

CORNELL Chronicle

Volume 22 Number 37 July 11, 1991

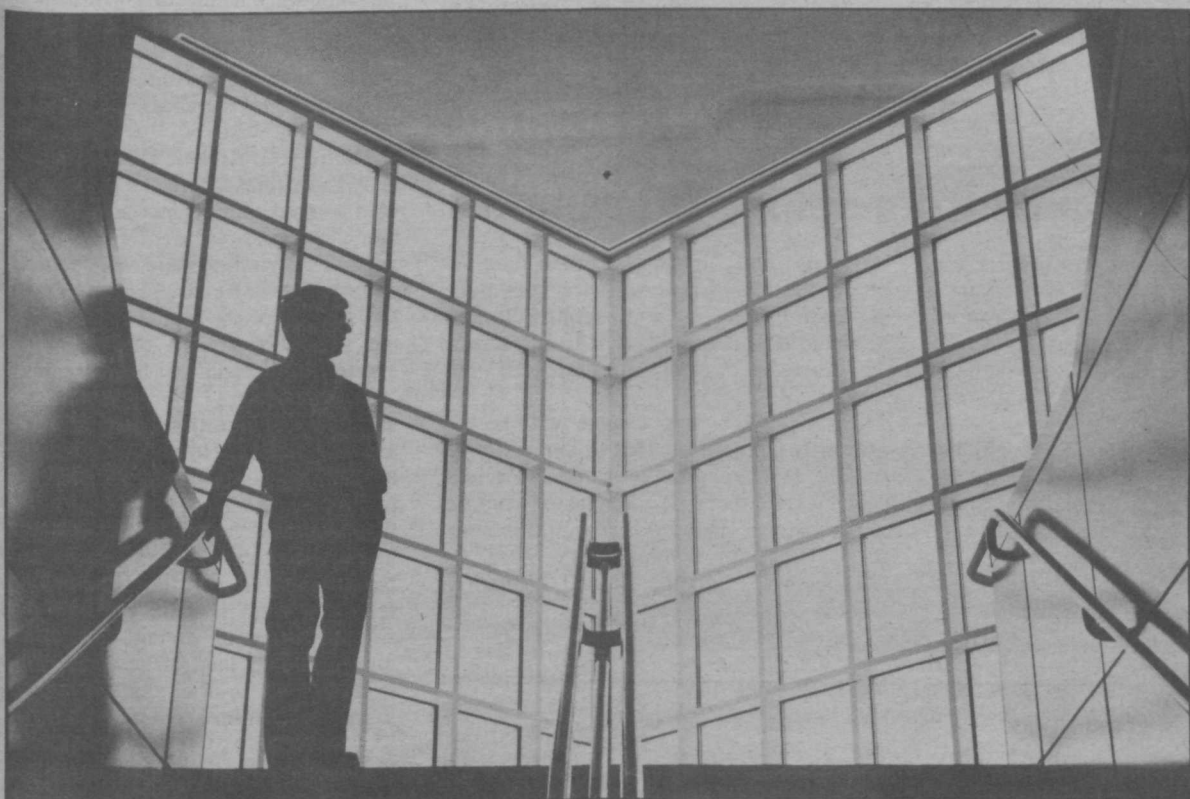
Year-round strawberries 3

Scientists here are growing year-round fresh strawberries in climate-controlled greenhouses, long after this year's field strawberries are but a memory in freezers and jam jars.

Saving harpsichords 7

Repair is of vital interest to today's harpsichord students, because if you can't fix the instrument yourself, chances are you won't find anyone else who can. A Cornell workshop teaches how it's done.

Shadowy silhouette



Peter Morenus

Steven Schnall, a senior producer for the Cornell Sports Network, walks down a staircase at Alberding Field House.

Students' creativity turns odds and ends into toys for severely disabled children

Using neon-colored soap dishes, a luggage rack, junk windshield wipers, engineering creativity and hard work, Cornell students have designed and constructed a set of low-cost toys and helping devices for severely disabled children.

The projects for the sophomore- and junior-level course, "Introduction to Biological Engineering," include:

- A custom-made electric kiddie car, a radio-controlled toy truck and a flying airplane toy that children with cerebral palsy can operate.
- A car-top loader to transfer heavy children from wheelchairs to vehicles.

- A "zero-gravity" arm sling to aid children with minimal muscle tone in using computers.

- A jumbo four-position electrical switch that requires very little pressure or motor control for the children to use.

Although similar toys and devices are available commercially, the students' designs can be produced from everyday materials at relatively low cost. The plans will be submitted to special-education journals for publication so that families and schools with physically handicapped children can build their own adapted controls and toys.

"Cornell's endeavor is just one of a handful of university-based projects around the country that have the potential to make a real difference in the lives of disabled persons," said Norman Grunewald, vice president of affiliate services at the National Easter Seal Society in Chicago. "More and more people are focusing on similar low-tech projects because they not only have important implications for Americans with disabilities but for disabled people in developing countries as well."

For the students, the bioengineering design problems took them out into the community. "It required them to interact with clients and assess their needs. The students then had to custom-make a useful product to meet those needs," said the course professor, Jean Hunter. She is an assistant professor in the Department of Agricultural and Biological Engineering in the College of Agriculture and Life Sciences.

In this case, the clients were severely or profoundly handicapped children, their teachers and their therapists at the Tompkins County Board of Cooperative Educational Services (BOCES), the local educational facility for disabled children.

Although Hunter knew of the children's needs through a friend who worked with disabled children, it was the newly established Cornell Faculty Fellows-in-Service Program

Continued on page 2



Peter Morenus

Mark Freelove, 6, a student at the Tompkins-Seneca-Tioga BOCES, plays with a remote-control car designed by Cornell students as part of a course in the College of Agriculture and Life Sciences. Students used soap dishes, windshield wipers and other items to design the low-cost toys. At left is his teacher, Jan Cottrell.

\$4 million restored in state budget; still net cut for CU

The July 4 budget agreement between Gov. Mario Cuomo and the state Legislature restored to Cornell some \$4 million that had been deleted in the 1991-92 Executive Budget recommendation, but still left the university with a net cut in state support.

The restorations combined with several years of tight budgeting should allow the state-assisted colleges to continue high-quality — if reduced — programs with minimal layoffs in the foreseeable future, according to officials.

Yet the budget picture is far from bright. For the 1990-91 fiscal year, which ended March 31, Cornell received \$122.76 million in its base budget and additional state funding. For the year begun April 1, the total — though the figure is still tentative — is likely to be about \$120 million, a cut of some 2.2 percent even before inflation is calculated.

Cuomo's expected signing of the agreement would end more than three months of delay in approving a budget. The problem was finding the combination of program cuts and revenue increases to cover a projected \$6.5 billion shortfall in revenue for meeting projected expenses.

"We are relieved and pleased with the agreement," said Stephen Philip Johnson, Cornell's executive director of government affairs. "In a year of agonizing choices for everyone involved in state government, we are especially thankful for the strong support Cornell programs received from Senator Jim Seward and Assemblyman Marty Luster."

"This restoration will allow Cornell to continue programs important to the state and its citizens," Johnson added, "though they may continue at reduced levels."

Dean Francille M. Firebaugh of the College of Human Ecology noted, for instance, that a \$180,000 program to aid youth at risk was totally eliminated in the earlier Executive Budget and now restored at a level of about \$138,000. The restoration will help the program continue "absolutely basic things," with supplemental, foundation support making possible such vital details as apprenticeships, Firebaugh said.

Cornell's state-assisted units — the Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine and the School of Industrial and Labor Relations — may be able to weather 1991-92 with only a few layoffs, Johnson said. Earlier this year, Cornell laid off more than 100 employees, and the deans, anticipating continued state-budget strictures, have left positions vacant, ended job searches and cut costs in every area.

Johnson said this tight planning combined with the restoration of some funding and the state's added early-retirement incentives should reduce the need for layoffs this year.

The July 4 agreement funds budget items at about 80 percent of the amounts that the Legislature approved a month earlier and that Cuomo subsequently vetoed.

Among the key improvements for Cornell are:

- Its share of a cut to the State University of New York is likely to be about \$800,000 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 \$800,000 of a \$2.9 million cut required under the Executive Budget.

- Restoring some 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 \$240,000.

There were also some \$2.2 million in legislative additions for programs, including:

- College of Agriculture and Life Sciences: North Country Agriculture Development Program, \$270,000; Water Resources Institute, \$77,120; local-roads program, \$77,120; Grape Entomology, \$38,560.

- College of Human Ecology: Youth at Risk program, \$138,800.

- College of Veterinary Medicine: program to combat three diseases, \$327,760; support for improving diagnostic lab, \$320,000; mastitis/avian program, \$212,080; fifth year of five-year plan to improve specialist positions, \$154,240.

- School of Industrial and Labor Relations: Labor Studies, \$231,360; Programs for Employee Workplace Systems, \$154,240; New York City program with Baruch College, \$64,000.

- The library-automation program, to benefit all four units, received \$77,120.

From the last fiscal year to this, base-budget funding will be reduced from \$115.5 million to about \$113.6 million. Other state funding — including added legislative items and funds for SUNY central-administration programs — will be reduced from about \$7.3 million to about \$6.4 million.

Eastman takes Georgia post; Meredith to Duke

Donald Eastman, executive director of university communications since 1989, will leave Cornell next month to become vice president for development and university relations at the University of Georgia.

Eastman, the university's acting vice president of university relations from January to June of this year, joined Cornell after 14 years at the University of Tennessee, where he became executive assistant to the chancellor and executive director of university communications.

"Don's management skills, understanding of university culture and sound counsel on how we explain ourselves to various constituencies have been of great value to Cornell," said President Frank H.T. Rhodes. "We shall miss him, and we wish him great success in his new position."

In accepting the position at Georgia, Eastman said: "The opportunity is an extraordinary one to provide leadership for the external relations for the flagship institution

of a state that is growing as rapidly, both demographically and economically, as Georgia is.

"Cornell is a wonderful, gifted, brilliant, contentious place," Eastman added. "I have learned a great deal from the many superb people I have worked with here over the past two years, and I hope I have contributed a bit to the extraordinarily complex task of administering this great institution."

While at Cornell, Eastman supervised five offices with universitywide communications and public-relations responsibility — the Offices of Communications Strategies, Publications Services and University Photography, the News Service and the Information and Referral Center. He also served on the executive staff.

"I am pleased Don Eastman has accepted our invitation to provide leadership to the university's institutional advancement efforts," said University of Georgia President Charles B. Knapp. "We particu-

larly look forward to his leadership as our Third Century Capital Campaign enters its third year."

Also, Dennis Meredith, senior science editor of the Cornell News Service, will be leaving the university next month to assume the new position of assistant vice president and director of research communications at Duke University.

Meredith joined Cornell in 1987. He was responsible for supervising the News Service's coverage of scientific research and overseeing efforts to obtain news-media coverage for Cornell science and engineering activities.

Before joining Cornell, Meredith was science editor at the University of Rhode Island News Service, a science writer at the Massachusetts Institute of Technology News Service, managing editor of MIT's Technology Review and director of the California Institute of Technology News Bureau.

Cornell prohibits off-campus merchants from selling on campus

Cornell is no longer allowing off-campus merchants to sell their wares in and near Willard Straight Hall. The restriction — which became effective June 1 — also applies to other student unions, including Noyes Center on West Campus and Robert Purcell Union on North Campus.

According to Larry I. Palmer, vice president for academic programs and campus affairs, the policy also bars student and other campus organizations from contracting with outside vendors for fund-raising activities on university property. Organizations will be permitted, however, to honor existing,

signed contracts for the fall 1991 semester, Palmer said.

Palmer, whose office assumed overall responsibility for student unions and activities in January, has reviewed the recent history of retail activities at the Straight and elsewhere on campus.

"Over the last four years," Palmer said, "there has been a proliferation of outside vendors on campus, especially in and around the Straight. While municipal regulations allow such selling, we are interested in minimizing competition with our neighbors in the local business community."

Palmer said the use of Cornell facilities by outside retail vendors — for sales ranging from jewelry to Army-surplus clothing to stereo equipment — is of little value to the university's primary educational mission.

Unaffected by the change will be on-campus selling that is tied to university research, academic life or student services, said David I. Stewart, director of community relations. He said that would include, for instance, the Cornell Dairy Store, the Campus Store and the Cornell Plantations Garden Gift Shop.

Toys for disabled *continued from page 1*

that made the projects possible. That program was established last year by Cornell's Public Service Network and funded by the President's Fund for Educational Initiatives to finance faculty-student community-service projects.

With the funding, 15 sophomore and junior students in Hunter's spring course worked on six projects to make life for disabled children easier and more interesting.

Many of the "toys" developed by the students are not merely playthings, but valuable therapeutic aids, said Hunter.

For example, therapists know that not every handicapped child is a good candidate for an electrically-powered wheelchair. To give the staff an inexpensive way to evaluate a child's ability to control a wheelchair before an investment was made in an expensive, custom-built device, the BOCES staff had acquired a battery-powered child-sized car. However, many of the children with cerebral palsy couldn't turn the steering wheel and were startled by the car's jerky stop-and-go motions.

The Cornell students set out to structurally modify the car with easy-to-use power steering and to replace the jerky acceleration with a gradual, gentle action. They developed a version of power steering by adapting a motor from a junk-car windshield wiper. And one student invented a system to control the acceleration using

enormous, hot-dog sized resistors to gradually increase power to the motor.

"This was a great opportunity to actually go out into the community and work hands-on on something we knew was going to be practical and helpful," says Emily Sun, 20, a junior in mechanical engineering from Allentown, Pa., who worked on the kiddie-car team and is planning to pursue a career in biomedical engineering. "It took a lot of time, and we needed to get help from several professors unrelated to the course, but it was a great learning experience."

Another design problem arose from the fact that heavy children were missing out on vital field trips because some teachers found it too difficult to get them into a car. A device was needed to help teachers maneuver a child from wheelchair to vehicle.

The solution was to install a crossbar with a swinging boom from a luggage rack that is mounted on top of the vehicle. The child is wheeled out already in the car-seat; child and seat are lifted together and gently slid into the car.

Another design problem came from the fact that standard switches require more small-muscle control and precision than children with cerebral palsy generally have. However, students need all the practice they can get in operating switches, so they needed a general purpose, low-cost push-plate switch with an electrical interface that

required very little pressure and control.

The students created an easy-to-use switch using four large neon-colored soap dishes for buttons. To make a wire-controlled toy truck easier to use, they modified it into a very slow-moving radio-controlled toy truck and adapted its transmitter to be operated by the jumbo soap dish switch array.

The Cornell students also created a toy that was interesting enough to motivate children with poor head and trunk control to lift their heads, giving them therapeutic practice in manipulating a switch and in following things with their eyes. They suspended a toy airplane from a wire attached to a large stand and wired the assembly to a commercially available switch.

Finally, many physically challenged students don't have the muscle control to use the available head or panel switches to operate computers. So, the students designed and built a free-standing "zero gravity" arm-sling attached to an overhead pulley and frame with an constant force spring; the sling gives the child enough support to operate a switch-controlled computer.

Among the projects Hunter is considering for next spring's class is a stand-up wheelchair in which the child is strapped onto a platform that is swung into a vertical position and whose tilt can be adjusted.

—Susan S. Lang

BRIEFS

■ **Bloodmobile:** The American Red Cross bloodmobile will be at Willard Straight Hall on Monday, July 15, from 10 a.m. to 4 p.m. Call 273-1900 for an appointment; walk-ins are welcome. The visit is being sponsored by Alpha Phi Omega.

■ **Controller search:** Cornell is seeking a new controller to replace John S. Ostrom who will retire in October. An open meeting of the search committee is scheduled for Thursday, July 25, at which anyone can offer views on the abilities and traits candidates will need to lead the controller's office in improving administrative services and support. The meeting will be held from 9 to 11 a.m. in Room 622, Space Sciences Building. Feel free to drop in anytime during the meeting for informal consultation with committee members.

■ **Thank you:** Athletic Director Laing Kennedy has expressed thanks to all employees who worked so diligently and "displayed so much compassion" during the New York Special Olympics held on campus last month. The university played a vital role in the success of the games, due primarily to the volunteer support of hundreds of its employees, he said.

■ **Recreation caution:** Officials at Tompkins Community Hospital are urging people to use caution and common sense when pursuing outdoor activities. People who are injured when jumping from area bridges into cool waters below can sustain severe back and spinal cord injuries and may suffer paralysis. Physicians discourage people from jumping or diving from heights of more than 20 feet. They also warn that symptoms of injuries don't always appear immediately following an incident.

■ **Agreement:** Cornell and the Building Trades Council (BTC) have signed a new, three-year contract, according to a joint announcement. The agreement, which runs through June 30, 1994, covers 125 building-trades laborers, carpenters, electricians, masons, painters, plumbers and sheet-metal workers. Art Baker, BTC president, and E. Peter Tufford, director of labor relations at Cornell, declined to give details of the contract.

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

CHRONICLE SCHEDULE

Summer issues of the Chronicle will be published July 25 and Aug. 8.

Calendar notices must be received 10 days before publication date.

The weekly publication for 1991-92 will resume Aug. 29.

GRADUATE BULLETIN

August degree: Aug. 23 is the deadline for completing all requirements for an August degree.

Seminar: A dissertation seminar will be held Thursday, July 11, from 3 to 4 p.m. in the Morison Seminar Room, Corson/Mudd Hall.

Travel: Conference travel grant applica-

tions are due at the Graduate Fellowship and Financial Aid Office, Sage Graduate Center, by Aug. 1 for September conferences.

Health: Registration holds for the fall semester will be placed on students who have not provided evidence of mumps, rubella and two measles vaccinations.

OBITUARY

Robert S. Dickey, professor emeritus of plant pathology, died on July 1 in Prescott, Ariz., where he lived after retiring from Cornell in 1987.

A specialist in phytopathogenic bacteria, Dickey joined the Cornell faculty in 1952 as an assistant professor. He was named associate professor in 1955 and professor in

1969.

Born in Riverside, Calif., Dickey earned a bachelor of science degree at the University of California in 1948 and a Ph.D. at the University of California at Berkeley in 1954.

Survivors include his wife, Muriel, three sons, a grandson and a sister.

CORNELL Chronicle

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Published 40 times a year, Cornell Chronicle is distributed free of charge to Cornell University faculty, students and staff by the University News Service. Mail subscriptions, \$20 for six months; \$38 per year. Make checks payable to Cornell Chronicle and send to Village Green, 840 Hanshaw Road, Ithaca, N.Y. 14850. Telephone (607) 255-4206. Second-Class Postage Rates paid at Ithaca, N.Y.

POSTMASTER: Send address changes to the Cornell Chronicle (ISSN 0747-4628), Cornell University, 840 Hanshaw Road, Ithaca, N.Y. 14850.

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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.

Strawberries year-round? Yes, in a Cornell greenhouse

Cornell scientists are growing fresh strawberries year-round in climate-controlled greenhouses complete with honeybees for pollination and tiny predators for pest control, simulated sunshine, hydroponic irrigation and a gentle breeze stirring the plants' leaves.

The key to fresh strawberries on any day of the year is new varieties of "day-neutral" plants, said Marvin P. Pritts, an associate professor of fruit and vegetable science in the College of Agriculture and Life Sciences.

Traditional strawberry varieties are attuned to the seasonal changes in amounts of light; they produce flowers once a year and bear fruit for a few short weeks. But day-neutral strawberries, which were developed for outdoor planting by the University of California and the U.S. Department of Agriculture, are insensitive to the changing lengths of days, Pritts explained. Day-neutral strawberries make flowers and fruit for about five months each year. By rotating three or more crops of day-neutral strawberries, growers could market fruit all year, including out-of-season times when their product is more valuable, he said.

"So far, this is just a demonstration, not a scientific experiment," Pritts said as he plucked one juicy berry after another from luxuriant green plants that looked too perfect to be real. "We are just getting our feet wet, to see what's possible and learn some of the potential problems, before making recommendations on greenhouse growing of strawberries."

Outside the greenhouse on Tower Road, the mercury was pushing 90 degrees, and this year's crop of field strawberries — a couple of weeks early because of a warm spring in the Northeast — was all but a memory in freezers and jam jars.

Inside the sunlit greenhouse, the temperature was a comfortable 72 degrees, and the plants, still loaded with ripening berries, were flowering and setting more fruit that would grace someone's cereal, sundae or daiquiri in the months ahead.

Honeybees visited the blossoms from a hive in one corner of the greenhouse, while a microscopic army of benevolent bacteria and mites dined on thrips and gnats, the potentially destructive enemies of healthy strawberry plants. A water-and-fertilizer solution gurgled back to tanks beneath the greenhouse benches after one of three daily, timer-controlled irrigations of the potted plants. About two hours after sunset, overhead banks of high-pressure sodium lamps would come on, effectively doubling the fruit yield of the berries.

"This is very close to a maintenance-free, self-contained system," said David R. Dreesen, research associate in the Department of Floriculture and Ornamental Horticulture. "This is the kind of system that, with some improvements and fine tuning, could grow fresh fruit in a space station."

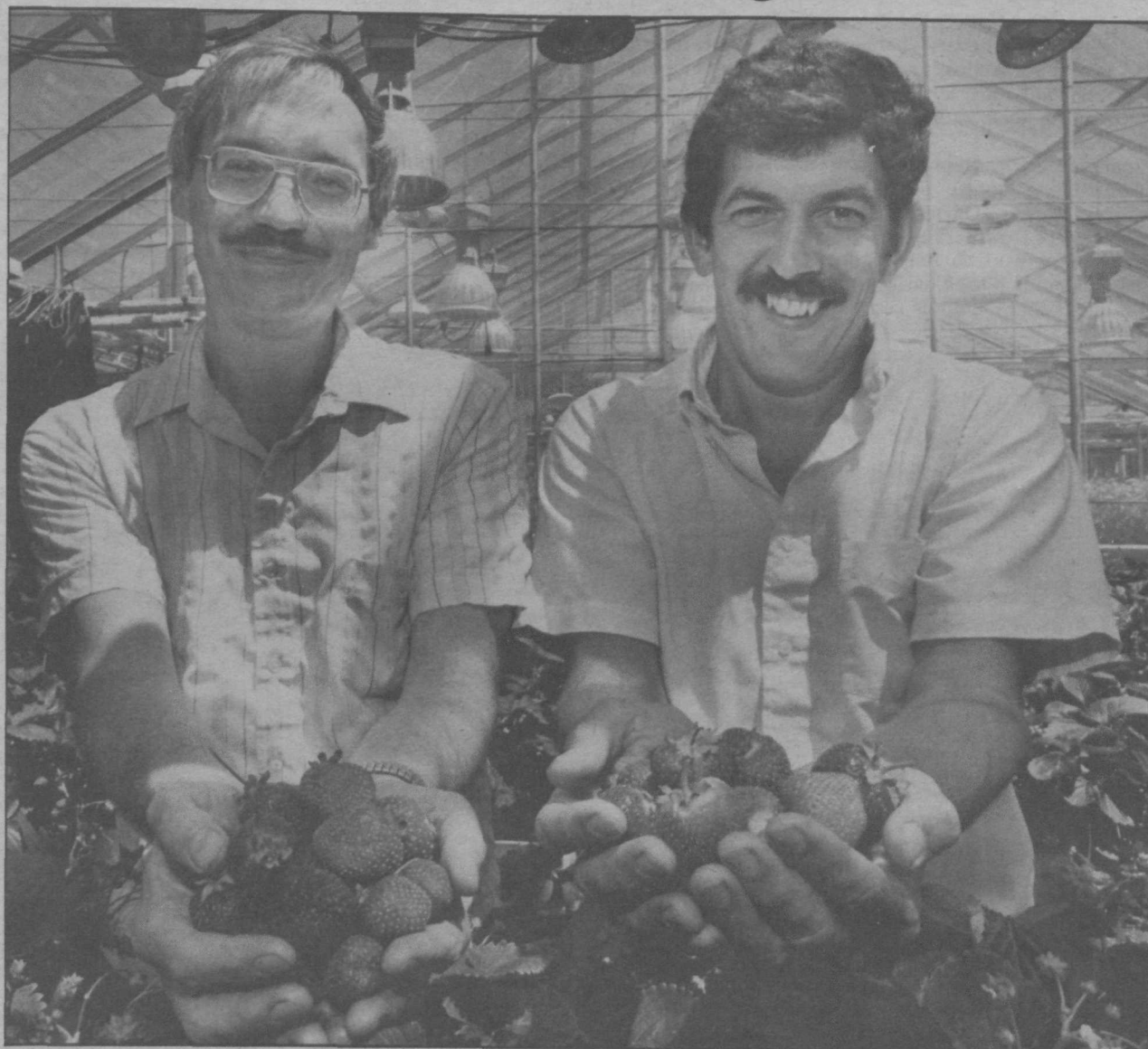
The study is supported by the College of Agriculture and Life Sciences as part of the Controlled Agriculture Program.

