or equivalent in several engineering fields which may include: machining, electronics, mechanical properties of materials, metallurgy, and microelectronic fabrication. Experience with computer programming for scientific applications. Send cover letter and resume to Sam Weeks.

**Development Assistant (PA3202) HRI
JGSM-Endowed**

Posting Date: 8/16/90

Work with the Directors of Annual Giving and Development in the planning and implementation of the School's annual fund and capital campaign. Provide assistance with reunion campaigns.

Requirements: Bachelor's or equivalent. Excellent communications and interpersonal skills. Prior knowledge of fund-raising through professional or volunteer experience. Ability to communicate with a diverse alumni and student body. Knowledge of Cornell and Johnson School Public Affairs Information Systems. Send cover letter and resume to Cynthia Smithbower.

Assistant Slide Librarian (PC3112) HRI

**Architecture, Art and Planning/Dean's Office-Endowed
Posting Date: 8/9/90**

Assist Slide Librarian in daily operation of the Architectural History collection of architecture, fine arts and photography slides. Research and catalog new material; train and supervise regular employees and student assistants; assist users; assume responsibility for facility when Slide Librarian is absent.

Requirements: Master's in Architectural History, Art History or M.L.S. with undergrad major in Architectural History or Art History or equivalent in experience, license and skills. Familiar with library systems. Basic computer skills. Accurate typing. Experience with audio-visual and camera equipment. Knowledge of photographic processes and procedures. Reading knowledge of 2 foreign languages. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Research Support Specialist I (PT3106) HRI

Veterinary Pathology-Statutory

Posting Date: 8/9/90

Provide investigative assistance and technological support to the flow cytometry laboratories. Plan and carry out experiments on the effects of oncogenes and chromosomal aberrations in cell differentiation. Supervise staff working on cell cultures, protein and nucleic acid analysis, and flow cytometry. Assist in data analysis and preparing results for publication. Help with manuscripts, grants, posters and presentations. Maintain lab inventories. Conduct literature surveys.

Requirements: Bachelor's in relevant biological or physical science; Master's desirable. 2-3 years related laboratory experience required including techniques related to flow cytometry and tissue culture. Send cover letter and resume to Sam Weeks.

Radiological Safety Specialist (PT3001) HRI

Environmental Health-Endowed

Posting Date: 8/2/90

Assist in the development and presentation of programs for radiation safety training, environmental monitoring, and special projects. Supervise: lab safety surveys, campus radioactive material inventory, calibration of radiation detection equipment, and radiological analysis of samples.

Requirements: Bachelor's in a biological or physical science (Master's desired) with 2 years experience in an institutional radiation safety program required. Strong oral and written communication skills are necessary. Training in health physics highly desirable. Must have valid NYS driver's license. Send cover letter and resume to Sam Weeks.

Research Support Specialist (PT2309) HRI

Plant Pathology-Statutory

Posting Date: 6/14/90

Assist in research on molecular genetics of a filamentous fungus with routine DNA preparation and analysis. Do independent experimental design and perform experiments. Organize and maintain lab, and supervise work study students.

Requirements: Bachelor's in biological science or equivalent. 2-3 years related lab experience; knowledge of molecular biology techniques, genetics, recombinant DNA technology and general laboratory procedures essential. Experience with Polaroid photographic equipment, microcomputers, and other equipment desirable. Some supervisory experience helpful. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT2306) HRI

Biomedical Electronics-Statutory

Posting Date: 6/14/90

Manage the operation of the Biomedical Electronics Service Department. Coordinate and assign jobs to technicians; estimate job costs (installation and design); and design, fabricate and repair sophisticated equipment. Supervise technical staff. Advise faculty and staff on purchase and repair instrumentation.

Requirements: Bachelor's in electronics technology (or equivalent) with 2-3 years experience, including design. Good manual dexterity, working knowledge of design, fabrication, and repair of sophisticated electronic instrumentation. Knowledge of test equipment and software. Must be computer literate. Send cover letter and resume to Sam Weeks.

Professional Part-time

Staff Nurse (PA3206, PA3208) HRI

University Health Services-Endowed

Posting Date: 8/16/90

Provide nursing care for ambulatory and inpatients at Gannett Health Center. To assist Nursing Supervisor with clinic flow. To act as patient advocate. 9 month position. 20 hours per week.

Requirements: Graduation from an accredited school of nursing-BSN degree preferred. Current NYS license with minimum of 2 years recent experience in an ambulatory or acute care setting. CPR-BLS level certification required within one year of employment. Send cover letter and resume to Cynthia Smithbower.

Environmental Health Specialist (PT3108) HRI

Environmental Health-Endowed

Posting Date: 8/9/90

Prepare health and safety training program materials. Coordinate, conduct, and document health and safety

training sessions. Respond to requests for information on substances used in workplace. Maintain Material Safety Data Sheet databases.

Requirements: Bachelor's required with course work in chemistry, toxicology, or similar discipline. Good oral and written communications skills and interpersonal skills required. Some research lab work and lab safety experience desirable. Send cover letter and resume to Sam Weeks.

Professional Temporary

Editor I (S3302)

Agricultural Economics-Statutory

Posting Date: 8/23/90

Assume editorial responsibility for assigned manuscripts. Assignments cover a variety of Cooperative Extension publications including news releases, fact sheets, workshop curriculum materials, etc. Subject matter emphasis is in farm labor regulations and farm personnel management. 7 month position; until 4/1/91.

