

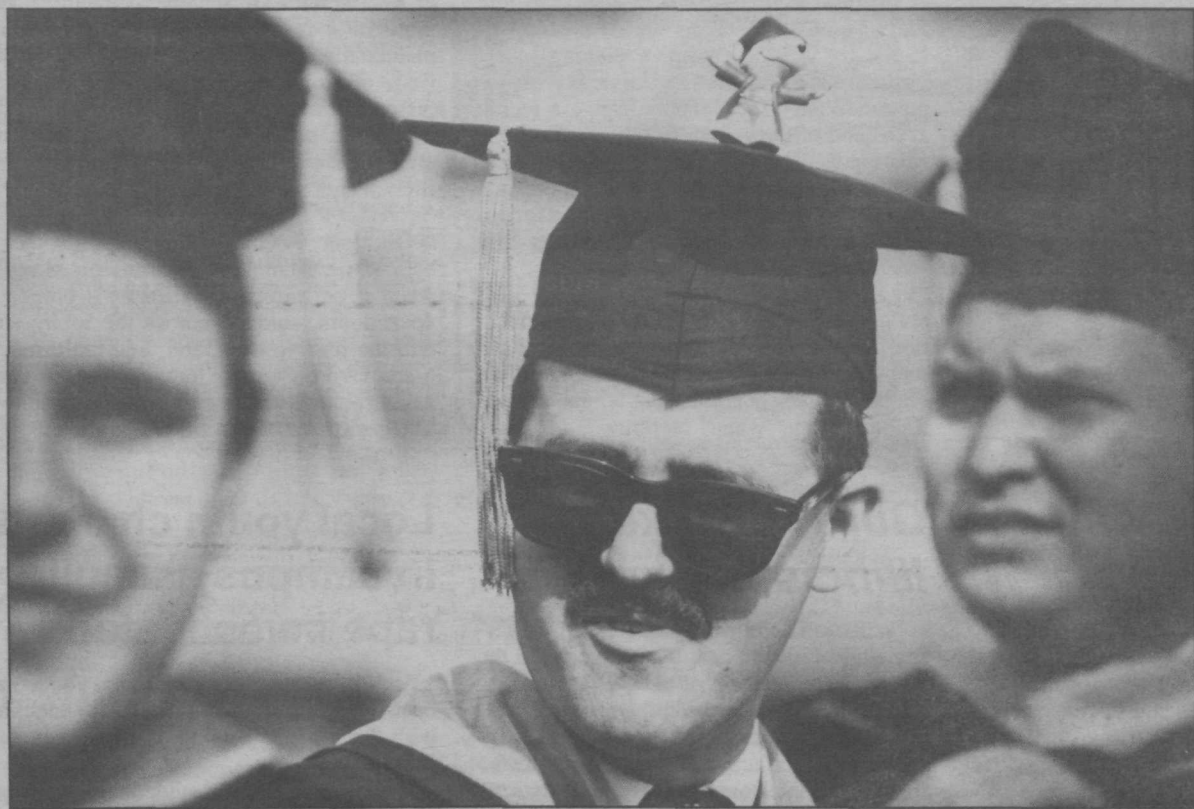
# CORNELL Chronicle

Volume 22 Number 35 June 6, 1991



Welcome, Alumni

## Joe Cool, M.B.A.



Peter Morenus

Johnson Graduate School of Management graduate Matthew A. Zirkle, along with Snoopy, takes his place for the processional into Schoellkopf Field for commencement May 26. Some 5,800 students received their degrees. For more photographs of commencement, turn to Pages 4 and 5.

## 2,000 athletes and coaches will take part in Special Olympics on campus next week

When the New York State Special Olympics and its 2,000 athletes and coaches come to Ithaca June 13 through 16 to compete in eight sports, two men from the Department of Agricultural and Biological Engineering will be among the hundreds of volunteers helping staff the games.

Dan Aneshansley and Dick Krizek both work in Riley-Robb Hall, where Aneshansley is an associate professor and Krizek is departmental production coordinator. Both are active, along with their wives, in the local Down Syndrome Family Support Group, which plans to work as a unit at the Special Olympics events.

Volunteers are key to the games. Aside from a professional staff at headquarters, Special Olympics relies on volunteer staff and coaches. This year, for the first time, the games are being held on the campuses of Cornell and Ithaca College, which means that many of the volunteers will

Special Olympics team coached by Denise Wasielewski and assisted by the 10-to-14-year-olds on the YMCA team.

"There are lots of benefits of the Special Olympics program. If we have our minds set on achieving integration or inclusion, then self-confidence and skills gained from the training can enable these athletes to be more easily integrated into 'regular' teams," Mrs. Aneshansley said.

But "a message of Special Olympics is that if you're disabled you ought to be on a special team, and I have reservations about that," her husband added.

In spite of his reservations, he sees many benefits of the games: the weekly training, the formation of teams, the athletic discipline and the friendships that may come out of it.

He'll be out there with his wife, with Jimmy and with their three other children and with many of the 45 families

*continued on page 2*

*Special Olympics competition on campus will be held between 8 a.m. and 4:30 p.m. on June 14 and 15 in Alberding Field House, Schoellkopf Field, Lynah Rink, Kite Hill Tennis Courts, Barton Hall and Teagle Hall. The opening ceremony will be held June 14 at 7 p.m. at Ithaca College.*

come from this community.

In the past, some local professionals and families of disabled individuals have not been particularly enthusiastic about Special Olympics, according to the Aneshansleys.

"There has been an attitude in Ithaca that has been neutral if not anti-Special Olympics for a long time," said Jan Aneshansley, who is a nurse and has worked for the past two years promoting Special Olympics locally.

The conflict flares over the question of "inclusion," or integration, of disabled children in school classrooms, after-school programs and other social and recreational activities.

The Aneshansleys have been proponents of inclusion. It pleases them that their son Jimmy, an 11-year-old fourth grader at Northeast Elementary School, joined a Special Olympics-Youth Bureau "unified" softball team for disabled and fully able children, and that he now swims on a



Peter Morenus

Associate Professor Dan Aneshansley's son Jimmy, 11, swims on a Special Olympics team at the YMCA.

## Alumni will hear former diplomat, Nobel laureate during reunions

Talks by a former U.S. ambassador and a Nobel laureate will be featured during Cornell's annual Alumni Reunion Weekend from today through Sunday, June 9.

Sol M. Linowitz, U.S. ambassador to the Organization of American States during the Johnson administration and a 1938 graduate of the Law School, will deliver the Spencer T. and Ann W. Olin Address on Friday, June 7, at 3 p.m. in Bailey Hall.

In a lecture titled "Countdown in the Americas," he will discuss why he thinks that "for the first time in memory, we have the opportunity to create a responsible hemispheric partnership."

Linowitz, a former chairman of Xerox Corp., also served as President Carter's ambassador-at-large for Middle East negotiations. He currently is senior counsel of an international law firm based in Washington, D.C.

More than 5,000 alumni and guests are expected to come to campus for the reunion of classes with a "six" or a "one" as the final digit of their graduation year from Cornell, anywhere from five years to 70 years ago.

One of the cultural events that are increasingly becoming an added attraction to the party tradition of reunions will include Nobel laureate in chemistry Roald Hoffmann, the John A. Newman Professor of Physical Science at Cornell. During a symposium on Saturday, June 8, beginning at 10:30 a.m. in Bailey Hall, Hoffmann, a published poet, will explore ways in which the artist and the scientist stimulate creativity in themselves and their students. Hoffmann will be joined in the discussion by David Feldshuh, artistic director of Theatre Arts at Cornell and a practicing physician in Tompkins County.

The symposium is one of a series of celebrations conducted here and around the world since the 1990 reunions launched Cornell's 125th Anniversary year last June.

President Frank H.T. Rhodes will conclude the symposium with his annual State of the University Address to the alumni.

"Reunion has become a multifaceted expression of Cornell values," said Margaret M. Gallo, associate director for class programs in the Office of Alumni Affairs and overall reunions coordinator. Gallo, who will be celebrating her 10th-year reunion, said many activities are aimed not only at resurrecting memories, renewing old friendship and just having fun, but are aimed "at discovering what Cornell is all about today and what its vision is for the future." For example, there will be numerous opportunities for returning alumni to meet with faculty and visit facilities throughout campus.

One significant change this year over past years, she said, will be the strict limiting of class tent parties to alumni, special guests and public-affairs staff. The open-house practices of the past are no longer possible, she said, because of "liability issues caused by new drinking laws, space constraints and increased overall costs."

The new restrictions will be enforced through distribution of new buttons, "nullifying the old practice of using buttons from previous years," she said.

"Reunion is more and more a family event each year," Gallo added. There are special programs for children ages 3 to 15 who come to campus with their parents.

Along with the increased family participation is the proliferation of athletic events for young and old, including, for the first time this year, an opportunity to scale the Lindseth Climbing Wall in Alberding Field House.

Other events of special interest include the Class of 1961 dedication of a stained-glass window in Sage Chapel at 11:30 a.m. on Friday, June 7, in honor of three civil-rights workers, including classmate Michael Schwerner, who were killed in Mississippi in May 1964.

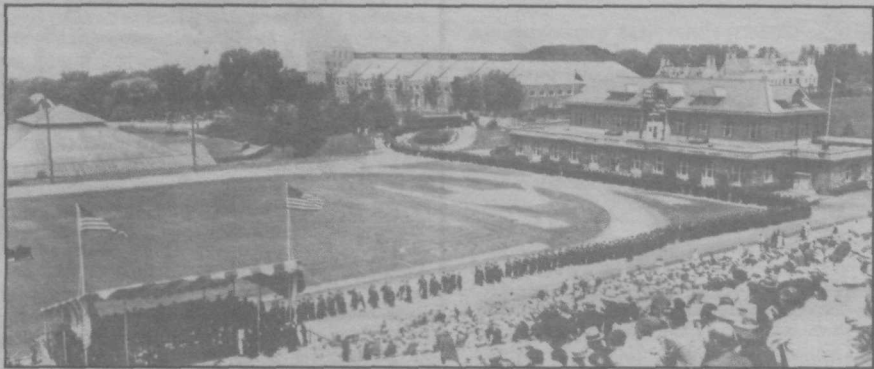
Also, there will be a reception for veterans of the Korean and Vietnam conflicts in the Browsing Library of Willard Straight Hall on Friday, June 7, from 4:30 to 6 p.m.

—Martin B. Stiles

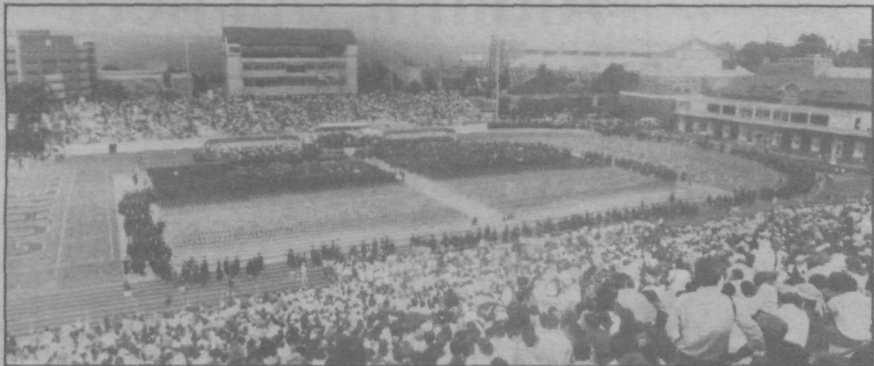
*President Rhodes will give his State of the University Address on June 8 in Bailey Hall, in a program beginning at 10:30 a.m.*



## Double take



Department of Manuscripts and University Archives



David Lynch-Benjamin

In 1934, the 1,223 graduates had a long walk to their seats in the Crescent for commencement. This year's 5,800 degree-recipients nearly filled the football field.

## Alumni elect Almquist, Cuzzi trustees

Cornell alumni have elected two new members of the Board of Trustees, who will begin their four-year terms on July 1. They are:

- Laura Treman Almquist '56, of Tucson, Ariz., who has been a gubernatorial appointee to Arizona's State Welfare Board and was chairwoman of the Governor's Office for Children. She also led commissions on day-care licensing and child-abuse prevention and served as chairwoman of the board of the state's largest school district and was recognized as Tucson's Woman of the Year for her leadership of the school district during desegregation.

Also assistant director and program officer of the Tucson Community Foundation, Almquist has served as president of the Tucson Airport Authority and as a board member of Northern Trust Bank of Arizona and the University of Arizona Medical Center. She is vice president of the Class of 1956 and serves on the Women and Minorities Steering Committee and the Secondary Schools Committee of the Cornell Council.

Almquist and her husband, John A. Almquist Jr. '54, who is vice president of investments for Prudential-Bache Securities and a major general in the Arizona Air National Guard, have three children.

- Frank Cuzzi '61, M.B.A. '64, of New York City, is founder and president of Corner Kick Corp., a sports and special-events marketing company. He previously was director of marketing for the Major Indoor Soccer League and the North American Soccer League and has been recognized by *Adweek* magazine as one of the foremost sports-marketing experts in the United

States.

Active as an undergraduate in Delta Upsilon and the Quill and Dagger, Red Key and Aquarius honorary societies, Cuzzi founded and is chief architect for the New York University Sports and Special Events Certificate Program and Institute, where he is an assistant professor of marketing. He also initiated special-events marketing programs at the University of California at Berkeley and Cornell's School of Hotel Administration.

Cuzzi has served Cornell as president of the Cornell Association of Class Officers, president of his class and chairman of its 25th reunion campaign, co-chairperson for the Beebe Lake 150th celebration, a member of the board for the Center for the Theatre Arts, a member of the Alumni News publications committee and a member of the Alumni Association Board. He has been a member of the University Council since 1979. He now is involved with his 30th reunion, the Cornell Catholic Community, his fraternity and women's varsity soccer. He also is the creator of two Cornell Tradition fellowships.

Cuzzi's Cornell heritage includes his father, Joseph '31, C.E. '33; uncles Nicholas '38 and Frank '42; cousin Jeffrey '67; and nephew Larry Somma '88. Cuzzi and his wife, Elise, live in New York City with daughters Alexandra, 6, and Ashley, 2.

The following alumni have been elected directors-at-large of the Alumni Federation: Madolyn M. Dallas '58, Blonde Grayson Hall '79, Charles F. James '57; Robert F. McKinless '48, Carolyn C. Neuman '64 and Jonathan K. Poe '82.

## BRIEFS

■ **Winners:** Three staff members have won awards in the National Association of College and University Business Officers' nationwide cost-saving competition. Charles Wheeler, an administrative aide at Cornell University Press, won \$1,000 for his proposal to use biodegradable and inkless newspaper waste to replace non-biodegradable packaging materials for shipping books. William Douglas and Bonnie M. Clark, benefits specialists in the Office of Human Resources, won honorable mention for their idea to automate the calculations of the federal income-tax maximum exclusion allowance for more than 1,500 employees.

■ **Summer choir:** All are welcome to join the Sage Chapel Choir this summer, directed by George Damp, a visiting music professor from Lawrence University in Appleton, Wisc. The choir will give a recital at the end of the summer. No experience is necessary. Rehearsals will begin June 27 and continue on Thursdays at 7 p.m. and Sundays at 9:30 a.m. For more information, contact the Music Department at 255-4097.

■ **Physical education:** The Physical Education Department is offering six-week summer courses aimed at faculty and staff, including classes in equitation, tennis, sailing, scuba diving, water aerobics and yoga.

Registration will be held in Lynah Rink on Monday, June 24. For more information, call the department at 255-4286.

■ **Appointments:** President Frank H.T. Rhodes and the University Assembly have made the following appointments, for two-year terms. A Law School student, Ian Yankwitt, has been named judicial adviser. The judicial adviser provides free assistance and representation to those charged with violation of the Campus Code of Conduct and to students charged with violation of the Code of Academic Integrity. Marjorie Hodges has been named judicial administrator. She is a member of the Class of 1991 at the Law School. The judicial administrator receives and investigates complaints alleging violation of the Campus Code of Conduct. Thomas W. Scott, professor of soil, crop and atmospheric sciences, has been named ombudsman. The ombudsman assists in the resolution of conflicts within the university community.

■ **Oh, deer:** A confused deer startled members of the Mann Library staff on May 28 when it ran through the library's propped-open doors, skidded across the lobby and into the reserve desk, and then ran through a study room before jumping over a desk and through a window to the ground below. The deer then ran toward Beebe Lake.

## Gurowitz takes Illinois State post

William D. Gurowitz, director of university environmental health and safety and the former vice president of campus affairs, has been named vice president for student affairs at Illinois State University. His appointment is effective July 1, subject to the approval of the Board of Regents at its June meeting.

As vice president here, Gurowitz oversaw administration of the non-academic governance system, the Campus Store, Cornell United Religious Work, the Office of the Dean of Students, Dining Services, Health Services, International Students and Scholars Office, Public Safety, Residence Life, Transportation Services, and Unions and Activities.

Gurowitz received a bachelor of arts degree in chemistry from Cornell and a doctorate in organic chemistry from Purdue University. He worked as a research chemist for Dow Chemical before joining Cornell and was executive director of the Chemistry Department from 1967 until 1971, when he became vice president.

"Bill is one of the most well-known and respected student-affairs vice presidents in the country," ISU President Thomas Wallace said. "ISU is most fortunate to have attracted a person of his caliber and experience. The university will benefit significantly from his presence on the campus."

In accepting the position, Gurowitz said: "I am pleased and excited about joining Illinois State University. I am impressed with the commitment ISU has with its students and with student development."

## Local youth charged in campus assault; rape investigated

A 17-year-old Tioga County youth has been charged with assault in connection with the May 27 beating of a graduate student.

The accused is a student at Spencer-VanEtten High School, but his name is being withheld until the court determines if he is eligible for youthful-offender status, according to Capt. William G. Boice of Cornell's Department of Public Safety.

The student is charged with assault in the third degree, a class A misdemeanor, and is scheduled to appear in Ithaca Town Court at 7 p.m. Wednesday, June 12.

The assault took place shortly after 5 p.m. May 27 at the east end of Beebe Lake, near the steps leading to Cornell's Pleasant Grove apartments for graduate students. Jinhua Xiao, a 28-year-old student in the Department of Plant Breeding and Biometry, reported that he was assaulted and punched. He sustained facial injuries and was treated in the emergency room at Tompkins Community Hospital.

President Frank H.T. Rhodes, who condemned the incident, praised the Department of Public Safety for its quick work on the case. The investigation is continuing.

In a separate incident, Cayuga Heights Police are investigating a reported May 25 rape of a 20-year-old female from out of state who was visiting the Ithaca area. The incident is alleged to have occurred at the Sigma Chi fraternity, 106 Cayuga Heights Road. The investigation is continuing.

## 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, sexual orientation, age, or handicap. The university is committed to the maintenance of affirmative-action programs that will assure the continuation of such equality of opportunity. Sexual harassment is an act of discrimination and, as such, will not be tolerated. Inquiries concerning the application of Title IX may be referred to Cornell's Title IX Coordinator (Coordinator of Women's Services) at the Office of Equal Opportunity, Cornell University, 234 Day Hall, Ithaca, 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 persons with disabilities 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 also be directed to that office.