While the Cornell scientists are not ready to issue recommendations on commercial growing of greenhouse strawberries, they have been keeping notes and will provide them to fellow experimenters. Among their observations are these:

- Fern, Selva, Muir, Tribute and Tristar are the varieties of day-neutral strawberries involved in the Cornell greenhouse demonstration. Tribute and Tristar are the types recommended for outdoor planting in the Northeast and have also performed best in the greenhouse.

- Indoor strawberries do best in daytime temperatures between 65 and 75 degrees and nighttime temperatures around 55 degrees. The Cornell greenhouses are cooled by blowing air through evaporative-water pads and warmed in the winter by steam heat.

- Because the indoor plants are irrigated from below, rather than by rain falling on their leaves, they have fewer



Peter Morenus

Research associate David Dreesen (left) and Professor Marvin Pritts hold some of the year-round strawberries they are growing at a Kenneth Post Laboratory greenhouse on Tower Road.

leaf diseases that thrive in moist conditions. To lower humidity around the leaves even further and discourage fungal diseases, the scientists plan to rearrange the strawberry plants in rows of troughs and install tubing to blow air through the leaves.

- The pest-control predators are healthy, in part, because no toxic pesticides are used in the greenhouse system. The Cornell system employs *Bacillus thuringiensis*, the bacterium commonly called Bt, against soil-dwelling larvae of gnats; *Amblyseius cucumeris*, a type of mite, against thrips; and *Hypoaspis*, another kind of mite, against gnats. Outdoor production of strawberries normally requires at least two fungicides, two insecticides and herbicides for weed control.

- Strawberries' nutrient requirements are lower than those of most other greenhouse crops.

- When bees from outdoor hives are first brought into greenhouses, many die because of the radical change in environment, the Cornell scientists found. Subsequent generations of honeybees are better adapted to the greenhouse life and do a good job of pollinating plants.

- Artificial lighting, between 10 p.m. and 7 a.m., yields a two-fold increase in berry production compared to plants that receive only daylight, Dreesen said. Electricity is

cheaper during those off-peak hours, he noted.

The scientists plan to test alternative horticultural techniques, including letting the plants grow without cutting them back, or cutting off all leaves and placing the plants in refrigerators to simulate winter.

They also plan to examine the economics of indoor, year-round production of a crop that currently can sell for \$1.50 a quart in June and as much as \$6 a quart at other times.

Pritts also has an idea that could revolutionize the floriculture business: "Instead of giving a bouquet of flowers or a basket of fruit for the winter holidays, people can send live, edible strawberry plants," he said. "See, the flowers are beautiful and the fruit and leaves are the colors of Christmas."

Also participating in the study are Robert W. Langhans, coordinator of the Controlled Agriculture Program; Roger A. Morse, director of the Dyce Honeybee Laboratory; Kenna McKenzie, Rod Ferrentino and John Sanderson of the Entomology Department; Mary Jo Kelley and Eve Minson of the Department of Fruit and Vegetable Science; and Phil Ormsby, Bill Thompson and Aimee Roberts of the Department of Floriculture and Ornamental Horticulture.

—Roger Segelken

Class of '56 sets record with \$14.1 million gift

The Class of 1956 has shattered all previous annual class-gift records nationwide with its gift of \$14.1 million during its 35th-year reunion.

The class' total contribution exceeded by \$1.7 million the previous national record, set last year by the University of Pennsylvania's Class of 1965 at \$12.4 million.

"This year's record-breaking accomplishment by the Class of 1956 is particularly noteworthy in light of the recession during the past year," said Inge T. Reichenbach, Cornell's director of development.

"This gift expresses our continuing faith in and commitment to Cornell and higher education, and it also throws down the gauntlet to other classes to reach for even higher goals," added Ernie Stern, class president and campaign chairman.

In 1981, the Class of 1956 raised \$2 million for its 25th-year reunion as the first class in Cornell's history to set a multimillion-dollar reunion-gift goal. Then, in 1986, the class raised \$3.27 million for its 30th reunion.

This year's gifts from the Class of 1956 supported a library endowment fund, an endowed professorship and a proposed tennis center, among other projects.

—Martin B. Stiles

National leaders meet here to discuss how to link high schools and job market

Education and business leaders from throughout the United States will meet on campus today and tomorrow, July 11 to 12, to discuss ways in which the nation's high schools can better prepare their students for the job market.

"To most employers, the high-school graduating class appears to be an undifferentiated mass of unskilled and undisciplined workers," said the conference organizer, John Bishop, an associate professor in the School of Industrial and Labor Relations. An expert on secondary education, Bishop wrote the widely-quoted 1990 report, "Incentives for Learning, Why American High School Students Compare So Poorly to their Counterparts Overseas."

To illustrate the conference theme, "Better Schools, Better Jobs: Making School Pay Off in the Workplace," Bishop quoted an employer interviewed on a 1990 CBS broadcast: "We don't hire high-school graduates anymore; we need skilled workers."

One issue on the national agenda that the conference will examine involves efforts to measure the competencies of high-school students.

Speakers at the conference will include:

- Arnold Packer, executive director of the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS) and co-author of "Workforce 2000."

- Lauren Resnick, director of the Learning Research and Development Center at the University of Pittsburgh and leader of a National Governors Association task force on student achievement and citizenship.

- Leaetta Hough, an industrial psychologist who is vice

president of the Personnel Decisions Research Institute in Minneapolis.

About 50 to 75 educators, employers and specialists in assessing student competencies are expected to attend. "These are people who are interested in improving high-school students' motivation to study and in improving job prospects for high-school graduates by making sure that employers recognize and reward academic achievement in high school," Bishop said.

"To most employers, the high-school graduating class appears to be an undifferentiated mass of unskilled and undisciplined workers."

—John Bishop

One panel will bring together education representatives from states that are conducting major programs to improve the linkages between schools and the workplace: California, Maryland, New Jersey, New York and Pennsylvania. Another panel will examine pilot school-business projects in Tampa, Fla.; Fort Worth, Texas; Orange County, Calif.; and Prince Georges County, Md.

—Albert E. Kaff

Summer Hotel program attracts waiters and executives

From the Iraqi battlefields, County Cork in Ireland and from every continent in the world except Antarctica, hospitality-industry professionals came to Cornell this summer to polish their skills and learn new techniques.

Some of these participants are waiters in four-star dining rooms. Some are general managers of hotels. Others are chief executive officers of firms serving the hospitality industry. They work not only for hotels and restaurants but in related businesses such as real estate, airlines, holding companies and

financial management.

Since 1928, the School of Hotel Administration has been running a summertime Professional Development Program. The program now consists of more than 70 courses dealing with management, accounting, food, wine, engineering, computers, marketing, advertising, communications and just about every other business skill.

"This is the only program of its kind in the United States," said Maria G. Nicolaidis, program manager of the Hotel School's Professional Development Pro-

gram. "Some of the courses that we offer are patterned on the school's regular courses; some are tailored for the specific requirements of professional practitioners."

This summer, more than 500 people from 25 U.S. states and 85 nations are attending the classes. It is one of the most internationally-mixed student bodies that assembles on campus each year.

A nationality mix marks each class. For example, eight students who attended a course on commercial food production came from the United States, Egypt, Japan, Germany, Mexico and Thailand.

What does it mean to work with students from three continents? "They bring to the class different professional experiences, different cultural backgrounds and different approaches to food preparation and management that enrich all of us," said one of their instructors, Rupert Spies, a lecturer in food and beverage management.

Not all of the participants in Spies and teaching support specialist Jane Ridley's class work in food and beverages. One student, an engineer and accountant, serves as vice president of operations in his company. Another, the holder of an M.B.A. degree, consults in the hotel industry. A third has a law degree and helps manage a ski lodge. "He wants to be able to talk intelligently with his chef and question him about food," Spies said.

After one week in the kitchen laboratory, Spies and Ridley's class managed and operated the school's student cafeteria for three days during lunch, selecting menus, pricing items and preparing food.

To attend the Professional Development Program, some participants pay their own tuition. Others are supported by scholarships from Hotel School alumni and friends, businesses, the United Nations, U.S. government agencies and universities abroad. Schools from as far away as the American University in Cairo and the University of the Philippines send their professors to the Hotel School's summer program in order to improve their teaching abilities and update their own curriculums.

Just a few months before coming to Cornell, one student was ducking SCUD missiles in Iraq; U.S. Army Staff Sgt. Laverne H. Simon allows that she was indeed frightened when she saw the missiles overhead.

"The unit that had preceded us into Iraq from Saudi Arabia had just been attacked by the Republican Guard, suffering two dead and three wounded," Simon said in an interview in the Hotel School's kitchen laboratory. "On the second night of the ground war, we saw several SCUD missiles overhead, but they were destroyed by Patriot missiles."

Simon, 44, a food-service sergeant who has been in the Army for 15 years, attended a one-week class at Cornell taught by Patrick Martin, an instructor in one of the world's leading cooking schools, Le Cordon Bleu of Paris. It is the kind of training that may help her achieve her goal: "To get a job as a general's cook, and that's a very demanding job."

In County Cork, Ireland, Anne Marie Cross, 27, never expected to excel in college.

"I considered myself an average student until I went to Shannon," Cross said over

lemonade in the Hotel School's student lounge. "Much to my astonishment, I finished second in my class. I guess that is because I was doing something that interested me."

Shannon is the Shannon College of Hotel Management, where two-and-one-half years of practical experience are sandwiched between two years of theory.

Her academic record won Cross two 1991 Shannon scholarships to attend the Cornell Hotel School summer program. "At Shannon, Cornell Hotel School scholarships are coveted," she said. "Everyone wants to go to Cornell because of its reputation in the industry throughout Europe."

Some students who took a laboratory course in food production hardly knew their way around a kitchen until they arrived.

Isao Satoh, 26, who received a management degree from Tokyo's Meiji University, has worked as a salesman and in human-resources development since joining Aim Services Co., a catering firm that serves hospitals and corporations in Japan. This year he was promoted to assistant manager of food service.

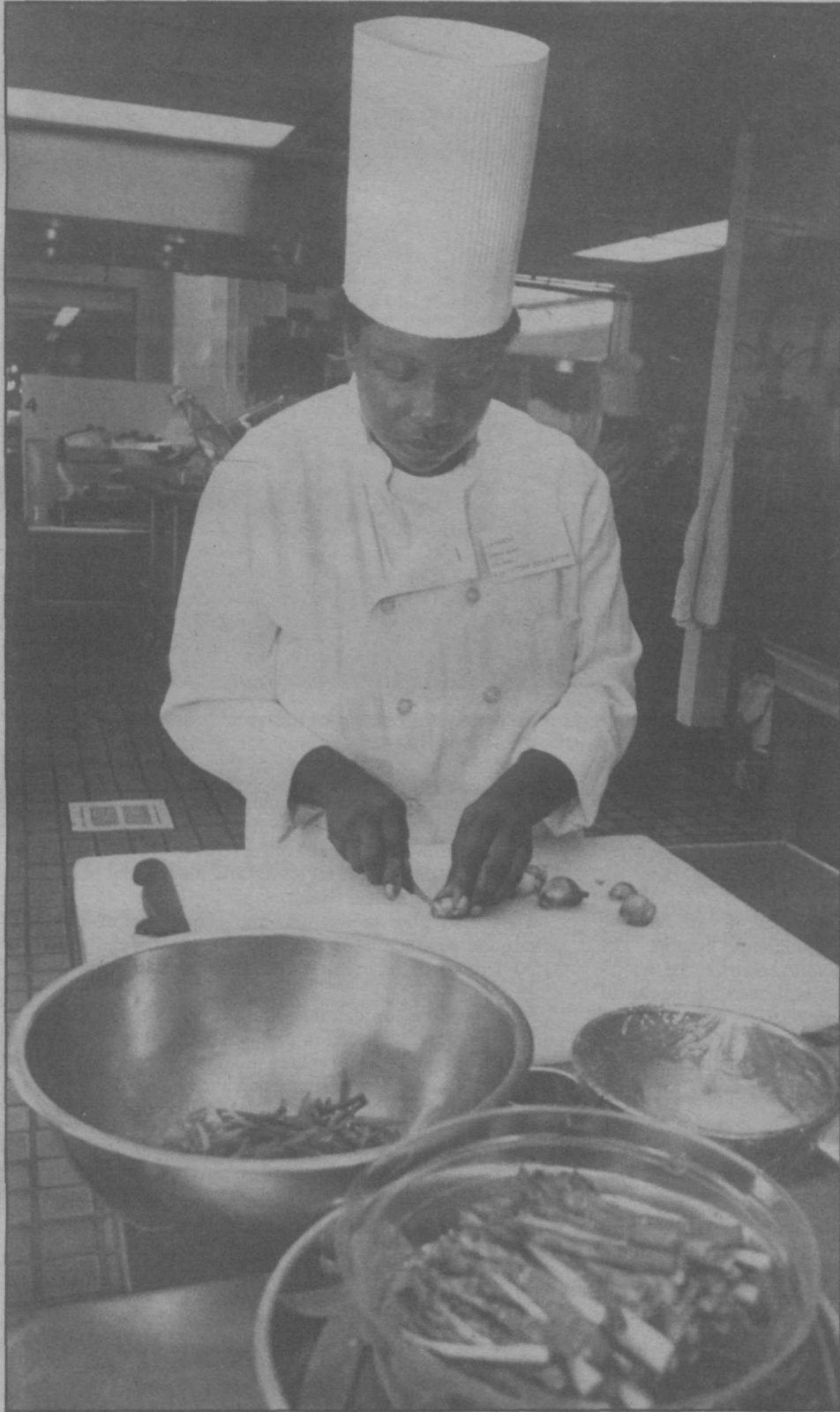
"I've had no experience in preparing food, but I thought that I should know how to make menus and recipes for my new job," he said in the Hotel School's laboratory kitchen, while working on salads.

"Japanese chefs are hard-headed, and if I have a little kitchen experience maybe I can understand the chefs, and they can understand me."

In Mexico City, Ricardo Rosette Lopez, 44, is service director for VIPS, a 75-restaurant chain. A civil engineer with master's degrees in business administration and industrial and systems engineering, Lopez is in charge of planning, building and maintaining new restaurants.

"I'm taking this course at Cornell because I want a better understanding of how kitchens work, not as seen from the outside, but from the inside, from the cook's viewpoint. This will give me better ideas in laying out kitchens in the future."

— Albert E. Kaff



Peter Morenus

U.S. Army Staff Sgt. Laverne H. Simon, a veteran of the Gulf War, prepares vegetables as part of a Hotel School class taught by an instructor at Le Cordon Bleu of Paris. Her goal is to become a general's cook.



Peter Morenus

Anne Marie Cross

Experts explore how to measure impact of agricultural research

In the early days of Third-World development projects, little attention was given to the long-term impact of an improved technology or crop variety on the environment or economic health of the community or region.

For Cornell's new international development institute, "sustainability" is not only important, it is a prime criterion for evaluating whether a particular research focus will really improve agricultural productivity or the standard of living of local residents.

To share experiences and ideas on how to better assess the impact of international agricultural research on sustainability, Cornell invited experts on agricultural research and evaluation from around the world to a four-day conference recently.

The conference, titled "The Assessment of International Agricultural Research Impacts for Sustainable Development," was held from June 16 to 19 here.

It was the first major event of the Cornell International Institute for Food, Agriculture and Development (CIIFAD), an in-

stitute funded by an anonymous donor and established a year ago to help combat poverty, malnutrition and hunger in less-developed countries.

"As we bring these scientists and officials from the international agricultural research centers together here, we not only want to see how to better evaluate the impact of agricultural research programs but also to determine how CIIFAD might more effectively contribute to this process," said David Lee, associate professor of agricultural economics and an organizer of the conference of about 40 economists, biological and social scientists, and development practitioners.

"Sustainable agricultural systems should meet present agricultural needs without jeopardizing future potentials," said Robert Herdt, director of agricultural sciences at the Rockefeller Foundation, a former chairman of the Social Sciences Department at the International Rice Research Institute, and also an adjunct professor of agricultural economics at Cornell.

"Since our ultimate goal is improving the quality of life for citizens in less-developed countries, agricultural gains must take these long-term trends into account," Herdt said.

Conferees included representatives from many of the 13 international agricultural research centers that comprise the Consultative Group on International Agricultural Research (CGIAR) network.

The centers conduct research on new plant materials and develop new crop varieties to improve agricultural productivity in various ecosystems worldwide.

To assess the impact of that research, however, the economists and social scientists affiliated with the CGIAR centers must consider such factors as the number of farmers who have adopted the new variety or technology; how the product or technology affects costs, productivity and income for farmers; price effects for consumers; consequences for soil, water and biotic resources; and how the research ultimately helps in reducing malnutrition and rural

poverty.

"Producing a full-scale monitoring in the field to derive such an assessment is not only very complicated and tedious but also prohibitively expensive," said Michael Collinson, a science adviser with CGIAR.

"So the international agricultural research centers are in a dilemma. In evaluations, they tend to focus on programs that are successful rather than highlight failures — after all, that's only human to do so," he added.

Collinson said that impact-assessment strategies should help the research centers themselves refocus their priorities and programs and, in doing so, should reassure private and government donors of the researchers' concern for sustainability.

CIIFAD will use the ideas generated by the workshop as a basis for developing activities that contribute to improving the process of agricultural research planning and evaluation, according to Larry Zuidema, associate director of the institute.

— Susan S. Lang

Jack Sheinkman: It's a new world for unions, universities

A child of the Great Depression, Jack Sheinkman, one of America's top labor leaders, started college at 16, broke off for service in World War II, then picked up the beat after the war by waiting tables and washing dishes at fraternity houses to augment GI Bill benefits before joining the Telluride Association.

Four decades later, Sheinkman sees vast changes in the labor movement and among undergraduate students.

Looking back to the 1940s, he says that today:

- Student rooms are more comfortable, and students are more conservative.
- Labor leaders are better educated.
- Union bashing, imports and changes in lifestyle have cut membership in his union by 50 percent.

A gregarious fellow, Sheinkman knows what he is talking about. He graduated from the School of Industrial and Labor Relations in 1949, from Cornell Law School in 1952, and sat on the Cornell Board of Trustees from 1972 to 1987.

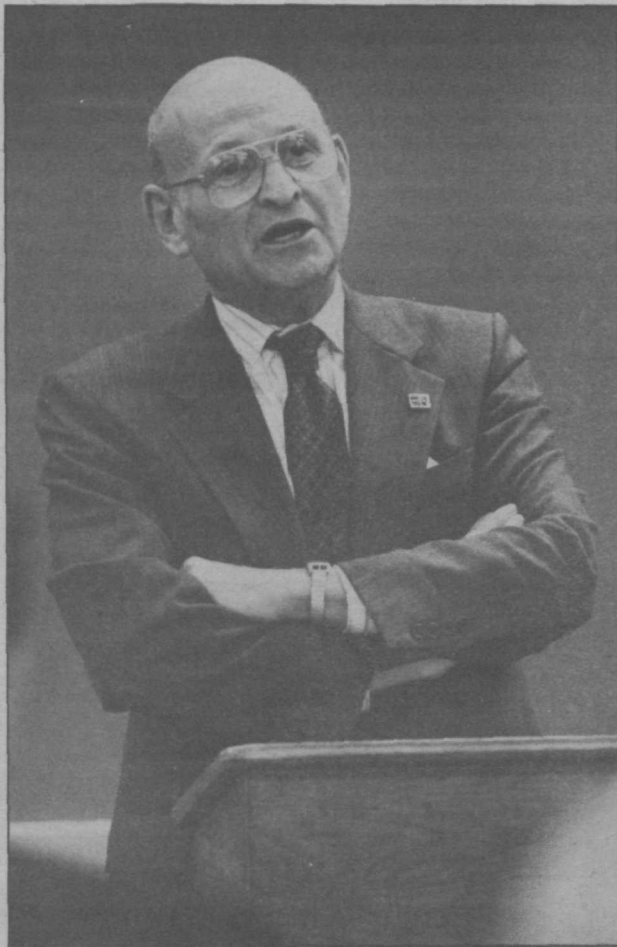
CORNELL People

Since 1987, he has served as president of the Amalgamated Clothing and Textile Workers Union (AFL-CIO), and as secretary-treasurer and co-chief executive officer from 1972 to 1989.

At Cornell, Sheinkman was president of the student government, played on the varsity soccer team, coached an undefeated freshman soccer team while in Law School and turned down an offer to become Cornell's soccer coach after receiving his law degree.

ILR students today seem different to Sheinkman, who became interested in the labor movement as a young student when he read a book on Eugene Debs, the president of the American Railway Union in the late 19th century, a founder in 1905 of the Industrial Workers of the World and five times the Socialist Party candidate for the presidency of the United States.

"I came from a family with a working-class back-



Peter Morenus

Jack Sheinkman delivers a lecture on campus.

ground," Sheinkman said. "My father, an immigrant from Russia, went to work when he was 12 years old. He never attended school, but he wanted his children to have an education."

During an interview when he visited Cornell to lecture, Sheinkman slipped his gold wedding band from his finger to display the names in cut-out letters: Jack and Betty. The ring was engraved by his father, now 93, who continued

working as a jewelry engraver until he was injured when hit by a truck at age 90.

"The overwhelming number of students whom I meet at Cornell today come from professional or business families, and they have had no experience with working people," Sheinkman said.

"This colors their outlook on life," the labor leader added. "They are more conservative than we were. Today, they have more job opportunities and more pay on the management side."

The labor movement welcomes educated leaders, he said. "Almost half of the 23 members of my union board are college graduates. When I started in the union, only one board member had graduated from college."

As to labor, unions have lost strength because of the decline in manufacturing in the United States and the rise of service industries, he said. Membership in Sheinkman's Clothing and Textile Workers Union has dropped from 450,000 to 250,000.

"The clothing industry in the United States has been hurt by imports from countries with lower labor costs, and casual clothes manufactured in foreign countries have become more popular than the more formal clothes that our workers traditionally make," Sheinkman said.