Requirements: Bachelor's or equivalent required. 2 years editorial experience desirable. Must have excellent command of grammar, spelling, and punctuation. Familiarity with personal computers desirable. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

Research Support Specialist (PT3005)

Food Science-Statutory

Posting Date: 8/2/90

Provide specialized engineering support to research projects on processing of biomaterials at high pressures. Specific responsibility will be in pilot plant design, operation and data analysis. Until 1/31/91.

Requirements: Bachelor's in chemical/mechanical engineering or Master's in chemical/mechanical engineering with 2-3 years experience. Send cover letter and resume to Sam Weeks.

Technical

As a prominent research institution, Cornell University has a diverse need for laboratory, electro/mechanical and computer support. Individuals with backgrounds in computer science, biology, microbiology, chemistry, animal husbandry, plant science and medical laboratory techniques are encouraged to apply; applicants with ASCP or AHT licenses are in particular demand.

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

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

Data Entry Operator, GR17 (T2415)

Chemistry-Endowed

Minimum Biweekly Salary: \$517.65

Posting Date: 6/21/90

Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.

Requirements: High School diploma or equivalent with some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Sam Weeks.

Technician, GR18 (T3313)

Veterinary Microbiology-Statutory

Minimum Biweekly Salary: \$529.35

Posting Date: 8/23/90

Provide care (feed, water and clean) and monitor research animals (canines and rodents) following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain records and supply inventories. Pre-employment physical required.

Requirements: High School diploma or equivalent. Associate's preferred. Knowledge of a variety of laboratory animals and animal breeding required. Must be able to lift 100 pounds.

Technician, GR18 (T3308)

Veterinary Pathology-Statutory

Minimum Biweekly Salary: \$529.35

Posting Date: 8/23/90

Provide general technical support for the Connective Tissue Research Lab in areas of tissue culture, electron microscopy and biochemistry. Grow cultures, maintain them and frozen stocks. Label cultured cells with radiolabeled amino acids, sugars or inorganic precursors. Fix, embed and section tissues and cultured cells for electron microscopy. Photograph, process, and print negatives of gels, graphs, etc. Keep records of cell lines and tissue culture experiments. Obtain references from the library. Maintain inventory of supplies. Prepare sterile culture media. Prepare and filter buffer solutions. Wash glassware and maintain lab cleanliness and order.

Requirements: Associate's in biological sciences or equivalent. Minimum 1 year experience in tissue culture and general lab procedures in connective tissue research. Send cover letter and resume to Sam Weeks.

Animal Technician, GR18 (T2802)

Laboratory Animal Services-Statutory

Minimum Biweekly Salary: \$529.35

Posting Date: 7/19/90

Care for research animals (feed, water, clean and monitor). Follow strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May assist Vets in treating and vaccinating animals. Some weekend and holiday coverage required.

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

Research Aide, GR19 (T3303, T3304)

Chemistry-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 8/23/90

Search chemistry journals for mass spectra. Assign chemical names. Enter information into computer database. Check errors from knowledge of mass spectra. This material will be published in the world's largest mass spectral database reference book.

Requirements: Associate's in chemistry or equivalent required. Minimum 1-2 years related work experience. Basic knowledge of mass spectra and nomenclature of organic compounds preferred. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T3306)

Soil, Crop and Atmospheric Sciences-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 8/23/90

Assist with lab, greenhouse, and field studies of soil chemistry, water quality, and plant and animal nutrition. Perform chemical analyses on plant and animal tissue, soil, water, and other samples using ICP (inductively-coupled argon plasma) emission spectrometry, ICP mass spectrometry,

atomic absorption spectrophotometry, ion chromatography, etc. Collect and prepare samples for analysis. Prepare standards and reagents. Verify purity of chemicals. Record and tabulate results. Enter data into computer and perform statistical analyses. Assist with library research. Check and maintain instrumentation. Maintain stock reagents and wash glass ware.

Requirements: Associate's in chemical technology (Bachelor's preferred) with training in analytical methods. Research experience; demonstrated aptitude for inorganic analyses and instrumental methods; familiarity with ICP emission spectrometry, ICP mass spectrometry, and ion chromatography; experience with Lotus and SAS software; and driver's license are desirable. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T3006)

Plant Pathology-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 8/2/90

Study factors involved in disease development of the bacterial ring rot disease of potatoes. Establish and maintain field plots, collect samples and environmental data, perform ELISA, hybridization, and other assays as appropriate. Analyze environmental and disease data. Maintain bacterial cultures.

Requirements: Associate's or equivalent required. Bachelor's preferred. 1 year related field and/or laboratory experience desired. Basic microbiology and biochemistry courses. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T3105)

Veterinary Pathology-Statutory

Minimum Biweekly Salary: \$551.86

Posting Date: 8/9/90

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

Requirements: Associate's in biological or physical science or equivalent (Bachelor's preferred). Minimum of 1 year related lab experience. Send cover letter and resume to Sam Weeks.

Veterinary Technician, GR20 (T3310)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 8/23/90

Maintain aseptic conditions and coordinate the medical team during surgery. Perform pre-op prep of surgery room. Assist in patient positioning and perform patient prep. Check equipment. Be available to assist as needed. Supervise sterile technique. Clean and autoclave instruments. Fold and autoclave linen. Some on-call hours required, involving occasional weekends and holidays.