## GRADUATE BULLETIN

■ **Summer registration:** Students must register at the Graduate School if they are receiving financial aid during the summer; wish to use campus facilities; or are off campus but need to be registered for summer study. Student ID is required.

■ **Travel:** Conference travel grant applications are due at the Graduate Fellowship and Financial Aid Office, Sage Graduate Center, by July 1 for August conferences. Application forms are available at graduate field offices. Grants for transportation are awarded to registered graduate students invited to present papers.

■ **Seminars:** Dissertation and thesis seminars will be held in the Morison Seminar Room, Corson/Mudd Hall, from 3 to 4 p.m., Tuesday, July 9, for master's theses and Thursday, July 11, for doctoral dissertations. The thesis adviser will discuss preparing and filing theses and dissertations; students, faculty and typists are encouraged to attend.

## Olympics *continued from page 1*

in their support group — though few Ithaca athletes will be in the competition this year: just 17, with 12 of them on an adult volleyball team. (Slots are allotted not only by athletic ability but also according to a community's involvement over the years.)

One who may participate in the games is Krizek's son Jeff, 21, a weight-lifter who is an alternate for the games. Krizek continues to be concerned with issues of integration in public schools, the community and the workplace; he is less concerned with issues of athletic integration, and he's looking forward to the games with the hope his son will have a chance to compete.

"There's nothing else available at the competitive level. Jeff wouldn't be in competition if it weren't that Special Olympics is in town," Krizek said. "And the competitive atmosphere makes a big difference. Jeff's best was 165 pounds, but at his last regional meet he won a bronze medal when he lifted 200 pounds."

— Carole Stone



# 1,000 thermometers take the temperature of new library

As the 10,000 cubic yards of concrete for the new \$25 million, three-story underground library extension flowed into place, the temperature of the pours was being constantly taken using 1,000 "thermometers" attached to the internal steel reinforcement. The objective: to perform the most comprehensive monitoring ever done in this country of the health of a concrete building as it cures.

The widely used European temperature-monitoring technique imported into the United States for the first time by Cornell civil engineers will help construction firms determine with far greater certainty the strength of concrete structures they are building. The result will be buildings, dams and bridges that experience fewer cracks and smaller deformations.

Also, the technique will allow more reliable rapid building construction, because engineers will not have to wait the standard 28 days for concrete samples to cure for analysis in strength-testing machines.

"The rate at which concrete develops strength as it cures is strongly temperature-dependent," said Kenneth Hover, an associate professor of engineering who supervised the project. "If an engineer wants to know whether a concrete structure has developed sufficient strength, the temperature history of that structure is critically important."

Until now, said Hover, construction companies have estimated concrete curing time based on their experience at moderate temperatures. However, since the rate of the key chemical reaction in concrete — the reaction between Portland cement and water — halves with each 20-degree Fahrenheit



Peter Morenus

Graduate students Charles Farrell (left) and Gregory Johnson attach a thermocouple to concrete reinforcing bars at the Carl A. Kroch Library construction site.

drop in temperature, winter temperatures can play havoc with those estimates, he said. In such cases, the concrete gains strength far slower, and when construction workers remove forms from the still-weak, uncured concrete, the concrete walls, floor slabs and pillars can warp and crack. Such problems reduce the quality of the structure

and in the extreme case have resulted in catastrophic failure, said Hover.

The library-monitoring project began when Hover proposed that the European temperature-measurement technique be used to guard against such temperature problems.

"Besides the research value of the project, we wanted to give the construction firm an early warning system to let them know when temperatures within the concrete were dropping below optimum levels," he said.

Turner Construction Co., the chief contractor for the building, agreed to fund half the project, with the rest coming from the National Science Foundation and Digital Site Systems of Pittsburgh. DSS manufactures the monitoring equipment used. Total cost of the project was about \$100,000.

Graduate students Gregory Johnson and Charles Farrell undertook the daunting task of installing the temperature-measuring thermocouples at key points in every concrete member before it was poured.

Their job was to tie the pencil-sized thermocouples among the steel reinforcement rods and string wires to data-collecting boxes just before each pour.

The task meant constantly moving from icy 10-degree weather on the surface to the hellish depths of the concrete structure, where natural-gas-fired heaters maintained temperatures of 110 degrees to warm the huge slabs. Over the 10 months of construction, the students placed some 1,000 thermocouples, concentrating on the corners and walls of slabs, where heat loss was most likely. Consulting with the building designer, they also chose monitoring points

that were most structurally critical to the building.

Putting the masses of temperature measurements into a computer, the students issued almost daily temperature reports on the curing concrete. These reports alerted the university, Turner Construction, the concrete firm of Streeter & Associates and the architects and engineers to possible problems.

The students also sampled each concrete pour in coffee-can-sized cylinders, placing each in a calorimeter to measure the heat given off. This heat was a gauge of the speed of the chemical reaction, telling the construction team whether the mix was a proper one.

Once the construction crews understood where temperature problems might arise, they could use such techniques as mixing the concrete with hot water, heating the slabs with large natural gas heaters and covering them with insulating blankets to maintain critical curing temperatures.

The result, said Hover, was not only an optimal structure, but increased confidence in the finished product.

"Since this is to be an underground building, they clearly didn't want any problems with the structure," he said. "This temperature-monitoring technique gave them an early warning system for their quality control that just wasn't possible before."

Hover and his colleagues are presenting their results at engineering seminars and at American Concrete Institute symposia in November and next March.

—Dennis Meredith

## Library named for Carl A. Kroch; courtyard named for Robert Purcell

The Board of Trustees on May 25 named the underground addition to Olin Library the Carl A. Kroch Library, in honor of the member of the Class of 1935 for his on-going support of the libraries.

Kroch, the owner of Kroch's & Brentano's Inc., Chicago's best-known book store, was honored in 1986 by the Library of Congress as a "hero of American culture." He and his late wife, Jeanette, eight years ago endowed the university librarianship, now held by Alain Seznec.

"It is important for people to understand that this addition will give breathing room to Olin Library, our key resource for the humanists and most of the social scientists at Cornell," Seznec said.

In addition, the courtyard formed by

Myron Taylor and Anabel Taylor halls is being named for another of the university's foremost benefactors, Robert W. Purcell, in honor of the former chairman of the Board of Trustees. Purcell, a member of the Class of 1932 and a 1935 graduate of the Law School, was a member of the campaign committee of the Law School from 1986 to 1989 and gave \$1 million to that campaign.

The North Campus student-union is named for Purcell, and he is a presidential councillor, the university's highest honor. In 1983, he was named volunteer of the year by the Council for the Advancement and Support of Higher Education. For many years he was a business consultant to the Rockefeller family and he led several corporate boards of directors.

## Five-year campaign is ahead of schedule

Alumni and others have pledged \$34 million to date to endow 15 faculty chairs, the deanship of the College of Arts and Sciences and the directorship of the Laboratory of Ornithology as part of the university's five-year, \$1.25 billion campaign.

Six months into the campaign, despite a national recession, the fund-raising effort is ahead of schedule. Gifts and pledges at the end of April totaled \$490.5 million. Of this, \$348.8 million was toward the \$655 million goal for spendable unrestricted funds and \$141.7 million was toward the \$595 million goal for endowment funds.

While \$30 million of the libraries' goal is slated for construction and renovation, including the underground Carl A. Kroch Library being built adjacent to Olin Library, the campaign has a goal of raising \$25 million for endowment to maintain the currency and quality of the collection. Though that \$25 million may earn about 10 percent annually, Cornell's investment policy guards endowment funds against future inflation by actually spending only about 4 to 5 percent of that \$25 million, or \$1 million to \$1.25 million a year.

New endowment, whether it is for faculty positions or financial aid, is of crucial long-term importance, because it perpetually provides annual revenues that relieve pressure on the general-purpose budget. Relieving the budget also eases pressure on tuition, which currently supplies more than

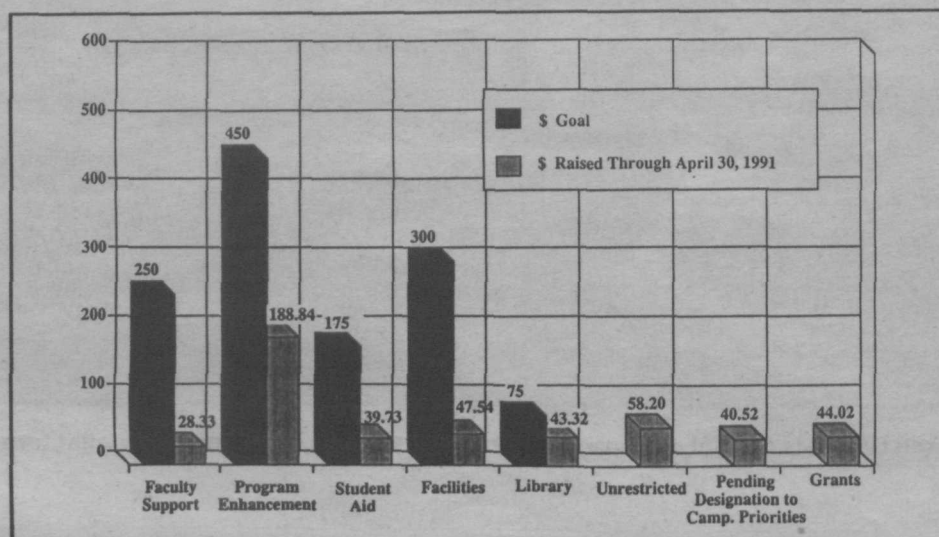
two-thirds of the revenues for the general-purpose budget, said Inge T. Reichenbach, director of University Development.

Other key gifts received to date include the establishment of a foundation by Arthur L. Wiesenberger '29 and his wife, Isabel, that will eventually distribute \$100,000 annually in unrestricted funds to the College of Architecture, Art and Planning; five graduate-student grants totaling \$1.93 million from the Andrew W. Mellon Foundation; and a \$7.5 million anonymous gift for

the establishment of the Cornell International Institute for Food, Agriculture and Development.

This year's reunion classes have raised \$27.1 million as part of the campaign. Three classes, 1951, 1956 and 1961, are close to reaching multimillion-dollar goals; the Class of 1956 has reached a university class-gift record of \$12.6 million. These totals will change, as reunion campaigns do not end until June 30.

—Martin B. Stiles



## Justice Department reaches agreement with Ivy League

Cornell and the other seven Ivy League institutions have signed an agreement with the U.S. Justice Department, under which the Ivy League can continue its policy of awarding financial aid to student athletes on the basis of need only, applying the same standards as govern financial-aid awards to all other students. Overlap meetings and similar exchanges of information on student aid will, however, be abandoned.

President Frank H.T. Rhodes said, "Cornell University has taken the position that the overlap exchanges on student aid have served important public purposes that, in principle, had the endorsement of Congress and the higher-education community. The agreement, however, does bring to a close what might have become a protracted and costly legal controversy that would have further drained university resources that are much needed for its educational, research and public-service missions."

Donald Saleh, director of financial aid and student employment, said that the sharing of financial-aid information among the colleges and universities allowed students to choose which school to attend based on academics and programs, rather than on the cost to the families of attending one of the schools.



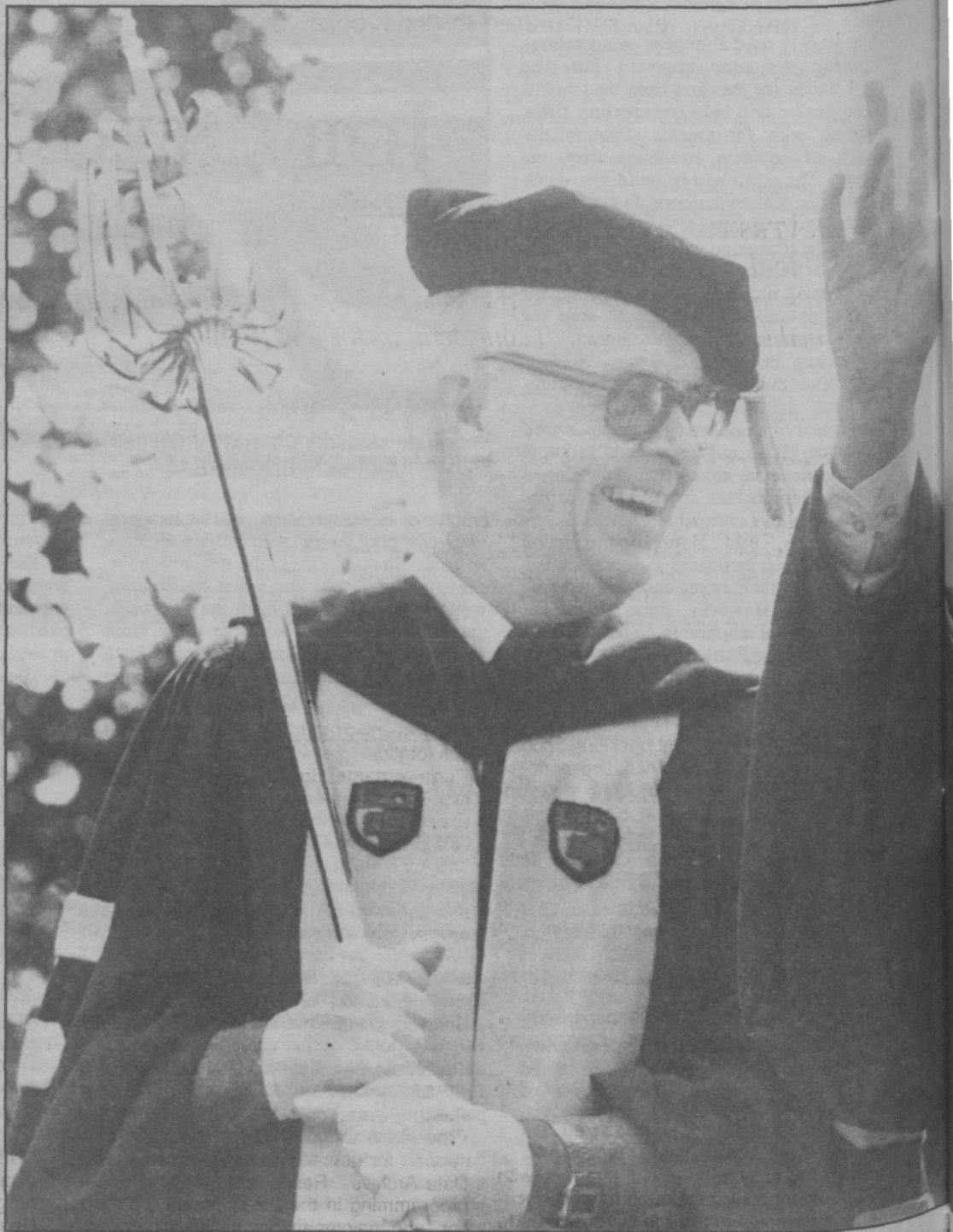
# 1991 Commencement: Recognition

*"From the academic honors you've achieved, to the leadership and service you've provided . . . you have made Cornell a better place to live, work and study," President Frank H.T. Rhodes told the graduates on May 26. "Today we thank you, we congratulate you, and we salute you for that."*

Photographs by Peter Morenus



Heather Van Aulen helps Stacy Stephans with her mortarboard.



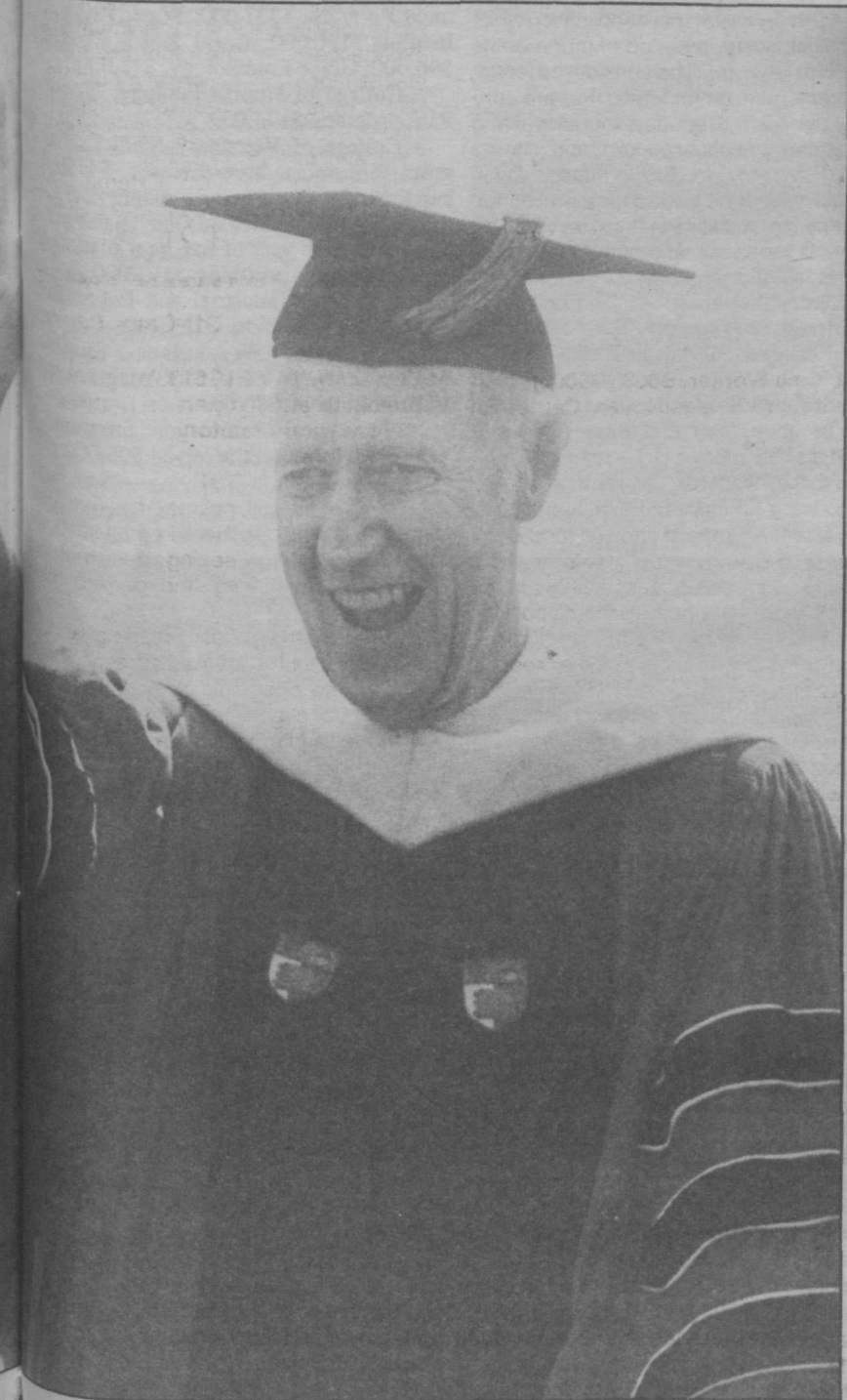
President Frank H.T. Rhodes (right) and mace bearer Frank B. Miller, professor emeritus of industrial engineering.