Sheinkman led workers in their long struggle against the J.P. Stevens textile plants that banned unions for years until a contract finally was signed in 1980. He also led the 22-month campaign to bring social and economic benefits to workers in the Farah Manufacturing plants in El Paso and San Antonio, Texas.

Now 64, Sheinkman is not giving up the struggle. "I will run for a third term in 1993, and I hope you print that, so everyone will know my decision."

Sheinkman spent three days on the campus this spring as the Alice B. Grant Union Leader in Residence. He told students that in international trade U.S. industry should "concentrate on competing with quality, service and delivery, what I call the high road, and not take the low road by competing on wages."

Betty and Jack Sheinkman's three sons demonstrate the wide interests of their family. Michael, a Cornell graduate and now a Ph.D. candidate studying in the Asian Institute of Technology, worked in a U.N. refugee program on the Thailand-Cambodian border. Joshua, an attorney, works in Washington for a Wall Street law firm, and Mark is a photographer-artist in New York City.

—Albert E. Kaff

ILR School tackles problems from VDTs

For its students, staff and faculty, the School of Industrial and Labor Relations is doing something to deal with the stresses and strains that can develop while working at video-display terminals.

After a year studying literature on VDT problems, two staff experts are going from desk to desk in the ILR School with tips on how to avoid eye-strain and aches and pains in backs, wrists and legs.

The challenge is very real for Pamela Strausser, director of human resources and administrative services in the ILR School. While a graduate student in ILR and writing on a VDT, she developed carpal tunnel syndrome, a wrist condition characterized by numbness, tingling, weakness and pain.

"For 45 days, I could not hold a pencil," she said. Strausser now can hold a pencil, but damage to her wrist may be permanent. Through the carpal tunnel run nerves to the hand that can be impaired or injured when wrists are improperly used. A doctor attributed her condition to VDT use, she said.

Strausser and Eileen Driscoll, director of computer services in the ILR School, have developed a series of guidelines for working on VDTs. They have shared their recommendations with Cornell's Office of Environmental Health.

Here are some of their recommendations:

- Room light should be approximately one-half the intensity of light from the VDT screen.
- Operator should not face a bright light source such as from an unshaded window.
- A side light can be focused on the material from which an operator is working.
- Chair height should allow the operator's feet to be flat on the floor with legs bent at a 90-degree angle.

• The keyboard should be placed at a level that does not force arms and shoulders to incline upwards or wrists to bend.

• To prevent eyestrain, headaches, blurred vision and possible loss of color vision, take a five- to 10-minute break every hour, stand up, stretch and look at things far away.

"Much office furniture seems to be designed for men, particularly tall men," Strausser said. "Among people who are under 5 feet 10 inches, there is a tendency to elevate their chairs too high just to reach the work surface, placing pressure on the back and legs."

Driscoll added: "The problems that need correcting in operating VDTs are very simple, and the people we have worked with seem willing to try."

—Albert E. Kaff

Two area-studies units get new directors

Locksley Edmondson, Thomas Lyons, Africana Center, East Asia Program

Locksley Edmondson, a professor of political science in the Africana Studies and Research Center, has been appointed to a five-year term as director of the center, effective July 1.

He succeeds Robert L. Harris Jr., who was the center's second director. Harris, a specialist in Afro-American history, will spend the coming academic year as a humanities fellow of the Rockefeller Foundation at the State University of New York in Buffalo doing research on Afro-American petitions to the United Nations. He plans to return to the Cornell faculty in the fall of 1992.

Harris has directed the Africana Studies Center since 1986. During his tenure, the center received \$1.1 million in grants from the Ford Foundation, the Rockefeller Foundation and the U.S. Department of Education.

Recently, the U.S. Department of Education designated Cornell as a national resource center in African studies, based on a proposal developed by Harris and David Lewis, an associate professor of city and regional planning and director of the university's Institute for African Development.

Established in 1986, the African-development institute sponsors research and development programs in a number of disciplines, including agriculture, nutrition, engineering, veterinary medicine and population, as they relate to Africa and conducted by scholars from Africa, the United States and elsewhere.

The Africana Center's founding director was James E. Turner, an associate professor of political sociology, who led the center through its first 17 years.

Born in Jamaica, Edmondson specializes in international relations dealing with Africa and the Caribbean, and in race relations involving the black world.

He has been teaching in the Africana Center since 1983, and he taught in Cornell's Department of Government for three years in the early 1970s.

He also has served on the faculties of the University of Waterloo, Canada; Makerere University, Uganda; University of Denver; University of the West Indies, Mona campus, Jamaica; Institute of International Relations, St. Augustine, Trinidad & Tobago; and Southern Illinois University.

After completing undergraduate studies at the University of Birmingham in England, he earned his master's and doctoral degrees in political science at Queen's University, Kingston, Ontario.

Edmondson's current scholarly activities include membership on the general board of the African Heritage Studies Association, the Caribbean Review Award Committee of the Caribbean Studies Association, and the bureau of the International Congress of African Studies.

—Albert E. Kaff

Thomas P. Lyons, an associate professor in the Department of Economics and a China specialist, has been appointed director of the East Asia Program for a three-year term that started on July 1.

Lyons, 37, succeeds Karen Brazell as director of the university's program for research and teaching on Japan, China, Korea, Hong Kong and Taiwan.

Brazell, a professor of Japanese literature, will return to teaching and research in her specialties which include Japanese poetry and noh, a classic form of Japanese dance-drama.

In 1989, Brazell arranged for a major performance at Cornell by a Japanese noh troupe, and she helped plan and conduct President Frank H.T. Rhodes' visit to Taiwan, Japan, Hong Kong and Korea in 1990, his most extensive trip through Asia.

"I have enjoyed watching the program flourish, but I am now eager to have more time for teaching and research," Brazell said.

During her three-year term, the East Asia Program was expanded in a number of areas from its original Japan-China base. More Korean studies were added, for example, and the Hu Shih Chair in Chinese Studies was established with a \$1 million endowment grant from the Cornell University Alumni Association of the Republic of China in Taiwan.

During her director's term, Brazell made several trips to East Asia.

Lyons' research involves economic development and planning in China, on which he has written a book and published scholarly articles in English and Chinese. Currently he is studying the economy of Fujian province in southeastern China.

From 1972 to 1976, Lyons served aboard a U.S. Navy destroyer based in Yokosuka, Japan, and a submarine based in Groton, Conn.

After studying engineering at Mississippi State University, he moved to Cornell, where he received a B.A. in Asian Studies in 1979, an M.A. in economics in 1982 and a Ph.D. in economics in 1983.

He completed the Full-year Asian Language Concentration Program in Chinese at Cornell, and he also studied Chinese at the Inter-University Program in Taipei, Taiwan.

He joined the Cornell faculty in 1988 after teaching at Dartmouth College and spending two years as a visiting assistant professor at Cornell.

David McCann, an associate professor of Korean literature who has just founded an English-language journal of contemporary Korean literature entitled Black Crane, is the new associate director of the East Asia Program, a post previously held by Lyons.

—Albert E. Kaff

4-H teens learn that scientific careers can be exciting

When 394 teen-agers in 4-H clubs across New York state arrived on campus June 24 to spend three days learning about science and scientific careers, two dozen graduate and undergraduate students were there to share their experiences and enthusiasm with the youngsters.

Students in biotechnology, agricultural and biological engineering, animal science, floriculture and ornamental horticulture, natural resources, nutritional sciences, veterinary science, as well as students from the Black Graduate and Professional Students Association, helped the 4-H members work with robots, spool DNA and learn a little about what it's like to have a career in science or engineering.

The high-schoolers and Cornell graduate students were involved in the New York State 4-H Focus for Teens program entitled "Science in the 90s."

James Zollweg, a doctoral candidate in agricultural and biological engineering, used role-playing to introduce the students to people whom a working engineer might encounter. He assigned the four students in his hydraulics workshop a mock project that centered on a fast-moving stream that caused problems by washing away a road. For background, he played a college professor and gave a lecture on hydraulics.

Then students gathered data on water rushing through a teaching flume, a glass-sided device that shows water running through a channel, which represented the stream. While 4-H members guessed at methods for gathering data from the flume, they got instructions from "Jim the manager" (wearing a tie over his T-shirt) and advice from "Jim the experienced engineer" (wearing a grimy striped hat).

"These are really true characters," Zollweg told the students when they finished gathering data. The project was like one real engineers might handle, Zollweg explained, adding: "I purposely let you stand around for five or 10 minutes not knowing what to do. That's part of engineering."

Dave Norman, a graduate student in agricultural and biological engineering with a minor in mechanical engineering, led a workshop on robotics and machine vision. The students then got hands-on experience in robotics as they "taught" a robot to move objects. The robot learned to move blocks of wood by the same method used to program industrial robots, just like robots that lift windshields from stockpiles into cars, said Norman.

Norman wanted "to get them excited more than anything, to show them that once

you get over the math and science, it can be kind of a game."

One afternoon, 24 of the visitors worked with graduate students to spool DNA, extracting it from a solution and winding it around a glass rod. The students could then see the DNA, which was milk-colored and globular, with their own eyes.

Plant pathology doctoral candidate Donna Hazelwood gave a demonstration in which she extracted DNA from the leaves of a tobacco plant. Mark Kainz, who organized the Biotechnology Program's laboratory activities for the second year, demonstrated a method that the students later used

to spool their DNA in test tubes that they could take home to show their families.

"This is one of the best experiences I've had, the closest I've gotten to science," said 4-H member Carol Kingston from Madrid, N.Y.

"Our main goal is to acquaint the students with what science really is, especially recombinant DNA," said graduate student Kainz. "There's a certain level of fear in society about science," he added. He and Hazelwood said they hoped to reach participants before they dismissed science as something to fear. Said Hazelwood: "Careers aren't the main thing, just the experi-

ence. The kids are really refreshing, very open."

Four members of the Black Graduate and Professional Students Association and four undergraduates spoke to 30 teens from New York City the night before the program began.

The African-American, Latino and Puerto Rican high-school students heard a panel discussion in which speakers shared their experiences as people of color at Cornell, said Clark Rodman, organizer of the event. Panelists also talked about their academic choices, he added.

—Cynthia Revelle '92

Gone swimmin'



"Lasker Pool" by Sylvia Plachy (above) is one of the photographs featured in "Swimmers," an exhibition of more than 120 color and black-and-white images of more than 70 photographers from around the world, on view at the Herbert F. Johnson Museum of Art through Aug. 18.

Merten's idea brings E. European executives to U.S. campuses

A group of business-school deans and business executives met in the White House in February to discuss what they could do to help East European nations develop market economies.

M.B.A. students again interning in E. Europe

Equipped with enthusiasm, work experience and a year of graduate business studies, 11 M.B.A. candidates from Cornell flew to Hungary and Czechoslovakia after Memorial Day with a commitment to help Eastern European firms develop market economies.

Last year, the Johnson School was one of the first U.S. universities to send M.B.A. interns to Eastern Europe as the region was shedding communism and struggling to develop free enterprise. Students thought up the idea and won the support of their school.

The program this year sent nine students to Hungary and two to Czechoslovakia for internships lasting from eight to 10 weeks. Johnson faculty selected the interns from 30 applicants.

This year's 11 interns include eight Americans, a Japanese, a Canadian and a student from Iceland.

They were attending a two-day conference with a jawbreaking name: "Economies in Transition: Management Training and Market Economies Education in Central and Eastern Europe."

Alan G. Merten, dean of the Johnson Graduate School of Management, offered a suggestion: share with business leaders who are emerging from socialism the same executive-training programs that capitalists have been attending each summer at M.B.A. schools across the United States.

Four universities accepted Merten's proposal to offer full scholarships to business executives who are wrestling with problems of creating market economies in what used to be the Soviet bloc. Three other universities are considering the idea.

From Washington, the United States Information Agency (USIA) asked U.S. embassies in East European nations to seek out applicants for executive business training in the United States.

"The remarkable thing is that this project was conceived in February, and by June business executives were screened, selected and enrolled," said Craig M. McAllaster, director of executive education in Cornell's Johnson School.

Penn State University and the University of Utah accepted two East Europeans; the Wharton School at the University of Pennsylvania accepted one; Cornell, three. Considering the proposal were Ohio State, Indiana and Michigan universities.

"We had such a rich pool of applicants at Cornell that we made available funds for three participants in our Executive Development Program, paying for their five-week course and room and board from an endowment set up by an anonymous donor to internationalize our academic and research

programs," McAllaster said.

The USIA recruited applicants in various countries for each participating university. Cornell's three selections came from Poland and Yugoslavia, and they started their studies on June 10 in a program that ends tomorrow, July 12.

Two businessmen from Poland and one from Croatia, one of Yugoslavia's breakaway republics, are attending classes along with participants from the United States and 12 other nations in Europe, Asia, the Middle East, South America and Canada.

Along with bankers, sales managers, oil and gas executives, aircraft manufacturers, insurance executives, communications and electronic managers, credit-union officers, budget and financial specialists and public-relations directors, the East Europeans are taking courses taught by professors from the Johnson School, other Cornell colleges and other universities.

Their studies range across the entire spectrum of business, commerce and manufacturing and include organizational productivity, financial accounting, budgeting, cost controls, business ethics, international trade and finance, time value of money, costs of capital and marketing.

Zelimir Vukina, 30, is one of the East European participants. He is director of marketing and sales for PLIVA, Yugoslavia's largest pharmaceutical industry with 7,300 employees and annual gross revenue of about \$500 million.

Vukina is based in Zagreb, the capital of Croatia, and between classes he kept his eyes and ears on news of the strife in his Yugoslav homeland.

Vukina said that internationally-oriented business-study programs such as the one at Cornell are important "because the

world is small." Americans who are discussing business with others from abroad benefit because foreign executives "are more exposed to the international world than are people working in the United States. Some American businessmen have never even seen foreign currency."

The two participants from Poland, Tadeusz P. Komicz, 43, and Jacek S. Cesarz, 32, showed particular interest in financial studies because the new Warsaw stock market opened only in May for trading in stocks of companies that have been privatized in the past year.

"I am an engineer," explained Komicz, who is a consultant in Company Assistance Ltd., a firm that is working with more than 250 Polish companies in developing market economies. "I have learned a lot here, because I have not dealt with financial markets since our stock market just opened. It is very interesting for me to hear financial discussions among the professors, bankers and AT&T [American Telephone & Telegraph Co.] representatives."

Cesarz agreed. He is a senior consultant with Doradca Consultants and is working with a number of enterprises in Gdansk, where Poland's Solidarity movement started, including a refinery, a pulp and paper mill and a furniture factory that are being privatized; a shipyard; fertilizer plant; bicycle works; and a container depot.

"I studied economics, and the terminology and methodology of finance are not new for me," he said. "But here I am deepening my knowledge in such matters as how futures options and stock transactions work. The brokers on our new stock exchange received only six months training before the market opened."

—Albert E. Kaff



Photographs by
Peter Morenus

Harpsichordists make their own repairs

The seven apprentices perspired in the summer heat, but their concentration remained fixed as they bent to discover what was wrong with the frail-looking instrument.

"We've just encountered a harpsichord that doesn't work and has to work by noon," their instructor, Joyce Lindorff, said cheerfully. It was now 11:15.

The intense interest in the broken harpsichord was real, but the urgency was not; it was only a repair class—part of a one-week workshop on the harpsichord.

Repair is of vital interest to today's harpsichord students, Lindorff noted, because, if you can't fix the instrument yourself, chances are you won't find anyone else who can.

That's why these students learned to replace broken brass strings with the proper strings, which they wound themselves, a delicate process, and to tune the strings and to adjust a keyboard.

Lindorff owns the harpsichord on which the participants learned to make repairs. The organizer and director of the June 17-21 workshop, now in its fourth year, Lindorff has been playing the harpsichord for 24 years and holds a doctorate from the Juilliard School. She is a former Mellon postdoctoral teaching and research fellow and a visiting assistant professor here who currently teaches music theory in the six-week summer session. The workshop is offered by Summer Session and the Center for 18th-Century Music.

As Lindorff hammered a pin back into its place, everyone winced. It was all part of what she called a "no-fear workshop," to give players the experience and confidence to repair harpsichords, which are entirely hand-made, on their own.

In addition to learning maintenance and tuning, the musicians expanded their repertoire and explored historical performance styles, such as the art of accompanying a soloist from a figured bass. A figured bass is merely a bass line and chord symbol; players must improvise the right hand. Most baroque ensemble music was written this way. Research to discover the unstated intentions of the composers is an important part of playing the harpsichord; at the workshop, Lindorff provides reading lists and resource material to aid the students in their detective work.

Most secular keyboard music of the 16th, 17th and early-18th centuries was written for the harpsichord. Some modern 20th-century music, as well, makes good use of the harpsichord's strengths: rich harmonic resonance, an ability to articulate detail, pungent tonal color and a subtlety of nuance, Lindorff said.

What draws people to an instrument whose heyday was two to four centuries ago? "Most of us came to the harpsichord because we were curious about how music by Bach and Handel sounded on the instruments that they played," Lindorff said. "We weren't quite satisfied with the way it sounded on the piano."

Then, said Lindorff, "You get hooked. I fell in love with the sound." The harpsichord has a bright crisp sound that rings in the air. Brass strings give it a bright tone. Compared to a piano's fuller, mellower sound, the harpsichord is clear and precise. The two instruments sound different because a piano's strings are struck by felt-covered hammers, while a harpsichord's are plucked by a quill.

This year, workshop participants came from Brisbane, Australia; Little Rock, Ark.; Chicago; Dickinson, N.D.; and the Finger Lakes region. They met as a group from 9 a.m. to 4 p.m. each day and spent evenings practicing on one of six harpsichords in Lincoln Hall, including instruments in the French, Flemish and German styles.

Most of Lindorff's critiques of her students' performances concerned the articulation of the music.

Unlike a piano, the harpsichord doesn't sound loud or soft depending on the pressure. Instead, Lindorff teaches "techniques of expressing the music, ways to make it sound interesting and varied through touch and timing."

For example, she encouraged one player to imagine the effort a passage might exact from a violinist using a bow. "Think of the energy that requires," she said, "and even if the leap is easy on the keyboard, don't take it too fast." Varied note length is important, as is texture in performing a harpsichord piece.

Lindorff will bring her music to the Summer Session Arts Performances series on July 19 at 8:15 p.m. in Room SB10 of the Center for Theatre Arts. Featured will be 18th-century works by Bach and Couperin and 20th-century works by Halsey and Stevens. Admission will be free.

—Cynthia Revelle '92



Musicians learning to maintain their harpsichords during a Cornell workshop included a trouble-shooting Bruce Glenn of Chicago (center, top photograph) who, along with Linda Gorman of Lansing (left) and Trudy Kincade of Little Rock, Ark., is trying to determine why two strings are being plucked when he presses only one key. A glimpse at the students' work table (above) shows that a musician who plays the harpsichord needs to know more than how to read and interpret music. Resting on top of the scores that the students played along with a visiting baroque flutist are some other tools of the trade, including (at upper left) jacks, the part of the harpsichord mechanism that plucks the strings; (at center) coils of brass wire to replace broken strings; and (at lower left) a micrometer used to measure strings' thickness, C-clamps used to wind strings and the handle of a knife used to carve the quills that pluck the strings.

CALENDAR

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

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

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

DANCE

Cornell International Folkdancers

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

Teaching, 7:30 to 8 p.m.; request dancing, 8 to 9:30 p.m., July 12 and 19, North Room, Willard Straight Hall. A business meeting will be held July 12 in the Ivy Room, 6:30 to 7:30 p.m.

Global Dancing, 7 to 9:30 p.m., Mondays; July 15, fox trot; July 22, jitterbug, in front of Willard Straight Hall.

Israeli Folkdancing

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

Summer Session Arts Performance

Dances from repertory, Ithaca Ballet, July 11 at 8:15 p.m., Alice Statler Auditorium, Statler Hall.

EXHIBITS

Johnson Art Museum

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

"Swimmers," an exhibition featuring more than 120 color and black-and-white images of more than 70 photographers from around the world will be on view through Aug. 18. Photographers such as Harry Callahan, Henry Cartier-Bresson, Sylvia Plachy and Laurie Simmons explore the underwater terrain, revealing their enthusiasm for the act of swimming. The works are accompanied by evocative text panels by a variety of literary figures, including Elizabeth Bishop, James Dickey, Pablo Neruda and others.

"American Clothing: Identity in Mass Culture, 1840-1990," has been extended through Sept. 1. Organized by Beate Ziegert, a faculty member in the College of Human Ecology, the exhibition includes pieces selected from the Cornell Costume Collection. Focusing on works created during the 19th and 20th centuries, the exhibit examines American clothing from the perspectives of mass production, mass communication and mass distribution. The museum's education department will hold *Articipation '91*, focusing on the "American Clothing" exhibit, on July 11, 12 and 13 from 11 a.m. to 3 p.m. on the Ithaca Commons and on July 27 from 11 a.m. to 3 p.m. at the museum. *Articipation* is free; children under 10 must be accompanied by an adult. The program features lace-making demonstrations and a workshop on pattern textiles. Participants are encouraged to bring their own T-shirts or other garments to work on.

FILMS

Films listed are sponsored by Cornell Cinema unless otherwise noted and are open to the public. All films are \$3.50 except weekend films (Friday and Saturday), which are \$4.50 (\$4 for students). All films are held in Willard Straight Theatre except where noted.

Thursday, 7/11

"The Draughtsman's Contract" (1982), directed by Peter Greenaway, with Anthony Higgins, Janet Suzman and Anne L. Lambert, 7:15 p.m.

"Goodfellas" (1990), directed by Martin Scorsese, with Robert DeNiro, Ray Liotta and Joe Pesci, 9:40 p.m.

Friday, 7/12

"Stavisky" (1974), directed by Alain Resnais, with Jean-Paul Belmondo and Charles Boyer, 7:30 p.m.

"Goodfellas," 9:55 p.m.

Saturday, 7/13

"The Draughtsman's Contract," 7:30 p.m.
"A Clockwork Orange" (1971), directed by Stanley Kubrick, with Malcolm McDowell, 9:55 p.m.

Sunday, 7/14

"Torch Song Trilogy" (1988), directed by Paul Bogart, with Harvey Fierstein, Matthew Broderick and Anne Bancroft, 9:30 p.m.

Monday, 7/15

"A Clockwork Orange," 7:20 p.m.
"Wild at Heart" (1990), directed by David Lynch, with Nicholas Cage, Laura Dern and Willem Dafoe, 10 p.m.

Tuesday, 7/16

"The Burning Times" and "Goddess Remembered," documentaries on women's spirituality, 7:30 p.m.
"Goodfellas," 9:45 p.m.

Wednesday, 7/17

"The Mirror" (1974), directed by Andrei Tarkovsky, with Oleg Yankovsky, Margarita Terekhova and Ignat Danitsev, 7:35 p.m.
"Wild at Heart," 9:45 p.m.

Thursday, 7/18

"Flatliners" (1990), directed by Joel Schumacher, with Kiefer Sutherland, Julia Roberts and Kevin Bacon, 7:45 p.m.

"Ghost" (1990), directed by Jerry Zucker, with Patrick Swayze, Demi Moore and Whoopi Goldberg, 10 p.m.

Friday, 7/19

"The Mirror" (1974), 7:30 p.m.
"Ghost," 9:50 p.m.

Saturday, 7/20

"Little Big Man" (1971), directed by Arthur Penn, with Dustin Hoffman and Chief Dan George, 7:30 p.m.
"Ghost," 10:35 p.m.