Requirements: Associate's in animal health technology, NYS licensure or eligibility. Operating room experience with 2-3 years work with large animals preferred. Ability to handle and restrain large animals. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T1904)

Plant Breeding and Biometry-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Technician, GR20 (T2902)

Poultry and Avian Sciences-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 8/23/90

Provide assistance with basic and applied nutritional research. Conduct routine chemical analysis of tissues using atomic absorption spectrophotometry for minerals. Other procedures will involve the use of radio-isotopes. Mix diets, handle animals (quail, chicks, laying hens and young rats) and take blood samples. Other general lab duties.

Requirements: Bachelor's in area of life sciences or equivalent. Minimum 2 years lab experience. Must be willing to learn and able to work independently. Send cover letter and resume to Sam Weeks.

Veterinary Technician, GR20 (T3309)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 8/23/90

Provide support therapy for the Intensive Care Unit (ICU) patients and assist with emergency procedures. Operate and maintain life support systems including oxygen therapy, IV and subcutaneous fluid therapy, central venous pressure, electrocardiograms, trps and respirator. Observe and treat animals following clinician orders for injections, catheter placement, food intake, exercise, sample collection, special treatments, tests, etc. Teach intensive care and emergency protocol to students assigned to ICU duty. Maintain cleanliness of cages and rooms. Keep records and order supplies. 39 hours per week, 3 p.m.-11 p.m. and 11 p.m.-7 a.m. rotating. Some weekends and holidays.

Requirements: Associate's in animal health technology with NYS licensure or eligibility. 2-3 years experience with small animals preferred and an interest in teaching critical care techniques. Send cover letter and resume to Sam Weeks.

Darkroom Technician, GR20 (T3305)

University Photography/Media Services-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 8/23/90

Provide high quality technical lab support for 4 staff photographers and photo finishing personnel in a high volume production lab. Process b&w and color film maintaining highest quality and consistency. Perform b&w custom printing and proofing, including spotting prints; opaquing negatives; retouching; hand coloring slides; drymounting; slide mounting; and photo copying.

Requirements: Associate's in photography (or related field) or equivalent experience. Minimum 2-3 years work with a custom photographic lab. Expert knowledge of b&w and E-6 processes. Excellent interpersonal and communication skills. Adaptability to a variety of special processing needs of staff photographers and clients. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T3007)

Entomology-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 8/16/90

Provide technical support for research and extension activities related to integrated pest management of insect pests of vegetable crops. Assist in developing and executing experiments on insect pests and their natural enemies associated with a variety of vegetable crops. Help in planning and design of experiments. Coordinate insect rearing, plant cultures, and experiments. Assist in data collection, analysis, interpretation, and eventual publications. Help with grant proposals and literature searches. Assist with hiring and supervising staff. Maintain research areas, equipment, and supplies. Help in identifying the

pest management needs of vegetable crop produces. Assist in preparation of extension publications, including photographs.

Requirements: Bachelor's in entomology, pest management, agronomic discipline, or equivalent experience. 2-3 years related lab work. NYS driver's license and certified pesticide applicator's license. Must be able to work independently. Training or experience in any of the following is desirable: experimental design, field experiments, statistics, Macintosh computers, SAS software, vegetable crop production, biological control, and insect vectored diseases. Send cover letter and resume to Sam Weeks.

Animal Health Technician, GR20 (T2804)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/19/90

Assist with emergency surgical procedures, and in-patient treatments. Compound, dispense and administer prescriptions. Prepare operating rooms for surgery and do post-op cleaning. Collect client admission information. Keep records and maintain treatment and surgery room stock. Evening and weekend hours.

Requirements: Associate's in Animal Health Technology, NYS Licensure or eligible. Experience working with large animals preferred. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T2805)

Diagnostic Laboratory-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/19/90

Open, sort and distribute incoming specimens. Perform preliminary data input. Prepare tissues before distribution to testing lab. Follow-up with clients on problem or unusual submissions. Back-up specialized functions of other receiving technicians including: serum splitting, export coordination, and referral co-ordination.

Requirements: Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health Technician preferred. 1-2 years experience in veterinary practice or in large animal health facility helpful. Send cover letter and resume to Sam Weeks.

Animal Health Technician, GR20 (T2803)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 7/19/90

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

Requirements: Associate's in Animal Health Technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover letter and resume to Sam Weeks.

Animal Health Technician, GR20 (T1908)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Animal Health Technician, GR20 (T1909)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Anesthesia Technician, GR20 (T1907)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 5/17/90

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

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

Technician, GR21 (T3102)

Veterinary Micro., Immunology and Parasitology-Statutory

Minimum Biweekly Salary: \$599.73

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with or without the use of blueprints to a very close tolerance.

Requirements: Associate's or equivalent with some specialized training in electronics as well as some electro-mechanical background or equivalent. Bachelor's preferred. At least 2-4 years experience working in a model shop, with specific experience in building and servicing mechanical, electro-mechanical and electronic equipment. Must be able to get along well with a variety of people. Send cover letter and resume to Sam Weeks.

Technician, GR22 (T3206)

Psychology-Endowed
Minimum Biweekly Salary: \$625.24
Posting Date: 8/16/90

Coordinate functions of a neurobiological research lab and coordinate collaborative projects at other universities. Perform surgical and histological techniques, including Golgi staining, immunohistochemistry, autoradiography, fluorescence microscopy, and electron microscopy. Direct and maintain records for an avian breeding program. Train and supervise students. Collect and analyze data. Position dependent on funding.