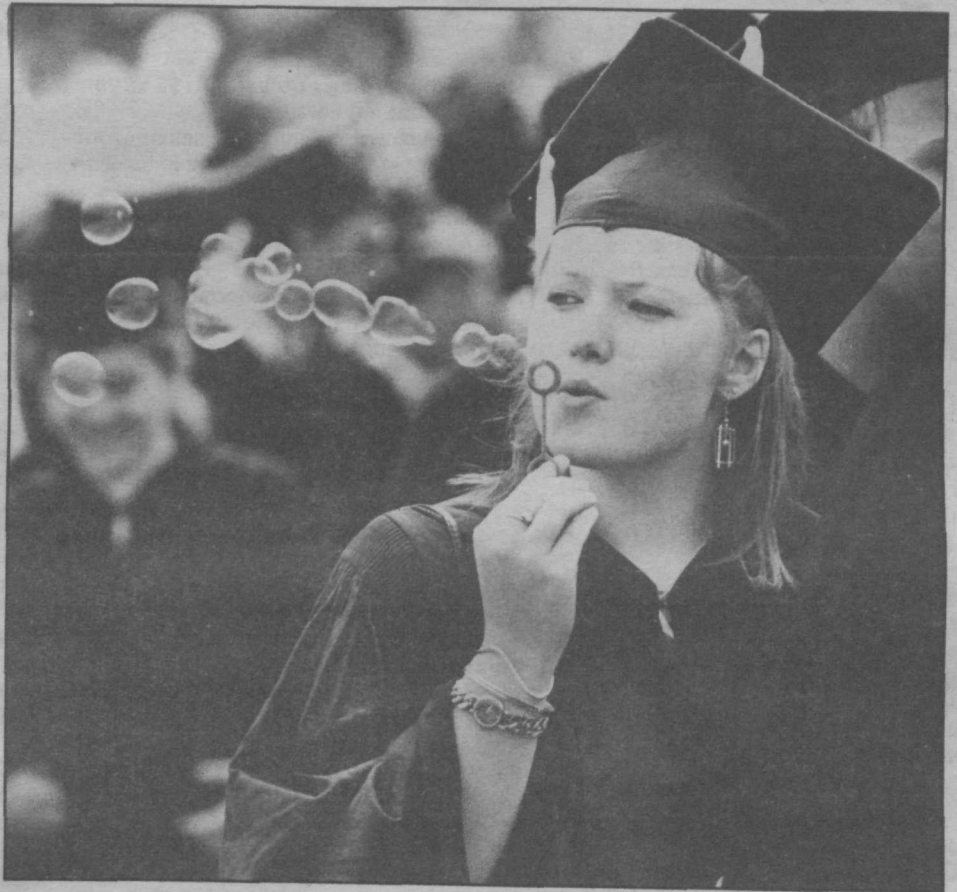
Newly minted M.B.A.s from the Johnson Graduate School of Management toss imitation money into the air after receiving their degrees at Schoellkopf Field.



# ing the heroes



labor relations, smile while watching the procession of graduates.



Anne Arnold celebrates with some tiny bubbles of her own making.



Engineering Professor Jerry Stedinger with his flower-tower mortarboard.



# Legislative budget reduces state cuts to Cornell

The state budget approved by the legislature June 3 would restore to Cornell's statutory colleges some of the funds cut under Gov. Mario Cuomo's Executive Budget proposal and would reduce losses of state funds that benefit the entire university.

Cuomo has 10 days to act on the bill. Because he could sign it while also vetoing individual items, it was not possible to say as the Chronicle went to press exactly how the final budget will affect Cornell.

"Based on the legislature's version," said Stephen Philip Johnson, Cornell's executive director of government affairs, "we would see substantial improvements in what was a very bleak outlook. In a time of painfully tough choices for everyone associated with state government, we are particularly appreciative of the strong support from Sen. Jim Seward and Assemblyman Marty Luster, not only on behalf of Cornell but for their across-the-board support of higher education in the state."

Provost Malden C. Nesheim welcomed the legislative action but foresaw continued strictures, next year and beyond, even if the legislature's budget remains intact.

That budget includes the following key

improvements for Cornell:

- A \$74 million cut to the entire State University of New York (SUNY) system was reduced by \$16.8 million. While SUNY must assign Cornell's portion of the remaining cut, it could be about \$1 million less than the approximately \$6 million cut that had been expected.

- A reduction in the cut in Bundy Aid — funds paid to all New York private institutions for each degree conferred — would restore about \$1 million of a \$2.9 million cut required under the governor's budget.

- Restoring one-third of the cuts in the Tuition Assistance Program — need-based financial-aid grants — would mean that the expected loss of \$945,000 in aid to Cornell students would be eased by about \$300,000.

The nine-week delay in the legislature's passage of a 1991-92 budget followed disclosure of a massive shortfall in projected revenues to meet projected expenses. Both the governor's and the legislature's versions accounted for about a \$6.5 billion shortfall — in a total budget of \$51.9 billion — and covered about three-quarters of it through cuts and one-quarter through new taxes. The variation was in where those cuts and

taxes should come.

Cornell's improved outlook under the legislature's budget comes not only from reduced cuts to higher education but from some legislative additions that are part of the annual budget process.

These additions totaled almost \$2.7 million for programs at the Colleges of Agriculture and Life Sciences, Human Ecology, Veterinary Medicine and School of Industrial and Labor Relations.

"The legislature's budget would allow us to be a healthier partner with the state in providing services to its citizens; we are certainly grateful for that opportunity," said Nesheim. "But we are just coming off a state budget year during which we absorbed \$5.6 million in mandated reductions and had to lay off more than 100 employees."

"And it should be remembered," Nesheim added, "that most of the improvements are reductions in cuts. There are still net cuts of many kinds, but instead of totaling more than \$10 million, as we anticipated under the Executive Budget, they stand to be about half that if the legislature's budget is signed as is."

He said the deans of the statutory col-

leges have anticipated very tight budgets over several years, and it is only through their diligent planning and pruning — of programs, positions and expenses — that high-quality programs can be maintained.

Following is a summary of the legislative additions supporting Cornell programs:

- College of Agriculture and Life Sciences: North Country Agriculture Development Program, \$337,000; Water Resources Institute, \$96,000; Local Roads Program, \$96,000; Grape Entomology, \$48,000.

- College of Human Ecology: Youth at Risk program, \$174,000.

- College of Veterinary Medicine: program to combat three diseases, \$410,000; support for improving diagnostic lab, \$386,000; mastitis/avian program, \$265,000; fifth year of five-year plan to improve specialist positions, \$193,000.

- School of Industrial and Labor Relations: Labor Studies, \$289,000; Programs for Employee Workplace Systems, \$193,000; New York City program with Baruch College, \$80,000.

- The library-automation program, to benefit all four units, received \$96,000.

— Sam Segal

## New techniques produce a high-quality honey wine

Using new techniques to produce honey wine, or mead, Cornell food scientists believe they have overcome technical problems that have compromised the drink's production and flavor for thousands of years. Their method could save a whole year of aging time in the production cycle of the wine and may lead to a much larger market for honey-based wine, they say.

Meads produced using the new processes rated favorably by taste panelists, the scientists report in the June issue of the American Bee Journal.

The Cornell methods involve either flash-heating honey for 30 seconds to denature proteins in the honey or using ultrafine filters to separate them out. Otherwise, the proteins in honey cause unappealing haziness in mead. Both of the Cornell methods produce high-quality, clear colored mead without the characteristic off-flavors normally associated with the drink, the scientists said.

To produce mead using conventional methods, honey is boiled for up to an hour before fermentation to break down the haze-producing proteins. An adverse effect of the prolonged boiling, however, has always been a harsh, bitter, hay- or rubber-like flavor. To mask such off-flavors, mead is traditionally over-sweetened and aged until the harshness fades; that usually takes eight months to two years.

"We believe this technique may open up the way for mead to become a more popular

wine with consumers," said C.Y. Lee, a professor of food science and technology at the New York State Agricultural Experiment Station in Geneva, N.Y. "Mead represents an all-natural product, made without any additives or sulfites as are traditional grape wines."

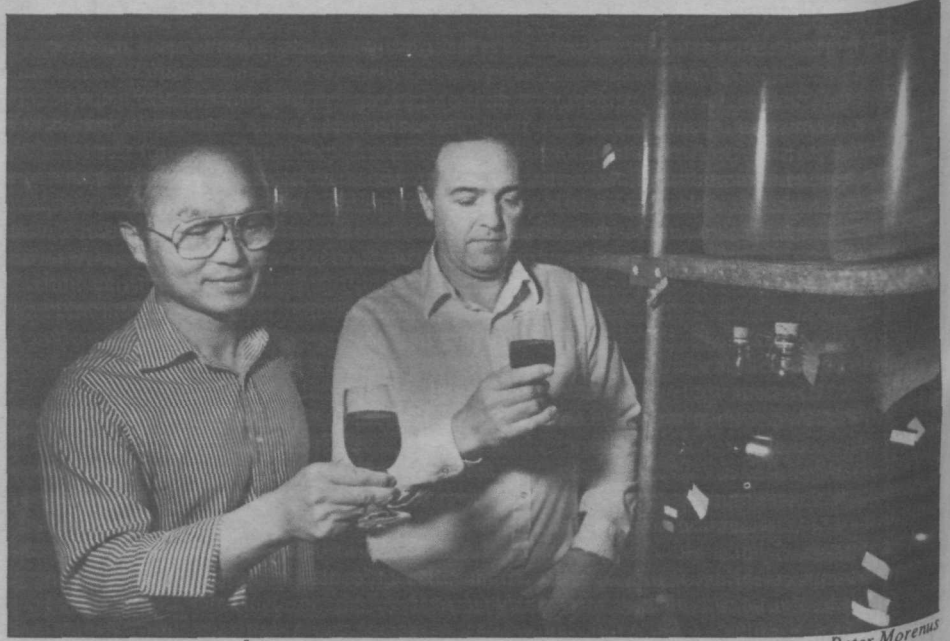
Mead, which is 12 percent alcohol, as are most wines, dates back to at least 500 A.D. Common in the ancient and middle ages, mead was the drink of kings and thanes, according to Celtic and Anglo-Saxon literature, such as Beowulf.

To produce mead from flash-heated honey, Lee's colleague, Robert Kime, heated a honey solution for 30 seconds at 215 degrees Fahrenheit and then instantly cooled it to 45 F using a "tube and shell" heat exchanger.

Lee, Kime and sensory expert Mark McLellan, an associate professor of food science and technology, discovered that they could produce an even better-tasting mead without any heating by using a process called ultrafiltration (UF) — separating out the protein by using a superfine filter that can separate large molecule-sized particles.

"We found that the filtered honey solution produced a smooth, clean mead without any undesirable aftertaste," says Lee. "In fact, all 15 taste panel members consistently rated UF mead the highest."

Kime, a research support specialist as well as this year's New York State Bee-



Professor C.Y. Lee (left) and research support specialist Robert Kime sample some of their honey wine at the Agricultural Experiment Station in Geneva.

keeper of the Year, manages 150 hives himself which produce 20,000 pounds of honey a year. He adds: "The mead we produced was such a superior product that two companies have already purchased \$12,000 in UF units to make it, and they can't keep up with the demand." Those companies are Odin's Mead in Greenwich, N.Y., and Dancing Bear Meadery in Ostrander, Ohio.

Producing wine from honey could be a year-round industry, says Lee, unlike grape wine, which is dependent on annual grape harvests. Mead is also less susceptible to

many of the uncertainties of grape wine-making, such as droughts and other poor weather conditions, soil conditions, plant diseases and pest infestations, and establishment of grape varieties and vineyards.

Lee, Kime and McLellan developed the new honey wine production technique as part of their goal to find new ways to use honey. In 1990, 196 million pounds of honey was produced by beekeepers in the United States. Lee predicts there will be a honey surplus, as there is in most years.

— Susan S. Lang

## Kahin honored by Indonesia

George McT. Kahin, the Aaron Binkor Professor Emeritus of International Studies, has been decorated by the Indonesian government for his research and writings on that Southeast Asian nation and its revolution.

Kahin's work "inspired not only knowledge but, more importantly, understanding of Indonesia in the United States as well as in the rest of the Western world," the Indonesian government said in presenting the award.

At a ceremony in Jakarta, Indonesian Foreign Minister Ali Alatas conferred the Bintang Jasa Pratama (Medal of Merit, First Class) on Kahin for his work as a "pioneer and precursor of Indonesian studies in the United States."

In 1948 and 1949, during the peak of Indonesia's war for independence against its Dutch colonial rulers, Kahin lived in the republican capital of Yogyakarta before he was arrested by the Dutch for his political activities and expelled from the country.

After returning to the United States, Kahin wrote the book, "Nationalism and Revolution in Indonesia," and founded the Modern Indonesia Project at Cornell.

In presenting the medal, the Indonesian foreign minister said that through Kahin's work, "the American public was made aware of the struggle for independence of

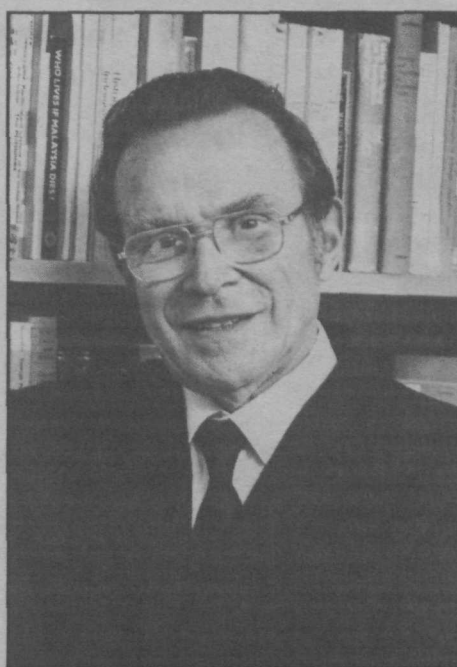
the Indonesian people, their ideals and their quest to build a new state and a new society on Indonesian soil."

Alatas called Kahin a "rare but welcome specimen" among foreign scholars who "generally carry out their studies and research in Indonesia according to their own pre-conceived ideas." But in his book, Kahin "clearly shows how he has tried to see things and evaluate events from the perspective of the Indonesian people themselves," the foreign minister said. The presentation was televised in Indonesia and published on the front page in several Jakarta newspapers.

Kahin and his wife, Audrey, managing editor of publications in Cornell's Southeast Asia Program, flew to Jakarta from Kuala Lumpur, Malaysia, for the award ceremony that took place on Jan. 29. Kahin is spending a year in Malaysia and the Philippines on a Fulbright Regional Research Grant to study interaction of domestic politics and international relations in Malaysia and the Philippines.

In Ithaca, Randolph Barker, a professor of agricultural economics and director of Cornell's Southeast Asia Program, called Kahin the "founding father" of the Southeast Asia Program, adding, "The award to George was long overdue."

Earlier, Cornell's Board of Trustees hon-



George McT. Kahin

Charles Harrington

ored Kahin by naming the university's building at 640 Stewart Ave. the George McT. Kahin Center for Advanced Research on Southeast Asia. The building is being remodeled and is scheduled to reopen in autumn 1992.

— Albert E. Kaff

## ILR professors attend Moscow labor meeting

Union leaders and labor scholars from the United States and the Soviet Union met in Moscow this week to discuss the future of worker-management relations in the two nations.

American participants in the June 2 to 6 conference included Harry Katz and George Milkovich, professors in the School of Industrial and Labor Relations; Ray Marshall, who was secretary of labor from 1977 to 1981; Douglas Fraser, past president of the United Auto Workers; and Jack Sheinkman '49, Law '52, president of the Amalgamated Clothing and Textile Workers Union.

Bert Silverman, a professor of economics and director of the Center for the Study of Work and Leisure at Hofstra University, said the Soviets supported the conference because of "their search for new directions in the economy and society." Silverman is the conference's project director.

Soviet sponsors are the Soviet Sociological Association and the Soviet Academy of Labor, whose members include leading experts in labor and industrial relations.

— Albert E. Kaff



## Ammons' latest book features his short poems

In his most recent book, "The Really Short Poems of A.R. Ammons," the professor of English who is increasingly recognized as a member of the pantheon of American literary giants, writes in his poem titled "Self":

"I wake up from  
a nap  
and sense a  
well in myself:  
I have dropped into the well;  
the ripples  
have just  
vanished."

The book contains 160 poems, one to a page, with space to resonate the essence of Ammons' art, an essence that critic Helen Vendler describes as "notable for its foregoing of dogmatism in a dogmatic time and for its tender, shrewd and nonchalant charting of a way to live responsibly within natural fact, scientific imagination and ethical discovery."

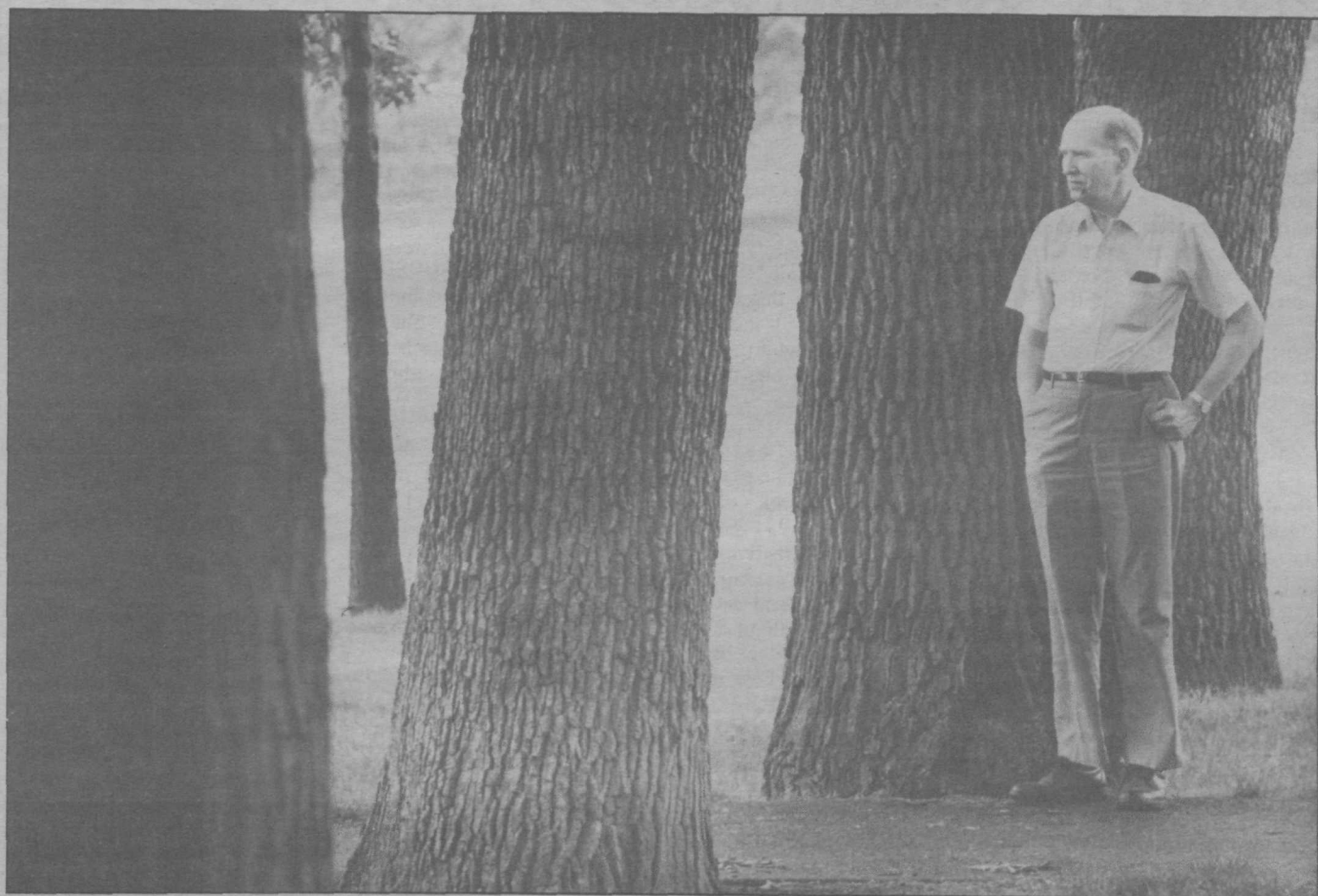
What better way to open this microcosm of Ammons' vision than with a poem titled "Weathering."