Sunday, 7/21

"Flatliners," 9:15 p.m.

Monday, 7/22

"Little Big Man," 7:15 p.m.
"The Lost Boys" (1987), directed by Joel Schumacher, with Jason Patric, Kiefer Sutherland and Corey Haim, 10:10 p.m.

Tuesday, 7/23

"Burden of Dreams" and "Werner Herzog Eats His Shoe" (1982), directed by Les Blank, with Werner Herzog, Fitzcarraldo and Klaus Kinski, 7:25 p.m.
"Ghost," 9:45 p.m.

Wednesday, 7/24

"Manhunter" (1986), directed by Michael Mann, with William Petersen, Kim Greist and Brian Cox, 7:20 p.m.
"The Lost Boys," 9:45 p.m.

Thursday, 7/25

"Burden of Dreams" and "Werner Herzog Eats His Shoe," 7:15 p.m.
"Fitzcarraldo" (1982), directed by Werner Herzog, with Klaus Kinski, Claudia Cardinale and Jose Lewgoy, 9:35 p.m.

MUSIC

Johnson Museum

The string orchestra, student quartets and Aurora Quintet from the Chamber Music Institute at Ithaca College will perform at the Johnson Museum, July 13, 2:30 p.m.

Summer Session Arts Performances

A harpsichord performance by Joyce Lindorff, director, Cornell Summer Harpsichord

Workshop, July 19, 8:15 p.m., Room SB10, Center for Theatre Arts.

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

Summer Session Concert Series

Concerts will be held Mondays at 8:15 p.m. in Sage Chapel. Robert Albrecht and Michael Salmirs, cello and piano, July 15; "Marcello to Mozart," by the Musical Offering Ensemble, July 22.

Summer Session Outdoor Concerts

Maelstrom Percussion Ensemble, July 12, 7 p.m., Arts Quad; Mac Benford and the Woodshed All-Stars — traditional southern mountain music, 7 p.m., July 16, Ag Quad; Coconut Therapy — tropical rockin' swing, July 18, 7 p.m., Arts Quad; Pete Panek and the Blue Cats — rhythm and blues, 7 p.m., July 23, Arts Quad. Rain location for all concerts is Alumni Auditorium/Kennedy Hall.

Bound for Glory

Dr. Blue will perform in three live sets July 14; Amy and Leslie, with Mark Rust, will perform July 21. Performances will be at 8:30, 9:30 and 10:30 p.m. in the Commons Coffeehouse in Anabel Taylor Hall. Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

Committee on U.S./Latin American Relations (CUSLAR)

Andean music played by Chaski in a benefit for CUSLAR, \$3, July 19, 9:30 p.m., ABC Cafe, 308 Stewart Ave. The members of Chaski are from South America and Spain, but Chaski formed in Ithaca, gathering together to play Andean music. Proceeds to benefit projects in Guatemala and Peru.

RELIGION

Sage Chapel

Dorothy Cotton, former director, Cornell University Student Activities, will deliver the sermon July 14. Robert L. Johnson, director, Cornell United Religious Work (CURW), will deliver the sermon July 21. Service begins at 11 a.m. Music will be provided by the Sage Chapel Summer Choir under the direction of George Damp, organist.

Catholic

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

Christian Science

Testimony meetings on Thursday, July 11 and July 25 at 8 p.m., Founders Room, Anabel Taylor Hall.

Episcopal (Anglican)

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

Friends (Quakers)

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

Jewish

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

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

Korean Church

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

Muslim

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

Seventh-Day Adventist

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

Zen Buddhism

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

SEMINARS

Food Science

"Effects of Dietary n-3 Polyunsaturated Fatty Acids on Tumor Necrosis Factor Pro-

duction by Murine Peritoneal Macrophages," Ingibjorg Hardardottir, July 17, 10 a.m., 124 Stocking Hall.

International Studies

"The Study of Maluku in Southeast Asia: History and Historiography," Leonard Andaya, visiting Luce Fellow, University of Auckland, July 11, 12:15 p.m., G08 Uris Hall.

Materials Science

"The Design and Applications of an Environmental SEM," Tom Hardt, Electronscan Inc., July 18, 2 p.m., 140 Bard Hall.

Mathematical Sciences Institute

"Combinatorics and Discrete Geometry," a workshop organized by Neil L. White, University of Florida, July 17-20, MSI, 409 College Ave. The workshop is intended to bring together workers from various areas to communicate recent results, and to enhance the exchange of ideas between workers. For information call, 255-8005.

Summer Session

"Are You Listening?" a seminar in interpersonal communication, led by Marvin P. Glock, professor emeritus, educational psychology, July 24, 1 to 4 p.m., 404 Plant Science Building.

Summer Session

Great Books Seminar

Great books seminars, led by William J. Kennedy, professor of comparative literature, will be held on Tuesdays at 12:30 p.m. (no food please) in 105 Rockefeller Hall. "Explaining Rapture, St. Theresa of Avila's 'Autobiography,'" July 16; "Lecturing to a Prostitute, Dostoevsky's 'Notes from the Underground,'" July 23.

Summer Session Lecture Series

Lectures will be given Wednesdays at 7:30 p.m. in Alumni Auditorium, Kennedy Hall. "Teach Them to Love Nature: Anna Botsford Comstock and the Nature Study Movement at Cornell, 1893-1930," Pamela M. Henson, historian, Smithsonian Archives, July 17; "Keeping Overworked Doctors Current in the Face of Galloping Technology: Continuing Medical Education Today," Stephen S. Scheidt, assistant dean, continuing medical education, and professor, clinical medicine, Cornell Medical College, July 24.

Summer Session Midday Seminar

Midday Seminars will be held Thursdays at noon in 104 Rockefeller Hall. "All TV is Educational, But What Does it Teach?" John C. Condry, professor, human development and family studies, July 11; "Teaching on Land and Under Water: Cornell's Field School in Ireland," Robert T. Farrell, professor, English, medieval studies and archaeology, July 18.

MISC.

Architectural Tours

Walking tours of Cornell's architecture, beginning at 6:30 p.m. at the statue of Ezra Cornell, near Morrill Hall on the Arts Quad, will be given on Mondays, July 15, 22 and 29.

Christian Science Monitor

The Christian Science Monitor Resource Files will be in the Willard Straight Hall lobby today, July 11, from 10 a.m. to 4 p.m.

CADIF Tours

Tours of the Computer-Aided Design Instructional Facility (CADIF) will be given at 2 p.m. on Wednesday, July 24. Meet in 162 Hollister Hall.

Garden Tour

A tour of the Robison York State Herb Gardens, Cornell Plantations, will be given on July 12 at noon.

Insect Collection Tours

Tours of the insect collection will meet in the main lobby of Comstock Hall at 2 p.m., Tuesday, July 23.

Midday Performance

Gilbert and Sullivan medley by the Savoyards, July 25, Memorial Room, Willard Straight Hall.

Southeast Asian Studies Summer Institute

The final event of the Festival of Indonesia will feature a "wayang kulit" (shadow puppet) performance led by a visiting "dalang" or puppeteer from central Java, July 20 at 7:30 p.m. in Alumni Auditorium, Kennedy Hall. Admission is free.

CORNELL EMPLOYMENT NEWS

Summer Edition

Volume 3, Number 26

CLASSIFICATION REVIEW STUDY

Steering Committee and Evaluation Committee Hold a Series of Meetings to Hammer Out Exempt Hierarchy Complexities



Gerry Thomas, Allan Lentini, Gene Wheeler, Linda Budinger, Brenda Peyser (Coopers & Lybrand,) Judi Baker, Anita Harris, Becky Coles, Janet Fuersich (Coopers & Lybrand)

For the past several weeks, the Steering Committee and the Evaluation Committee have been meeting together to review the exempt hierarchy of job positions. These meetings have been characterized by one participant as “a healthy dialogue about issues central to the evaluation process.”

In simplest terms, these meetings ensure that theory and reality come together. Committee members review the objective hierarchy of positions, which was developed by the consultants, the Evaluation Committee, and the Office of Human Resources’ staff on the basis of the questionnaires, relative to the positions job family. (i.e., whereas the consultants went from examining the specific positions to develop a

placed where it is relative to the ones above and below it, but if you compare it to others placed in the same levels, it does not seem to belong to the group,” or, “Are we sure that this assessment holds true for all the positions in this group, or are there some distinctions that we haven’t made here that the hierarchy doesn’t reflect?”

In each case, committee members knowledgeable about the positions that seem unusual discuss the responsibilities and placement of

hierarchy, the joint committees go from examining the hierarchy back to the specifics of the positions). They also scrutinize the hierarchy of positions to see how the actual positions are evaluated relative to each other, and to question any positions that seem to be out of place.

The joint committees examine issues such as, “Are these two positions, even though there are some differences between them, really as different as this hierarchy suggests?” Or, “I understand why this position was

those positions. The joint committees either decide that the hierarchy does accurately place those positions or that the positions in question should go back to the Evaluation Committee for further scrutiny and the gathering of additional data, either from the person holding the position or from others close to and knowledgeable about the positions’ responsibilities. The Evaluation Committee will then make an adjusted determination regarding the positions’ places in the hierarchy before final approval is given by the Steering Committee.



Ann Dyckman, Michael Whalen, Jane Pedersen, Bob Geyer, Deborah Cox, Mark Spiro

Returning to the Classroom? Offered by Staff Relations and Development

Returning to the Classroom? will be held August 23 from 8:30-12:30.

Whether you are seeking to improve current job skills or chances for future advancement, continuing education is becoming a part of life for many Cornell employees. Re-entering the classroom after years away can be an exciting, yet potentially intimidating, experience. This special program is designed to help you

prepare for moving back into the “student” role. Learn how to evaluate your readiness for returning to the classroom and set specific learning goals and objectives.

Find out how to choose the courses that offer the best opportunities for achievement and success. Explore how to develop good study and note-taking skills. Educational opportunities available to

Cornell employees as well as the logistics of registering for courses at Cornell will also be discussed. This one-session program is led by Valerie Sellers Kantrowitz. There is a \$20 charge to the department.

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

Golf Tournament and Auction to be Held in July

The Cornell Athletic Department will be conducting its first “Big Red Alumni and Friends” Golf Tournament at the University Golf Course on July 25, 26, and 27. All Cornell employees are eligible to participate in this two round event. Two person teams will compete on Friday in a scramble format and on Saturday in a total score concept. Scratch and handicap winners will be determined by totaling Friday and Saturday scores. On Thursday, July 25, the course will be available for those who wish to play a practice round before the tournament. All three rounds of golf; a golf cart for Friday and Saturday rounds; a Friday lunch, Saturday brunch and informal dinner at the course; and an invitation to our second annual “Red Hot Auction” to be held in the Moakley House on July 26, are all included in the \$100 per person (\$200 per team) cost of the event.

A few spots are still available for the tournament. You may enter as a team or even as a single and a partner will be selected for you. Please contact Pete Mariano in Athletics at 5-3175 to obtain further information or to make a reservation.

More information on our “Red Hot Auction” will be included in next week’s issue of Cornell Employment News.

Program Registration Form

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

| | | |
|--|-----------------|------------|
| Program name: | Date and time: | Cost: |
| Account number to be charged: | | |
| Name: | Title: | |
| Cornell ID# | | |
| Department: | Campus address: | Telephone: |
| Supervisor name: | | |
| Supervisor signature: | | |
| Supervisor campus address: | | |
| Department head name: | | |
| Department head (or designee) signature: | | |

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.

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.

Associate Vice President for Human Resources (PA7318)
Office of Human Resources-Endowed
Posting Date: 07/11/91

A senior executive leadership position which recommends and implements institutional policies and manages the human resource administrative functions. Develops, recommends and implements strategies for the recruitment, training and retention of a high quality, diversified, motivated and effective workforce. Represents the Office of Human Resources and the University to all constituent groups. Directs the human resource functions of employee and labor relations, benefits, wages and salaries, employee communications, recruiting, organizational services and employee training and development. Provides leadership in the development and implementation of a computerized human resource information system. Applies modern management and data collection strategies to assess employee views and suggestions to serve as a basis for continuous operational and work place improvement. Reports to Sr. V.P.

Requirements: Considerable and broad human resource management experience appropriate for a complex, decentralized private research university with over 10,000 employees. Send application materials to the Senior Vice President's Office, 317 Day Hall. Application deadline is August 30, 1991.

Assistant to the Director (PA7308)

C.U. Press-Endowed

Posting Date: 7/11/91

Support the Press director in the many aspects of his job, while assuming responsibility for other tasks.

Requirements: Bachelor's or equivalent. 3 years experience in publishing, preferably at a university press; excellent verbal and communication skills; and basic computer skills. Send cover letter and resume to Cynthia Smithbower.

Director of Public Affairs Regional Offices (PA7317) HRIII
Public Affairs-Regional Office-Endowed

Posting Date: 7/11/91

Develop, implement and monitor the Public Affairs programs in nine regions and an international affairs office. Supervise activities of the alumni associations in the major cities in the regions. Plan a total Public Affairs program incorporating University Development, Alumni Affairs and University Admissions objectives for each region.

Requirements: Bachelor's or equivalent combination of education and experience. At least 5 years experience in all aspects of public affairs (development, alumni relations, etc.) or related areas essential. Excellent communications, interpersonal, organizational and managerial skills; experience in Cornell Public Affairs highly desirable. Send cover letter and resume to Cynthia Smithbower.

Director of Athletic Public Affairs (PA7310) HRIII

Public Affairs-Athletics-Endowed

Posting Date: 7/11/91

With the Director of Athletics and the offices of University Public Affairs, will plan and implement a public affairs program to increase support for the department of Athletics which complements and strengthens support areas for the total University. Will manage the department's portion of the University Campaign in conjunction with the Development Office, Regional Offices and College and Unit Public Affairs.

Requirements: Bachelor's degree; graduate degree preferable. At least 5 years fund raising and public experience. Excellent verbal and written communication skills and superior interpersonal skills. Experience in hiring and supervising staff. Experience working with volunteers. Send cover letter and resume to Cynthia Smithbower.

Senior Administrator (PA7312) HRIII

Division of Nutritional Sciences-Statutory

Posting Date: 7/11/91

Serve as senior non-academic administrator for DNS. Responsible for goals and overseeing daily operations. Specific responsibilities include budgeting, accounting, grant and student financial aid and special projects as assigned. The Division is jointly supported by the Colleges of Human Ecology and Agriculture and Life Sciences and receives endowed appropriations. The annual budget is approximately \$10-12 million. The Division employs approximately 150 faculty and staff and has a graduate student body of approximately 120.

Requirements: Bachelor's; MBA preferred or equivalent combination of education and work experience with concentration in personnel and financial management. Demonstrated progressive management experience (5 years minimum). Financial analysis and budgeting experience required. Supervisory experience required. Excellent communication and interpersonal skills. Familiarity with computers and software packages such as WordPerfect, Lotus 1-2-3, and dBase. Space and facility management experience preferred. Knowledge of Cornell personnel and financial policies/procedures preferred. Ability to work under pressure, meet deadlines and coordinate multiple projects essential. Send cover letter and resume to Cynthia Smithbower.

Applications Programmer/Analyst III (PT7302) Level 34

Library Technology-Endowed

Posting Date: 7/11/91

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

Requirements: Bachelor's or equivalent with computer related courses. 3-5 years related experience. Knowledge of applications for interactive administrative systems, database management systems, machine architecture, and system utility programs. Knowledge of VM/CMS; PL/1, CICS, BAL, SAS, and MVS JCL. Good interpersonal and communication skills. Send cover letter and resume to Sam Weeks.

Technical Consultant II (PT7307) Level 33

Information Technologies-Endowed

Posting Date: 7/11/91

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

Requirements: Bachelor's or equivalent. Coursework in business, computer science, education or social sciences with application of information technologies preferred. 2-3 years of computing service delivery (consulting, instruction or related client support services). Demonstrated general knowledge of CIT supported hardware (IBM 4381, VAX, Macintosh, IBM-PC and a variety of peripherals), software (wordprocessing, DBMS, communications, spreadsheets,

programming languages). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

Systems Programmer/Analyst II (PT7105) Level 33

Materials Science Center-Endowed

Posting Date: 6/20/91

Develop and maintain the Material Science Center (MSC) computer systems and software in support of the research programs of MSC through a multi-user computing facility. Provide general administrative and technical support for student users. Provide major consulting assistance to a growing user community. Assess, develop, maintain and document software utilities and libraries. Maintain hardware and software. Perform disk backups.

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

Application Programmer/Analyst II (PT5502) Level 33

Financial Systems Development-Endowed

Posting Date: 2/28/91

Design, develop, modify and document straight forward applications systems software supporting a major administrative system. Analyze functional and performance requirements and develop software improvements in usability and efficiency. Diagnose problems in production system software and make emergency repairs. Write production procedure, JCL and user manuals. Provide users with conceptual and technical help. Maintain a working knowledge of two major commercial programming languages.

Requirements: Bachelor's or equivalent with computer courses. Knowledge of at least 2 languages: PL/1, NATURAL, COBOL. Knowledge of applications for interactive and batch administrative systems, database management systems, machine architecture, system utility programs, and VM/CMS. Send cover letter and resume to Sam Weeks.

Applications Programmer/Analyst I (PT7301) Level 32

Law-Endowed

Posting Date: 7/11/91

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

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

Director of Human Resources (PA7315) HRIII

Dean's Office-College of Engineering-Endowed

Posting Date: 7/11/91

Administer personnel policies and procedures for the College of Engineering. Oversee the College's academic and non-academic appointment processes and its compensation and benefits programs. Develop strategies which help the College to attract and retain employees from an increasingly culturally-diverse workforce. Encourage and assist staff in work-related and personal development activities that relate to job satisfaction and workplace productivity.

Requirements: MBA, MLR or equivalent combination of education and work experience. Extensive knowledge of the academic appointment process, personnel budgeting and accounting experience, and outstanding human relations and communication skills are required. Systems analysis and basic statistical skills are assets. Send cover letter and resume to Cynthia Smithbower.

Assistant Director (PA7301) HRIII

Public Affairs-University Library-Endowed

Posting Date: 7/11/91

Assist the Director of Library Development and Public Affairs in planning, coordinating, and executing projects and programs essential to the Library's Public Affairs goals, activities, and prospects. Manages the day to day operation of the office, including work flow, and, in a timely fashion implements activities to achieve campaign priorities and office priorities.

Requirements: Bachelor's or equivalent required. 3-5 years professional development experience. Demonstrated management success a plus. Cornell Development or Cornell Library experience highly desirable. Ability to work independently with flexibility; demonstrated excellent writing and organizational skills. Patience and sensitivity to confidential matters necessary. Send cover letter and resume to Cynthia Smithbower.

Director Law School Annual Fund (PA7203) HRIII

Public Affairs/Law School-Endowed

Posting Date: 6/27/91

Works with the Law School's Assistant Dean for Development and Public Affairs in the development of programs for the school's annual fund and the Leadership Gifts program.

Requirements: Bachelor's degree. At least 5 years extensive successful fund-raising experience in alumni campaigning. Management skills and refined organizational skills. Ability to motivate people and work creatively with volunteers. Send cover letter and resume to Cynthia Smithbower.

Executive Staff Assistant (PC7303) HRI

Vice President for Academic Programs and Campus Affairs-Endowed

Posting Date: 7/11/91

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

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

Managing Editor (PC7318) HRI

ILR Press-Statutory

Posting Date: 7/11/91

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

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

Assistant Director for Public Policy and Nonprofit Programs (PA7309) HRI

Career Center-Endowed

Posting Date: 7/11/91

Coordinate all aspects of a placement program for graduate students in the Cornell Institute for Public Affairs (CIPA). Coordinate a job search program for undergraduates interest in the nonprofit and public service sector. Includes: workshops, one-on-one advising, developing publications, job development with some travel to the DC area.

Requirements: Master's in counseling, education, or related field or equivalent work experience. 3-5 years experience working with college students. Working knowledge of Macintosh environment helpful. Excellent writing and communication skills. Preference given to candidate with public policy or Washington, DC experience. Send cover letter and resume to Cynthia Smithbower.

Environmental Compliance Coordinator (PA7314) HRI

Utilities-Endowed

Posting Date: 7/11/91

Coordinate environmental compliance services for projects and operations to protect the external environment through control of emissions, discharges and disposal from University facilities.

Requirements: 2 year associate's degree in applied environmental sciences and technology field, or equivalent required. 2 years "hands on" experience in environmental field work. Regulatory permitting and compliance assurance experience desired. Training desirable in chemical and radiation handling and safety, and training in hazardous site remediation work procedures and supervision. Training in the use of Self-Contained Breathing Apparatus, and other "level B" personnel protection equipment. Send cover letter and resume to Cynthia Smithbower.

Dining Supervisor (PA7302, PA7303, PA7304, PA7305) HRI

Dining-Endowed

Posting Date: 7/11/91

Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation and service of food.

Requirements: Associate's degree and two to three years of related experience, or the equivalent. One year food service supervisory experience preferred. Some knowledge of food and health codes is desirable. Send cover letter and resume to Cynthia Smithbower.

Nautilus/Weight Room Supervisor (PA7306) HRI

Athletics-Endowed

Posting Date: 07/11/91

Administrative duties and supervision of the Athletic Department Nautilus facility and Free Weight Room.

Requirements: Bachelor's degree or equivalent required. Experience with Nautilus and weight training equipment and programs. Strong supervisory skills. Send cover letter and resume to Cynthia Smithbower.

Assistant Ice Hockey Coach (PA7307) HRI

Athletics-Endowed

Posting Date: 07/11/91

Assist the head coach in the planning and operation of the men's intercollegiate Ice Hockey Program. Instruct Physical Education classes as assigned. 10 month position.

Requirements: Bachelor's degree or equivalent required. Demonstrated ability to work with student athletes. Send cover letter and resume to Cynthia Smithbower.

Copy Editor (PC7105) HRI

Publications Services/University Relations-Endowed

Posting Date: 6/20/91

The copy editor edits and proofs manuscripts, assists in producing subsequent production stages, and works with clients, designers, and support personnel during the entire process of producing printed publications.

Requirements: Bachelor's degree required. 2-3 years related working experience with computers and word processing programs (specific experience with Macintosh computers and Microsoft Word is desirable.) A sensitivity to language, nuance, and tone. A high regard for precision and accuracy. Attention to detail and fact. Ability to work both independently and closely with others. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

Teaching Support Specialist II (PT7107) HRI

Applied & Engineering Physics-Endowed

Posting Date: 6/20/91

Manage 4 teaching labs used by over 300 students. Maintain optics, laser and computer labs. Maintain Mac network. Set up lecture demonstrations and provide students with required equipment. Provide technical assistance and training in operation of lab equipment and experiments. Maintain files on all lab experiments including descriptions and operation guides. Design and fabricate new teaching demonstrations. Procure equipment and maintain supply inventory. Supervise student employees.

Requirements: Bachelor's or equivalent experience in relevant field of science or engineering. Working knowledge and experience with electronics, digital and analog circuitry, vacuum systems, mechanical fabrication and optics. Experience with Pascal and MS-DOS very desirable. Experience with high voltage desirable. Initiative, self motivation, organizational skills, strong service orientation and ability to work well with students are essential. Send cover letter and resume to Sam Weeks.

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.

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 lab experience with a background in either plant or insect physiology/biochemistry. Send cover letter and resume to Sam Weeks.