Requirements: Bachelor's in biology. At least 3 years experience working in a neurobiology lab, including experience and competence in histology or nervous system tissue and small animal surgery. Ability to work independently. Excellent organizational and interpersonal skills. Send cover letter and resume to Sam Weeks.

Technician, GR22 (T3203)

Applied and Engineering Physics-Endowed
Minimum Biweekly Salary: \$625.24
Posting Date: 8/16/90

Operate a vertebrate cell facility providing technical service, advice, and cell material for clients of the Development Resource for Biophysical Imaging Opto-Electronics. Maintain cell cultures; propagate cells for experiments; maintain sterile conditions for tissue culture supplies; freeze and maintain frozen stocks of cells; extract cells from animals; and perform literature searches. Assist with biophysical experiments on single cells; photograph fluorophore labeled cells; and measure cell function. Use video microscopy and digital image analysis apparatus. Develop research procedures for ongoing membrane biophysics research. Supervise part-time staff and students. **Requirements:** Bachelor's in biology, biochemistry or equivalent. Minimum 2-4 years experience in cell culture methods. Experience in protein conjugation methods, spectroscopy, microscopy, biochemical purification methods, and familiarity with computers. Send cover letter and resume to Sam Weeks.

Technician, GR22 (T3009)

Section of Genetics and Development-Statutory
Minimum Biweekly Salary: \$625.24
Posting Date: 8/2/90

Assist in the operation of bacterial genetics lab. Run experiments in cloning, sequencing, etc. Isolate, purify, and perform molecular analysis on nucleic acids. Help supervise undergraduate students in a lab course and assist in the production of materials they will need (bacterial cultures, etc.). Teach techniques to graduate and undergraduate students. Help in preparing and maintaining media supplies.

Requirements: Bachelor's or equivalent; courses in microbiology, genetics and biochemistry. Minimum 2 years laboratory experience in molecular biology techniques. Send cover letter and resume to Sam Weeks.

Technical Part-time

Illustrator, GR18 (T2806)

Geological Sciences-Endowed

Minimum full-time equivalent: \$529.35

Posting Date: 7/19/90

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

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

Animal Health Technician, GR20 (T2503)

Veterinary Medical Teaching Hospital-Statutory

Minimum full-time equivalent: \$575.30

Posting Date: 6/28/90

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

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

Technical Temporary

Service Technician (T3104)

Entomology

Posting Date: 8/9/90

Provide technical assistance in an insect toxicology lab by rearing insects, conducting insecticide bioassays, performing biochemical assays, and supervising undergraduate students. 6 months.

Requirements: Bachelor's desirable, but not required, in one of the following: biology, chemistry, biochemistry, entomology or related field. Laboratory experience with chemical and/or experience with insects desirable. Good communication skills necessary. Send cover letter and resume to Sam Weeks.

College Shop Supervisor (T3004)

Mechanical and Aerospace Engineering

Posting Date: 8/2/90

Supervise the general operation of the College Machine Shop and teach basic principles of manufacturing. Supervise and instruct technicians, students and staff in uses of the CMS. Teach manufacturing related labs. Instruct graduate students in programming and operation of computer controlled load frame machines. Maintain shop facility.

Requirements: Associate's or equivalent, advanced machining skills, knowledge of computer programming, and numerical control. Send cover letter and resume to Sam Weeks.

Technician (T2713)

School of Hotel Administration

Posting Date: 7/12/90

Assist users in academic computing center, perform maintenance on equipment, supervise student employees, secure the lab at night. Compile operating statistics using computer programs. Work nights 3:00 p.m. - 11:00 p.m. Monday through Friday in Binenkorb Computer center. Occasionally work week-ends. Until 12/01/90 with possibility of extension.

Requirements: Associate's in Computer Science. 1 year minimum experience in using and servicing microcomputers. Excellent communication skills with the ability to work with students, faculty and staff. Must possess the ability to use DOS commands, Wordperfect, Lotus, and Macintosh wordprocessing and spreadsheet programs. Mechanical knowledge of printers, plotters, and other peripheral de-

vices is a must. Send cover letter and resume to Sam Weeks.

Office Professionals

Approximately half of all University openings are for Office Professionals. Individuals with secretarial, word processing (IBM PC, Macintosh, Wang, Micom), data entry, technical typing, or medium to heavy typing (45-60+ wpm) are encouraged to apply.

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

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

Data Entry Operator, GR17 (C3302, C3304)

Chemistry-Endowed

Minimum Biweekly Salary: \$517.65

Posting Date: 8/23/90

Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.

Requirements: High School diploma or equivalent. Some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Secretary, GR17 (C1115)

ILR-Organizational Behavior-Statutory

Minimum Biweekly Salary: \$517.65

Posting Date: 3/22/90

Typing and word processing of general correspondence, letters of recommendation, manuscripts, articles, reports for publication, creating of charts and tables, etc.; preparations for 6-9 courses per semester, including ordering of textbooks, related course material and contacting publishers; prepare course syllabi, reading lists, handouts, exams, lecture notes, etc.; arrange special meetings; handle expense vouchers; make travel arrangements.