"A day without rain is like  
a day without sunshine."  
And what better way to end the collection than with these lines:

"After a creek  
drink  
the goldfinch  
lights in  
the bank willow  
which drops the brook  
a yellow leaf."

Among his honors and prizes are the National Book Award in 1973 for "Collected Poems 1951-1971," the Bollingen Prize in 1975 for "Sphere: The Form of a Motion" and the National Book Critics Circle Award in 1981 for "A Coast of Trees." He also received a MacArthur Foundation Award, the so-called "genius award," in 1981. He was inducted into the National Institute and Academy of Arts and Letters in 1990.

—Martin B. Stiles



Peter Morenus

A.R. Ammons, the Goldwin Smith Professor of Poetry, on the Arts Quadrangle.

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### PEDAGOGY AGOG

The smart gain  
knowledge

and learn to  
express

themselves to join  
the

world of power  
where

it pays to  
know

little and say  
less.

### READING

It's nice  
after dinner  
to walk down to  
the beach

and find  
the biggest  
thing on earth  
relatively calm.

### TIME SPANS

What lightning  
strikes

in an  
instant the

boulder hums  
all year.

### RECOVERY

All afternoon  
the tree shadows, accelerating,  
lengthened  
till  
sunset  
shot them black into infinity:  
next morning  
darkness  
returned from the other  
infinity and the  
shadows caught ground  
and through the morning, slowing,  
hardened into noon.

### COWARD

Bravery runs in my family.

## Summer Session' program really continues all-year-round

One of Glenn Altschuler's top priorities as the new dean of Cornell's Division of Summer Session, Extramural Study and Related Programs will be to explain what his division does.

"Does anybody know what related programs are?" asked Altschuler, who steps into the deanship on July 1. Currently, he is associate dean in the College of Arts and Sciences.

Related programs refers to conferences, summer education and professional programs that bring people here from outside

Cornell to meet with faculty members or among themselves, he answered. Often the professional programs are instigated by faculty. For instance, a professor from the College of Veterinary Medicine is teaching a conference on equine behavior this month. At the same time, IBM will be using Cornell facilities for a management conference.

The main problem with the Division of Summer Session, Extramural Study and Related Programs — and it is "splendidly run and extraordinarily successful," according to Altschuler — is its name. Most people abbreviate it. They talk about "Summer Session" and forget the rest.

"My mission is to make sure every person within shouting distance understands that this is really the division of continuing, or extended, education," he said.

In addition to a summer session with its three-, six- and eight-week courses, the division includes a summer college for high-school juniors; Cornell's adult university, which offers courses and study tours taught by Cornell faculty on and off campus for alumni and friends; a two-and-one-half-week winter session for undergraduates; and extramural study for non-degree students.

After he spreads the word about the division, Altschuler plans to do the same for summer session. At its best, summertime study offers the faculty an opportunity to experiment with new courses, to introduce new materials into established courses and to try new teaching methods. For students, there is the advantage of smaller classes, he said.

One student told Altschuler she was having difficulty in calculus and wished she could study just that one subject for a while.

By devoting her full attention to it instead of juggling four or five classes, she was sure she could master the differential.

Altschuler sympathized. "I didn't think a three-week course was pedagogically sound until I taught one," he said. "Then I found it worked better than my fall and spring courses."

"It was a total immersion learning experience. The students were better prepared, more scrupulous, and discussions were better. We met for the same number of hours as the semester-long course. But there was an opportunity to concentrate."

## Highlights of a centennial summer, 1991

The summer session will mark its centennial this summer by celebrating "Innovations in Teaching and Learning." The theme refers in part to the concept of summer session itself.

The summer calendar lists 66 free cultural events, including concerts, art performances, tours and lectures. They will take place from June 24 to Aug. 2.

A great-books series taught by comparative-literature Professor William Kennedy will explore a half-dozen episodes in world literature involving teaching situations.

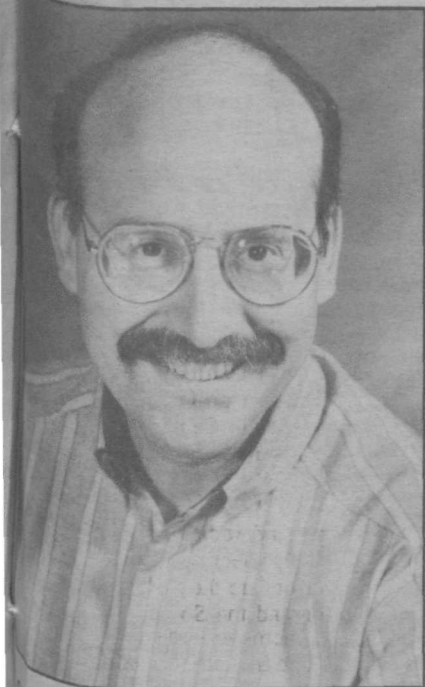
Glenn Altschuler, new dean of the Cornell Division of Summer Session, Extramural Study and Related Programs (starting July 1), will give a lecture titled "Where Have All the Teachers Gone: Looking Back at the Future of Higher Education," on Wednesday, June 26. Robert M. Hazen, professor of earth science and a well-known science writer, will give a lecture on "Achieving Scientific Literacy for All Americans," on Wednesday, July 31. And

there will be three other lectures as part of a Wednesday evening lecture series.

It all begins with a traditional ice-cream festival and music by Rising Sign on the Arts Quadrangle, on Monday, June 24, at 4 p.m. Rain date is Tuesday, June 25.

Among the other highlights of the summer is a special new program: a course in colloquial Arabic. While most university Arabic programs teach classical Arabic, this eight-week intensive course will concentrate on everyday language starting with spoken Arabic and gradually integrating Modern Standard Arabic. Geography, history and culture will be included.

Special courses will be offered again in Malinke and Swahili. Several archaeological projects will take students to sites near Siena, Italy; the West Midland islands of Ireland; and Halai and East Lokris in Greece. Other special programs include a field geology course in central Colorado and a workshop in 18th-century music for the viola and harpsichord.



David Lynch-Benjamin

Glenn C. Altschuler



# CALENDAR

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

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

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

## DANCE

### Cornell International Folkdancers

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

June 7: teaching, 7:30 to 8 p.m.; and requests, 8 to 9:30 p.m., North Room, Willard Straight Hall; June 9: performance, Senior Citizen Center; for more information, 256-7711; June 14: business meeting, Ivy Room, 6:30 to 7:30 p.m.; teaching, 7:30 to 8 p.m.; and request dancing, 8 to 9:30 p.m.

Global Dancing, 7 to 9:30 p.m., Willard Straight Hall: slow waltz 1, June 10; polka, June 17. For information, 273-0707 or 539-7335.

### Israeli Folkdancing

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

## EXHIBITS

### Johnson Art Museum

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

"Made to Remember: American Commemorative Quilts," an exhibition featuring 29 quilts from public and private collections throughout the United States, will be on view through June 9.

"American Clothing: Identity in Mass Culture, 1840-1990," will be on view through July 28. Organized by Beate Ziegert, a faculty member in the College of Human Ecology, the exhibition includes pieces selected from the Cornell Costume Collection. Focusing on works created during the 19th and 20th centuries, it examines American clothing from the perspectives of mass production, mass communication and mass distribution.

In conjunction with the exhibit, Beate Ziegert will conduct a one-hour tour and gallery talk on June 9 at 2 p.m. She will also lead a box-lunch tour featuring a one-half-hour presentation of the exhibition.

"Articipation on the Commons" will be held on June 11, 12 and 13. This year the event will feature lacemaking demonstrations and open-air workshops on surface design techniques using dying and beading.



"Southeast Asian Ceramics from the Permanent Collection" will be on exhibit from

June 14 through Sept. 8. Organized by Michael Bosler, the museum's graduate student intern, the exhibition is drawn primarily from the museum's extensive holdings in Southeast Asian ceramics and is supplemented by works from the collections of Ruth and Lauriston Sharp. The exhibition explores the artistic, cultural and economic context in which Southeast Asian ceramics were created.

### Olin Library

"Medieval Illuminated Manuscripts," an exhibition through June 18 of handmade, elaborately decorated manuscripts from the Middle Ages, are shown together with recent superb reproductions of books from the 6th to the 16th centuries.

"1989 Views 1789: A French Perspective," an exhibition beginning June 10 of selections from the French graphic arts exhibit produced by the Association of Vive '89 and Professor Claude Mazauric (U. Ruen) in the lower lobby of Olin Library.

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

### Thursday, 6/6

"An American in Paris" (1951), directed by Vincente Minelli, with Gene Kelly and Leslie Caron, 7:30 p.m. (Class of '51, free).

"How Green Was My Valley" (1941), directed by John Ford, with Walter Pidgeon, Maureen O'Hara and Roddy McDowell, 10 p.m. (Class of '41, free).

### Friday, 6/7

"West Side Story" (1961), directed by Robert Wise, with Natalie Wood, Richard Beymer and Rita Moreno, 7:30 p.m. (Class of '61, free).

"The French Connection" (1971), directed by William Friedkin, with Gene Hackman, Roy Scheider and Fernando Rey, 10:30 p.m. (Class of '71, free).

### Saturday, 6/8

"West Side Story," 7:30 p.m.

"Platoon" (1987), directed by Oliver Stone, with Willem DaFoe, Tom Berenger and Charlie Sheen, 10:30 p.m. (Class of '86, free).

### Sunday, 6/9

"An American in Paris," 8 p.m.

### Monday, 6/10

"The Name of the Rose" (1986), directed by Jean-Jacques Annaud, with Sean Connery, F. Murray Abraham and Christian Slater, 7:25 p.m.

"Play It Again, Sam" (1972), directed by Herbert Ross, with Woody Allen and Diane Keaton, 10 p.m.

### Tuesday, 6/11

"Rebel Without a Cause" (1955), directed by Nicholas Ray, with James Dean, Natalie Wood and Jim Backus, 7:30 p.m.

"The Name of the Rose," 10 p.m.

### Wednesday, 6/12

"Dr. Mabuse: The Great Gambler" (1922), directed by Fritz Lang, with Rudolf Klein-Rogge, Paul Richter and Grete Berger, 7:30 p.m.

"Play It Again, Sam," 9:45 p.m.

### Thursday, 6/13

"Rebel Without a Cause," 7:30 p.m.

"U2 Rattle and Hum" (1988), directed by Philip Joanou, with U2, 10 p.m.

### Friday, 6/14

"Dr. Mabuse: The Inferno" (1922), directed by Fritz Lang, with Rudolf Klein-Rogge and Alfred Abel, 8 p.m.

"The Accused" (1988), directed by Jonathan Kaplan, with Jodie Foster and Kelly McGillis, 10 p.m.

### Saturday, 6/15

"Going Places" (1974), directed by Bertrand Blier, with Gerard Depardieu, Patrick Dewaere and Miou-Miou, 7 p.m.

"Till This Us Do Part," two generations of

marriage and divorce in America, presented by filmmaker Tom Whiteside, 9:45 p.m.

### Sunday, 6/16

"Going Places," 8 p.m.

### Monday, 6/17

"Sex, Lies and Videotape" (1989), directed by Steven Soderbergh, with James Spader and Andie MacDowell, 7:25 p.m.

"Rocky and Bullwinkle Night," 10 p.m.

### Tuesday, 6/18

"In the Shadow of the Stars" (1989), documentary, directed by Allie Light and Irving Saraf, 7:45 p.m.

"The Accused," 10 p.m.

### Wednesday, 6/19

"Day For Night" (1989), directed by Francois Truffaut, with Francois Truffaut, Jacqueline Bisset and Jean Leaud, 7:30 p.m.

"Sex, Lies and Videotape," 9:50 p.m.

### Thursday, 6/20

"Aliens" (1986), directed by James Cameron, with Sigourney Weaver, Carrie Henn and Michael Biehn, 7:15 p.m.

"Dances With Wolves" (1991), directed by Kevin Costner, with Kevin Costner, Mary McDonnell and Graham Greene, 9:20 p.m.

"Tong Tana: A Journey to the Heart of Borneo," a documentary about Bruno Manser, a Swiss man, who has been helping the Penan peoples of Borneo in their fight to preserve their natural habitat, the rain forest, sponsored by the Southeast Asian Studies Summer Institute, 7:30 p.m., Hollis E. Cornell Auditorium, Goldwin Smith Hall.

## MUSIC

### Bound for Glory

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

## RELIGION

### Baha'i

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

### Catholic

Masses: Saturdays, 5 p.m., Sundays, 10 a.m., Anabel Taylor Auditorium. Daily masses announced on a weekly basis.

### Christian Science

Testimony meetings, Thursdays, 7 p.m., Founders Room, Anabel Taylor Hall.

### Episcopal (Anglican)

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

### Friends (Quakers)

Sunday meeting 10:30 a.m., Hector Meeting House, Perry City Road. Rides from Anabel Taylor Hall parking lot will be provided at 10 a.m. For information call, 272-8755.

### Jewish

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

Shabbat Services: Friday: Conservative/Egalitarian, 6 p.m., Founders Room, Anabel Taylor Hall; Orthodox, Young Israel (call 272-5810 for time). Saturday: Orthodox, 9:15 a.m., Edwards Room, Anabel Taylor Hall; Conservative/Egalitarian, 9:45 a.m., Founders Room.

### Korean Church

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

### Muslim

Friday prayers, 1 p.m., Edwards Room, Anabel Taylor Hall; Friday discussion dinner, 7:30 p.m., 218 Anabel Taylor Hall; Sunday Qur'an Study, 12:30 p.m., 218 Anabel Taylor Hall.

### Protestant Cooperative Ministry

Sunday worship, 11 a.m., Anabel Taylor Chapel; Taize Prayer, Tuesdays, 5:30 p.m., Anabel Taylor Chapel; Bible study, Thursdays, noon, G-7 Anabel Taylor; Celebration, Fridays, 5 to 8 p.m., 401 Thurston Ave. Call the Rev. Barbara Heck, chaplain, 255-4224, for information.

### Seventh-Day Adventist

Student association, Fridays, 7:15 p.m., 314 Anabel Taylor Hall.

### Zen Buddhism

Zazen meditation every Tuesday at 7 p.m. and Thursday at 5:10 p.m. in Anabel Taylor Chapel. Beginner's instruction Thursdays at 4:30 p.m. in the chapel. For more information call Jon Warland at 272-0235.

## SEMINARS

### Biochemistry, Molecular & Cell Biology

"RNA Packaging in an Avian Retrovirus," Mike Sakalian, biochemistry, molecular and cell biology, June 10, 12:20 p.m., small seminar room, Biotechnology Building.

### Mathematical Sciences Institute

"A Normal Form for the Navier-Stokes Equations and Its Connection to Turbulence," Ciprian Foias, Indiana University, a series of four lectures all held at 312 MSI, 409 College Ave., at 4 p.m.: June 6; June 10; June 12; June 14.

"Hybrid Systems," a workshop to be held June 10, 11 and 12 at the MSI, 409 College Ave. The workshop will include morning sessions of 30-minute talks; and round-table discussions and informal working groups. Speakers include: L. Bradley, MIT; R. Grossman, University of Illinois at Chicago; R. Hermann, Brookline, Mass.; W. Kohn, Boeing; J. Liu, University of Illinois at Urbana-Champaign; G. Meyer, NASA Ames; M.C. Moore, Computational Logic; S. Narain, Bellcore; C. Ozveren, Digital Equipment; J. Rushby, Computer Science; and J. Caldwell, J. Guckenheimer and A. Nerode, Cornell. For more information contact Anil Nerode, 255-8005.

### Southeast Asian Studies Summer Institute

"Some Northern Thai Temple Murals as a Historical Source, 1894," a slide presentation and lecture, David Wyatt, history, co-sponsored by the Johnson Museum, June 6, 1:30 p.m., lecture room, Johnson Museum.

"Artists' Roles and Meaning in Contemporary Indonesia," Astri Wright, art history, co-sponsored by the Johnson Museum, June 19, 1:30 p.m., lecture room, Johnson Museum.

## THEATER

### Department of Theatre Arts

"Noises Off" will be presented in three special encore performances Thursday, June 6, and Friday, June 7, at 8:30 p.m. and Saturday, June 8, at 2:30 p.m. in the Proscenium Theatre, Center for Theatre Arts. "Noises Off" is a farce about farce. The cast includes Tony Freeman, Craig MacDonald, Denise Balthrop and Carlton Miller, resident professional theater associates; Whitney Rothschild, Kirsten Blau and Eric Rauchway, undergraduates; and local actors Brent Harris and Sydney Smith. Ron Wilson, associate professor of theater, directs the production. Tickets are \$15 for evening performances, \$10 for the Saturday matinee, and are available by calling the Center's box office at 254-2787.

## MISC.

### Cooperative Extension

A Driveway Clinic will be held on June 8 at 615 Willow Ave., 9:30 a.m. to 11 a.m. Lynne H. Irwin, director, Cornell Local Road Program, will present an overview of the basic principles of driveway building and discuss various types of construction. Preregister by calling 272-2292.

### Mann Workshop Series

Mann Library will offer its series of workshops in the use of computing technology in academic tasks. Sessions begin June 6 and continue through July 18. Register at the Mann Microcomputer Center, or call 255-3240.

### Tai Chi Chuan

Monday, Wednesday and Friday sunrise classes will be held June 10 through Aug. 30 in the One World Room, Anabel Taylor Hall. To register, call 273-6679.

### Chronicle Calendar

The next issue of the Chronicle is June 20. Please submit items for the Calendar by June 10. Thank you.



# CORNELL EMPLOYMENT NEWS

June 6, 1991

Volume 3, Number 21

Because of the Service Recognition Banquet, *Cornell Employment News* will include "Job Opportunities" only for June 6 and June 13. Regular issues of *Cornell Employment News* will resume on a biweekly basis for the summer beginning June 20, with "Job Opportunities" published every week.