Resident Director I (PA7311) HRI

Residence Life-Endowed

Posting Date: 7/11/91

The Residence Director position is specifically designed to provide on-the-job training to a member from an under-represented group seeking experience in Residence Life administration, training & program development and supervision. The Residence Director Intern will be assigned a residential unit created for the internship experience and will assume administrative and program responsibilities for said unit. The experience is designed to provide the intern with a knowledge base and skill level that will lead to continue employment within the department as a regular full-time Residence Hall Director upon successful completion of the internship providing an appropriate vacancy exists at the time.

Requirements: Bachelor's degree and experience as a Residence Advisor or Student leader is necessary. A Degree in Human Services, Educational Administration, or other closely related field is desirable. Interest in pursuing a career in student personnel or higher education is preferred. Ten months, live-in, furnished apartment. Send letter and Resume to Cynthia Smithbower.

Casual-Temporary

Technical Consultant I (PT7306) Level 32

CIT-Endowed

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

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

Boyce Thompson Institute

Research Assistant

Available July 8, 1991

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

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

Temporary Greenhouse Assistant

Salary: Minimum \$6.20 per hour

Perform general greenhouse duties such as watering, planting, spraying, lifting, etc. Some weekend work required.

Requirements: A.A.S. in horticulture or equivalent experience and NYS driver's license required. NYS pesticide applicator's license and a working knowledge of greenhouse operations would be helpful. Must be able to lift 50 lbs. Contact Anne Zientek, 254-1239.

Research Assistant

Molecular Biology

Available September, 1991 (flexible start date)

Salary: Commensurate with experience, minimum \$13,100
To participate in a project using in vitro transcription to study the regulation of maize mitochondrial promoters. The successful candidate will 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 lab maintenance duties, including processing of purchase orders and supervision of lab.

Requirements: Bachelor's Degree in Biology/Biochemistry or equivalent. Contact Anne Zientek, 254-1239

Post doctoral

Entomology/Chemical Ecology

Research on chemical and sensory bases of host plant specificity. Candidates should be recent Ph.D.'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. Available July 1. Send resume and names of 3 references to Dr. Alan Renwick, Boyce Thompson Institute, Ithaca, NY, 14853

Cornell Cooperative Extension

Extension Associate III,

Area Vegetable Specialist

Location: Monroe County, Rochester, NY

Develop, implement and evaluate educational multi-county program for the commercial vegetable industry in Genesee, Monroe and Orleans counties. Program will include cultural practices such as variety selection, insect/disease/weed control, soil management, post harvest handling/storage as well as marketing of commercial vegetable crops. Member of a two-person specialist team working in close cooperation with a regional vegetable program advisory committee and Cornell University faculty and staff at Ithaca and Geneva.

Minimum Qualifications: Masters degree in Ag with a major in Vegetable Crops or closely related field and three years professional work in agribusiness, vegetable crop production, Cooperative Extension or in developing informal educational programs.

Minimum Salary: \$30,000, commensurate with qualifications. Apply by July 31, 1991 to: Staff Development and Recruitment, Cornell University, Box 26, Kennedy Hall, Ithaca, NY 14853.

METRO New York

Associate Regional Director (PA7316) HRIII

Public Affairs-Metro NY Regional Office-Endowed

Posting Date: 7/11/91

Under the direction of the Director, Metro New York Regional Office, implement a comprehensive public affairs program for Cornell University in the Metro New York City region. Special emphasis on the development and implementation of development activities.

Requirements: Bachelor's degree from Cornell is desirable. At least 3-5 years experience in public affairs related activities such as recruitment and training of volunteers is desirable. Communication and planning skills necessary. Macintosh experience preferred. Send cover letter and resume to Cynthia Smithbower.

Geneva Experimental Station

Research Support Specialist II (PT7304) HRI
Entomology-Geneva Experimental Station-Statutory
Posting Date: 7/11/91
Assist in providing fruit arthropod control recommendations. Diagnose and monitor fruit pests. Manage temporary employees. Help prepare extension literature. Assist in design, execution, analysis, and publication of lab and field research. Assist in maintaining fruit orchards and in applying chemical treatments.
Requirements: Bachelor's degree in entomology, plant protection, or related curriculum, Masters of Science preferred, must have a valid NYS driver's license. 2-3 years research/field experience in related area; skills in farm equipment operation, computer use, lab techniques preferred. Must have interest in extension activities and applied research in pest management. Managerial, organizational, and communication skills. Send cover letter and resume to Sam Weeks.

Technical

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

Technician, GR18 (T7207)
Genetics and Development-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 6/27/91
Provide technical support for the general operation of a genetics research lab. Perform experiments in yeast genetics and molecular biology using standard microbiological procedures and some specialized techniques. Analyze nucleic acids and proteins. Record data. Order supplies, maintain records and report on radioisotope usage. Provide training. Weekend and evening hours frequently required.
Requirements: Associate's degree in biology (or equivalent) with an interest in genetics. Minimum 1 year related experience. Work in a research lab is highly desirable. Willingness and ability to learn new procedures. Send cover letter and resume to Sam Weeks.

Technician, GR18 (T6709)
Plant Pathology-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 5/23/91
Assist in lab, 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 lab equipment. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T7204)
Psychology-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 6/27/91
Collect and analyze data form children at elementary area schools and preschools. Perform library and paper work. Prepare research reports. Position until 1/31/92.
Requirements: Associate's in Psychology or equivalent. 1-2 years related experience. NYS driver's license and ability to drive research van. Knowledge of computers. Comfortable around children. Good math skills. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T7206)
Veterinary Pathology-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 6/27/91
Provide technical support for activities in a flow cytometry lab including cell cultures and protein and nucleic acid analysis. Perform experiments on the effect of oncogenes and chromosomal alterations on cell differentiation. Order supplies, maintain lab order, keep records and perform library searches.
Requirements: Associate's in a biological or physical science or equivalent. Minimum 1 year related lab experience. Interest and ability learning new techniques. Send cover letter and resume to Sam Weeks.

Technician, 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 panelsits, 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.

Animal Technician, GR19 (T7310)
Clinical Sciences-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 7/11/91
Provide technical support for hepatitis research project using the woodchuck as the animals model. Duties include collection of blood, animal handling and restraint, inventory and harvesting of serum, assistance in surgery and necropsy, operation of basic anesthesia equipment and performance of general lab tasks.
Requirements: Associate's degree with emphasis in Animal Husbandry. Lab animal experience including ability to restrain, examine and bleed small animals. Wild animal handling experience. Valid NYS driver's license. Pre-employment physical required. 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: Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred and an interest in teaching critical care techniques. Send cover letter and resume to Sam Weeks.

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

Technician, GR20 (T7305)
Diagnostic Lab-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91
Review submission forms for completeness and appropriateness, label and prepare specimen submissions for testing. Perform preliminary data input to lab computer. Assist Medical Records section with result data input. Resolve submission problems. Assist development and distribution of information regarding correct specimen collection and gaining procedures to assure clients re-

ceive useful test results. Provide back-up to Serum Splitter, Export Technician and Referral Technician. Open, sort, and distribute mail.
Requirements: Associate's or Bachelor's in animal science or related animal health field. Licensed Animal Health technician preferred. 1-2 years related experience in a veterinary practice or in large animal health facility helpful. Send cover letter and resume to Sam Weeks.

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

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

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

Network 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, associated 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 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.

Computer Electronic Technician, GR22 (T7303)
Human Ecology Administration-Statutory
Minimum Biweekly Salary: \$641.92
Posting Date: 7/11/91
Provide microcomputer technical support for the College of Human Ecology. Provide support for IBM and Macintosh hardware and compatible software such as DOS, WordPerfect, Louts 123, Word and Excel. Provide data recovery services using utilities such as Norton and Mace. Install and trouble shoot IBM/compatible and Macintosh hardware and related peripherals. Provide user assistance with large LAN.
Requirements: Bachelor's or equivalent. Minimum of 2 years related experience. Knowledge of IBM/compatible, Macintosh hardware and a wide variety of peripherals. Knowledge of word processing, spreadsheet, database, communication and utility software. Experience with LAN helpful. Excellent interpersonal skills required. Send cover letter and resume to Sam Weeks.

Research Equipment Technician, GR24 (T7208)
Plant Pathology-Statutory
Minimum Biweekly Salary: \$701.22
Posting Date: 6/27/91
Operate several environmental growth chambers. Perform routine service and maintenance procedures on the chambers and their electrical and mechanical systems. Diagnose and repair operational problems. Improve and update existing systems. Install, repair, modify or build temperatures and relative humidity control systems. Program chambers to users requirements.
Requirements: Associate's degree in electronics or equivalent. Minimum of 3 years related experience. Knowledge of electricity, refrigeration and air conditioning. Must understand the solid state and microprocessor controls used in temperature control systems. Send cover letter and resume to Sam Weeks.

Technical Part-Time

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

Technical Temporary

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

Technician (T7111)
Entomology/Schwardt Lab-Statutory
Hiring Rate: \$5/95
Posting Date: 6/20/91
Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible.
Requirements: Some entomological coursework, training and experience very helpful. Some lab work, record keeping and experience with research animals. Must have own car and valid NYS driver's license. Send cover letter and resume to Sam Weeks.

Office Professionals

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

Circulation/Reserve Assistant, GR17 (C7308)
Circulation/UrIs Library-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 7/11/91
Under the direction of the Administrative Supervisor, work at the service desks, work at the security desk, and assist in the daily resolving of materials returned from circulation. Inspect the knapsacks, brief cases, books, etc. of exiting patrons. Assist with Reserve processing and be responsible for a variety of clerical duties in support of the circulation/reserve activities. Tuesday-Saturday.
Requirements: HS diploma. Some knowledge of IBM PC or comparable word processing equipment desirable. Ability to work well with a variety of people in a public service setting. Exceptional dependability. Good interpersonal and organizational skills. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Senior Records Assistant, GR18 (C7305)
Technical Services/UrIs Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 7/11/91
Primary responsibility for maintaining UrIs Library's serials collection. Using both paper and online records, check-in incoming volumes and issues, prepare completed volumes for binding, prepare claims and replacement requests, check-in bound periodical volumes when returned from the bindery, and handle serials status change. Also responsible for making sure all related problems are solved or directed to the Technical Services Librarian.
Requirements: HS diploma or equivalent. 2 years of college or equivalent experience preferred. Attention to detail, good organizational skills, and aptitude for grasping the broader ramifications of specific procedures. Ability to work well with others. Previous library experience and familiarity with the use of computers desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Accounts Assistant, GR18 (C7313)
Media Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 7/11/91
Complete responsibility for IBM-PC invoicing system and inventory control (for order filling purposes). Prepare cash deposits and charge reports for Finance and Business Office as well as interdepartment Billings Produce reports; maintain accounting ledger for proper credit to various accounts; supervise order fulfillment work.
Requirements: HS diploma. Business courses preferred. Excellent working knowledge of IBM-PC, dBase III and SBT program. 1-2 years related office experience. Knowledge of Cornell Statutory Billing System desired. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Collections Assistant, GR18 (C7213)
Maps, Micro, News/CUL-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 6/27/91
Under direction of supervisor, responsible for acquisition of newspapers and serials in microform format. Act as liaison with selectors, serials, acquisitions and accounting departments for ordering and maintaining subscriptions of newspapers and serials in microform; authorize payment of invoices, monitor price changes, claim missing items, maintain Kardex, perform office support tasks and provide information service to public.
Requirements: College experience required, Associate's preferred. Experience with microcomputers and word processing. Ability to work with foreign languages. Aptitude for detailed work. Excellent organizational, interpersonal, and communication skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Secretary, GR18 (C7203)
Minority Educational Affairs-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 6/27/91
In a heavy student contact environment, provides secretarial/receptionist support to the Associate Directors (2) of the Office of Minority Educational Affairs/COSEP. Assist and interacts with minority and non-minority students, providing them with information and direction regarding campus-wide support services.
Requirements: HS diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Experience with Macintosh PC's essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application. Minority applicants are particularly encouraged to apply.

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. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

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

Secretary, GR18 (C7323)
Agricultural Economics-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 7/11/91
Provide clerical/administrative support to three faculty in the teaching, research and extension areas.
Requirements: HS graduate or equivalent. College course work preferred. 1-2 years experience required. Good interpersonal, organizational, and communications skills required. Able to use word processing software mostly on a MAC. IBM experience desirable. Send cover letter and resume to Esther Smith, EHP, employees should include and employee transfer application.

Office Systems Specialist, GR19 (C7301)
JGSM-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 7/11/91
Manage the User Services Help Desk for the Department of Computing Services. Responsible for tracking calls on several in-house computer systems, recordkeeping, and basic troubleshooting. Some administrative duties.

Requirements: HS diploma or equivalent. Some college coursework preferred. Computer experience essential: VAX, DOS, or Macintosh. Experience with word processing required. Other computer package experience is a plus. Must have office and typing skills. Strong service orientation and good interpersonal skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

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

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: HS 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, EHP.

Accounts Assistant, GR19 (C7326)
Veterinary Medical Teaching Hospital-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 7/11/91
Responsible for recording all daily charges for hospitalized cases in the assigned clinic and to prepare financial vouchers for discharge.
Requirements: Completed HS education, some college with accounting of bookkeeping coursework. Two years accounting or bookkeeping experience in lieu of college possible acceptance. Billing experience in a medical setting desirable. Experience dealing with the public in person and on the phone is required. Send cover letter and resume to Esther Smith, EHP, employees include employee transfer application.

Secretary, GR20 (C7320)
Dining Services-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91
Perform all secretarial duties for the central office of the department of Dining Services.
Requirements: Associate's or equivalent. 2-3 years related experience. Excellent organizational, interpersonal and communication skills. High level of accuracy and efficiency essential. Competence in word processing required. IBM/Mac PC experience helpful. Ability to complete multiple assignments simultaneously and work effectively in a high pressure environment necessary. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

Administrative Aide, GR20 (C7311)
Library Public Affairs-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91
Provide executive secretarial and administrative support for the Director and Assistant Director of Development and Public Affairs. Communicate with donors via correspondence and telephone conversations; provide and coordinate gift recording, accounting, and correspondence; produce account reports; coordinate Macintosh network providing hardware and software consultation; manage office work flow in high pressure situation.

Requirements: Associate's or equivalent combination of education and experience with similar responsibilities. 2-3 years related experience. Excellent command of grammar and composition skills. Good interpersonal and communication skills. Broad Macintosh experience-Word, Filemaker, Excel and Pagemaker. Ability to recognize that confidential and sensitive information must be honored as such. Must be able to work on difficult projects under pressure of time and accuracy demands. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Purchasing Aide, GR20 (C7321)
Statler Hotel-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91
Assist the Director of Purchasing in procuring food, beverage, equipment and miscellaneous supplies as needed by the Statler Hotel and SHA. Perform administrative and clerical duties for the Director of Purchasing as well as ensure the proper flow of purchasing requests through the department.
Requirements: Associate's in accounting or secretarial science preferred. 2 years related experience. Excellent organizational, interpersonal and communication skills. Knowledge of IBM computers. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Administrative Aide, GR20 (C7202)
Vice President for Academic Programs and Campus Affairs-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 6/27/91
Act as principal receptionist to the office of academic programs and campus affairs.
Requirements: Associate's or equivalent. 2-3 years work experience in a diverse office setting. Ability to handle sensitive and confidential information required. Excellent interpersonal, communication, telephone, and verbal skills. Ability to work independently, often under pressure and short deadlines. Word processing experience necessary. Knowledge of academic environments and CU administrative structure and support systems helpful. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Accounts Assistant, GR20 (C7102)
Graduate School-Fellowships & Financial Aid-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 6/20/91
Performs majority of recordkeeping functions for a busy office. Research & resolve student account problems. Liaison for Graduate Student Conference & Research Travel requests. Process award recommendation forms. Assist Director with accounts on Excel. Act as back-up receptionist, handle routine questions, correspondence and telephone inquiries.
Requirements: High school diploma or equivalent. Some college coursework preferred. 2-3 years related experience. Proficiency on the Mac using Excel and Microsoft Word required. Strong interpersonal and communication skills required. Understanding of student finance system and Cornell accounting helpful, ability to work under pressure and attention to detail expected. Excellent organization skills required. Cornell employees send employee transfer application to Esther Smith, Staffing Services, EHP.

Copy Cataloger, GR20 (C7104)
Catalog Department-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 6/20/91
Catalog monographs with Library of Congress or other acceptable copy, including authority work. Other duties include shelf listings, added volumes, data base management activities and other cataloging tasks as assigned.
Requirements: Associate's or equivalent experience preferred. At least one year of previous work experience in libraries, prefer technical services experience. Must be dependable and have the aptitude for detailed work. Strong interpersonal skills. At least one foreign language, Hebrew strongly preferred. Light typing. Cornell employees send employee transfer application to Esther Smith, Staffing Services, EHP.

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 an 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. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Administrative Aide, GR20 (C7322)
Rural Sociology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91
Provide administrative and secretarial assistance to the Chairperson of the Department of Rural Sociology. Edit department newsletter, take minutes for faculty meetings, prepare course catalog, coordinate travel and calendars, draft administrative correspondence.
Requirements: HS diploma, Associate's or equivalent preferred. Minimum 2 years related experience. Proven ability to work independently, experience with microcomputers word processing essential, strong interpersonal and communications skills, excellent written and oral skills, confidentiality essential. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Senior Department Assistant, GR20 (C7324)
Music Library-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91
Assist with the acquisition and bibliographic control of materials in the Music Library. Handle administrative duties and perform clerical tasks as required. Order and receive supplies for the library; keep track of inventory; maintain student budget records; verify accuracy of student payroll accounting.
Requirements: Associate's in music (with history emphasis) or the equivalent. Computer literacy. Reading knowledge of at least one foreign language. Excellent organizational, interpersonal, and communication skills. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.
Administrative Aide, GR21 (C7208)
Division of Nutritional Sciences/CFNPP-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 6/27/91
Provide administrative and secretarial assistance to the Director of the Cornell Food and Nutrition Policy Program. Draft administrative correspondence, coordinate domestic and international travel; special projects as assigned; general secretarial duties.
Requirements: Associate's or equivalent. 2-3 years previous office experience. Fluency in a foreign language preferred. Proven ability to work independently, take initiative, handle multi-assignments simultaneously. Experience with microcomputers and software. Excellent grammatical skills. Familiarity with international work preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

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

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

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 book-keeping/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 send transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Accounts Coordinator, GR23 (C7330)
A & PE - Endowed
Minimum Biweekly Salary: \$669.23
Posting Date: 7/11/91
Provide a broad range of administrative support in areas of sport budget preparation and monitoring, accounts analysis and audit,

coordination of team travel, management reports, payroll coordination, special projects.
Requirements: Associate's in Business/Accounting or equivalent education and experience. Minimum 2-3 years of successful work experience in very busy office, excellent accounting and budgeting skills, must be able work work and communicate well with diverse individuals and situations, comfortable with policy enforcement. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Office Professional Part-Time

Office Assistant, GR15 (C7312)
Media Services-Statutory
Minimum full-time equivalent: \$499.20
Posting Date: 7/11/91
Shipping and receiving bulk orders of publications and related educational materials. Responsible for storing and inventorying cartons of incoming materials in warehouse and for processing orders of these materials. Duties include, but are not limited to packaging, labeling and maintenance of accurate inventory and shipping records. 20 hours per week.
Requirements: HS diploma or equivalent. Able to read and write legibly. Good record keeping skills. Ability to handle packages up to 70 lbs. and learn use of electronic scales and associated mail room equipment. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

Office Assistant, GR15 (C7325)
Media Services-Statutory
Minimum full-time equivalent: \$499.20
Posting Date: 7/11/91
Responsible for disposition of communications newsletters and publications originating on campus, the Resource Center and consigned to approximately 60 Cooperative Extension offices throughout New York State. Involves sorting, assembling, packaging, addressing and processing for shipment via UPS. Back-up for Electronic Mail.
Requirements: HS diploma or equivalent. Computer back-ground or interest would be helpful. Ability to read, write legibly, good record keeping skills, ability to handle packages up to 70 pounds. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

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

Secretary, GR18 (C7302)
Office of the Assemblies-Endowed
Minimum full-time equivalent: \$542.89
Posting Date: 7/11/91
Provide secretarial/clerical support to the Office of the Assemblies in the provision of services to the elected campus governance representatives and their committees. 3 days per week this position will operate out of the Office of the Assemblies and 1 day per week will be located at the Student Assembly Finance Commissions Office. Tuesday-Friday, 8-4. 10 month position.
Requirements: HS diploma or equivalent. Business and/or secretarial school, some college work preferred. 1-2 years clerical experience. Solid word processing skills (IBM PC, WordPerfect, Lotus, DBase). Excellent organizational, interpersonal and communication skills. Skilled in general office procedures. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

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

Administrative Aide, GR21 (C7211)
Veterinary Administration-Statutory
Minimum full-time equivalent: \$615.42
Posting Date: 6/27/27
Provide administrative support to the Director/College Registrar. Includes full range of general secretarial duties, assistance with processing various forms, and extensive entry and verification of data. Days and hours Monday-Friday, 10:00-2:00.
Requirements: Associate's required. 2-3 years prior experience in a student services office preferred. Accuracy and attention to detail and excellent interpersonal skills are essential. Familiarity

with advanced Word Perfect applications and proficiency in use of University mainframe and LOTUS 123 required. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Office Professionals Temporary

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

Preservation Assistant, GR18 (C7201)
Preservation and Conservation-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 6/27/91
Responsible for set-up and scanning of volumes according to project specifications using Xerox prototype equipment; performing visual inspection via monitor and printouts; rescanning documents and inserting corrected digital images; transferring digitized information to more permanent medium; sending images to printer and optical juke box. Monday-Friday, 39 hours per week. Position until 12/31/91.
Requirements: HS diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Excellent organizational and work-flow management skills; familiarity with Windows software; attention to detail; ability to work independently; previous printing or photocopy experience. Send cover letter and resume to Karen Raponi, Staffing Services, EHP.

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

Distribution Assistant (\$6601)
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, EHP.

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. Working with customers service skills and flexibility. Must be dependable.
Requirements: HS diploma or equivalent. Cash register and data experience helpful. Please send cover letter and completed application to Karen Raponi, Staffing Services, EHP.

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

Off-Campus

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

General Service

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

Custodian, SO02 (G7301)
Unions and Activities/Robert Purcell Union-Endowed
Hiring Rate: \$6.55
Posting Date: 7/11/91
Perform custodial care of assigned areas to include mopping, dusting and vacuuming. Must be able to lift 50 pounds, climb an 8 foot ladder and be in good physical condition. Must be able to follow instructions and work efficiently for extended periods without supervision. Saturday-Wednesday, 9 a.m.-5 p.m.
Requirements: Basic reading and writing skills. Some experience in custodial work with commercial cleaning equipment. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, EHP.

Custodian, SO02 (G7302)
Buildings Care-Endowed
Hiring Rate: \$6.55
Posting Date: 7/11/91

Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday, 6 a.m.-2:30 p.m.; Friday 6 a.m. - 1:30 p.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 send employee transfer application to Esther Smith, Staffing Services, EHP.