Requirements: High School diploma or equivalent. Some secretarial science coursework preferred. 1 year experience in secretarial practices. Experience with IBM-PC and/or Macintosh using word processing software—Microsoft Word, Wordperfect. Medium typing.

Secretary, GR17 (C3310)

Conference Services-Endowed

Minimum Biweekly Salary: \$517.65

Posting Date: 8/23/90

Maintain a hospitable atmosphere for greeting and working with several hundred members of the Cornell community and conferences and international guests of the university; provide secretarial support for professional staff members; general office professional tasks including answering telephone; filing; running errands; inventory and re-order departmental supplies. No vacation between May and August. **Requirements:** High School diploma or equivalent. 1 year of previous secretarial experience desired. Must enjoy diversity in the workplace; exceptional interpersonal, communication (written and oral), organizational skills. Word processing, preferably Wordperfect (5.0). Ability to prioritize work load during the day to handle constant interruptions and inquiries. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Data Entry Operator, GR17 (C3209)

Acquisitions/Olin/CUL-Endowed

Minimum Biweekly Salary: \$517.65

Posting Date: 8/16/90

Enter book and order records into the NOTIS system. Search, create and update records in the databases. Sort and distribute Library of Congress cards and departmental mail.

Requirements: High School diploma or equivalent. Previous work experience helpful. Familiar with computer terminals. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Assistant, GR17 (C3211)

ILR-Administrative Services-Statutory

Minimum Biweekly Salary: \$517.65

Posting Date: 8/16/90

Pick up and deliver mail to Ithaca Post Office; pick up mail from Ives Hall mail drop; sort US and campus mail, memos and newspapers; post and prepare outgoing mail and parcels; handle and move incoming shipments into storage or area for use; fill publication orders, dispense office supplies, assemble and move office furniture. Serve as back-up for absent members of department.

Requirements: High School diploma or equivalent. Valid NYS driver's license a must. Familiar with US Postal regulations desired. 1 year related office experience; ability to lift boxes, etc. up to 40 pounds. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Research Aide, GR17 (C2912)

Natural Resources-Statutory

Minimum Biweekly Salary: \$517.65

Posting Date: 7/26/90

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

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

Secretary, GR18 (C3309)

Natural Resources-Statutory

Minimum Biweekly Salary: \$529.35

Posting Date: 8/23/90

Provide secretarial support to Cooperative Extension staff using Word Perfect 5.0. Schedule meetings; answer telephones; distribute, organize, and maintain large volume of publications; prepare travel itineraries and reimbursements; use PROCOMM to access CENET electronic mail.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1 year related work experience. Strong computer background and working knowl-

edge of Word Perfect 5.0. Must have excellent communication skills. Heavy typing.

Secretary, GR18 (C3308)

SCAS-Statutory

Minimum Biweekly Salary: \$529.35

Posting Date: 8/23/90

Provide secretarial support for 3 faculty and several other professional staff, including heavy typing on IBM Personal System 2; receptionist duties; handle mail; file; schedule meetings. Other duties as assigned.

Requirements: High School diploma or equivalent, secretarial school preferred. 1-2 years related experience. Must be excellent typist. Well organized and work with several people effectively. Willing to learn and accept new responsibilities as needed. Experience with IBM PC with Word Perfect preferred. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Word Processor Operator, GR18 (C3203)

Facilities Engineering-Endowed

Minimum Biweekly Salary: \$529.35

Posting Date: 8/16/90

Transcribe, type, edit and modify documents through the use of a word processor or typewriter in an efficient, effective and timely manner.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years experience with word processing systems, experience with Macintosh computers and related applications (Microsoft Word or Excel) very desirable. Must be familiar with standard office and correspondence practices. Strong organizational and interpersonal skills necessary. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Accounts Assistant, GR18 (C3216)

Dining Services-Endowed

Minimum Biweekly Salary: \$529.35

Posting Date: 8/16/90

Maintain financial and personnel records for the unit. Responsible for routine functioning of units main office.

Requirements: High School diploma or equivalent. 2 years related secretarial/accounting experience or equivalent. Good interpersonal and communication skills essential. Good writing, English and computation skills required. Knowledge of word processor or personal computer preferred. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Secretary, GR18 (C3208)

University Development/Public Affairs-Endowed

Minimum Biweekly Salary: \$529.35

Posting Date: 8/16/90

Provide administrative and secretarial support for an Assistant Director and Development Assistant in the Cornell Fund.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1 year related experience. Excellent organizational and interpersonal skills. Good communication (written and oral) and typing skills. Knowledge of Cornell preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Secretary, GR18 (C3212)

National Nanofabrication Facility-Endowed

Minimum Biweekly Salary: \$529.35

Posting Date: 8/16/90

Provide general secretarial support to the Corporate Relations Director, administrative and technical staff. Maintain schedules; sort mail; word processing using Macintosh PC programs for papers, proposals, reports, and newsletter-type publications; maintain records of NNF's corporate outreach program; coordinate annual technical review and other conferences. May participate in special projects as assigned.