## JOB OPPORTUNITIES

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

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

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

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

### Professional

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

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

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

#### **Client Services Manager (PA6804) C.U. Press/CUP Services-Endowed Posting Date: 5/30/91**

Manage the daily department. Interface with multiple client publishers; recommend, document, and implement policies/procedures to facilitate same. Assist CUPS Business Manager in the administration of various client contractual provisions (inventory, royalties, fees, reports).

**Requirements:** Bachelors degree or equivalent. At least one year's experience in publishing business operation. Strong communications skills requiring tact, diplomacy, and sensitivity. Strong organization aptitude and procedural documentation skills. Send cover letter and resume to Cynthia Smithbower.

#### **Technical Specialist I (PT4003) Level 36 Information Technologies-Endowed Posting Date: 10/11/90**

Design, implement, install, document and maintain networking subsystems for IBM environment under VM operating system. Provide leadership for maintaining and adapting software to support state-of-the-art communications providing connectivity with national and international networks. Educate and assist staff and the Cornell community to use and understand the networking subsystems. Assist in planning what services and software should be available to the user community.

**Requirements:** Bachelor's or equivalent with related computer courses. 3-5 years of systems programming experience. Knowledge of computer networking, TCP/IP, VM operating system, Pascal, C and IBM/370 assembler desirable. Send cover letter and resume to Sam Weeks.

#### **Technical Consultant (PT6802) Level 34 CIT/IR-Endowed Posting Date: 5/30/91**

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, install, and document complex and critical software to enhance and extend vendor software. Inter-

face with computing staff and vendors. Do one-on-one training and consulting; workshops and presentations. Must be able to work frequent evening hours and participate in the on-call rotation.

**Requirements:** Bachelor's degree or equivalent with computer related courses. 3-5 years 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 (PT6702) Level 34 CISER-Endowed Posting Date: 5/23/91**

Provide systems programming and systems support for numeric data files of the CISER Data Archive. Responsible for applications programming in the development, optimization, and maintenance of software to support an interface to text and numeric data files, using microcomputers, workstations, and mainframe interface. Create systems files and performs other programming tasks using mainframe computers. Create guides and documentation for systems work.

**Requirements:** Bachelor's or equivalent in Social Science or computing fields. 2 years experience within a complex computing environment. Knowledge of IBM mainframes running VM/SP and IBM DOS machines necessary. UNIX and SAS desirable. Knowledge of at least 1 high level programming language, "C" desirable, and ability to read and understand existing code in a variety of programming languages. Send cover letter and resume to Sam Weeks.

#### **Director, Real Estate & Property Gifts (PA6805) HRIII University Development-Endowed Posting Date: 5/30/91**

Coordinate and promote gifts of real estate. Work closely with donors and other staff in developing gift proposals. Initiate activities and fund-raising efforts for the Cornell Real Estate Council, a professional organization of alumni in the real estate field. Involve Real Estate Council members with the University, develop regional programs for members, coordinate an annual professional conference. Assist faculty and alumni in the development of the real estate masters degree program.

**Requirements:** Bachelor's degree. MBA degree preferred. 3-5 years real estate or business related experience and fundraising background. Understanding of the tax law, planned giving and marketing is desirable. Excellent written and oral communication skills, strong organizational, interpersonal skills and computer literacy. Send cover letter and resume to Cynthia Smithbower.

#### **Student Development Specialist I (PA6806) HRI Mechanical and Aerospace Engineering-Endowed Posting Date: 5/30/91**

Under general supervision, responsible for coordination and maintenance of Undergraduate Program office including academic advising and counseling of 300+ students. Provide general administrative support for department and building. Oversee functions of graduate field office. Provide secretarial support for Associate Director of Undergraduate Affairs. **Requirements:** Bachelor's degree or equivalent. Strong oral, written and public relations skills. Familiarity with personal computers. 3-5 years administrative experience. 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.

#### **Coffee Shop Manager (PA6807) HRI Dean's Office, Architecture, Art & Planning-Endowed Posting Date: 5/30/91**

Manage all aspects of the day-to-day operations of the Green Dragon Coffee Shop in Sibley Dome. Reporting to the Assistant to the Director of the College, implement and maintain policies and procedures in financial, personnel, marketing/sales and facilities areas. Recruit, hire and supervise 8-10 student employees, including a student manager, and student cashiers and custodians. Variable hours; some evenings and weekends.

**Requirements:** Associates degree in Business or Retailing, or related areas, or equivalent experience. At least two years' supervisory experience. Previous work with students preferred. At least one year's cash management and accounting experience and responsibility. Outstanding communication (verbal and written) and diplomatic skills, with a high customer service orientation. Non-Cornell applicants welcome, although preference will be given to qualified Cornell employees. Send cover letter and resume to Cynthia Smithbower.

#### **Project Coordinator I (PA6808) HRI Administrative Operations/CUL-Endowed Posting Date: 5/30/91**

Support the Library's Project Manager in managing renovation and construction projects throughout the endowed units of the Cornell University Library. Assist in the renovation of Olin Library and the construction of an off-campus storage facility.

**Requirements:** Bachelor's degree or the equivalent combination of education and related work experience. 4-5 years experience in building maintenance and construction is essential. Able to interpret architectural, electrical and mechanical drawings. Strong interpersonal, communication, and organizational skills. Experience with Macintosh software, such as WriteNow, MacDraw II and Excel preferred. Preference given to experience in planning and construction. Send cover letter and resume to Cynthia Smithbower.

#### **Maintenance/Inspection Supervisor (PG6801) HRI University Health Services-Endowed Posting Date: 5/30/91**

Supervise and oversee daily operations of the entire Plant Operation and maintenance staff of Gannett Health Center. Responsible for the supervision of plant operation and maintenance of building, equipment maintenance, building and grounds, security, alterations to physical plant, property management, purchase of equipment, purchase of linens and supplies and patient care instrumentation. Supervise maintenance staff of 5 full time employees.

**Requirements:** High School Diploma or equivalent. 5 years custodial/maintenance experience desirable. Some lifting up to 50 lbs. Regular Cornell employees send transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

#### **Executive Staff Assistant (PC6601) HRI Vice President Programs and Campus Affairs-Endowed Posting Date: 5/16/91**

Provide executive staff support to the vice president for Academic Programs and Campus Affairs in coordinating a diverse range of tasks.

**Requirements:** Bachelor's or equivalent experience. 3-5 years in diverse administrative secretarial positions. Excellent editorial, writing, communication and interpersonal skills. Conceptual skills. Ability to work independently and coordinate multiple projects. Advanced word processing skills. Knowledge of CU helpful. Cornell employee preferred. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

#### **Research Support Specialist (PT6607) HRI Soil, Crop and Atmospheric Sciences-Statutory Posting Date: 5/16/91**

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

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



Professional Part-Time

**Executive Staff Assistant (PC6701) HRI Vice President for Academic Programs and Campus Affairs-Endowed**  
**Posting Date: 5/23/91**

Responsible for implementing programs for the Access to College Consortium and the Cornell Committee on Education and the Community under the direction of Director of Public Service and Outreach Programs. 25 hours per week. Hours flexible. Monday-Friday, 8:00a.m-5:00p.m. 10 month position, August-June.  
**Requirements:** Bachelor's or equivalent experience. Excellent verbal, interpersonal and organizational skills. Ability to work independently, often under pressure and short deadlines. Computer skills, preferably Macintosh. Knowledge of CU and public schools helpful. Experience in program development. Regular 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.

Professional Off-Campus

**Research Support Specialist I (PT6901, PT6903) HRI, 2 positions**  
**Food Science and Technology-Statutory**  
**Posting Date: 6/6/91**

Research and develop analytical methods for determination of pesticides and other chemicals in water and agricultural products using HPLC, GLC, GC/MS and immunoassay. Document and prepare written procedures for publication and regulatory use.  
**Requirements:** Bachelor's in chemistry, related field or equivalent experience. 2-3 years related lab experience. Experience with immunoassay methods, flow-injection analysis, and analytical chemistry desirable. Research experience and good writing/communication skills essential. Computer skills desirable. Send cover letter and resume to Sam Weeks.

**BOYCE THOMPSON INSTITUTE**  
**Molecular Biology**  
**Research Assistant**  
**Available September, 1991**

Participate in a project using in vitro transcription to study the regulation of maize mitochondrial promoters. Prepare transcriptionally active protein extracts from maize mitochondria, use recombinant DNA techniques to construct appropriate promoter test plasmids, conduct transcription assays, and analyze results using radioactive imaging and autoradiography. Experience with manipulations of DNA and/or protein is highly desirable. Applicable techniques include differential centrifugation, column chromatography, FPLC, restriction endonuclease digestions, gel electrophoresis, transformation of E. coli and plasmid DNA purification. There will also be limited laboratory maintenance duties, including processing of purchase orders and supervision of laboratory. **Requirements:** Bachelor's in Biology/Biochemistry or equivalent. Contact: Anne Zientek, 254-1239.

**Post Doctoral**  
**Available July 1**

Entomology/Chemical Ecology; Research on chemical and sensory bases of host plant specificity. Candidates should be recent PhD's in entomology, with a background in plant-insect interactions. Experience in insect behavioral assays and some knowledge of plant chemistry is preferable. The appointment will be for 1 year, with possible renewal up to 3 years. Send resume and names of 3 references to Dr. Alan Renwick, Boyce Thompson Institute, Ithaca, NY 14853.

CORNELL COOPERATIVE EXTENSION

**Area Extension Specialist: Dairy**  
**Location: Seneca County, Waterloo, NY**  
Cooperate closely with Cornell University faculty, staff and the regional dairy and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial dairy industry in Ontario, Seneca, Wayne and Yates counties. Identify program needs and develop short and long range informal educational dairy science programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs.  
**Requirements:** Master's degree in agricul-

ture with a major in animal science and two years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field.  
**Minimum Salary:** \$28,000 commensurate with qualifications. Apply by June 20th, 1991 to: Staff Development and Recruitment, Cornell University, Box 26, Kennedy Hall, Ithaca, NY 14853.

**Area Extension Specialist: Farm Business Management**  
**Location: Wayne County, Alton, NY**  
Plan, conduct and evaluate a comprehensive farm business management educational program for the commercial dairy, livestock, and field crops industry in Ontario, Seneca, Wayne and Yates counties. As a member of a three person team, cooperates closely with Cornell University faculty, staff, and a regional dairy, livestock and field crops advisory committee.  
**Requirements:** Bachelor's and Master's in agriculture with a major in farm business management. Two years directly related experience in Cooperative Extension, teaching, or equivalent related agribusiness field. Course work in computer science, adult education, communications, and marketing desired. Minimum Salary: \$28,000 commensurate with qualifications. Apply by June 20th, 1991 to: Staff Development and Recruitment, Cornell University, Box 26, Kennedy Hall, Ithaca, NY 14853

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.

**Technician, GR18 (T6709)**  
**Plant Pathology-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/23/91**

Assist in laboratory, greenhouse, and field experimentation leading to the development of improved control methods for the golden nematode of potatoes. Plant and harvest potatoes. Prepare nematode inoculum and inoculate plants. Lay out, plant, and care for experimental plots. Collect and analyze data  
**Requirements:** Associate's in Agriculture with 2 years experience in plant propagation. Minimum 1 year related experience. Knowledge of and experience with plant propagation in greenhouse and field. Familiarity with basic laboratory equipment. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T6605)**  
**Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/16/91**

Plant and harvest test plots for a small grains project. Clean, harvest and weigh seed. Maintain greenhouse and perform hybridizations. Package and prepare seed for planting. Maintain plots and draw plot maps.  
**Requirements:** Associate's in plant breeding, agriculture or related field or equivalent experience desirable. NYS driver's license and pesticide applicator's license required. Experience with farm operation and ability to operate farm machinery. Legible handwriting and microcomputer experience desirable. Send cover letter and resume to Sam Weeks.

**Laboratory Technician, GR19 (T5709)**  
**Veterinary Microbiology-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 3/14/91**

Provide assistance to faculty carrying out lab experiments in reproductive biology. Prepare culture media and do extensive tissue and cell culture work. Provide general lab and surgical area maintenance. Collect specimens from mice, rabbits and cattle. Schedule experiments, keep records, and compile data. Monitor radioactive waste and arrange for safe disposal.

**Requirements:** Associate's or equivalent required. Additional coursework preferred. 1 year related experience in tissue culture, biochemistry and animal handling. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T6904)**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/6/91**

Provide technical assistance in rice cell culture work. Prepare growth media, grow rice calli, prepare suspension cultures and prepare protoplasts. Assist in research on transformation of protoplasts; taking care of calli and plants; and performing biochemical analysis of plant tissues. Order supplies and chemicals; and supervise several undergrad students.  
**Requirements:** Bachelor's in biology, a related field, or equivalent. 1-2 years related experience. Familiar with general methods in biochemistry and microbiology. Extensive lab experience in animal or plant cell culture. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T6801)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/30/91**

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 life support systems including oxygen therapy, IV and subcutaneous fluid therapy, central venous pressure, electrocardiograms, etc. Observe and treat patients following clinicians' orders. Clean rooms and cages. Keep records. Maintain supplies. Some weekend and holidays required. Rotating shift 11 pm to 7 am, 3 pm to 11 pm.

**Requirements:** AAS 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.

**Technician, GR20 (T6608)**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/16/91**

Assist in research on cryopreservation/vitrification of Drosophila embryos. Conduct studies and experiments on the procedures and assessment of post-thaw egg viability; conditions required for larvae development; identification of abnormal morphology; and genetic stability. Maintain colonies and population cages, collect eggs, and prepare media. Prepare eggs for cryopreservation including dechoriation and permeabilization.  
**Requirements:** Bachelor's or equivalent in entomology. 1-2 years related experience including vitro culture of insects. Demonstrated initiative and decision making abilities. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T6804)**  
**Animal Science-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/30/91**

Perform lab and animal experiments for an in vitro fertilization and cryobiology research program involving large and lab animals. Prepare various reagents, collect blood samples, operate sophisticated lab equipment and maintain lab supplies. Collect and analyze data, and prepare reports for publication.  
**Requirements:** B.S. in Animal Science with advanced coursework in reproductive physiology and microbiology. 2-3 years lab experience in reproductive physiology. Ability to work with large and small animals. Send cover letter and resume to Sam Weeks.

**Network Technician, GR22 (T6705)**  
**CIT/Network Resources-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 5/23/91**

Provide the technical expertise necessary to diagnose data communications problems and to support other technical and operational needs of the Network Management Center, its campus clients and Cornell's connections to external networks. Monitor the campus backbone network, associate LAN's and external regional and national connections. Diagnose network problems and repair them. Provide network technical assistance.  
**Requirements:** Associate's or equivalent with 1-3 years related experience. An understanding of data communications networks and hardware highly desirable. Experience diagnosing problems in networking environment (especially TCP/IP) helpful. Strong interpersonal skills desirable. Send cover letter and resume to Sam Weeks.

**Technician, GR22 (T6203)**  
**Neurobiology and Behavior-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 4/18/91**

Participate in research using transmission and scanning electron microscopes for fine structure and autoradiography. Prepare cultures: tissue, cell and organ. Section tissue using ultramicrotomes. Prepare emulsions for coating sections.  
**Requirements:** Bachelor's or equivalent experience in biological science (neurobiology or biochemistry). 2-4 years related experience using electron microscopes (TEM and SEM), microtomes, and sterile techniques for cell culture. Send cover letter and resume to Sam Weeks.

**Accelerator Technician, GR24 (T6110)**  
**Lab of Nuclear Studies-Endowed**  
**Minimum Biweekly Salary: \$701.22**  
**Posting Date: 4/11/91**

Perform highly skilled work to maintain and improve the various components of accelerator ultra high vacuum systems consisting of a linear accelerator, an electron synchrotron, and storage ring. Use techniques appropriate to various vacuum systems, particularly those for ultra high vacuum systems. Work with physicists to design, construct, and install new devices. Provide maintenance, handle malfunctions, and take corrective actions. Provide detailed documentation for the accelerator's master drawings and operating manuals.

**Requirements:** High School diploma or equivalent plus at least 2 years formal training in ultra high vacuum technology. Work experience on such equipment with the demonstrated ability to assume responsibility for its maintenance. Ability to supervise other technicians. 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.

**Cashier, GR15 (C6705)**  
**Unions and Activities/RPU-Endowed**  
**Minimum Biweekly Salary: \$499.20**  
**Posting Date: 5/23/91**

Operation of cash register; product inventory and ordering; customer service; prepare day-end deposits; assist with setting up and cleaning service area. Wed.-Sun.; 3:00p.m.-11:00p.m. (Academic). Mon.-Fri.; 4:00p.m.-10:00p.m. (Summer). 10 month position.  
**Requirements:** High School diploma or equivalent. Experience with cash handling in a fast paced, high pressure environment. Possess a genuine enthusiasm and positive attitude towards the job and maintain a "customer first" attitude at all times. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza. External applicants send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Research Aide, GR17 (C6619)**  
**Natural Resources-Statutory**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 5/16/91**

Provide a variety of support services to 7 professional research staff. Specific duties include data entry; coding; conduct telephone interviews; slide and figure preparation on computer; calculations for tables; literature review; 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 Quattro Pro, coding, figure preparation, familiarity with SAS and SAS. Light typing. Regular 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 (C6901)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/6/91**

Provide data processing and clerical support to the director of alumni affairs and the administrative aide. On-going updating alumni data base, frequent contact with student and faculty. Other duties as assigned.

**Requirements:** High School diploma or equivalent. 1 year related experience. Knowledge of computers, (microsoft word, PAR/RS). Good communication (verbal) skills. Accuracy and attention to detail. Ability to work independently, handle pressure, meet deadlines, and maintain high level of confidentiality. Medium typing. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant, GR18 (C6903)**  
**Grounds-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/6/91**

Provide comprehensive confidential office support to the Superintendent, Assistant Superintendent, Foreman, Accounts Coordinator, regular and up to 25 seasonal employees. Incumbent will interface with staff at all locations across campus on behalf of the Grounds Department.

**Requirements:** High School diploma or equivalent with emphasis on business and/or secretarial skills. Minimum 1 year related experience. Must have knowledge of word processing procedures, preferable using a Macintosh. Good communication and interpersonal skills. Must have excellent work habits. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**For Records Assistant, GR18 (C6905)**  
**Library Department/CUL-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/6/91**

Responsible for location and retrieval of inaccessible material; processing of straight forward LC catalog records, added copies, added locations, transfers and Cornell dissertations; catalog searching; management of catalog backlog. Other duties as assigned.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years previous library technical experience desirable. Good interpersonal skills. Must be dependable with the aptitude for detailed work. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C6620)**  
**Law School-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/30/91**

Act as receptionist for Law School Admission and Financial Aid Office and share in the operation of the office.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. Experience in microcomputer applications software including word processing (Word preferred) and database management. 2 years related experience in an office environment. Strong communication verbal and written skills. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**For Records Assistant, GR18 (C6806)**  
**Library Department/CUL-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/30/91**

Responsible for the location and retrieval of inaccessible material. Process LC catalog records, added copies, added locations, transfers, and Cornell dissertations. Additional tasks include catalog searching, management of catalog backlog, and other related duties.