Cook, SO07 (G7303)
Residence Life-Endowed
Hiring Rate: \$8.31
Posting Date: 7/11/91
Fulfills the responsibilities of SO06 Small Residence Cook during times that position is vacant or as assigned by supervisor. Assists supervisor with administrative duties related to Small Residences: Monday-Friday. 9 month position.
Requirements: HS diploma or equivalent. 2-3 years quantity cooking experience, previous fraternity experience helpful. Knowledge of NY State Food Code required. Ability to operate standard food preparation/cooking equipment. General office skills/book-keeping skills. Computer knowledge helpful. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Cook, SO08 (G7304)
Dining Services-Endowed
Hiring Rate: \$8.73
Posting Date: 7/11/91
Under general direction, prepare and present a full variety of foods for service through own efforts and/or through supervision of employees for Co-op, cash, catering or special events. Maintain the Cornell Dining food standards.
Requirements: HS education and 3-5 years experience, or equivalent, in preparing a full range of entrees, sauces, soups, and accompaniments, in addition to food preparation and knowledge of food cooking processes, e.g. grilling, frying, roasting, and steaming (in an institutional environment preferred). Skilled in presenting and garnishing food. Working knowledge of the use and maintenance requirements for the following equipment: charbroilers, steam jacket kettles, pressure steamers, ovens, slicers, mixers, choppers, and various hand tools. Good interpersonal, communication, and organizational skills. Ability to supervise others. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Vehicle Mechanic, SO09 (G7201)
Fruit and Vegetable Science-Statutory
Hiring Rate: \$9.17
Posting Date: 6/27/91
Responsible for all aspects of equipment maintenance and repair for Cornell Orchards. Help to evaluate fruit and crop and determine logistical aspects of fruit harvest, work with researchers and fellow orchard workers to grow, harvest and store fruits. Supervise temporary workers as needed. Operate farm equipment on a daily basis. Hours may fluctuate during harvest and spray season. Days and hours regularly Monday-Friday, 7:00-3:30, overtime as needed.
Requirements: HS diploma or equivalent. Have or obtain NYS Pesticide Applicators license, commercial truck operators license preferred. Mechanical training preferred. Lift up to 100 pounds. Minimum 6 years experience as farm and/or auto equipment mechanic. 5 years experience as farm equipment operator. Fork lift experience helpful. Excellent interpersonal and public relations skills necessary. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

General Service

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

Animal Attendant, SO04 (B7301)
Clinical Sciences-Statutory
Hiring Rate: \$7.17
Posting Date: 7/11/91
Milk cows, clean and maintain milking equipment, feed and care for large animals, wash and disinfect stalls and walls. Unload trucks, haul hay/straw/wood shavings and supplies, and transport live and dead animals. Other miscellaneous duties may be required by the supervisor. Some holidays.
Requirements: HS education or equivalent is required. Basic reading and writing skills are a necessity. Experience working around and handling large animals is essential. Milking experience is required. NYS Driver's License. Send cover letter and resume to Cynthia Smithbower.

Greenhouse Worker, SO06 (B7201)
Floriculture and Ornamental Horticulture-Statutory
Hiring Rate: \$7.91
Posting Date: 6/27/91
Perform experimental work for faculty, staff, and graduate students; carry out necessary greenhouse operations to maintain plant growth and research experiments.
Requirements: Associate's in Floriculture or related area, or substantial experience in greenhouses. Must obtain NYS Certified Applicators License. Send cover letter and resume to Cynthia Smithbower.

Academic

Assistant, Associate, or Full Professor, With or without tenure, New York State School of Industrial and Labor Relations, Cornell University.
Demonstrated abilities to conduct and publish research in scholarly journals that address HR related theories and issues. Supervises MS and Ph.D. candidates majoring and minoring in human resource management. Teach graduate and undergraduate courses. Participate in research and development activities of Center for Advanced HR Studies.
Requirements: Ph.D. in Human Resource Management or closely related discipline. Send vita by December 1, 1991 to: John Boudreau, Department Chair, Personnel and Human Resource Studies, ILR, Cornell, Ithaca, NY 14853-3901.

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.

Mail subscriptions available US delivery third class mail at: \$12.00 for 3 months; \$24.00 for 6 months; or \$48.00 for 12 months. Make checks payable to: Staffing Services Subscription, 160 Day Hall, Cornell University, Ithaca, NY 14853.

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

Special Edition: Service Recognition
Including Job Opportunities

Volume 3, Number 20

July 11, 1991

36th Annual Service Recognition Banquet Celebrating over Fifty Years of Service

EVERY YEAR CORNELL HONORS THOSE who have been with the university for 25 years or over. And each year it pays special tribute to those at the 25, 30, 35, and 40 year levels. But only once in a great while is an employee still with the university after forty-five years of service—and even rarer is the occasion when the university also recognizes an employee who has worked at Cornell for fifty years. On June 4, 1991, that rare occasion took place, when over 580 Cornell administrators, Employee Assembly members, Service Recognition awardees, and guests met to celebrate the commitment and longstanding service of Paul E. Jones, 50-year awardee, Dorothy A. Hayes and Luella M. Sullivan, 45-year awardees, and of all those who have worked at Cornell for twenty-five years or more.

What follows are a few awardee comments from this year's Service Awards Banquet:

What are some of your memories of what was happening at Cornell when you began working?

"One of the nicest memories is that my husband Larry came into my office to apply for a grant. He did not get the grant but he did get me."

"Data analysis used to be done by using a Monroe adding machine."

"I started working in the main library and remember how crowded it was. Then there was the excitement of moving into the (what appeared spacious) Olin Library. Now, it is as crowded as the old one was."

What do you enjoy most about your work?

"The people—the faculty, staff, etc. that I am here to both serve and work with. I have been fortunate to work with many of the various offices on campus and have greatly enjoyed these interactions."

"Working with and for students—I try to make this a home-away-from-home for them."

"I have the freedom to plan and conduct my own research projects with just minimal supervision from my supervisor."

"I enjoy working with and being around young people. I influence their lives; they in turn influence mine."

"The interaction with people at all levels—students, especially the foreign students and professors and meeting the visiting pro-



President Frank H. T. Rhodes, right, honors Ralph L. Dickens, field assistant, Animal Science, for thirty years of service.

fessors. I have worked with so many people who have left and now their children are here going to school and they take time to drop in to see me."

"The people I work with and their commitment to excellence."

"The satisfaction of seeing programs developed at Geneva adopted and used by fruit growers state-wide."

"I have met people from all over the world. It's always great to hear from former students, professors, and co-workers."

What work-related accomplishment/contribution are you most proud of?

"Having worked on different university vehicles years ago and seeing them still running today."

50 Year Awardee



Paul E. Jones and wife Mary celebrate fifty years of service

Paul E. Jones
Technical Service Supervisor
Civil and Environmental Engineering

Paul E. Jones began his Cornell career in the civil engineering machine shop in 1940 and has continued there for fifty years. His specialty is understanding the individual needs of students and helping them devise the apparatus that turns their research concepts into working experiments. Professor Arnim Meyburg, director of the School of Civil and Environmental Engineering, said that Jones is "an extremely kind man and a delightful human being who is not only a superb machinist, but a participant in many aspects of the life of the school - he is willing to do whatever needs doing."

In his spare time, Jones is an avid traveler, and he and his wife Mary have visited such places as Northern Europe, Morocco, Egypt, Israel, Turkey, Hawaii and Alaska. Once Jones retires, he and Mary plan to visit New Zealand and Australia, but Jones will regret leaving the university: "Losing the people I work with will be a real heartache."

At the Service Awards ceremony, President Rhodes recognized Jones for his many years of service by presenting Jones with a framed personal letter of appreciation: "I am pleased to take this opportunity to express my deepest appreciation for your longstanding commitment to the University and your unflagging spirit of helpfulness and service to those around you," wrote Rhodes. "Generations of students have been enriched by your willingness to aid them in translating their ideas into reality, and countless faculty members have found in you a trustworthy and reliable ally in the pursuit of their endeavors. I know that these students and faculty join me in conveying gratitude for all you have done, over so many years, for so many with whom you have worked," he concluded.

"Probably a common thread of accomplishment would be the ability to provide a high level of service to so many for such a sustained period. For me, it has to be the feeling of satisfaction to see our employees continually learn new assignments, take advantage of departmental and campus-wide opportunities, and eventually be promoted to higher level positions here and elsewhere."

"Being considered valuable enough in my field to have been able to start and finish my career with the university, more specifically the Veterinary College."

And, finally, some words of farewell that one of the employees expressed:

"This will be my last awards banquet—we will be moving to North Carolina. If I am lucky, the three persons whom I worked with, not for, will be here when I am honored for the last time: Vivian Geller, Professor Raymeond Thorpe; and Dr. Walter Pauk. I want to thank them for the support and confidence they have shown in me during these years. . . . My children were raised in an environment which allowed them to work and play with people of all nationalities. . . . Noontime aerobics; walking through the gorges to get to my doctors and dentists; and most recently joining the Wellness Program. For all these memories, thank you."



Wanda R. Dominger, vice president for planning and special guest, left, celebrates with guest Lydia Tripp



Shirley Lippincott, accounts assistant, University Development and twenty-five year awardee, is congratulated by Provost Malden Nesheim, center, and Acting Director of the Office of Human Resources Allan Lentini.

45 Year Awardees— 40 Year Awardees—



Dorothy A. Hayes

Dorothy A. Hayes
Administrative Assistant
Cooperative Extension

Dorothy Hayes is an administrative assistant in Cooperative Extension, where she oversees the mail system for Cornell Cooperative Extension. This system includes campus, Cooperative Extension Associations, and New York City. She enjoys her contacts with people and the opportunity to work independently. Her supervisor said Hayes is "thorough, precise, quick and 100% right in terms of legal procedures." When Hayes began working at Cornell forty-five years ago, B Lot was a cow pasture and she was told that Roberts Hall would soon be replaced by a new administration building. Hayes is an avid horse person, and usually takes time off every year for the horse show at the New York State Fair. She also enjoys walking, reading, and gardening.

Luella M. Sullivan
Administrative Supervisor
Bailey Hortorium

Luella Sullivan has vivid memories of when she first came to work at Cornell forty-five years ago. Men were returning from World War II, clean shaven and with crew cuts, and women wore skirts. One could get a large dip of ice cream at the Cornell Dairy for five cents, and "one could walk up East Avenue under a canopy of elms." Today, Sullivan is proud of the fact that in her role as administrative supervisor she has managed to keep "a small department running fairly smoothly for thirty years." In her spare time, Sullivan enjoys gardening, music and travel, and is active in the Ithaca Chapter of the International Management Council.



Luella M. Sullivan



Willis G. Besemer and Donald L. Bennett

Donald L. Bennett
Trades Supervisor
LASSP

As a trades supervisor at LASSP, Donald Bennett has managed the machine shop for many years and has been instrumental in bringing many innovative concepts, such as new welding techniques and modern computer controlled machining, on-line. According to supervisor Bill Bement, Bennett is the "unofficial historian" for the laboratory. He has also been instrumental in orchestrating many social functions. Most of Bennett's spare time is spent on American Legion programs, in which he is county commander this year. He also enjoys bowling and roller skating.

Willis G. Besemer
Electrical Technician
Information Technologies

When Willis Besemer came to Cornell forty years ago, gasoline was twenty-five cents a gallon and there were many parking spaces on campus. As an electrical technician with Information Technologies, Besemer enjoys his work because it allows him to visit all of his working friends on campus while enabling him to assist departments with their service needs. His hobbies include skiing and vacationing in Florida.

35 Year Awardees



Charles Evans, Marie Powers, Grace Parsons, Franklin Henry

Robert F. Carlisle
General Stores

As a material handler, Bob Carlisle enjoys the customer service he provides. This same customer service characterizes the antiques business he operates out of his home with his wife Ginny. They both travel all over New York State every year doing antique shows.

Francis L. Consolie
Entomology - Geneva

Recently retired, Frank Consolie worked on insect-related problems of turf, small fruits, and ornamentals. His duties often involved visiting various locations to collect grubs, and in the course of his work he has been confronted by local law enforcement personnel who thought his digging activities were suspicious.

Steffie Z. David
Plant Breeding and Biometry

Mary Lou Dumbleton
Administration - Geneva

As a budget analyst, Mary Lou Dumbleton enjoys the people she works with and the challenge of her job—she says it's never boring or routine. In her spare time, Dumbleton bowls, performs as a clown, and enjoys entertaining children and patients at nursing homes and hospitals.

Darwin H. Dunham
Entomology - Geneva

Darwin Dunham is proud to be a member of a Cornell team dedicated to agricultural research, and enjoys the satisfaction of seeing programs developed at Geneva adopted and used by fruit growers statewide. His hobbies include golf, bowling, and growing apples on his farm.

Charles V. Evans
Information Technologies

As a technical advisor, Charles Evans manages a group of systems programmers at Information Technologies. He has designed a number of payroll systems for the university, and remembers when paychecks were written in Albany and sent to Cornell by bus. He currently serves on the Tompkins County Board of Representatives.

Raymond W. Harris
Veterinary Avian & Aquatic Animal Medicine

Raymond Harris is very proud to have begun his career at the Veterinary College thirty-five years ago, and enjoys the versatility of his research and the good fortune of working with people from around the world. He remembers when the Vet College was located in a small wing of Ives Hall, Malott was president, and ice cream was only ten cents a cup.

Franklin Henry
Cornell Dining

As the general manager of Jansen's Dining at Noyes Center, Franklin Henry makes sure that over 3,200 meals are served per day, oversees a \$3 million budget, and supervises thirty full-time employees. Henry feels his greatest contribution to the university is the scholarship in his name that was established for minority youths for summer college.

Donald A. Murray
Grounds Department

Donald Murray always kept his equipment in good repair, and was known for being one of the best for grading and snow plowing. He is best remembered for running the large seven-gang mower. Murray has raised beef cattle and pigs for many years.

Grace F. Parsons
Food Science - Geneva

Grace Parsons helped evaluate products and processes submitted by entrepreneurs interested in entering the food processing business. She has assisted professors and graduate students in

just about all phases of food science — from biochemistry, microbiology, and enzymology to nutrition and processing. In her spare time, Parsons enjoys gardening, needlepoint, baking, and western square dancing.

Marie A. Powers
University Libraries

Marie Powers oversees the special projects involved in computerizing the circulation of 2.5 million books in Olin Library. Her coworkers describe Powers as dedicated, cooperative, flexible, and extremely cheerful. In her spare time Powers likes to camp, make crafts, and spend time with her three grandchildren.

David W. Pulleyn
Information Technologies

David Pulleyn is proud of being part of a team that has helped teach generations of students about computing. Helping to maintain Cornell's central computer systems for academic and administrative users 24-hours-a-day, Pulleyn says that what used to take months and months of work can now be done in fractions of a second with supercomputers. Pulleyn has 6 children and 7.5 grandchildren.

Nick Rollins
Maintenance & Service Operations

Nick Rollins should have received his thirty-five year award in 1990, but was accidentally omitted from the roster, and therefore was honored this year. During his employment as a carpenter with Maintenance and Service Operations, Rollins was involved in all facets of construction and remodeling for the university. His wife retired from the floriculture department and his daughter still works for the university. In his spare time, Rollins enjoys golfing.

W. Barlow Ware
University Development

Barlow Ware has assisted many groups on campus with their fund-raising needs and has contact with important donors to the university. He also works as a volunteer for organizations such as Rotary International and the Baden-Powell Council of the Boy Scouts of America.

30 Year Awardees



First row (left to right): John Petrillose, Jr., Gerhard Schmidt, Edward Brodrick, Ralph Dickens, Donald Scanlon; second row: Laura Relyea, Richard Krizek, Sharon Wellman, Steven Jalso, David Chatterton; third row: Raymond Ink, Horace Garland, Donald Riley, Leon Hatch, Daniel Winch, Thomas Grimm

Horst Albrecht
Statler Hotel

Edward J. Broderick
Computer Center - Geneva

Eugene D. Caraccilo
Information Technologies

David Chatterton
Purchasing

Nancy A. Culligan
Johnson Graduate School of Management

Ralph L. Dickens
Animal Science

Robert W. Ennis, Jr.
Food Science - Geneva

Bertha L. Francis
University Press

Horace L. Garland
Maintenance & Service Operations

Thomas H. Grimm
Floriculture & Ornamental Horticulture

Leon W. Hatch
Soils, Crop and Atmospheric Sciences

Raymond C. Ink
Electrical Engineering

Roger A. Jackson
Buildings Care

Steven G. Jalso
International Students Office

Richard J. Krizek
Agricultural & Biological Engineering

Linda A. Lattin
Natural Resources

Barbara A. Loman-Hildreth
Veterinary Anatomy

George E. MacDonald
Horticultural Sciences - Geneva

James A. Mason
Media Services

James Ronald Nevill
Plant Pathology - Geneva

DeWayne L. Norsen
Buildings & Properties - Geneva

William M. Pakkala, Jr.
University Libraries

John W. Petrillose, Jr.
Cornell Dining

Glenn H. Pierce
Soil, Crop, and Atmospheric Sciences

Janice Preston
Agriculture & Life Sciences

Laura C. Relyea
Academic Programs

Donald B. Riley
Real Estate & Insurance

Clarence A. Rose
Statutory Colleges Fleet

Donald E. Scanlon
Residence Life

Gerhard E. Schmidt
Materials Science Center

Raymond Slate
Athletics & Physical Education

Judy A. Walden
Johnson Graduate School of Management

Sharon J. Wellman
Materials Science Center

Daniel M. Winch
Statutory Office for Capital Facilities

25 Year Awardees



First row (left to right): Albert Neimeth, Shirley Grant, Vivian Collins, Marjorie Davis, Eugene Beavers, Paul Craven, Ann Wheeler; second row: June Michele Morehouse, Janet Diles, Nancy McBride, Betty Redder, Jacqueline Morris, William Morris, Russell Boettcher, Volker Arnold, third row: Carol Kannus, Louise Maynard, Shirley Lippincott, Ralph Bailey, Roxanna Barnum, Donald Ellis, fourth row: Mildred Lovett, Norma Jayne, Martin Jorgensen, Fred Scott, Judy Herrala, Lewis Staats, C. William Crissey; fifth row: John Lane, Don Miller, Robert Riker, James Hatch, Tom Caveney, William Chapman; sixth row: Arthur LeCoq, Gerald Rouse, Donald Taylor, Don Brown, Shirley Rumsey, Marcia Page

Barbara Allen
Human Development & Family Studies

William Anderson
Residence Life

Volker F. Arnold
Materials Science Center

Ralph J. Bailey
Maintenance & Service Operations

Clayton A. Ball
Nuclear Studies Laboratory

Roxanna E. Barnum
Plant Pathology

Eugene A. Beavers
Athletics & Physical Education

Russell H. Boettcher
Materials Science Center

David F. Bowman
LASSP

Jean E. Bradt
Media Services

Donald P. Brown
Chemistry

Thomas R. Caveney
Farm Services

Wayne L. Chapman
Farm Services

Vivian Collins
Office of Human Resources

Paul I. Craven
Nuclear Science & Engineering

C. William Crissey
Transportation Services

Marjorie A. Davis
Cornell Dining

Wayne Decker
Nuclear Studies Laboratory

Carol M. Dickens
Agriculture & Life Sciences

Joyce M. Dickens
Animal Science

William G. Dickens
Nuclear Studies Laboratory

Jylanda M. Diles
Law

Henry E. Doney
Facilities & Business Operations

Susana G. Dwyer
Horticultural Sciences - Geneva

Donald F. Ellis
Soil, Crop & Atmospheric Sciences

Charles W. Firenze
Nuclear Studies Laboratory

Beverly M. French
Human Ecology

Shirley J. Grant
Messenger Services

Phillip C. Grover
Buildings Care

James N. Hatch
Plant Breeding

Judith R. Herrala
Poultry & Avian Sciences

George E. Houghton
Food Science

David Hummer
Plant Pathology - Geneva

Norma M. Jayne
Veterinary Physical Biology

Linda C. Jensen
Plant Pathology - Geneva

Martin C. Jorgensen
Agricultural & Biological Engineering

Carol W. Kannus
Psychology

John R. Lane
Maintenance & Service Operations

Arthur J. LeCoq
Maintenance & Service Operations

Shirley Lippincott
University Development

Mildred L. Lovett
Media Services

Robert J. Mack
Financial Systems Development

Louise A. Maynard
Public Affairs Records

Nancie J. McBride
Law

Robert E. McGuire
Veterinary Physical Biology

Donald W. Miller
Nuclear Studies Laboratory

June Michele Morehouse
Law

Jacqueline M. Morris
University Libraries

William R. Morris
Maintenance & Service Operations

Albert C. Neimeth
Law

Patricia J. Oplinger
Experiment Station

Marcia A. Page
Accounting

Robert B. Piech
Food Science

Patrick J. Polcaro
Graphic Arts

Betty L. Poole
Entomology

Nelson L. Pratt
Plant Breeding

A. Ann Prince-Rivkin
Veterinary College Administration

Susan Quick
Veterinary Diagnostic Laboratory

Charlotte B. Quinn
I&LR Extension & Public Service

Betty J. Redder
Design and Environmental Analysis

Elizabeth Reed
Cornell Dining

Robert Riker
Genetics & Development

Lewis S. Roscoe
Campus Planning

Gerald R. Rouse
Nuclear Studies Laboratory

Judith W. Rumsey
Nutritional Sciences

Shirley M. Rumsey
Chemistry

Fred A. Scott
Cornell Dining

Lewis J. Staats
Natural Resources

Donald C. Taylor
Buildings Care

Larry J. Tvaroha
Statutory Finance & Business Services

Craig R. Wellman
Buildings Care

Ann K. Wheeler
Human Ecology

Francis J. Williams
Utilities

Ronald J. Wolverton
Biological Sciences

Service Awards ... a time for talk ...



Crystal B. Hackett, special guest, Law School, speaks with Doris Neimeth, guest



C. William "Bill" Crissey, manager of Transportation Services and 25 year awardee, visits with Glenda S. Seliga

... for congratulations ...



Franklin Henry, manager, Cornell Dining and thirty-five year awardee, is congratulated by President Frank H. T. Rhodes

Dwight Widger, right, employee trustee, congratulates Wayne Decker, Nuclear Studies Laboratory, for twenty-five years of service.



... for sharing success with family.

Geneva Awardees and Guests



Milton Lovett, left, and Mildred L. Lovett, printing assistant, Media Services and twenty-five-year awardee

How Is Credited Service Determined?

The annual awards banquet is sponsored by the Office of Human Resources for those who have attained 25 years of credited service on or before July 1 of the current year. Those who are celebrating their 25th, 30th, 35th, 40th, 45th, or 50th year of service are especially recognized for these anniversaries and are known as "awardees". Those in the years in-between (26, 27, 28, 29 years, etc.) are also invited to the banquet, and are known as "special guests."

While every effort is made to ensure that all regular employees are credited with the correct service date, there may be situations of prior employment with the university that should be brought to the attention of the Office of Human Resources.

If you have any questions regarding your service date, please call Vivian Collins in the Office of Human Resources, 255-2332.

CORNELL EMPLOYMENT NEWS

July 18, 1991

Volume 3, Number 27

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.

Associate Vice President for Human Resources (PA7318) HRII Office of Human Resources-Endowed
Posting Date: 07/11/91

Senior executive leadership position which recommends and implements institutional policies and manages the human resource administrative functions. Develops, recommends and implements strategies for the recruitment, training and retention of a high quality, diversified, motivated and effective workforce. Represents the Office of Human Resources and the University to all constituent groups. Directs the human resource functions of employee and labor relations, benefits, wages and salaries, employee communications, recruiting, organizational services and employee training and development. Provides leadership in the development and implementation of a computerized human resource information system. Applies modern management and data collection strategies to assess employee views and suggestions to serve as a basis for continuous operational and work place improvement. Reports to the President.