Requirements: High School diploma or equivalent; some college coursework desirable. 1-2 years Cornell experience desired. Excellent communications; interpersonal, and organizational skills required. Close attention to detail and follow-up skills a must. Computer, PC/Macintosh, Pagemaker experience helpful. Ability to work independently and as part of a team essential. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Office Assistant, GR18 (C0709)

Summer Session-Endowed

Minimum Biweekly Salary: \$529.35

Posting Date: 2/22/90

Serve as receptionist; process mail and requests for information; order supplies; general typing; provide clerical support to registrar. Assist registrar in registration process. **Requirements:** High School diploma required. 1 year related office experience required. Some college coursework preferred. Able to work with diverse public. Excellent interpersonal communication skills required. Experience with Wordperfect desirable. Able to set priorities and work independently under pressure. Some familiarity with Cornell desirable. Medium typing.

Secretary, GR18 (C1703)

ILR-Personnel & Human Resource Studies-Statutory

Minimum Biweekly Salary: \$529.35

Posting Date: 5/3/90

Provide secretarial support for department faculty. Use computerized hardware and software to prepare correspondence, training materials, administrative memoranda, budget, vouchers, etc.; make travel arrangements; process correspondence; handle mail; telephone contacts; appointments. Other duties as assigned.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years office experience, PC experience familiar with word processing software, graphics software and spreadsheets. Medium typing.

Secretary, GR19 (C3303)

JGSM-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 8/23/90

Provide word processing and administrative support for 10 faculty members using Mass 11 and Macintosh. This includes supporting them totally in their research, teaching, and other programs. Requires a great deal of skill in setting priorities and seeing all jobs through from beginning to end.

Requirements: High School diploma or equivalent. Some college coursework preferred. Minimum 2 years secretarial/office experience. Knowledge of Mass 11 and Macintosh. Emphasis on technical typing. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Secretary, GR19 (C2709)

Applied and Engineering Physics-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 7/12/90

Provide administrative support for the School's Master's and Doctoral programs. Function as liaison between Graduate School and department; maintain PC-based graduate student record database; represent department to prospective and current graduate students and parents; provide administrative and secretarial support for 3 faculty members.

Requirements: High School diploma or equivalent. Some

college coursework preferred. Strong interpersonal, communication and organizational skills. Ability to use independent judgment and to handle confidential matters. At least 2 years experience with academic programs at Cornell preferred. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Administrative Aide, GR19 (C2501)

Career Center-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 6/28/90

Provide administrative support to HCEC (a complex Committee comprised of approximately 300 students and 90 faculty members) and Credential Service under general supervision, exercising independent judgment in organizing, planning and executing some projects. Large mailings, maintain files, compose routine office correspondence.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience required. Working knowledge of Macintosh computer essential. Excellent organizational skills with attention to detail. Medium typing.

Service Coordinator, GR19 (C3201)

CIT/Workstation Support Services-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 8/16/90

Receive and prioritize all service requests presented to the service department. Insure that all calls and carry-in transactions are handled in a timely fashion; enter and maintain all maintenance records; provide clerical support for Service Unit.

Requirements: High School diploma required. Some college coursework preferred. 1 year related experience. Familiar with office systems technologies including microcomputers helpful. Excellent interpersonal and communications skills required. Ability to work in a fast-paced service environment and understanding technical information. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Secretary, GR19 (C3204)

JGSM-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 8/16/90

Provide word processing and administrative support for 10 faculty; provide Macintosh support for 4 faculty members. Entails a broad set of responsibilities including the execution and completion of all incoming work with an emphasis on technical typing.

Requirements: High School diploma or equivalent. Some college coursework desirable. Minimum 2 years secretarial/office experience. Familiar with word processors and Macintosh computers. Good organizational skills. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Office Assistant, GR19 (C3214)

University Registrar-Endowed

Minimum Biweekly Salary: \$551.86

Posting Date: 8/16/90

Provide student information to a wide range of clients via the telephone and general office support for the Office of the University Registrar.

Requirements: Associate's or equivalent experience. Excellent telephone skills. 1-2 years experience in a diverse setting. Good interpersonal and communication (verbal/written) skills. Ability to work independently. Word processing experience (Word). Knowledge of academic environs and Cornell desirable. Able to handle sensitive and confidential information essential. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Administrative Aide, GR20 (C3307)

Development, Olin Library-Endowed

Minimum Biweekly Salary: \$575.30

Posting Date: 8/23/90

Provide executive secretarial and administrative support for the Director and Assistant Director of Development and Public Affairs. Communicate with donors daily; prioritize and manage office work flow in high pressure situation; meet varied demands of 4 professional staff members under pressure of \$75M campaign; coordinate Macintosh Network in busy office.

Requirements: Associate's or equivalent combination of work experience and education. Macintosh Microsoft word processing. Familiar with IBM WP also helpful. 2-3 years related experience. Ability to complete difficult projects under pressure of time and accuracy demands. Patient telephone manner. Excellent clerical, interpersonal, communication and organizational skills. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Reference Assistant, GR20 (C3313)

Mann Library Public Services-Statutory

Minimum Biweekly Salary: \$575.30

Posting Date: 8/23/90

Provide information and reference services in Mann Library, and coordinate reference collection maintenance. Also responsible, in the Entomology Library, for student supervision and user assistance, and provide circulation assistance and assists with collection development.

Requirements: Associate's or equivalent experience and education. Experience working in an academic/research library is desirable. Strong interpersonal and communication skills required. Ability to be self-directed, meet deadlines and pay attention to detail required. Background in life sciences or agriculture preferred. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Service Representative, GR20 (C3207)

Network Resources/Telecommunications-Endowed

Minimum Biweekly Salary: \$575.30

Posting Date: 8/16/90

Provide administrative and secretarial support to Director, Senior Engineer and Project Coordinator. Train users of Telecomm system; process complex telephone orders, maintain database and documentation.

Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Administrative Aide, GR20 (C3206)
Engineering-Dean's Office-Endowed
Minimum Biweekly Salary: \$575.30
Posting Date: 8/16/90
Administrative support for Dean's Office. Receive visitors at front desk and make appropriate referrals. Prepare confidential correspondence, large mailings, arrange meetings for Dean and Associate Deans. Answer main phone for Deans Office and respond to inquiries. Act as Building Coordinator for Carpenter Hall.
Requirements: Associate's or equivalent. Minimum 2 years related experience. Must have proven ability with word processors (Apple preferred). Ability to handle highly confidential information. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Administrative Aide, GR21 (C3213)
University Relations/Government Affairs-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/16/90
Provide administrative and secretarial support to Executive Director of Government Affairs and Director of Federal Relations. Responsible for disseminating governmental information to senior university administrators, and state and federal government officials. Must be able to deal with politically sensitive and confidential issues in a fast-paced office.
Requirements: Associate's or equivalent. 2-3 years related experience. Ability to maintain confidences at a very high and sensitive level. Ability to work independently essential. Excellent organizational, interpersonal and communication (written and oral) skills essential. Experience on IBM PC and Wordperfect software essential. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Administrative Aide, GR21 (C3118)
Office for Research-Statutory
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Serve as administrative aide to Director for Research. Type correspondence; set up meetings; plan and set up conferences; manage production of numerous large reports; develop support materials for presentation at state and national meetings; plan and arrange departmental comprehensive reviews, coordinate daily appointments; prepare travel arrangements; supervise student help.
Requirements: Associate's or equivalent with at least 3 years related experience. Transcription skills (shorthand and dictaphone). Excellent public relations skills. Attention to detail. Experience with computers (Macintosh and IBM). Ability to work with little supervision and to anticipate needs of Director. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Administrative Aide, GR21 (C3113)
School of Chemical Engineering-Endowed
Minimum Biweekly Salary: \$599.73
Posting Date: 8/9/90
Provide broad-based administrative/secretarial support for a large research program in the School of Chemical Engineering. Manage several research accounts and prepare related budgets. Handle the purchasing of materials and supplies. Type highly technical proposals, reports and related correspondence. Handle travel arrangements/reimbursements; coordinate meetings and visitor schedules. Act as liaison with funding agencies, OSP, accounting and purchasing departments.
Requirements: Associate's or equivalent. At least 2 years related experience. Knowledge of Cornell accounting and research budgets required. Familiarity with IBM PC, Wordperfect and TEK desirable. Excellent organizational and communication skills essential. Must be able to work under pressure and with limited supervision. Heavy typing. Regular Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Assistant to the Director, GR23 (C3306)
Summer Session-Endowed
Minimum Biweekly Salary: \$651.82
Posting Date: 8/23/90
Full responsibility of office management; supervisory responsibilities; assist in recruitment and admissions selection of Summer College students.
Requirements: Associate's or equivalent. Familiar with Cornell. 3 years related experience in admissions. Administrative and data systems management. Hands-on experience with IBM PC/XT. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Office Professionals Part-Time

Information Assistant, GR18 (C3312)
Mann Library Public Services-Statutory
Minimum full-time equivalent: \$529.35
Posting Date: 8/23/90
Provide information and reference services using online and card catalogs, RLIN database, reference books, and other library resources. Assist with projects and maintenance of reference collection. 20 hours per week; schedule to be arranged.
Requirements: High School diploma or equivalent experience and education. Some college coursework preferred. Experience working in an academic/research library is desirable. Background in life sciences, agriculture, or human ecology preferred. Strong interpersonal and communication skills required. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Senior Records Assistant, GR18 (C3210)
Physical Sciences Library-Endowed
Minimum full-time equivalent: \$529.35
Posting Date: 8/16/90
Under the general direction of the Physical Sciences Librarian responsible for providing for the security and circulation services of the Library. Supervises and performs the operation of the circulation/reserve desk. Provide informational services to library users. Assist in the training and scheduling of student staff. Considerable lifting of heavy library materials. Pushing loaded book trucks and occasional lifting of boxes (up to 100 pounds). Monday-Friday 20 hours per week.
Requirements: High School diploma or equivalent required. 2 years of college coursework or equivalent experience required. Previous experience in library public services desired. Familiar with computers required. Excellent interpersonal, communication and organizational skills required. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Special Collections Assistant, GR18 (C3109)
Veterinary Library-Statutory
Minimum full-time equivalent: \$529.35
Posting Date: 8/9/90
Maintain the daily operation of the Audiovisual Learning Resources Center. Answer questions and assist users in locating programs and operating the equipment; hire, train and supervise student assistants; process, catalog, organize, and maintain AV software collection (audiotapes, videotapes, slides); resolve equipment problems and perform routine maintenance; staff the Library Public Service desk. Other duties as assigned. Hours to be scheduled. 20 hours per week, Monday-Friday between 8 a.m.-5 p.m.
Requirements: High School diploma or equivalent; some college coursework preferred. 1-2 years related experience (or demonstrated aptitude) with audiovisual materials and equipment desirable. Strong service commitment. Able to work with different people in a public service setting. Excellent organizational, communications and interpersonal skills. Able to work independently. Some supervisory experience helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