**Requirements:** AAS degree, two years of office, or equivalent experience. Previous library technical services experience desirable. Good interpersonal skills. Familiarity with foreign languages preferred. Must be dependable and have aptitude for detailed work. Medium typing. Regular 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 (C6711)**  
**University Health Services-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/23/91**

Serves as office receptionist and provide secretarial support for staff of Physical Therapy.

**Requirements:** High School diploma or equivalent. College coursework in Medical Secretarial course preferred. 1-2 years medical experience and computer skills required. Strong interpersonal and communication skills necessary. Medium typing. Regular 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, GR19 (C6802)**  
**Human Resources-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Provide administrative support for Staff Relations and Development activities. Routine communication with staff, faculty and consultants; receptionist responsibilities; assist in coordination of workshops, seminars and special programs; maintain data related to educational programs; type correspondence; maintain files; handle confidential information.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office professional experience. Excellent communication wordprocessing and interpersonal skills. Ability to work independently, on multiple, concurrent projects. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Secretary, GR19 (C6910)**  
**Public Affairs/Agricultural and Life Sciences-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Provide clerical assistance to the Assistant Director. Serve as the contact person for the Alumni Association members and leaders. Coordinate and process membership records for 6,000 members and about 30,000 non-members of the college Alumni Association. Coordinate and manage travel plans and itineraries for the Office of Alumni Affairs for two professionals who have extensive travel schedules.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 2 years secretarial experience preferred. Word processing, preferably Word Perfect 5:1, familiarity with database management system; Exceptional telephone skills; accurate data entry skills; organizational skills. Ability to work with minimal supervision. Handle confidential information and deal with alumni and friends. Heavy typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant, GR19 (C6907)**  
**University Registrar-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Provide service to individual students, alumni and staff. Prepare, certify and transmit CU transcripts; certify, validate CU student enrollment, degree status or record of academic achievement from external organizations, agencies and students.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. Minimum 1-2 years related experience required. Computer input experience. Excellent interpersonal and organizational skills. Heavy typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant, GR19 (C6908)**  
**Geological Sciences-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Maintain accurate department office and accounting records; provide some clerical and secretarial support to faculty and staff.

**Requirements:** High School diploma or equivalent, some secretarial school preferred. Minimum 1-2 years experience. Knowledge of Macintosh applications and IBM PC-XT. Strong organizational, interpersonal, and communication skills. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Administrative Aide, GR19 (C6411)**  
**Center for Environmental Research-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/2/91**

Provide general office support to 8 staff in the CLEARs program unit of CER. Do word processing and editing correspondence, reports and instructional materials; telephone and receptional duties including map sales; liaison with CER for accounting; A/R, and payroll; coordinate assignments for student assistants.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Knowledge of Cornell accounting systems. Good communication skills. Word processing skills for both IBM and Macintosh preferred. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Secretary, GR19 (C5110)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 1/31/91**

Provide secretarial and administrative support to the Director of Business Operations and the School's Business Manager.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Working knowledge of Macintosh computer. Excellent organizational, interpersonal and communication (written and oral) skills. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Secretary, GR19 (C6809)**  
**Clinical Sciences-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/30/91**

Provide support for the Principal Investigator, Co-Investigators, Administrative Supervisor, and staff of the Gastrointestinal Unit/Hepatitis Research Program, provide support for the Chief of Medicine, Department of Clinical Sciences. Until 5/15/93.

**Requirements:** High School diploma or equivalent. Some advanced business education desirable. Minimum 2 years related office experience. Typing using IBM PC (Word Perfect, Lotus, Sci-Mate/Reference Manager). Excellent office, communication, interpersonal, and organization skills. Ability to work independently. Heavy typing. Regular Cornell employees send transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Staff Assistant, GR19 (C6105)**  
**University Career Center-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 4/11/91**

Provide all administrative and secretarial support for three career advisors in the area of Arts and Sciences and preprofessional advising, including job-hunting workshops; alumni programs; Graduate School Days; booklets and other publications.

**Requirements:** High School diploma or equivalent. Minimum 2 years office experience. Some college coursework preferred. Excellent organizational skills and attention to detail. Familiarity with Macintosh and word processing; other programs, including Excel preferred. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Secretary, GR19 (C6622)**  
**Dean of Students Office-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/16/91**

Provide secretarial/administrative support for one Assistant Dean and one Advisor of Greek Life. Answer telephones; schedule meetings; handle correspondence; back up support for 3 other DOS staff and Administrative Manager. Work closely with fraternities and sororities.

**Requirements:** High School diploma with at least 2 years related experience. Computer knowledge helpful especially the Macintosh. Some college coursework preferred. Able to coordinate and prioritize a variety of tasks. Excellent organizational, interpersonal and communication skills. Written skills needed with correspondence handling. Heavy typing. Regular 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.

**Personnel Assistant, GR20 (C6909)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/6/91**

Review and approve academic and non-academic appointment forms. Interpret academic personnel policies and procedures and advise deans, directors, department chairs, and other administrative staff on related matters; involved in all phases of personnel action form processing; advise department payroll reps and OHR staff on non-academic appointment procedures and policies; input and retrieve employee demographic and appointment data using the university personnel payroll and academic personnel databases.

**Requirements:** Associate's in business or related field. Coursework in human resources helpful. 2 years related experience. Computer input experience required. Ability to organize, set priorities and work under pressure essential. Attention to detail, self-initiative and ability to think independently required. Strong oral and written skills. Knowledge of academic and/or non-academic appointment procedures preferred. A familiarity with university hiring procedures. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services.

**Senior Document Access Assistant, GR20 (C6807)**  
**Mann Library-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/30/90**

Works closely with interlibrary services borrowing coordinator assisting with interlibrary services borrowing functions. Acts as principal backup for ILS borrowing coordinator and staffs the ILS service point. Manages the unit's collection maintenance activities and periodical room; and supervises, hires, trains, and evaluates those student assistants working for these services. Acts as coordinator, resource person, and problem solver for GR-17 staff who work in the stacks. Works occasional shifts at the circulation desk.

**Requirements:** Associate's degree or equivalent; candidates with Bachelor's or advanced degrees will be given preference. Excellent human relations skills. Familiarity with online systems preferred. Excellent written and oral communications skills. 1-2 years library experience desired. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Coordinator, GR20 (C6623)**  
**Center for environmental Research-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/16/91**

Conduct all financial transactions for multidisciplinary research center. Maintain records on all levels of account activity, reconcile department records with University records; generate monthly reports and special reports; assist with development of computerized accounting, equipment, and personnel databases.

**Requirements:** Associate's or equivalent experience in field of accounting. 2-3 years related experience. Knowledge of Cornell accounting procedures or general knowledge of fund accounting necessary. Experience with Macintosh database and spreadsheet software preferred. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Reference Assistant, GR20 (C6210)**  
**Mann Library-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 4/18/91**

Provide information service in Mann Library and coordinate the maintenance of the collection of reference materials. Responsible, in the Entomology Library, for student hiring and supervision, and user assistance. Provide circulation assistance and assist with collection.

**Requirements:** Associate's or equivalent. Additional college coursework in agriculture or life sciences preferred. Strong interpersonal and communication skills. Supervisory and effective public service experience required. Experience working in an academic library and with use of microcomputers preferred. Send cover and letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR21 (C6803)**  
**Human Ecology/Field & International Study Program-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/30/91**

Under the supervision of the Director, responsible for business operations of the Field and International Study Program. Assists in the



development, preparation and monitoring of the program and grant/contract budgets. Manages information/data system.

**Requirements:** Associate's degree or equivalent experience. 2-3 years of office management/accounting experience desired. Strong interpersonal, communication and organizational skills. Previous experience with IBM computers. Familiarity with WordPerfect and dBase preferred. Knowledge of policy and procedures for statutory accounting as well as grant and contract administration. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. Minorities are particularly encouraged to apply.

**Administrative Aide, GR21 (C6805)**  
**Vice President for Research-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/50/91**

Provide administrative support to the Vice President for Research and Advanced Studies. Handle a large volume of correspondence, setup meetings, coordinate appointments and travel, maintain office filing system, handle office accounts, process payroll vouchers, and assist Executive Staff Assistant.

**Requirements:** A.A.S. Degree in Business and at least three years related experience. Familiarity with University resources (payroll, accounting, student employment, etc.). Experience with Macintosh. Strong interpersonal, organizational, and communication skills. Ability to work independently and maintain confidentiality. Regular Cornell Employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Research Aide, GR21 (C6614)**  
**Neurobiology and Behavior-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/16/91**

Provide administrative support to professional research group. Assist in preparation of research grants; prepare reports; type and proof-read scientific papers; serve as liaison with on and off campus contacts in setting up meetings, workshops, lectures; coordinate travel; handle daily correspondence; maintain files; order supplies; assume to other responsibilities; as needs arise.

**Requirements:** Bachelor's or equivalent in some biology helpful. 1-2 years related experience. Computer/wordprocessing a must. Excellent organizational and communication (written and oral) skills. Heavy typing. Regular 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.

**Accounts Coordinator, GR22 (C6703)**  
**Section of Physiology-Statutory**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 5/23/91**

Assume responsibility for management and reconciliation of over 100 accounts (state, endowed, college, and grants). Supervision/training of one Accounts Assistant; establish and maintain working relationship with 3 colleges (one Endowed) and the Division of Biological Sciences; advise on university, state and college financial policies and procedures; assist with annual budgets.

**Requirements:** Associate's or equivalent. Associate's in bookkeeping/accounting desirable. 5 years experience in Statutory accounting, 2 years experience in grant management/accounting, IBM PC experience (Wordperfect, Lotus 1-2-3). Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Professional Part-time**

**Senior Records Assistant, GR18 (C6904)**  
**Law Library/CUL-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 6/6/91**

Under the direction of the Acquisitions Librarian, the Senior Records Assistant will process gifts and exchanges, maintain the files of missing items, and assist in the collection development activities and other related projects. 20 hours per week. Hours flexible. **Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years library experience. Familiarity with computers, online searching and library catalogs. Requires flexibility, willingness to take on a variety of tasks, and ability to work independently and maintain a high level of productivity. Good organizational, interpersonal, and communication skills. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Searcher, GR18 (C6708)**  
**Albert R. Mann Library-Statutory**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 5/23/91**

Search local and national databases for bibliographic and authority records for monographs. Input, transfer, and update records for books-in-hand and orders. Additional duties include assisting the Acquisitions Coordinator including ordering and receiving monographs, and processing invoices.

**Requirements:** High School diploma or equivalent required. 1-2 years of previous library or record keeping experience. Additional related experience may be substituted for formal degree. Ability to use microcomputer and some applications software. Strong organizational skills and ability to prioritize. Good interpersonal and communication skills. Some foreign language skills desirable. Medium typing. Regular 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.

**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 (S6601)**  
**Agricultural and Biological Engineering-Statutory**

**Hiring Rate: \$7.00**  
**Posting Date: 5/16/91**

Assist in distribution of publications. Enter orders in computer, print invoices, pack boxes and prepare for mailing. Assist in marketing and other office duties. Answer phone. Monday-Friday, 8:00a.m-12:00 noon.

**Requirements:** Familiarity with MacIntosh computer. Able to lift 40 pound boxes. Send application materials to Karen Raponi, Staffing Services, 160 Day Hall.

**Service Clerk (S6503)**  
**Lab of Ornithology-Endowed**  
**Posting Date: 5/9/91**

Assist with sales at the Crow's Nest Birding Shop on weekends, Monday nights for seminars, and possible hours during the week to cover for vacations. Cashiering, answer

phones, data entry, and able to lift 50 pounds. Work with customers service skills and flexibility. Must be dependable.

**Requirements:** High School diploma or equivalent. Cash register and data experience helpful. Please send cover letter and completed application 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.

**Food Service Worker, S003 (G3803)**  
**Unions and Activities/Noyes Center-Endowed**

**Hiring Rate: \$6.56**  
**Posting Date: 9/27/90**

Operate electronic cash register, handle cash and credit sales, prepare and sell food items; stock and monitor inventory levels; maintain clean work area and adhere to all health department sanitation codes. 10 month position. Monday-Friday, 4 p.m.-12 p.m.

**Requirements:** High School diploma or equivalent. At least 1 year experience in food service operation required. Must relate well with people (excellent customer service skills) and work independently at a rapid pace. Previous experience with electronic registers and kitchen equipment required. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.

**Cook, S007 (G6802)**  
**Statler Hotel-Endowed**  
**Hiring Rate: \$7.89**  
**Posting Date: 5/30/91**

Prepare hot foods for the hotel's food outlets and banquets. Flexible nights and weekends. **Requirements:** High School education or equivalent. Basic reading and writing skills. AAS degree from a culinary institute preferred. 2-4 years' food preparation in a high-volume operation required. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Shift and Maintenance Mechanic, S009 (G6301)**  
**M&SO Mechanical Shop-Endowed**

**Hiring Rate: \$8.66**  
**Posting Date: 4/25/91**

Able to maintain boilers, burners and other mechanical and HVAC equipment found in commercial, industrial, residential and research institutions. Monitor equipment, building and utility systems. Inspect, lubricate and repair all mechanical equipment. Install and read electric, water and steam meters. Days and hours vary according to shift.

**Requirements:** High School graduate or equivalent. Knowledge of HVAC, utilities, controls and other support systems in a high technology environment. Minimum of 3 years experience in building trades and mechanical maintenance with boilers and burners. Valid NYS drivers license required. Regular Cornell employees send 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.

**General Service Off-Campus**

**Custodian, GR16 (G6103)**  
**Buildings and Properties/Geneva Experiment Station-Statutory**

**Hiring Rate: \$6.39**  
**Posting Date: 6/6/91**

Custodial duties to maintain assigned areas of buildings clean and well kept. Duties include trash removal, sweeping, dust moping, wet moping, vacuuming and general cleaning tasks.

**Requirements:** Basic reading and writing skills. 3 months job related experience with knowledge of cleaning equipment operation and use of cleaning supplies. Ability to climb 8' ladder and lift 50 pounds. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.

**Utility Plant Operator, GR19 (G6705)**  
**Buildings and Properties/Geneva NY-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/23/91**

Secure and patrol buildings, farms, greenhouses and grounds. Monitoring controlled temperature rooms, mechanical rooms and operate 3 gas/oil fired, 150 pound high pressure steam boilers and their related equipment.

**Requirements:** High School graduate or equivalent. Must possess a valid NYS driver's license. Must be able to operate high pressure steam boilers and related equipment. 2 years minimum experience in security or related work. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Weight Watcher's at Work Program**

A new eight week Weight Watchers at Work program will begin on Wednesday, June 19, from 12:00 noon to 12:45 at Anabel Taylor Hall auditorium. All employees are invited to join. For pre-registration or additional information come to the informational meeting on Wednesday June 12 or call Weight Watchers toll-free number 1-800-234-8080.

**Cornell Employment News**

Published weekly except for one week each in January and November and two weeks in December by the Office of Human Resources, Cornell University, 14853. Distributed free and available to staff and faculty at locations around the campus.

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**Editor:** Nancy Doolittle, 255-3541  
**Page Layout:** Cheryl Seland  
**Photography:** University Photography, Susan Boedicker  
**Telephone:** Office of Human Resources (607) 255-3936

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, NY 14853-2801 (Telephone: 607-255-3976).

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



# CORNELL EMPLOYMENT NEWS

Volume 3, Number 22

Because of the Service Recognition Banquet, *Cornell Employment News* will include "Job Opportunities" only for June 13. Regular issues of *Cornell Employment News* will resume on a biweekly basis for the summer beginning June 20, with "Job Opportunities" published every week.

## JOB OPPORTUNITIES

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

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

Employees may apply for any posted position with an Employee Transfer Application. A resume and cover letter, specifying the job title, department and job number, is recommended. Career counseling interviews are available by appointment.

Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Candidates should submit a completed and signed employment application which will remain active 4 months. Interviews are conducted by appointment only.

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

### Professional

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

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

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

**Applications Consultant/Advisor III (PT7006) Level 34**

**Cornell Information Technologies/WR-Endowed**  
**Posting Date: 6/13/91**

Provide expertise and leadership in evaluating and supporting personal productivity tools and their integration. Emphasis on spreadsheet, database, and word processing packages for varied workstations and networks, especially IBM and Macintosh microcomputers. Provide consulting, workshops, and documentation for colleagues and users.

**Requirements:** Bachelor's or equivalent experience. 2-5 years microcomputer experience: IBM and Macintosh productivity tools and their integration, especially spreadsheets and databases, preferably including networked versions. Computing services experience preferred. Need leadership, organizational, and communications skills (oral and written). Send cover letter and resume to Sam Weeks.

**Technical Consultant (PT6802) Level 34**  
**CIT/IR-Endowed**

**Posting Date: 5/30/91**

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, install, 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 hours and participate in the on-call rotation.

**Requirements:** Bachelor's degree or equivalent with computer related courses. 3-5 years 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.

**Director, Development Communications**

**(PA7007) HRI**

**University Development-Endowed**

**Posting Date: 6/13/91**

Responsible for the provision of overall communications expertise, perspective, and services to support all Development Programs and other Public Affairs offices. Also responsible for the design and management of an integrated Development message to maximize fundraising results for the university. Manages four professional writers, one production specialist, and one support staff position and works closely with several University and free lance publications, graphics, and production resources.

**Requirements:** Bachelor's or considerable experi-

ence and demonstrated expertise in the writing and editing of motivational materials and the development of marketing tools. Familiarity with graphics, typography, printing production and related computer technology. Proven management skills. Experience in cost estimating and budget planning. Send cover letter and resume to Cynthia Smithbower.

**Exercise Technician/Program Instructor**  
**(PA6602) HRI**

**Athletics-Endowed**

**Posting Date: 5/16/91**

Administer and implement all health-screening, physical fitness testing, exercise prescription and consultations to all wellness participants. Oversee all program activities, scheduling and participant supervision in the fitness room.

**Requirements:** Bachelor's in exercise physiology or related field. ACSM Health Fitness Instructor certification required. At least 1 year experience in adult fitness or wellness setting. Send cover letter and resume to Cynthia Smithbower.

**Reunion Assistant (PA7004) HRI**  
**Alumni Affairs-Endowed**

**Posting Date: 6/13/91**

Reports to the Associate Director and assists with all aspects of reunion planning and execution.

**Requirements:** Bachelor's degree preferred. 1 year related experience. Strong organizational skills, strong oral and written communication skills, knowledge of Apple Macintosh computer. Send cover letter and resume to Cynthia Smithbower.

**Development Assistant, Capital Projects**  
**(PA7005) HRI**

**University Development-Endowed**

**Posting Date: 6/13/91**

Assists the Director of Capital Projects providing administrative and project support in the Capital Projects Program. The program manages the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in excess of \$5,000,000.

**Requirements:** Bachelor's required or equivalent. 1-2 years experience in fundraising. Excellent communication and writing skills. Strong interpersonal skills. Some management and organizational skills. Send cover letter and resume to Cynthia Smithbower.