Requirements: Considerable and broad human resource management experience appropriate for a complex, decentralized private research university with over 10,000 employees. Send application materials to the Senior Vice President's Office, 317 Day Hall. Application deadline is August 30, 1991.

Assistant to the Director (PA7308) ILR Press-Endowed
Posting Date: 7/11/91

Support the Press director in the many aspects of his job, while assuming responsibility for other tasks.

Requirements: Bachelor's or equivalent. 3 years experience in publishing, preferably at a university press; excellent verbal and communication skills; and basic computer skills. Send cover letter and resume to Cynthia Smithbower.

Director, Foundation Relations (PA2901) HRIII University Development-Endowed
Posting date: 7/26/90 Search Reopened

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

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

Assistant Dean for Public Affairs (PA7402) HRIII School of Hotel Administration-Endowed
Posting Date: 7/18/91

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

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

Associate Director, Major Gifts (PA7405) HRIII University Development/Public Affairs-Endowed
Posting Date: 7/18/91

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

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

Director of Development (PA7401) HRIII School of Hotel Administration-Endowed
Posting Date: 7/18/91

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

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

Director of Public Affairs Regional Offices (PA7317) HRIII Public Affairs-Regional Office-Endowed
Posting Date: 7/11/91

Develop, implement and monitor the Public Affairs programs in nine regions and an international affairs office. Supervise activities of the alumni associations in the major cities in the regions. Plan a total Public Affairs program incorporating University Development, Alumni Affairs and University Admissions objectives for each region.

Requirements: Bachelor's or equivalent combination of education and experience. At least 5 years experience in all aspects of public affairs (development, alumni relations, etc.) or related areas essen-

tial. Excellent communications, interpersonal, organizational and managerial skills; experience in Cornell Public Affairs highly desirable. Send cover letter and resume to Cynthia Smithbower.

Director of Athletic Public Affairs (PA7310) HRIII Public Affairs-Athletics-Endowed
Posting Date: 7/11/91

With the Director of Athletics and the offices of University Public Affairs, will plan and implement a public affairs program to increase support for the department of Athletics which complements and strengthens support areas for the total University. Will manage the department's portion of the University Campaign in conjunction with the Development Office, Regional Offices and College and Unit Public Affairs.

Requirements: Bachelor's degree; graduate degree preferable. At least 5 years fund raising and public experience. Excellent verbal and written communication skills and superior interpersonal skills. Experience in hiring and supervising staff. Experience working with volunteers. Send cover letter and resume to Cynthia Smithbower.

Senior Administrator (PA7312) HRIII Division of Nutritional Sciences-Statutory
Posting Date: 7/11/91

Serve as senior non-academic administrator for DNS. Responsible for goals and overseeing daily operations. Specific responsibilities include budgeting, accounting, grant and student financial aid and special projects as assigned. The Division is jointly supported by the Colleges of Human Ecology and Agriculture and Life Sciences and receives endowed appropriations. The annual budget is approximately \$10-12 million. The Division employs approximately 150 faculty and staff and has a graduate student body of approximately 120.

Requirements: Bachelor's; MBA preferred or equivalent combination of education and work experience with concentration in personnel and financial management. Demonstrated progressive management experience (5 years minimum). Financial analysis and budgeting experience required. Supervisory experience required. Excellent communication and interpersonal skills. Familiarity with computers and software packages such as WordPerfect, Lotus 1-2-3, and dBase. Space and facility management experience preferred. Knowledge of Cornell personnel and financial policies/procedures preferred. Ability to work under pressure, meet deadlines and coordinate multiple projects essential. Send cover letter and resume to Cynthia Smithbower.

Network Support Programmer (PT7405) Level 36 CIT/Network Resources-Endowed
Posting Date: 7/18/91

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

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

Applications Programmer/Analyst III (PT7302) Level 34 Library Technology-Endowed
Posting Date: 7/11/91

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

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

Applications Programmer/Analyst II (PT7408) Level 33 Alumni Systems and Gift Services-Endowed
Posting Date: 7/18/91

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

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

Technical Consultant II (PT7307) Level 33 Information Technologies-Endowed
Posting Date: 7/11/91

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

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

Systems Programmer/Analyst II (PT7105) Level 33 Materials Science Center-Endowed
Posting Date: 6/20/91

Develop and maintain the Material Science Center (MSC) computer systems and software in support of the research programs of MSC through a multi-user computing facility. Provide general administrative and technical support for student users. Provide major consulting assistance to a growing user community. Assess, develop,

maintain and document software utilities and libraries. Maintain hardware and software. Perform disk backups.

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

Applications Programmer/Analyst I (PT7301) Level 32 Law-Endowed
Posting Date: 7/11/91

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

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

Assistant Budget Manager (PA7404) HRII Financial Planning and Budget Management-Endowed
Posting Date: 7/18/91

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

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

Health Associate III (PA7403) HRII University Health Services-Endowed
Posting Date: 7/18/91

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

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

Director of Human Resources (PA7315) HRII Dean's Office-College of Engineering-Endowed
Posting Date: 7/11/91

Administer personnel policies and procedures for the College of Engineering. Oversee the College's academic and non-academic appointment processes and its compensation and benefits programs. Develop strategies which help the College to attract and retain employees from an increasingly culturally-diverse workforce. Encourage and assist staff in work-related and personal development activities that relate to job satisfaction and workplace productivity.

Requirements: MBA, MILR or equivalent combination of education and work experience. Extensive knowledge of the academic appointment process, personnel budgeting and accounting experience, and outstanding human relations and communication skills are required. Systems analysis and basic statistical skills are assets. Send cover letter and resume to Cynthia Smithbower.

Assistant Director (PA7301) HRII Public Affairs-University Library-Endowed
Posting Date: 7/11/91

Assist the Director of Library Development and Public Affairs in planning, coordinating, and executing projects and programs essential to the Library's Public Affairs goals, activities, and prospects. Manages the day to day operation of the office, including work flow, and, in a timely fashion implements activities to achieve campaign priorities and office priorities.

Requirements: Bachelor's or equivalent required. 3-5 years professional development experience. Demonstrated management success a plus. Cornell Development or Cornell Library experience highly desirable. Ability to work independently with flexibility; demonstrated excellent writing and organizational skills. Patience and sensitivity to confidential matters necessary. Send cover letter and resume to Cynthia Smithbower.

Director Law School Annual Fund (PA7203) HRII Public Affairs/Law School-Endowed
Posting Date: 6/27/91

Works with the Law School's Assistant Dean for Development and Public Affairs in the development of programs for the school's annual fund and the Leadership Gifts program.

Requirements: Bachelor's degree. At least 5 years extensive successful fund-raising experience in alumni campaigning. Management skills and refined organizational skills. Ability to motivate people and work creatively with volunteers. Send cover letter and resume to Cynthia Smithbower.

Assistant Manager Front Office (PA7406) HRII Statler Hotel-Endowed
Posting Date: 7/18/91

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

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

Executive Staff Assistant (PC7303) HRII Vice President for Academic Programs and Campus Affairs-Endowed
Posting Date: 7/11/91

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

Requirements: Bachelor's or equivalent experience. Excellent

verbal, interpersonal, writing and organizational skills. Grant writing skills highly desirable. Ability to work independently, and as part of a team. Computer skills, preferably Macintosh. Knowledge of Cornell helpful. Experience in program development and community service required. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Managing Editor (PC7318) HRI ILR Press-Statutory
Posting Date: 7/11/91

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

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

Assistant Director for Public Policy and Nonprofit Programs (PA7309) HRI Career Center-Endowed
Posting Date: 7/11/91

Coordinate all aspects of a placement program for graduate students in the Cornell Institute for Public Affairs (CIPA). Coordinate a job search program for undergraduates interest in the nonprofit and public service sector. Includes: workshops, one-on-one advising, developing publications, job development with some travel to the DC area.

Requirements: Master's in counseling, education, or related field or equivalent work experience. 3-5 years experience working with college students. Working knowledge of Macintosh environment helpful. Excellent writing and communication skills. Preference given to candidate with public policy or Washington, DC experience. Send cover letter and resume to Cynthia Smithbower.

Environmental Compliance Coordinator (PA7314) HRI Utilities-Endowed
Posting Date: 7/11/91

Coordinate environmental compliance services for projects and operations to protect the external environment through control of emissions, discharges and disposal from University facilities.

Requirements: 2 year associate's degree in applied environmental sciences and technology field, or equivalent required. 2 years "hands on" experience in environmental field work. Regulatory permitting and compliance assurance experience desired. Training desirable in chemical and radiation handling and safety, and training in hazardous site remediation work procedures and supervision. Training in the use of Self-Contained Breathing Apparatus, and other "level B" personnel protection equipment. Send cover letter and resume to Cynthia Smithbower.

Dining Supervisor (PA7302, PA7303, PA7304, PA7305) HRI Dining-Endowed
Posting Date: 7/11/91

Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation and service of food.

Requirements: Associate's degree and two to three years of related experience, or the equivalent. One year food service supervisory experience preferred. Some knowledge of food and health codes is desirable. Send cover letter and resume to Cynthia Smithbower.

Nautilus/Weight Room Supervisor (PA7306) HRI Athletics-Endowed
Posting Date: 07/11/91

Administrative duties and supervision of the Athletic Department Nautilus facility and Free Weight Room.

Requirements: Bachelor's degree or equivalent required. Experience with Nautilus and weight training equipment and programs. Strong supervisory skills. Send cover letter and resume to Cynthia Smithbower.

Copy Editor (PC7105) HRI Publications Services/University Relations-Endowed
Posting Date: 6/20/91

The copy editor edits and proofs manuscripts, assists in producing subsequent production stages, and works with clients, designers, and support personnel during the entire process of producing printed publications.

Requirements: Bachelor's degree required. 2-3 years related working experience with computers and word processing programs (specific experience with Macintosh computers and Microsoft Word is desirable.) A sensitivity to language, nuance, and tone. A high regard for precision and accuracy. Attention to detail and fact. Ability to work both independently and closely with others. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

Teaching Support Specialist II (PT7107) HRI Applied & Engineering Physics-Endowed
Posting Date: 6/20/91

Manage 4 teaching labs used by over 300 students. Maintain optics, laser and computer labs. Maintain Mac network. Set up lecture demonstrations and provide students with required equipment. Provide technical assistance and training in operation of lab equipment and experiments. Maintain files on all lab experiments including descriptions and operation guides. Design and fabricate new teaching demonstrations. Procure equipment and maintain supply inventory. Supervise student employees.

Requirements: Bachelor's or equivalent experience in relevant field of science or engineering. Working knowledge and experience with electronics, digital and analog circuitry, vacuum systems, mechanical fabrication and optics. Experience with Pascal and MS-DOS very desirable. Experience with high voltage desirable. Initiative, self motivation, organizational skills, strong service orientation and ability to work well with students are essential. Send cover letter and resume to Sam Weeks.

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.

Applications Programmer II (PT7414) HRI Fiance & Business Service-Statutory Posting Date: 7/18/91
Working as a project team member, develop, install, maintain, document and modify administrative systems software. Assist in insuring efficient and effective use of computer resources. Diagnose problems in production system software and make repairs. Participate in user committees. Train staff. Write production procedure, JCL, and user manuals.
Requirements: Bachelor's or equivalent with computer related courses. 2-3 years related experience. Knowledge of at least two languages (PL/1, Natural, COBOL); machine architecture; production procedures; and system utility programs desirable. Strong written and oral communications; and ability to deal with people effectively and tactfully. Send cover letter and resume to Sam Weeks.

CASUAL-TEMPORARY

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

Technical

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

Technical Assistant, GR17 (T7407) Entomology-Statutory Minimum Biweekly Salary: \$530.38 Posting Date: 7/18/91
Perform routine experiments and assays. Maintain an insect colony. Help maintain general laboratory hygiene. Prepare reagents, buffers and media.
Requirements: High School diploma or equivalent required. Associate's preferred. Minimum 6 months lab experience required. Send cover letter and resume to Sam Weeks.

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

Technician, GR18 (T7207) Genetics and Development-Statutory Minimum Biweekly Salary: \$542.89 Posting Date: 6/27/91
Provide technical support for the general operation of a genetics research lab. Perform experiments in yeast genetics and molecular biology using standard microbiological procedures and some specialized techniques. Analyze nucleic acids and proteins. Record data. Order supplies, maintain records and report on radioisotope usage. Provide training. Weekend and evening hours frequently required.
Requirements: Associate's degree in biology (or equivalent) with an interest in genetics. Minimum 1 year related experience. Work in a research lab is highly desirable. Willingness and ability to learn new procedures. Send cover letter and resume to Sam Weeks.

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

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

Technician, GR19 (T7204) Psychology-Endowed Minimum Biweekly Salary: \$566.28 Posting Date: 6/27/91
Collect and analyze data form children at elementary area schools and preschools. Perform library and paper work. Prepare research reports. Position until 1/31/92.
Requirements: Associate's in Psychology or equivalent. 1-2 years related experience. NYS driver's license and ability to drive research van. Knowledge of computers. Comfortable around children. Good math skills. Send cover letter and resume to Sam Weeks.

Technician, GR19 (T7206) Veterinary Pathology-Statutory Minimum Biweekly Salary: \$566.28 Posting Date: 6/27/91
Provide technical support for activities in a flow cytometry lab including cell cultures and protein and nucleic acid analysis. Perform experiments on the effect of oncogenes and chromosomal alterations on cell differentiation. Order supplies, maintain lab order, keep records and perform library searches.

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

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

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

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

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

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

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

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

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

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

Network Management Center Technician, GR22 (T7406) CIT/Network Resources-Endowed Minimum Biweekly Salary: \$641.92 Posting Date: 7/18/91
Provide the technical expertise necessary to diagnose data communications problems and to support other technical and operational needs of the Network Management Center, its campus clients and Cornell's connections to external networks. Assemble and/or install a variety of communications cables and equipment.
Requirements: AAS 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.

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

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

Research Equipment Technician, GR24 (T7208) Plant Pathology-Statutory Minimum Biweekly Salary: \$701.22 Posting Date: 6/27/91
Operate several environmental growth chambers. Perform routine service and maintenance procedures on the chambers and their electrical and mechanical systems. Diagnose and repair operational problems. Improve and update existing systems. Install, repair, modify or build temperatures and relative humidity control systems. Program chambers to users requirements.
Requirements: Associate's degree in electronics or equivalent. Minimum of 3 years related experience. Knowledge of electricity, refrigeration and air conditioning. Must understand the solid state and microprocessor controls used in temperature control systems. Send cover letter and resume to Sam Weeks.

Technical Off-Campus

Technician, GR24 (T7403) Plant Pathology/Highland, NY-Statutory Minimum Biweekly Salary: \$701.22 Posting Date: 7/18/91
Assist with research on control of apple and apple tree pests. Establish and maintain experimental orchards on several commercial farms. Collect data from field and lab experiments. Enter data in computer and perform statistical analysis. Apply pesticides and other treatments. Conduct experiments on postharvest fungal pathogens of apple fruit. Supervise 1-2 temporary summer employees.
Requirements: Bachelor's or equivalent with specialization in one of the biological sciences. 3-5 years work experience with biological research and/or commercial agriculture. Familiarity with common horticultural practices used in growing apples. Familiarity with apple insects, mites and diseases helpful. Must have valid driver's license and will be required to obtain NYS Pesticide Applicator Certificate. Send cover letter and resume to Sam Weeks.

Technician, GR24 (T7409) Plant Pathology/Geneva-Statutory Minimum Biweekly Salary: \$701.22 Posting Date: 7/18/91
Coordinate a multidisciplinary USDA-LISA project on organic viticulture. Assist in collecting, entering, and analyzing data, and summarizing results. Supervise technicians and conduct field and laboratory studies on effects of pesticides on biological control agents and other nontarget organisms. Supervise temporary technicians.
Requirements: Master's or Bachelor's with work experience in biological sciences. Course work in plant pathology, entomology, horticulture, chemistry, statistics, and computing. 5 years related experience. Training or experience in common lab techniques and use of lab and office equipment. Experience in supervising employees and coordinating work schedules. Driver's license and able to obtain pesticide applicators license. Send cover letter and resume to Sam Weeks.

Technical Part-Time

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

Technical Temporary

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

Technician (T7111) Entomology/Schwardt Lab-Statutory Hiring Rate: \$5/95 Posting Date: 6/20/91
Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible.
Requirements: Some entomological coursework, training and experience very helpful. Some lab work, record keeping and experience with research animals. Must have own car and valid NYS driver's license. Send cover letter and resume to Sam Weeks.

Office Professionals

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

Circulation/Reserve Assistant, GR17 (C7308) Circulation/Urís Library-Endowed Minimum Biweekly Salary: \$530.38 Posting Date: 7/11/91
Under the direction of the Administrative Supervisor, work at the service desks, work at the security desk, and assist in the daily resolving of materials returned from circulation. Inspect the knapsacks, brief cases, books, etc. of exiting patrons. Assist with Reserve processing and be responsible for a variety of clerical duties in support of the circulation/reserve activities. Tuesday-Saturday.
Requirements: High School diploma. Some knowledge of IBM PC or comparable word processing equipment desirable. Ability to work well with a variety of people in a public service setting. Exceptional dependability. Good interpersonal and organizational skills. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Senior Records Assistant, GR18 (C7305) Technical Services/Urís Library-Endowed Minimum Biweekly Salary: \$542.89 Posting Date: 7/11/91
Primary responsibility for maintaining Urís Library's serials collection. Using both paper and online records, check-in incoming

volumes and issues, prepare completed volumes for binding, prepare claims and replacement requests, check-in bound periodical volumes when returned from the bindery, and handle serials status change. Also responsible for making sure all related problems are solved or directed to the Technical Services Librarian.
Requirements: High School diploma or equivalent. 2 years of college or equivalent experience preferred. Attention to detail, good organizational skills, and aptitude for grasping the broader ramifications of specific procedures. Ability to work well with others. Previous library experience and familiarity with the use of computers desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Accounts Assistant, GR18 (C7313) Media Services-Statutory Minimum Biweekly Salary: \$542.89 Posting Date: 7/11/91
Complete responsibility for IBM-PC invoicing system and inventory control (for order filling purposes). Prepare cash deposits and charge reports for Finance and Business Office as well as interdepartment Billings Produce reports; maintain accounting ledger for proper credit to various accounts; supervise order fulfillment work.
Requirements: High School diploma. Business courses preferred. Excellent working knowledge of IBM-PC, dBase III and SBT program. 1-2 years related office experience. Knowledge of Cornell Statutory Billing System desired. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Collections Assistant, GR18 (C7213) Maps, Micro, News/CUL-Endowed Minimum Biweekly Salary: \$542.89 Posting Date: 6/27/91
Under direction of supervisor, responsible for acquisition of newspapers and serials in microform format. Act as liaison with selectors, serials, acquisitions and accounting departments for ordering and maintaining subscriptions of newspapers and serials in microform, authorize payment of invoices, monitor price changes, claim missing items, maintain Kardex; perform office support tasks and provide information service to public.
Requirements: College experience required, Associate's preferred. Experience with microcomputers and word processing. Ability to work with foreign languages. Aptitude for detailed work. Excellent organizational, interpersonal, and communication skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Secretary, GR18 (C7203) Minority Educational Affairs-Endowed Minimum Biweekly Salary: \$542.89 Posting Date: 6/27/91
In a heavy student contact environment, provides secretarial/receptionist support to the Associate Directors (2) of the Office of Minority Educational Affairs/COSEP. Assist and interacts with minority and non-minority students, providing them with information and direction regarding campus-wide support services.
Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Experience with Macintosh PC's essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application. Minority applicants are particularly encouraged to apply.

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

Secretary, GR18 (C7323) Agricultural Economics-Statutory Minimum Biweekly Salary: \$542.89 Posting Date: 7/11/91
Provide clerical/administrative support to three faculty in the teaching, research and extension areas.
Requirements: High School graduate or equivalent. College course work preferred. 1-2 years experience required. Good interpersonal, organizational, and communications skills required. Able to use word processing software mostly on a MAC. IBM experience desirable. Send cover letter and resume to Esther Smith, EHP, employees should include and employee transfer application.

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

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

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

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

Accounts Assistant, GR19 (C7209) Human Development Family Studies-Statutory Minimum Biweekly Salary: \$566.28 Posting Date: 6/27/91

Assist department Administrative Manager and Administrative Supervisor in the management of fiscal transactions and maintenance of financial records in a large department. Provide backup for secretary/receptionist in the Chair's office.

Requirements: High School diploma or equivalent. Some college coursework or Associate's in accounting. 1-2 years related experience. Knowledge of University accounting/business Systems required. Computer competency including knowledge of LOTUS 123 and Word Perfect software desirable. Strong interpersonal and organizational skills a must. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Secretary, GR19 (C5110)
MSM-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. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Accounts Assistant, GR19 (C7326)
Veterinary Medical Teaching Hospital-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 7/11/91

Responsible for recording all daily charges for hospitalized cases in assigned clinic and to prepare final vouchers for discharge.
Requirements: Completed High School education, some college accounting or bookkeeping coursework. Two years accounting or bookkeeping experience in lieu of college possible acceptance. Working experience in a medical setting desirable. Experience dealing with the public in person and on the phone is required. Send cover letter and resume to Esther Smith, EHP, employees include employee transfer application.

Secretary, GR20 (C7320)
Dining Services-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91

Perform all secretarial duties for the central office of the department of Dining Services.
Requirements: Associate's or equivalent. 2-3 years related experience. Excellent organizational, interpersonal and communication skills. High level of accuracy and efficiency essential. Competence in word processing required. IBM/Mac PC experience helpful. Ability to complete multiple assignments simultaneously and work effectively in a high pressure environment necessary. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

Senior Special Collections Assistant, GR20 (C7309)
MMN-Reference/Olin Library-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91

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

Administrative Aide, GR20 (C7311)
Library Public Affairs-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91

Provide executive secretarial and administrative support for the Director and Assistant Director of Development and Public Affairs. Communicate with donors via correspondence and telephone conversations; provide and coordinate gift recording, accounting, and correspondence; produce account reports; coordinate Macintosh network, providing hardware and software consultation; manage office work flow in high pressure situation.
Requirements: Associate's or equivalent combination of education and experience with similar responsibilities. 2-3 years related experience. Excellent command of grammar and composition skills. Good interpersonal and communication skills. Broad Macintosh experience-Word, Filemaker, Excel and Pagemaker. Ability to recognize that confidential and sensitive information must be handled as such. Must be able to work on difficult projects under pressure of time and accuracy demands. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Purchasing Aide, GR20 (C7321)
Statter Hotel-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91

Assist the Director of Purchasing in procuring food, beverage, equipment and miscellaneous supplies as needed by the Statter Hotel and SHA. Perform administrative and clerical duties for the Director of Purchasing as well as ensure the proper flow of purchasing requests through the department.
Requirements: Associate's in accounting or secretarial science preferred. 2 years related experience. Excellent organizational, interpersonal and communication skills. Knowledge of IBM computers. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Administrative Aide, GR20 (C7322)
Rural Sociology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91

Provide administrative and secretarial assistance to the Chairperson of the Department of Rural Sociology. Edit department newsletter, take minutes for faculty meetings, prepare course catalog, coordinate travel and calendars, draft administrative correspondence.
Requirements: High School diploma, Associate's or equivalent preferred. Minimum 2 years related experience. Proven ability to work independently, experience with microcomputers word processing essential, strong interpersonal and communications skills, excellent written and oral skills, confidentiality essential. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Senior Department Assistant, GR20 (C7324)
Music Library-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/11/91

Assist with the acquisition and bibliographic control of materials in the Music Library. Handle administrative duties and perform clerical tasks as required. Order and receive supplies for the library; keep track of inventory; maintain student budget records; verify accuracy of student payroll accounting.