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

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

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

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

Administrative Aide, GR20 (C3314)
Assoc. Vice President for Human Relations-Endowed
Minimum full-time equivalent: \$575.30
Posting Date: 8/23/90
Provide administrative support for Assistant to Associate Vice President for Working Family Programs. Wordprocess correspondence; coordinate meetings; answer telephones; keep calendar; arrange travel; other projects as assigned. Monday-Friday, 5 hours per day.
Requirements: Associate's or equivalent. IBM PC WordPerfect (5.1). Cornell endowed bookkeeping and Cornell travel procedures a plus. 2-3 years related experience. Familiar with Cornell preferred. Good communication, organization and interpersonal skills. Able to maintain confidentiality. Good attention to detail and ability to work independently. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Professionals Temporary

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

Distribution Assistant (S2001)
Agricultural and Biological Engineering
Posting Date: 5/24/90
Assist in distribution of publications. Enter orders in computer, print invoices, pack boxes, prepare for mailing. Assist in marketing and other office duties. Answer phones. Monday-Friday, 8-12.
Requirements: Familiarity with Macintosh computer. Able to lift 40 pound boxes. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

Museum Education Assistant (S3201)
Johnson Museum
Posting Date: 8/16/90
Assist with planning, implementation, documentation and evaluation of museum education programs. Includes ongoing museum/school program, weekend art workshops, thematic and introductory museum tours of permanent collections and special exhibitions and public program events. Tuesday, Wednesday, Thursday, including weekends (flexible), 9 a.m.-3 p.m. 20 hours per week. Until June 12, 1991.
Requirements: Bachelor's, BFA in fine arts, art history, art education, museum studies or related field. Excellent verbal and written skills. Familiarity with varied art techniques and processes. At least 2 years teaching experience on elementary or secondary level in art programs essential. Ability to work independently, meet deadlines and solve problems. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

Cashier (S3205)
Entrepot-Noyes Center
Hourly Rate: 5.75
Posting Date: 8/16/90
Transact cash and credit sales.
Requirements: High School diploma. 1-2 years related experience. Basic reading and computation skills. Good interpersonal and communication skills required. Hours: 3:45 pm-12:30 am. Monday, Thursday, Friday, Saturday, and Sunday. Contact Karen Raponi, Staffing Services, 255-2192.

Secretary (S3003)
Engineering Minority Program
Minimum: \$6.00
Posting Date: 8/20/90
Provide clerical support for Cornell Young Scholars Program. Proficiency with the Macintosh. Filing, copying, basic bookkeeping.
Requirements: High School education, some post secondary education preferred. One year office experience preferred. Knowledge of Cornell University is helpful. Temporary - Part-time, flexible hours. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

Office Assistant (S2907)
Information Technologies
Minimum \$6.00
Posting Date: 7/26/90
Responsible for data entry. Knowledge of the electronic mail system is helpful. Sort and file forms. Place and answer phone calls. General clerical tasks of a library nature. Some lifting is required. Casual 19 hours weekly. August 30 - February 30, 1991. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

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

General Service

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

Food Service Worker, SO03 (G3101)
Unions and Activities/Robert Purcell Union-Endowed
Hiring Rate: \$6.56
Posting Date: 8/9/90
Maintain stock levels; prepare and service food; hand cash; clean up in the RPU Diner; may also assist in catering responsibilities at RPU. Maintain a "customer first" attitude at all times. Adhere to Health Department and Sanitation codes. Sunday-Wednesday, 8 p.m.-1:30 a.m.; Thursday-Saturday, 8 p.m.-3:30 a.m.
Requirements: High School diploma or equivalent. 1 years experience in a food service operation. Supervisory and cash handling experience helpful. Excellent interpersonal and organizational skills that allow candidate to relate well to students, faculty and staff. Cornell employee send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.

General Service Part-time

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

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

General Service Temporary

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

Custodian
Building Care-Endowed/Statutory
Temporary Rate: \$5.00
Continuous recruitment will be done in the department Building Care for temporary custodians. Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday 6:00am-2:30pm, Friday 6:00am-1:30pm. Periodically 2nd and 3rd shift hours are available.
Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pound and climb a 6 foot ladder.

Academic

Teaching Associate
Department of Chemistry
Conduct laboratory sessions and/or grade papers and hold office hours for General Chemistry and other chemistry courses.
Requirements: Bachelor's in chemistry, biology or physics is required. Master's and teaching experience preferred. Send letter of application, including resume and references to Earl Peters, Department of Chemistry, Baker Laboratory, Cornell University, Ithaca, NY 14853.

Public Services Librarian/Archivist
Dept. of Manuscripts & University Archives, John I. Olin Library
Coordinate public service activities in the department; provide reference service for on-site and mail inquiries; conduct classes and workshops for students and other researchers; and work with faculty and staff to promote use of the collections. Participate in the design and implementation of an integrated public service system for archival manuscripts, maps and rare books in a new special collections library due to open in 1992.
Requirements: Graduate degree(s) in library and/or humanities/social sciences, or archival administration; excellent written and oral communication and interpersonal skills; archives or special collections experience (3+ years preferred). Preference given to candidates with public service experience, ACA certification, on-line (especially RLIN) searching proficiency, familiarity with microcomputer.