**Prospect Tracking System Manager (PA7006)**  
**HRI**

**University Development-Endowed**

**Posting Date: 6/13/91**

Manage the prospect tracking system for the Special Gifts program. Manages the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in the range of \$100,000 to \$1,000,000. Also works closely with other UNiversity staff involved in Special Gift fundraising to coordinate the flow of information among central development, regional offices, and college and unit development offices.

**Requirements:** Bachelor's or equivalent experience. 1-2 years related experience. Excellent computer (micro and macro), supervisory and communication skills. Attention to detail. Send cover letter and resume to Cynthia Smithbower.

**Energy Project Analyst (PA7010) HRI**  
**Utilities-Endowed**

**Posting Date: 6/13/91**

Analyze campus energy consumption; develop analytical tools from existing energy databases; identify and quantify energy saving opportunities; coordinate and schedule energy projects; perform computer modelling of campus energy use; develop and present public energy conversion programs.

**Requirements:** Advanced coursework or certifica-

tions in energy systems. Associate's or equivalent required. 3-5 years in energy analysis, computer modelling of energy use, and energy auditing; understanding of energy units and systems. Send cover letter and resume to Cynthia Smithbower.

**Energy Project Coordinator (PA7009) HRI**  
**Facilities Engineering-Endowed**

**Posting Date: 6/13/91**

Analyze and troubleshoot energy systems; identify new energy projects; coordinate and schedule energy projects through construction; interact with project and staff engineers; handle energy related public relations issues.

**Requirements:** Advanced coursework or certifications in energy systems; 2 year technical degree or equivalent coursework required. 3-5 years experience in the design or installation of large Modulating HVAC systems; understanding of energy units and systems. Send cover letter and resume to Cynthia Smithbower.

**Shop Manager (PT7010) HRI**

**Civil and Environmental Engineering-Endowed**

**Posting Date: 6/13/91**

Supervision of all activities in CEE machine shop for timely completion of construction, modification and repair of specialized equipment in instruction and research labs. Maintain all equipment. Supervise shop staff. Work with CEE administrative staff to assist in logistics of school functions and building coordination.

**Requirements:** Associate's or Bachelor's in engineering heavily desirable or must have completed a technical or trade school together with apprenticeship program a machinist. Must have demonstrated experience in design and planning of complex fabricated installations or equipment. Minimum 5 years experience in supervisory role in a machine shop or fabricating floor necessary. Some knowledge of electronics, instrumentation, computers required. Familiarity with plumbing and carpentry desirable. Send cover letter and resume to Sam Weeks.

**Maintenance/Ispection Supervisor (PG6801) HRI**  
**University Health Services-Endowed**

**Posting Date: 5/30/91**

Supervise and oversee daily operations of the entire Plant Operation and maintenance staff of Gannett Health Center. Responsible for the supervision of plant operation and maintenance of building, equipment maintenance, building and grounds, security, alterations to physical plant, property management, purchase of equipment, purchase of linens and supplies and patient care instrumentation. Supervise maintenance staff of 5 full time employees.

**Requirements:** High School Diploma or equivalent. 5 years custodial/maintenance experience desirable. Some lifting up to 50 lbs. Regular Cornell employees send transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Executive Staff Assistant (PC6601) HRI**

**Vice President Programs and Campus Affairs-Endowed**

**Posting Date: 5/16/91**

Provide executive staff support to the vice president for Academic Programs and Campus Affairs in coordinating a diverse range of tasks.

**Requirements:** Bachelor's or equivalent experience. 3-5 years in diverse administrative secretarial positions. Excellent editorial, writing, communication and interpersonal skills. Conceptual skills. Ability to work independently and coordinate multiple projects. Advanced word processing skills. Knowledge of CU helpful. Cornell employee preferred. Regular Cornell employees only. Send employee transfer application, cover letter and re-

sume to Esther Smith, Staffing Services, East Hill Plaza.

**Research Support Specialist (PT6607) HRI**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Posting Date: 5/16/91**

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

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

### Professional Part-Time

**Executive Staff Assistant (PC6701) HRI**  
**Vice President for Academic Programs and Campus Affairs-Endowed**

**Posting Date: 5/23/91**

Responsible for implementing programs for the Access to College Consortium and the Cornell Committee on Education and the Community under the direction of Director of Public Service and Outreach Programs. 25 hours per week. Hours flexible. Monday-Friday, 8:00a.m-5:00p.m. 10 month position, August-June.

**Requirements:** Bachelor's or equivalent experience. Excellent verbal, interpersonal and organizational skills. Ability to work independently, often under pressure and short deadlines. Computer skills, preferably Macintosh. Knowledge of CU and public schools helpful. Experience in program development. Regular 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.

### CORNELL ALUMNI NEWS

**Circulation Assistant**  
**Posting Date: 6/13/91**

Assist with all aspects of circulation management for monthly magazine. Interact with Cornell Class Officers and Cornell Alumni Affairs staff. Continually update various circulation records. Data entry. Heavy clerical work. Answer phones as needed. Monday-Friday, 3 hours per day.

**Requirements:** High School diploma or equivalent. Light typing and 10-key ability, 1-2 years experience in office environment. Attention to detail critical. Familiarity with PC compatibles essential. Knowledge of Cornell Public Affairs Records Computer system helpful. Ability to interact well with various types of people. Send cover letter and resume to Andy Wallenstein, Cornell Alumni News, 55 Brown Road, Ithaca, NY 14850. This is not a Cornell University position.



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.

**Technician, GR18 (T6709)**  
**Plant Pathology-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/23/91**

Assist in laboratory, greenhouse, and field experimentation leading to the development of improved control methods for the golden nematode of potatoes. Plant and harvest potatoes. Prepare nematode inoculum and inoculate plants. Lay out, plant, and care for experimental plots. Collect and analyze data **Requirements:** Associate's in Agriculture with 2 years experience in plant propagation. Minimum 1 year related experience. Knowledge of and experience with plant propagation in greenhouse and field. Familiarity with basic laboratory equipment. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T6605)**  
**Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 5/16/91**

Plant and harvest test plots for a small grains project. Clean, harvest and weigh seed. Maintain greenhouse and perform hybridizations. Package and prepare seed for planting. Maintain plots and draw plot maps. **Requirements:** Associate's in plant breeding, agriculture or related field or equivalent experience desirable. NYS driver's license and pesticide applicator's license required. Experience with farm operation and ability to operate farm machinery. Legible handwriting and microcomputer experience desirable. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T7008)**  
**Psychology-Endowed**  
**Minimum Biweekly Salary: 6/13/91**  
**Posting Date: 6/13/91**

Carry out experiments, analyze data, keep laboratory records, and oversee hamster colony. Perform other activities related to experiments such as surgery, histology, and occasional library research. Coordinate research activities of undergraduates. **Requirements:** Associate's or equivalent preferred in a field related to biology or biopsychology. Minimum 1 year experience in data analysis, computers, histology, surgery, behavioral observation of rodents, hamsters, voles, and handling animals. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T7009)**  
**Food Science-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Perform a variety of sensory tests on foods and model systems using available panelists, including sample preparation and presentation. Analyze data using a statistical computer package and tabulate and graph results. **Requirements:** Associate's (or equivalent) in food science, chemistry, or related field. Minimum 1 year related chemistry lab experience with lab courses in chemistry including organic. Excellent interpersonal skills required. Experience working with human experimental subjects is helpful. Send cover letter and resume to Sam Weeks.

**Laboratory Technician, GR19 (T5709)**  
**Veterinary Microbiology-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 3/14/91**

Provide assistance to faculty carrying out lab experiments in reproductive biology. Prepare culture media and do extensive tissue and cell culture work. Provide general lab and surgical area maintenance. Collect specimens from mice, rabbits and cattle. Schedule experiments, keep records, and compile data. Monitor radioactive waste and arrange for safe disposal. **Requirements:** Associate's or equivalent required. Additional coursework preferred. 1 year related experience in tissue culture, biochemistry and animal handling. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T6904)**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/6/91**

Provide technical assistance in rice cell culture work. Prepare growth media, grow rice calli, prepare suspension cultures and prepare protoplasts. Assist in research on transformation of protoplasts; taking care of calli and plants; and performing biochemical analysis of plant tissues. Order supplies and chemicals; and supervise several undergrad students. **Requirements:** Bachelor's in biology, a related

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

**Animal Health Technician, GR20 (T6801)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/30/91**

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 life support systems including oxygen therapy, IV and subcutaneous fluid therapy, central venous pressure, electrocardiograms, etc. Observe and treat patients following clinicians' orders. Clean rooms and cages. Keep records. Maintain supplies. Some weekend and holidays required. Rotating shift 11 pm to 7 am, 3 pm to 11 pm. **Requirements:** AAS 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.

**Technician, GR20 (T6608)**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/16/91**

Assist in research on cryopreservation/vitrification of Drosophila embryos. Conduct studies and experiments on the procedures and assessment of post-thaw egg viability; conditions required for larvae development; identification of abnormal morphology; and genetic stability. Maintain colonies and population cages, collect eggs, and prepare media. Prepare eggs for cryopreservation including dechoriation and permeabilization. **Requirements:** Bachelor's or equivalent in entomology. 1-2 years-related experience including vitro culture of insects. Demonstrated initiative and decision making abilities. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T6501)**  
**Avian and Aquatic Animal Medicine-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 6/13/91**

Perform virological and immunological assays in a research lab. Initiate and maintain cell cultures; perform virus isolations and cell-mediated cytotoxicity assays; and prepare media and reagents. Handle and inoculate experimental animals (mainly chickens) and collect samples. **Requirements:** Bachelor's in immunology, microbiology or related field. Minimum of 2 years experience in a research lab, including handling of radioisotopes, cell cultures, and using sterile techniques. Experience with the following equipment: ultracentrifuges, gamma and beta counters, spectrophotometers, and microscopes. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T6804)**  
**Animal Science-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/30/91**

Perform lab and animal experiments for an in vitro fertilization and cryobiology research program involving large and lab animals. Prepare various reagents, collect blood samples, operate sophisticated lab equipment and maintain lab supplies. Collect and analyze data, and prepare reports for publication. **Requirements:** B.S. in Animal Science with advanced coursework in reproductive physiology and microbiology. 2-3 years lab experience in reproductive physiology. Ability to work with large and small animals. Send cover letter and resume to Sam Weeks.

**Technician, GR22 (T6203)**  
**Neurobiology and Behavior-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 4/18/91**

Participate in research using transmission and scanning electron microscopes for finestructure and autoradiography. Prepare cultures: tissue, cell and organ. Section tissue using ultramicrotomes. Prepare emulsions for coating sections. **Requirements:** Bachelor's or equivalent experience in biological science (neurobiology or biochemistry). 2-4 years related experience using electron microscopes (TEM and SEM), microtomes, and sterile techniques for cell culture. Send cover letter and resume to Sam Weeks.

**Accelerator Technician, GR24 (T6110)**  
**Lab of Nuclear Studies-Endowed**  
**Minimum Biweekly Salary: \$701.22**  
**Posting Date: 4/11/91**

Perform highly skilled work to maintain and improve the various components of accelerator ultra high vacuum systems consisting of a linear accelerator, an electron synchrotron, and storage ring. Use techniques appropriate to various vacuum systems, particularly those for ultra high vacuum systems. Work with physicists to design, construct, and install new devices. Provide maintenance, handle malfunctions, and take corrective actions. Provide detailed documentation for the accelerator's master drawings and operating manuals. **Requirements:** High School diploma or equivalent plus at least 2 years formal training in ultra high vacuum technology. Work experience on such equipment with the demonstrated ability to assume responsibility for its maintenance. Ability to supervise other technicians. Send cover letter and resume to Sam Weeks.

Technical Part-Time

**Computer Programmer, GR21 (T7007)**  
**Neurobiology and Behavior-Endowed**  
**Minimum full-time equivalent: \$615.42**  
**Posting Date: 6/13/91**

Provide computer and data entry support in a scientific lab for the duration of NIH supported research project. Write routine computer programs in BASIC. Perform data entry input and update of research information. Run programs and assist in routing data analysis. **Requirements:** Bachelor's with coursework in computer science or equivalent experience. 1 year experience in programming in BASIC. Ability to communicate technical information orally and in writing. Familiarity with IBM computers. Advanced analytical and math skills helpful. 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.

**Cashier, GR15 (C6705)**  
**Unions and Activities/RPU-Endowed**  
**Minimum Biweekly Salary: \$499.20**  
**Posting Date: 5/23/91**

Operation of cash register; product inventory and ordering; customer service; prepare day-end deposits; assist with setting up and cleaning service area. Wed.-Sun.; 3:00p.m.-11:00p.m. (Academic). Mon.-Fri.; 4:00p.m.-10:00p.m. (Summer). 10 month position.

**Requirements:** High School diploma or equivalent. Experience with cash handling in a fast paced, high pressure environment. Possess a genuine enthusiasm and positive attitude towards the job and maintain a "customer first" attitude at all times. **Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.** External applicants send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Research Aide, GR17 (C6619)**  
**Natural Resources-Statutory**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 5/16/91**

Provide a variety of support services to 7 professional research staff. Specific duties include data entry; coding; conduct telephone interviews; slide and figure preparation on computer; calculations for tables; literature review; 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 Quattro Pro, coding, figure preparation, familiarity with SPSSX and SAS. Light typing. **Regular 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 (C5005)**  
**Human Service Studies-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/13/91**

Provide secretarial support for 4-6 faculty in a large department, type classwork, reports, manuscripts, correspondence and vouchers; answer telephone; distribute mail; arrange travel, library reserve lists; conferences and meetings; order text books; make copies; run campus errands; keep faculty files and calendars and other duties as assigned.

**Requirements:** High School diploma or equivalent education/experience. Business or secretarial school highly desirable. 1-2 years previous secretarial experience; experience on IBM PC or Macintosh computers; knowledge of word perfect or Micro Soft Work highly desirable. Ability to work under pressure. Interpersonal and organizational skills. Machine/manual transcription skills. **Regular employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Job Opportunities Coordinator/Personnel Assistant, GR18 (C7015)**  
**OHR/Staffing Services-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/13/91**  
Provide clerical support in the areas of recruitment, referral of applicant materials and data entry for the

Assistant Manager, Administrative/Professional positions. Input and edit information for Job Opportunities, a weekly listing recent position vacancies. Perform as backup receptionist. **Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related work experience. Experience as a receptionist desirable. Excellent data entry, organizational and interpersonal skills. Meticulous attention to detail essential. Must be able to work within tight deadlines. Medium typing. **Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Office Assistant, GR18 (C7007)**  
**Controller's/Accounting-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/13/91**

Responsible involve the coordination and control of the processing of journal vouchers; distribution and retention of microfich, and accounting reports; part time data entry of journals, deposits, and other documents; facilitate the mailing of accounting statements and reports to Endowed Colleges and departments. **Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Familiarity with computers and data entry. **Regular 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. Minorities are particularly encouraged to apply.

**Accounts Assistant, GR18 (C7005)**  
**University Health Services-Endowed**  
**Minimum Biweekly Salary: 6/13/91**  
**Posting Date: 6/13/91**

Provide billing services for UHS; daily data entries into computer system, assist in diversified duties in the Billing department. **Requirements:** High School diploma or equivalent. Some medical experience, accounting and computer preferred. 1-2 years related experience. Ability to work independently, be self directed and have strong interpersonal skills. Must be able to work flexible hours. **Regular Cornell employees send employee transfer application, cover letter and resume Esther Smith, Staffing Services, East Hill Plaza.**

**Editorial Assistant, GR18 (C7013)**  
**C.U. Press-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/13/91**

Work closely with the editor responsible for acquiring scholarly and trade books in the life sciences. General secretarial support; extensive liaison with authors, reviewers, and other departments of the Press. **Requirements:** Associate's or equivalent. Self-motivated with an eye for detail, and a good command of the English language. Excellent communication and organization skills. 1-2 years prior experience in publishing helpful. Familiarity with PCs, and in particular a working knowledge of Microsoft Word, and Lotus is desirable. Medium typing. **Regular 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.

**Office Assistant, GR18 (C7002)**  
**Purchasing-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/13/91**

Greet and direct department visitors; answer telephone requests for information; receive and direct incoming mail and freight. **Requirements:** High School diploma or equivalent. 1-2 years related office experience. Some college coursework preferred. Computer, communication and telephone skills. Independent judgement. Data Entry and legible handwriting. Assist purchasing assistants as needed. Light typing. **Regular Cornell employees send employees transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Secretary, GR18 (C6901)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/6/91**

Provide data processing and clerical support to the director of alumni affairs and the administrative aide. On-going updating alumni data base, frequent contact with student and faculty. Other duties as assigned. **Requirements:** High School diploma or equivalent. 1 year related experience. Knowledge of computers, (microsoft word, PAR/IRIS). Good communication (verbal) skills. Accuracy and attention to detail. Ability to work independently, handle pressure, meet deadlines, and maintain high level of confidentiality. Medium typing. **Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.**

**Office Assistant, GR18 (C6903)**  
**Grounds-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/6/91**

Provide comprehensive confidential office support to the Superintendent, Assistant Superintendent, Foremen, Accounts Coordinator, 42 regular and up to 25 seasonal employees. The incumbent will interface with staff at all levels across campus on behalf of the Grounds Department. **Requirements:** High School diploma or equivalent



with emphasis on business and/or secretarial skills. Minimum 1 year related experience. Must have knowledge of word processing procedures, preferably using a Macintosh. Good communication and interpersonal skills. Must have excellent work ethics. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Senior Records Assistant, GR18 (C6905)**  
**Catalog Department/CUL-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/6/91**

Responsible for location and retrieval of in-process material; processing of straight forward LC catalog records, added copies, added locations, transfers and Cornell dissertations; pre-catalog searching; management of catalog backlog. Other duties as assigned.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years previous library technical experience desirable. Good interpersonal skills. Must be dependable with the attitude for detailed work. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services,, 160 Day Hall.

**Administrative Aide, GR19 (C7006)**  
**Alumni Affairs-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/13/91**

Provide administrative support to the Director of Class Programs. Support director with mailings and minutes for the Cornell Association of Class Officers; maintain database of class officers; process registrations for the annual class officers meeting; coordinate the hotel room reservations for reunion weekend; extensive contact with alumni and university public affairs.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Excellent organizational, communication, and interpersonal skills. Knowledge of Macintosh computer and software, including Microsoft Word, Filemaker, and Page maker. Ability to work in a fast-paced environment with continual deadlines. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, East Hill Plaza.**

**Administrative Aide, GR19 (C6802)**  
**Human Resources-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Provide administrative support for Staff Relations and Development activities. Routine communication with staff, faculty and consultants; receptionist responsibilities; assist in coordination of workshops, seminars and special programs; maintain data relevant to educational programs; type correspondence; maintain files; handle confidential information.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office professional experience. Excellent communication wordprocessing and interpersonal skills. Ability to work independently, on multiple, concurrent projects. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Secretary, GR19 (C6910)**  
**Public Affairs/Agricultural and Life Sciences-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Provide clerical assistance to the Assistant Director. Serve as the contact person for the Alumni Association members and leaders. Coordinate and process membership records for 6,000 members and about 10,000 non-members of the college Alumni Association. Coordinate and manage travel plans and itineraries for the Office of Alumni Affairs for two professionals who have extensive travel schedules.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 2 years secretarial experience preferred. Word processing, preferably Word Perfect 5.1; familiarity with database management system; Exceptional telephone skills; accurate data entry skills; organizational skills. Ability to work with minimal supervision. Handle confidential information and deal with alumni and friends. Heavy typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Office Assistant, GR19 (C6907)**  
**University Registrar-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Provide service to individual students, alumni and staff. Prepare, certify and transmit CU transcripts; verify, validate CU student enrollment, degree status or record of academic achievement from external organizations, agencies and students.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. Minimum 1-2 years related experience required. Computer input experience. Excellent interpersonal and organizational skills. Heavy typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Office Assistant, GR19 (C6908)**  
**Biological Sciences-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 6/6/91**

Maintain accurate department office and accounting records; provide some clerical and secretarial sup-

port to faculty and staff.