Requirements: Associate's in music (with history emphasis) or the equivalent. Computer literacy. Reading knowledge of at least one foreign language. Excellent organizational, interpersonal, and communication skills. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

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

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

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

perience essential, Macintosh preferred. Ability to work under pressure with little direct supervision. Regular Cornell employees send employee transfer applications, cover letter, and resume to Esther Smith, EHP.

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

Provide administrative and clerical support to the University Committee on Human Subjects. Other duties will include providing general clerical support and data input to the Data Analyst. **Requirements:** High School diploma or equivalent; secretarial school or 2-4 years equivalent experience. Word processing knowledge required. Data management experience helpful. Attention to detail. Strong interpersonal, communication, and organization skill required. Medium typing. Send cover letter, resume to Esther Smith, EHP, employees should include an employee transfer application.

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

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

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

Provide administrative/secretarial support for Department Chair, Undergraduate Advising Coordinator, Department Extension program, administrative Manager, and IBM wordprocessing support to 5 faculty.
Requirements: Associate's or equivalent. Minimum 2-3 years support work in University setting. IBM wordprocessing (WordPerfect 5.1) and DB3 experience required. Mac experience desirable. Able to work independently and set priorities. A high level of confidentiality is required. Heavy typing. Send cover letter, resume to Esther Smith, EHP, employees should include an employee transfer application.

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

To act as principal secretary/receptionist to the Office of Instructional Support.
Requirements: Associate's or equivalent experience. Word processing, data base management and spreadsheet use experience necessary. 2-3 years related work experience in a diverse office setting. Excellent verbal, interpersonal and telephone communication skills. Ability to work independently, often under pressure and short deadlines. Ability to handle sensitive and confidential information required. Medium Typing. Send cover letter, resume to Esther Smith, EHP, employees should include an employee transfer application.

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

To assist the director of special gifts by providing administrative support in the overall daily operations of the special gifts program in university development. The program manages the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in excess of \$100,000.
Requirements: Associate's or equivalent in education, experience, and training. 2-3 years related experience. Excellent organizational, communications, and interpersonal skills. Ability to handle confidential information, prioritize assignments and work under pressure. Experience in office, human resource, and budget management and knowledge of Cornell desirable. Send cover letter, resume to Esther Smith, EHP, employees should include and employee transfer application.

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

Provide administrative and secretarial assistance to the Director of the Cornell Food and Nutrition Policy Program. Draft administrative correspondence, coordinate domestic and international travel; special projects as assigned; general secretarial duties.
Requirements: Associate's or equivalent. 2-3 years previous office experience. Fluency in a foreign language preferred. Proven ability to work independently, take initiative, handle multi-assignments simultaneously. Experience with microcomputers and software. Excellent grammatical skills. Familiarity with international work preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Research Analyst, GR21 (C7329)
University Development-Endowed
Minimum Biweekly Salary: \$615.42
Posting Date: 7/11/91

Meet the information needs of those persons engaged in development work. The research aide locates, compiles, organizes and evaluates public and confidential information about Cornell alumni/ae and friends, foundations and corporations which are current or potential supporters of the University. Generally, the finished written product is used by the president, trustees, administrators, public affairs & development staff and alumni/ae of Cornell for fundraising activities. **Requirements:** Associate's or equivalent. Bachelor's preferred. Minimum of 2-3 years of related experience. Knowledge of research materials, library methods, and computer. Excellent communication and writing skills. Ability to work with confidential materials with high degree of discretion. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Administrative Aide, GR22 (C3501)
Human Service Studies-Statutory
Minimum Biweekly Salary: \$625.24
Posting Date: 6/13/91

Provide administrative staff assistance to the overall management of the department; including coordination of appointments, supervision of clerical staff (6); fiscal management; office management; and coordination of department information, space and special programs.
Requirements: Associate's or equivalent. 3-4 years related experience. Prior experience required in personnel, supervision, fiscal management and office management. Knowledge of IBM computers and systems management desirable (wordperfect, Lotus 123, Dbase). Knowledge of budgeting and Cornell accounting system a plus. Strong interpersonal skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

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

Accounts Coordinator, GR23 (C7330)
A & PE - Endowed
Minimum Biweekly Salary: \$669.23
Posting Date: 7/11/91

Provide a broad range of administrative support in areas of sport budget preparation and monitoring, accounts analysis and audit, coordination of team travel, management reports, payroll coordination, special projects.

Requirements: Associate's in Business/Accounting or equivalent education and experience. Minimum 2-3 years of successful work experience in very busy office, excellent accounting and budgeting skills, must be able work work and communicate well with diverse individuals and situations, comfortable with policy enforcement.

Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Office Professional Part-Time

Circulation Reserve Assistant, GR17 (C7304)
Circulation/Uri Library-Endowed
Minimum full-time equivalent: \$530.38
Posting Date: 7/11/91

Under the direction of the Administrative Supervisor, assist in the daily reshelving of materials returned from circulation. Work at the security desk inspecting knapsacks, briefcases, etc. of exiting patrons when security alarm sounds. Monday-Friday, 20 hours per week.

Requirements: High School diploma or equivalent required. Minimum 1 year related experience. Ability to work effectively with a variety of people at a public service desk. Must be able to shelve and shift books. Must be exceptionally dependable. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

Secretary, GR18 (C7302)
Office of the Assemblies-Endowed
Minimum full-time equivalent: \$542.89
Posting Date: 7/11/91

Provide secretarial/clerical support to the Office of the Assemblies in the provision of services to the elected campus governance representatives and their committees. 3 days per week this position will operate out of the Office of the Assemblies and 1 day per week will be located at the Student Assembly Finance Commissions Office. Tuesday-Friday, 8-4. 10 month position.

Requirements: High School diploma or equivalent. Business and/or secretarial school, some college work preferred. 1-2 years clerical experience. Solid word processing skills (IBM PC, WordPerfect, Lotus, DBase). Excellent organizational, interpersonal and communication skills. Skilled in general office procedures. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

Special Collections Assistant, GR18 (C7310)
MMN-Reference/Olin Library-Endowed
Minimum full-time equivalent: \$542.89
Posting Date: 7/11/91

Responsible for preparing newspapers for an international preservation microfilming project. Maintain records, oversee checking of newspapers for completeness, prepare shipments, discharge filmed newspapers, and handle routine correspondence. Assist patrons by: identifying and locating maps, microforms and newspaper resources; provide direction; assist with online catalog; help with microform equipment. Monday-Friday, 20 hours per week.

Requirements: High School diploma or equivalent. Some college coursework preferred. Aptitude for detailed work. Excellent organizational, interpersonal and communication skills. Experience with microcomputers and wordprocessing desirable. Ability to work with foreign languages. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

Library Aide, GR18 (C7212)
Albert R. Mann Library-Statutory
Minimum full-time equivalent: \$542.89
Posting Date: 6/27/91

Provide information and reference services at the reference desk, in person, and over the telephone, using online and card catalogs, RLIN database, reference books and other library resources. Make computer search appointments and takes messages for public services librarians. Assist with projects and maintenance of reference collection. 20 hours per week, schedule to be arranged.

Requirements: High School diploma or equivalent. Associate's degree or equivalent education preferred. Candidates with 3 or more years college coursework will be given preference. Experience working in an academic/research library is desirable. Background in life sciences, agriculture, or human ecology preferred. Strong interpersonal and communication skills required. Send cover letter and resume to Esther Smith, Staffing Services, EHP.

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

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

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

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

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

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

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

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

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

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

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

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

Administrative Aide, GR21 (C7211)
Veterinary Administration-Statutory
Minimum full-time equivalent: \$615.42
Posting Date: 6/27/27

Provide administrative support to the Director/College Registrar. Includes full range of general secretarial duties, assistance with processing various forms, and extensive entry and verification of data. Days and hours Monday-Friday, 10:00-2:00.

Requirements: Associate's required. 2-3 years prior experience in a student services office preferred. Accuracy and attention to detail and excellent interpersonal skills are essential. Familiarity with advanced Word Perfect applications and proficiency in use of University mainframe and LOTUS 123 required. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Office Professionals Temporary

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

Preservation Assistant, GR18 (C7201)
Preservation and Conservation-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 6/27/91

Responsible for set-up and scanning of volumes according to project specifications using Xerox prototype equipment; performing visual inspection via monitor and printouts; rescanning documents and inserting corrected digital images; transferring digitized information to more permanent medium; sending images to printer and optical juke box. Monday-Friday, 39 hours per week. Position until 12/31/91.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Excellent organizational and work-flow management skills; familiarity with Windows software; attention to detail; ability to work independently; previous printing or photocopy experience. Send cover letter and resume to Karen Raponi, Staffing Services, EHP.

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

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

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

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

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

OFF-CAMPUS
Secretary, GR18 (C7317)
ILR Extension & Public Service Rochester-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 7/11/91

Type correspondence, course materials, forms, reports. Assist with registration of students; maintain student records; order and sell textbooks. Schedule audio-visual equipment use, photocopy materials for classes and programs, answer telephones; provide information to students/the public; refer inquiries to appropriate staff member for ILR Extension & Public Service of Rochester. Full-time position with hours of 9 - 5 Mon - Fri.

Requirements: High School diploma or equivalent. Business or secretarial school highly desirable. 1-2 years secretarial experience with experience on Macintosh. Knowledge of Microsoft word highly desirable. Ability to work under pressure. Excellent interpersonal & communication skills. Regular Cornell employees send employee transfer application. Send cover letter and resume to Esther Smith, EHP.

General Service

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

Cook, SO07 (G7303)
Residence Life-Endowed
Hiring Rate: \$8.31
Posting Date: 7/11/91

Fulfills the responsibilities of SO06 Small Residence Cook during times that position is vacant or as assigned by supervisor. Assists supervisor with administrative duties related to Small Residences. Monday-Friday, 9 month position.

Requirements: High School diploma or equivalent. 2-3 years quantity cooking experience, previous fraternity experience helpful. Knowledge of NY State Food Code required. Ability to operate standard food preparation/cooking equipment. General office skills/ bookkeeping skills. Computer knowledge helpful. Send cover letter and resume to Esther Smith, Staffing Services, EHP, employees should include an employee transfer application.

Cook, SO08 (G7304)
Dining Services-Endowed
Hiring Rate: \$8.73
Posting Date: 7/11/91

Under general direction, prepare and present a full variety of foods for service through own efforts and/or through supervision of employees for Co-op, cash, catering or special events. Maintain the Cornell Dining food standards.

Requirements: High School education and 3-5 years experience, or equivalent, in preparing a full range of entrees, sauces, soups, and accompaniments, in addition to food preparation and knowledge of food cooking processes, e.g. grilling, frying, roasting, and steaming (in an institutional environment preferred). Skilled in presenting and garnishing food. Working knowledge of the use and maintenance requirements for the following equipment: charbroilers, steam jacket kettles, pressure steamers, ovens, slicers, mixers, choppers, and various hand tools. Good interpersonal, communication, and organizational skills. Ability to supervise others. Send cover letter and resume to Esther Smith, EHP, employees should include an employee transfer application.

Apprentice-Controls Technician/EMCS Operator (G7305)
M & SO/Control Shop-Endowed
Hiring Rate: \$8.50
Posting Date: 7/11/91

Operated the Central EMCS computer and all field hardware, including programmable direct digital controllers & remote terminal units. Responsible for all alarm processing, including alarm verification, central troubleshooting & dispatching M & SO trades. Duties in the field including working with pneumatic, electric & electronic building control systems.

Requirements: Two year technical degree preferred. Must maintain a valid NYS driver's license. Must join Union within 30 days. Working knowledge of pneumatic, electric and electronic controls with HVAC experience required. Computer familiarity, especially direct digital control microprocessor hardware & software is desirable. Cover letter and resume to Esther Smith, EHP.

Maintenance Mechanic (G7401)
Department of Unions & Activities-Endowed
Hiring Rate: \$8.73
Posting Date: 7/18/91

Responsible for providing maintenance mechanic support for 3 Unions and Activities buildings, including administrative offices, student activity areas, deli/caterias and the various equipment used in their operations.

Requirements: High School diploma or equivalent. Valid NY State driver's license. Knowledge and skills to support various building maintenance functions. Able to work independently. Good communications skills. Regular Cornell employees send employee transfer application, cover letter, resume to Esther Smith, EHP.

General Service

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

Animal Attendant, SO04 (B7301)
Clinical Sciences-Statutory
Hiring Rate: \$7.17
Posting Date: 7/11/91

Milk cows, clean and maintain milking equipment, feed and care for large animals, wash and disinfect stalls and walls. Unload trucks, haul hay/straw/wood shavings and supplies, and transport live and dead animals. Other miscellaneous duties may be required by the supervisor. Some holidays.
Requirements: High School education or equivalent is required. Basic reading and writing skills are a necessity. Experience working around and handling large animals is essential. Milking experience is required. NYS Driver's License. Send cover letter and resume to Cynthia Smithbower.

ACADEMIC

Assistant, Associate, or Full Professor,
With or without tenure,
New York State School of Industrial and Labor Relations,

Cornell University.
Demonstrated abilities to conduct and publish research in scholarly journals that address HR related theories and issues. Supervises MS and Ph.D. candidates majoring and minoring in human resource management. Teach graduate and undergraduate courses. Participate in research and development activities of Center for Advanced HR Studies.
Requirements: Ph.D. in Human Resource Management or closely related discipline. Send vita by December 1, 1991 to: John Boudreau, Department Chair, Personnel and Human Resource Studies, ILR/ Cornell, Ithaca, NY 14853-3901.

Postdoctoral Fellow, Animal Development Biology
College of Veterinary Medicine
Three year position to work on a project concerned with trophoblast development. Interdisciplinary study involving cell and molecular biology designed to analyze coordinate gene regulation during implantation.

Requirements: PhD with experience in molecular biology. Familiarity with mammalian systems and an interest in developmental biology or reproductive physiology is desirable. Please submit a letter of application to Dr. Doug Antczak, James A. Baker Institute for Animal Health, College of Veterinary Medicine, Ithaca, New York, 14853.

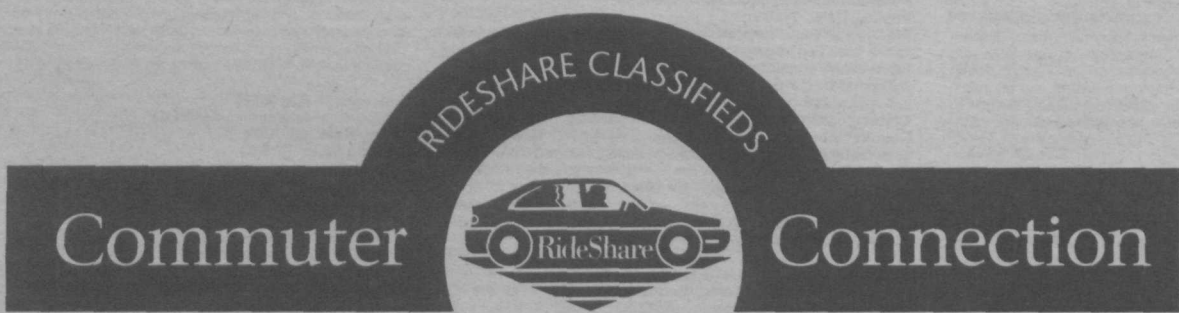
Second Annual Athletics Red Hot Auction to Be Held July 26



On July 26, Cornell Athletics will be conducting its second annual "Red Hot Auction," an event that promises to be a lot of fun for everyone involved. It will be held in conjunction with the first "Big Red Golf Tournament," which will run the weekend of July 26.

The auction is scheduled to open with a cash bar and snack foods at 6:30 p.m. on July 26, in the Moakley House at the University Golf Course. Then, at 7:00 p.m., the auctioneer will begin his call on the first item. Some of the articles to be auctioned are:

- A vacation package to the Bahamas and a Disney World vacation package, both including air fare and spending money, courtesy of Stone Travel
- An autographed Cornell hockey stick
- Pairs of US Air tickets to anywhere in their domestic-wide system
- Autographed articles from professional teams: a signed Mets baseball; a bat from NY Yankee Roberto Kelly; a baseball signed by Hall of Famer Brooks Robinson; a football signed by Buffalo's Thurman Thomas; a hat signed by Miami Dolphin's Dan Marino; an autographed pair of red "Fruit of the Loom" underwear that Ed Marinaro advertises on TV; item signed by ex-Big Red & Calgary Flames' star, Joe Nieuwendyk
- Autographs from collegiate celebrities: a hat and football signed by Notre Dame's Lou Holtz; an '80-'90 leather basketball autographed by the SU basketball team, which included Derrick Coleman and Billy Owens
- A set of new '91 Wilson Ultra golf irons
- Trips with CU sports teams
- Four infield Box seats to a Yankees/Blue Jays game in New York
- Big Red football, basketball and lacrosse packages
- A gentleman's Omega watch from Schooley's
- Original signed artwork for syndicated cartoon strips "B.C." and the "Wizard of Id"
- Dinner certificates at local restaurants



CORNELL UNIVERSITY OFFICE OF TRANSPORTATION SERVICES • 255-4600

| Place | Name | Phone | Option | Days | Hours | Smoke | Comments |
|--------------|-----------|--------|--------|-------|------------|-------|--------------------|
| Auburn | Tina | 5-6251 | Share | M-F | 8:00-4:30 | No | |
| Aurora | Jean | 5-3136 | Share | M-F | 8:00-4:30 | No | Union Springs |
| Bennettsburg | John | 5-9386 | Share | M-F | 8:00-5:00 | | Route 79W |
| Bennettsburg | Robert | 5-8342 | Share | M-F | 8:00-5:00 | | Route 79W |
| Brooktondale | Deborah | 5-2115 | Drive | M-F | 9:00-4:00 | | |
| Brooktondale | Veronica | 5-5613 | Drive | M-Th | 9:15-3:00 | | |
| Burdett | Michele | 5-8411 | Share | M-F | 8:00-4:30 | | |
| Burdett | Lisa | 4-2588 | Share | M-F | 9:30-6:00 | | |
| Candor | Ruth | 5-5174 | Share | M-F | 6:00-2:30 | | |
| Caroline | Resa | 5-5476 | Drive | M-F | 7:30-11:30 | | |
| Cayuta | Mary | 5-2029 | Share | M-F | 7:30-4:30 | | Alpine Junction |
| Cortland | Donna | 5-3245 | Share | M-F | 8:00-4:30 | No | 8-4 Fri |
| Cortland | Debra | 5-8595 | Share | M-F | 8:15-4:30 | No | |
| Dryden | Suzanne | 5-8127 | Share | M-F | 8:00-5:00 | | Ellis Hollow |
| Dryden | Linda | 3-3209 | Drive | M-F | Flexible | | |
| Endicott | Bill | 5-2199 | Share | M-F | 8:00-5:00 | | |
| Enfield | Diane | 5-6050 | Share | M-F | 8:00-4:30 | No | near Hospital |
| Etna | Felicity | 5-4004 | Share | M-F | 8:00-4:30 | No | Routes 13/366 |
| Freeville | Paula | 5-7555 | Share | M-F | 8:00-4:30 | | |
| Genoa | Dave | 3-3100 | Share | Su-Th | 6:00-3:00 | OK | |
| Hammndsprt | Gerald | 5-6927 | Ride | M-F | 8:00-4:30 | | |
| Interlaken | Marca | 5-7148 | Share | Th,F | 8:00-4:00 | No | |
| Ithaca | Jan | 3-3365 | Share | M-F | | | 7-9AM, 4:30-6:30PM |
| Ithaca | Adria | 5-7471 | Share | M-F | 8:30-5:00 | No | Downtown |
| Ithaca | Doris | 5-8198 | Share | M-F | 10:00-9:00 | | Parkwd Village |
| Ithaca | Mark | 5-1665 | Drive | M-F | 8:30-5:30 | | |
| Ithaca | John | 5-4165 | Share | M-F | Flexible | No | East Hill |
| Ithaca | Jane | 5-2291 | Share | M-F | 8:00-5:00 | | |
| Ithaca | Lois | 3-3323 | Drive | M-F | 8:00-5:00 | | Snyder Hill Rd |
| Ithaca | Joe | 5-1687 | Share | M-F | 10:00-5:00 | No | Route 89 |
| Ithaca | Gail | 5-4050 | Share | M-F | 8:00-4:30 | | |
| Jacksonville | Timis | 5-5174 | Share | M-F | 6:00-2:30 | No | |
| Lansing | Susan | 5-4139 | Share | M-F | 8:30-5:00 | No | |
| Lansing | Betsy | 4-1210 | Share | M-F | 8:00-5:00 | | |
| Lansing | Bill | 5-9134 | Drive | M-F | 9:00-6:00 | No | Meyers Point |
| Marathon | Judi | 5-3745 | Share | M-F | 8:00-4:30 | OK | |
| McLean | Deena | 5-6506 | Drive | M-F | 8:00-3:30 | No | |
| Moravia | Debbie | 5-4267 | Share | M-F | Flexible | No | |
| Moravia | Jim | 5-3272 | Share | M-F | 6:30-3:00 | | via Rt. 34 or 38 |
| Newark Vly | Amy | 5-2215 | Share | M-F | 8:00-5:00 | No | 8-4 Fri |
| Newfield | Elaine | 5-3806 | Share | M-F | 7:30-4:00 | | |
| Newfield | Linda | 5-1866 | Share | M-F | 8:00-4:30 | | |
| Odessa | Susan | 5-5338 | Drive | Su-Th | 10:00-8:00 | No | |
| Owego | RaeAnn | 5-6224 | Share | M-F | 8:00-4:30 | No | |
| Owego | Carol | 5-2306 | Ride | M-F | 5:00-1:30 | OK | |
| Owego | Criss | 3-3010 | Share | M-F | 8:00-1:00 | | |
| Varna | Annabelle | 5-3818 | Share | M-F | 8:30-5:00 | | |
| Varna | Betty Ann | 4-1234 | Share | M-F | 8:00-5:00 | | Trailer Park |
| Virgil | Suzanne | 3-3946 | Share | M-F | 8:00-5:00 | | |
| Virgil | Jean | 3-3100 | Share | M-F | 8:00-5:00 | | |
| Watkins Glen | Barb | 5-1790 | Share | M-F | 8:00-4:30 | No | 8-4 Fri |
| Waverly | Robin | 3-3011 | Share | M-F | 8:30-5:30 | No | |
| West Danby | Pat | 5-2889 | Share | M-F | Flexible | No | Route 96 |
| Willseyville | Ramona | 5-2262 | Share | M-F | 8:00-4:30 | No | |
| Willseyville | Sharon | 5-9731 | Drive | M-F | 8:00-4:30 | | |
| Willseyville | Penny | 5-4587 | Drive | M-F | 7:30-4:00 | | Fri 7:30-3:00 |

Cornell Employment News

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.

Mail subscriptions available US delivery third class mail at: \$12.00 for 3 months; \$24.00 for 6 months; or \$48.00 for 12 months. Make checks payable to: Staffing Services Subscription, 160 Day Hall, Cornell University, Ithaca, NY 14853.

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

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