**Requirements:** High School diploma or equivalent, some secretarial school preferred. Minimum 1-2 years experience. Knowledge of Macintosh applications and IBM PC-XT. Strong organizational, interpersonal, and communication skills. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Administrative Aide, GR19 (C6411)**  
**Center for Environmental Research-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/2/91**

Provide general office support to 8 staff in the CLEARS program unit of CER. Do word processing and editing correspondence, reports and instructional materials; telephone and receptional duties including map sales; liaison with CER for accounting; A/R, and payroll; coordinate assignments for student assistants.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Knowledge of Cornell accounting systems. Good communication skills. Word processing skills for both IBM and Macintosh preferred. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Secretary, GR19 (C5110)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 1/31/91**

Provide secretarial and administrative support to the Director of Business Operations and the School's Business Manager.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years related office experience. Working knowledge of Macintosh computer. Excellent organizational, interpersonal and communication (written and oral) skills. Heavy typing. **Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Secretary, GR19 (C6809)**  
**Clinical Sciences-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/30/91**

Provide support for the Principal Investigator, Co-Investigators, Administrative Supervisor, and staff of the Gastrointestinal Unit/Hepatitis Research Program, provide support for the Chief of Medicine, Department of Clinical Sciences. Until 5/15/93.

**Requirements:** High School diploma or equivalent. Some advanced business education desirable. Minimum 2 years related office experience. Typing using IBM PC (Word Perfect, Lotus, Sci-Mate/Reference Manager). Excellent office, communication, interpersonal, and organization skills. Ability to work independently. Heavy typing. **Regular Cornell employees send transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Staff Assistant, GR19 (C6105)**  
**University Career Center-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 4/11/91**

Provide all administrative and secretarial support for three career advisors in the area of Arts and Sciences and preprofessional advising, including job-hunting workshops; alumni programs; Graduate School Days; booklets and other publications.

**Requirements:** High School diploma or equivalent. Minimum 2 years office experience. Some college coursework preferred. Excellent organizational skills and attention to detail. Familiarity with Macintosh and word processing; other programs, including Excel preferred. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Secretary, GR19 (C6622)**  
**Dean of Students Office-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 5/16/91**

Provide secretarial/administrative support for one Assistant Dean and one Advisor of Greek Life. Answer telephones; schedule meetings; handle correspondence; back up support for 3 other DOS staff and Administrative Manager. Work closely with fraternities and sororities.

**Requirements:** High School diploma with at least 2 years related experience. Computer knowledge helpful especially the Macintosh. Some college coursework preferred. Able to coordinate and prioritize a variety of tasks. Excellent organizational, interpersonal and communication skills. Written skills needed with correspondence handling. Heavy typing. **Regular 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 (C7008)**  
**Associate Vice President for Human Relations-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/13/91**

Provide administrative support for the Associate Vice President and her assistant. Word process reports and correspondence; answer telephone; coordinate meetings; keep calendar; arrange travel; do bookkeeping; file. Other duties as assigned.

**Requirements:** Associate's or equivalent. IBM PC WordPerfect 5.1. Endowed bookkeeping. Travel

procedures a plus. 2-3 years related experience. Familiarity with Cornell. Good communication, organization and interpersonal skills. Able to maintain confidentiality. Good attention to detail and ability to work independently. Medium typing. **Regular 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. Minorities are particularly encouraged to apply.

**Administrative Aide, GR20 (C7012)**  
**Computer Science-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/13/91**

Provide administrative and clerical support to the Office of Undergraduate Programs. Manage the production and coordination of course materials, student publications and event planning. Primary supervision provided by Assistant Director of Undergraduate Programs.

**Requirements:** Associate's or equivalent combination of education and experience. Minimum of 2 years related experience in university environment. Excellent organization and human relations skills. Demonstrated ability to work with diverse groups; attention to detail as well as ability to prioritize. Excellent typing and word processing skills a must. Medium typing. **Regular 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 (C7014)**  
**Human Ecology Administration-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/13/91**

Provide administrative support to the Public Affairs office of the College of Human Ecology, including word processing, copying, filing, and production for numerous mass mailings. This position also interacts with college alumni and various publics.

**Requirements:** Associate's or equivalent combination of education and experience. 2 years related experience. Strong writing, wordprocessing and organizational skills essential. Diplomacy and confidentiality essential. Must be sensitive to the special nuances that are inherent to a Public Affairs office (i.e. relations with Alumni, VIP's, and donors). Experience with microcomputers and wordprocessing required (WordPerfect 5.1). Experience in working with volunteers and public necessary. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Personnel Assistant, GR20 (C6909)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/6/91**

Review and approve academic and non-academic appointment forms. Interpret academic personnel policies and procedures and advise deans, directors, department chairs, and other administrative staff on related matters; involved in all phases of personnel action form processing; advise department payroll reps and OHR staff on non-academic appointment procedures and policies; input and retrieve employee demographic and appointment data using the university personnel payroll and academic personnel databases.

**Requirements:** Associate's in business or related field. Coursework in human resources helpful. 2 years related experience. Computer input experience required. Ability to organize, set priorities and work under pressure essential. Attention to detail, self-initiative and ability to think independently required. Strong oral and written skills. Knowledge of academic and/or non-academic appointment procedures preferred. A familiarity with university hiring procedures. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services.**

**Senior Document Access Assistant, GR20 (C6807)**  
**Mann Library-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/30/90**

Works closely with interlibrary services borrowing coordinator assisting with interlibrary services borrowing functions. Acts as principal backup for ILS borrowing coordinator and staffs the ILS service point. Manages the unit's collection maintenance activities and periodical room; and supervises, hires, trains, and evaluates those student assistants working for these services. Acts as coordinator, resource person, and problem solver for GR-17 staff who work in the stacks. Works occasional shifts at the circulation desk.

**Requirements:** Associate's degree or equivalent; candidates with Bachelor's or advanced degrees will be given preference. Excellent human relations skills. Familiarity with online systems preferred. Excellent written and oral communications skills. 1-2 years library experience desired. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Coordinator, GR20 (C6623)**  
**Center for environmental Research-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/16/91**

Conduct all financial transactions for multidisciplinary research center. Maintain records on all levels of account activity, reconcile department records with University records; generate monthly reports on special reports; assist with development of computerized accounting, equipment, and personnel data-

bases.

**Requirements:** Associate's or equivalent experience in field of accounting. 2-3 years related experience. Knowledge of Cornell accounting procedures or general knowledge of fund accounting necessary. Experience with Macintosh database and spreadsheet software preferred. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Reference Assistant, GR20 (C6210)**  
**Mann Library-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
**Posting Date: 4/18/91**

Provide information service in Mann Library and coordinate the maintenance of the collection of reference materials. Responsible, in the Entomology Library, for student hiring and supervision, and user assistance. Provide circulation assistance and assist with collection.

**Requirements:** Associate's or equivalent. Additional college coursework in agriculture or life sciences preferred. Strong interpersonal and communication skills. Supervisory and effective public service experience required. Experience working in an academic library and with use of microcomputers preferred. Send cover and letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR21 (C6803)**  
**Human Ecology/Field & International Study Program-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/30/91**

Under the supervision of the Director, responsible for business operations of the Field and International Study Program. Assists in the development, preparation and monitoring of the program and grant/contract budgets. Manages information/data system.

**Requirements:** Associate's degree or equivalent experience. 2-3 years of office management/accounting experience desired. Strong interpersonal, communication and organizational skills. Previous experience with IBM computers. Familiarity with WordPerfect and dBase preferred. Knowledge of policy and procedures for statutory accounting as well as grant and contract administration. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.** Minorities are particularly encouraged to apply.

**Administrative Aide, GR21 (C6805)**  
**Vice President for Research-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/5/91**

Provide administrative support to the Vice President for Research and Advanced Studies. Handle a large volume of correspondence, setup meetings, coordinate appointments and travel, maintain office filing system, handle office accounts, process payroll vouchers, and assist Executive Staff Assistant.

**Requirements:** A.A.S. Degree in Business and at least three years related experience. Familiarity with University resources (payroll, accounting, student employment, etc.). Experience with Macintosh. Strong interpersonal organizational, and communication skills. Ability to work independently and maintain confidentiality. Regular Cornell Employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Research Aide, GR21 (C6614)**  
**Neurobiology and Behavior-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 5/16/91**

Provide administrative support to professional research group. Assist in preparation of research grants; prepare reports; type and proofread scientific papers; serve as liaison with on and off campus contacts in setting up meetings, workshops, lectures; coordinate travel; handle daily correspondence; maintain files; order supplies; assume to other responsibilities; as needs arise.

**Requirements:** Bachelor's or equivalent in some biology helpful. 1-2 years related experience. Computer/wordprocessing a must. Excellent organizational and communication (written and oral) skills. Heavy typing. **Regular 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, GR22 (C3501)**  
**Human Service Studies-Statutory**  
**Minimum Biweekly Salary: \$625.24**  
**Posting Date: 6/13/91**

Provide administrative staff assistance to the overall management of the department; including coordination of appointments, supervision of clerical staff (6); fiscal management; office management; and coordination of department information, space and special programs.

**Requirements:** Associate's or equivalent. 3-4 years related experience. Prior experience required in personnel, supervision, fiscal management and office management. Knowledge of IBM computers and systems management desirable (wordperfect, Lotus 123, dBase). Knowledge of budgeting and Cornell accounting system a plus. Strong interpersonal skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.



**Accounts Coordinator, GR22 (C6703)**  
**Section of Physiology-Statutory**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 5/23/91**  
Assume responsibility for management and reconciliation of over 100 accounts (state, endowed, college, and grants). Supervision/training of one Accounts Assistant; establish and maintain working relationship with 3 colleges (one Endowed) and the Division of Biological Sciences; advise on university, state and college financial policies and procedures; assist with annual budgets.  
**Requirements:** Associate's or equivalent. Associate's in bookkeeping/accounting desirable. 5 years experience in Statutory accounting, 2 years experience in grant management/accounting, IBM PC experience (Wordperfect, Lotus 1-2-3). **Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Office Professional Part-time**

**Accounts Assistant, GR18 (C7004)**  
**University Health Services-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 6/13/91**  
Provide billing services for UHS. Receive payments from patients for services rendered, daily deposits and balancing; complete insurance forms and compensation reports, Bursar charges and communication; prepare patient and insurance correspondence relating to specific accounts and billing procedures. Monday-Friday, 24 hours per week.  
**Requirements:** High School diploma or equivalent. Some medical experience, accounting and computer preferred. 1-2 years related experience. Ability to work independently, be self directed and have strong interpersonal skills. Must be able to work flexible hours. **Regular 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.

**Senior Records Assistant, GR18 (C6904)**  
**Law Library/CUL-Endowed**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 6/6/91**  
Under the direction of the Aquisitions Librarian, the Senior Records Assistant will process gifts and exchanges, maintain the files of missing items, and assist in the collection development activities and other related projects. 20 hours per week. Hours flexible.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years library experience. Familiarity with computers, online searching and library catalogs. Requires flexibility, willingness to take on a variety of tasks, and ability to work independently and maintain a high level of productivity. Good organizational, interpersonal, and communication skills. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Searcher, GR18 (C6708)**  
**Albert R. Mann Library-Statutory**  
**Minimum full-time equivalent: \$542.89**  
**Posting Date: 5/23/91**  
Search local and national databases for bibliographic and authority records for monographs. Input, transfer, and update records for books-in-hand and orders. Additional duties include assisting the Acquisitions Coordinator including ordering and receiving monographs, and processing invoices.  
**Requirements:** High School diploma or equivalent required. 1-2 years of previous library or record keeping experience. Additional related experience may be substituted for formal degree. Ability to use microcomputer and some applications software. Strong organizational skills and ability to prioritize. Good interpersonal and communication skills. Some foreign language skills desirable. Medium typing. **Regular 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.

**Adminstrative Aide, GR19 (C7011)**  
**SRC Microscience and Technology Program-Endowed**  
**Minimum full-time equivalent: \$566.28**  
**Posting Date: 6/13/91**  
Handle daily operations of the SRC Microscience and Technology Program. Prepare quarterly and annual reports; draft correspondence; prepare payments adn purchase orders, maintain accounting

files; handle daily activities of the Director. Flexible hours: Monday-Friday, 7:30-5:00; 4 hours/day.  
**Requirements:** High School diploma or equivalent; some college coursework preferred. 1-2 years related experience. Computer experience necessary, knowledge of Excel, Wordperfect and Database software helpful. Familiar with C.U. accounting system also helpful. Medium typing. **Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.**

**Senior Information Assistant, GR20 (C7009)**  
**Reference University Libraries-Endowed**  
**Minimum full-time equivalent: \$590.45**  
**Posting Date: 6/13/91**  
Staff a busy information desk in Cornell's control research library. Provide information and reference services; assist library patrons by providing information the libraries organization and services; perform complex bibliographic searches, answer government document questions, and locate factual information; refer users to appropriate resources or other staff for answers to subject queries. 20 hours per week, including evenings and weekends.  
**Requirements:** Associate's in social sciences or humanities or equivalent. 2 years related experience. Excellent interpersonal and communication skills and the ability to work calmly under pressure required. Experience in a research library, knowledge of bibliographic resources and teaching skills desirable. Knowledge of at least one foreign language. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Professionals Off-Campus**

**Secretary, GR20 (C7010)**  
**Public Affairs Regional Office/Metro, NY Regional Office-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 6/13/91**  
Type correspondence, forms, vouchers and other material. works primarily for Associate and Assistant Director of the Metro NY Office. Schedule appointments, maintain events calendar, and assist in meeting arrangements and work at public affairs events occasionally; interact by telephone and in person with alumni. Monday-Friday, 35 hours per week.  
**Requirements:** Associate's or equivalent. Minimum 2 years secretarial experience. Excellent communication skills. Experience with MacIntosh a must. Able to work in a complex active environment. 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.

**Office Assistant (S7005)**  
**Lab of Ornithology-Endowed**  
**Hiring Rate: \$6.50**  
**Posting Date: 6/13/91**  
FUnder the supervision of the Extension Associate III operate the lab home study course in bird biology (a college level correspondence course in Ornithology). Duties include: responding to inquiries; enrolling students; grading questions; supervising each students progression thru the course.  
**Requirements:** High School diploma or equivalent coursework in biology is helpful. Experience with Macintosh computers required. Beginning immediately for 6 months. Send cover letter and resume to Keren Raponi, Staffing Services, East Hill Plaza.

**Distrubution Assistant (S6601)**  
**Agricultural and Biological Engineering-Statutory**  
**Hiring Rate: \$7.00**  
**Posting Date: 5/16/91**  
Assist in distribution of publications. Enter orders in computer, print invoices, pack boxes and prepare for mailing. Assist in marketing and other office duties. Answer phone. Monday-Friday, 8:00a.m-12:00 noon. This is a 6 month appointment.  
**Requirements:** Familiarity with MacIntosh computer. Able to lift 40 pound boxes. Send application materials to Karen Raponi, Staffing Services, 160 Day Hall.

**Service Clerk (\$6503)**  
**Lab of Ornithology-Endowed**  
**Posting Date: 5/9/91**  
Assist with sales at the Crow's Nest Birding Shop on weekends, Monday nights for seminars, and possible hours during the week to cover for vacations. Cashiering, answer phones, data entry, and able to lift 50 pounds. Work with customers service skills and flexibility. Must be dependable.  
**Requirements:** High School diploma or equivalent. Cash register and data experience helpful. Please send cover letter and completed application 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.

**Custodian, S002 (G7003)**  
**Buildings Care-Statutory**  
**Hiring Rate: \$6.27**  
**Posting Date: 6/13/91**  
Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday, 6:00am-2:30pm. Friday 6:00am-1:30p.m.  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb an 8 foot ladder. Regular Cornell employees only. Please send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.

**Food Service Worker, S003 (G3803)**  
**Unions and Activities/Noyes Center-Endowed**  
**Hiring Rate: \$6.56**  
**Posting Date: 9/27/90**  
Operate electronic cash register, handle cash and credit sales, prepare and sell food items; stock and monitor inventory levels; maintain clean work area and adhere to all health department sanitation codes.

10 month position. Monday-Friday, 4 p.m.-12 p.m.  
**Requirements:** High School diploma or equivalent. At least 1 year experience in food service operation required. Must relate well with people (excellent customer service skills) and work independently at a rapid pace. Previous experience with electronic registers and kitchen equipment required. **Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.**

**General Service Off-Campus**

**Custodian, GR16 (G6103)**  
**Buildings and Properties/Geneva Experiment Station-Statutory**  
**Hiring Rate: \$6.39**  
**Posting Date: 6/6/91**  
Custodial duties to maintain assigned areas of buildings clean and well kept. Duties include trash removal, sweeping, dust moping, wet moping, vacuuming and general cleaning tasks.  
**Requirements:** Basic reading and writing skills. 3 months job related experience with knowledge of cleaning equipment operation and use of cleaning supplies. Ability to climb 8' ladder and lift 50 pounds. **Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza.**

**Academic**

**2 positions, Research Associate II**  
**Cornell Food and Nutrition Policy Program**  
**1-2 year position in Washington D.C**  
**1-2 year position in Africa**  
To plan, conduct and report original research pertaining to food and nutrition policy in developing countries.  
**Requirements:** Ph.D. in economics, agricultural economics or related field, nutrition. Strong analytical skills. and abilities; experience in analysis of poverty, food and agricultural issues of developing countries, and experience working with interdisciplinary teams is desirable. Applications appreciated by July 22, 1991. Interested individuals should apply to: Deputy Director, Cornell Food and Nutrition Policy Program, 1400 16th Street, NW, Suite 420, Washington, D.C. 20036.

**Weight Watcher's at Work Program**

A new eight week Weight Watchers at Work program will begin on Wednesday, June 19, from 12:00 noon to 12:45 at Anabel Taylor Hall auditorium. All employees are are invited to join. For pre-registration or additional information come to the informational meeting on Wednesday June 12 or call Weight Watchers toll-free number 1-800-234-8080.



**Claims Schedule**

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

1/18	3/29	6/7	8/16	*11/21
2/1	4/12	6/21	*8/29	12/6
2/15	4/26	7/5	9/13	12/18
3/1	5/10	7/19	9/27	
3/15	*5/23	8/2	10/11	

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

**Cornell Employment News**

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

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