

Cornell CHRONICLE

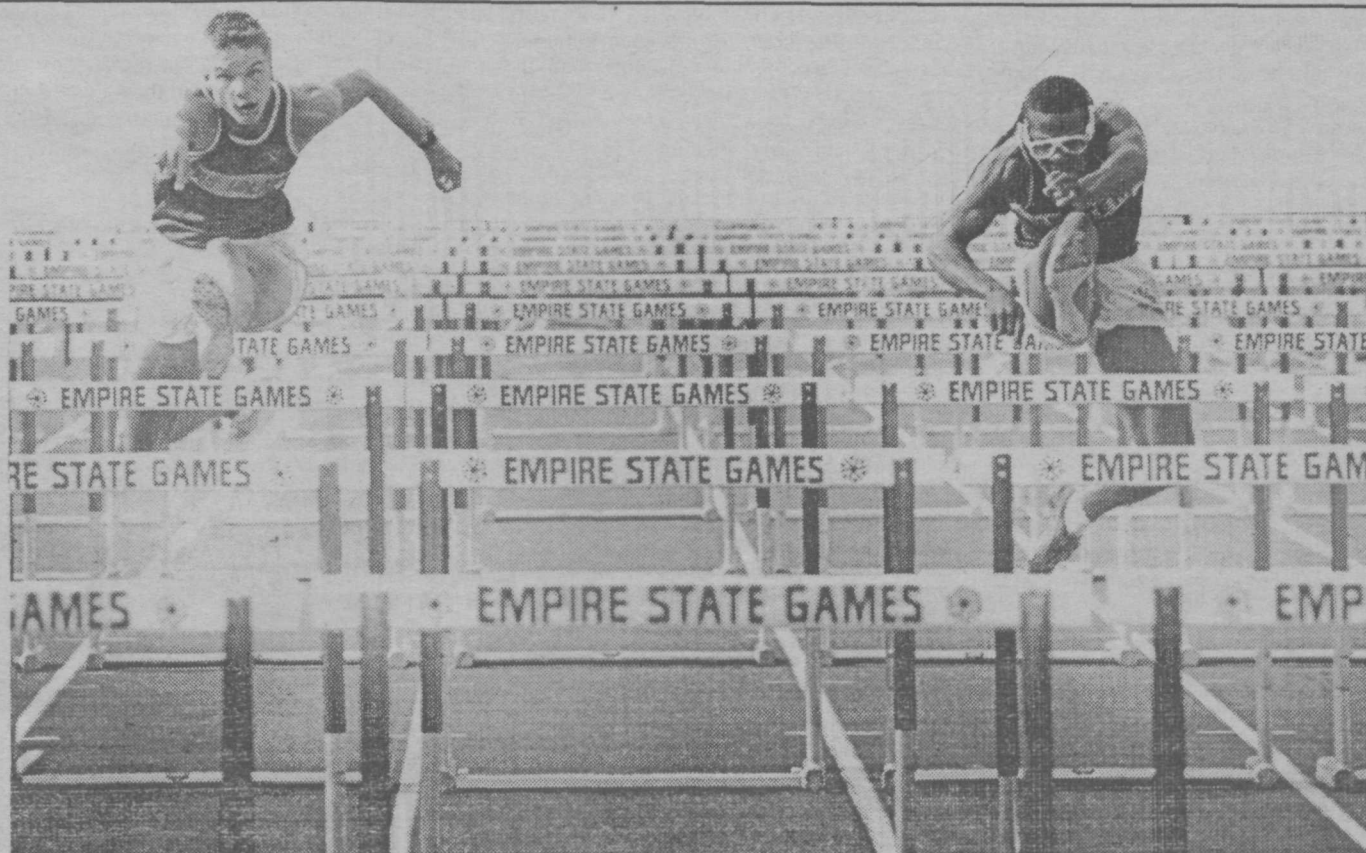
Volume 20 Number 39 August 10, 1989



5
Computers
see sound

7
Gone walking

8
Summer vacation



Ryan Black, left, of the Long Island Region and Sam Davis of the Western Region compete in the hurdles during Empire State Games events at Schoellkopf Field.

Chris Hildreth

Empire Games bring an Olympic feel

Many of the athletes, coaches and spectators at Aug. 2 opening ceremonies for the Empire State Games at Cornell's Schoellkopf Field chuckled when Ithaca Mayor John C. Gutenberger welcomed them to "glorious Ithaca." At the time, they were sitting amid puddles and watching dark clouds linger after a torrential downpour that delayed the ceremony.

But with the exception of some thunderstorms Friday and Saturday evenings, the weather was hazy, hot, humid and cooperative.

Many spectators and competitors were overheard referring to the games as "mini-Olympics." Indeed, from the lighting of the torch to the playing of the national anthem before events and the awarding of medals afterward, the 12th annual games brought an Olympics atmosphere to Ithaca, the smallest city to serve as host.

Among the many scenes as events progressed:

- A frustrated wrestler banging his forehead against some

bleachers.

- Defeated divers walking slowly into their locker rooms, dragging their towels behind them.
- Baseball teams' players piling on top of each other in celebration.
- A gymnastics coach jumping out of her chair and shouting "YES!!" as her gymnast landed gracefully on the edge of the mat.

During many events, the crowds were sparse but the energy was high. Fathers crawled on the edge of wrestling mats to cheer their sons on, and mothers covered their eyes as their sons were pummeled by fellow boxers. Many spectators carried one or more still-photography and videotape cameras.

More photographs that capture some of the exertion and emotion that were part of four days of fun and games in Ithaca are on Page 4.

—Francine Puckly

Free software helps student engineers

From a funky, piranha-equipped, high-powered development lab known affectionately as the "Swamp," Cornell programmers are spinning forth sophisticated educational programs — given away free — that are enriching the education of young engineers at scores of universities in the United States and Europe.

The programs, with acronymic names such as GRIN, FRANC and EWOK allow students to crack bridges, assemble electronic circuits and erect skyscrapers — all on a computer screen.

Beginning on Monday, Aug. 14, faculty from 25 colleges and universities will attend a three-day workshop here to learn about the latest graphics-based engineering programs developed as part of Cornell's Project SOCRATES. The workshop will bring to more than 100 the number of institutions participating in SOCRATES.

SOCRATES — which stands for Study of Complementary Research and Teaching in Engineering Science — is funded by the U.S. Department of Education and equipment grants from computer companies, notably Digital Equipment Corp.

The software runs on graphics work stations and allows students to perform real-world analyses that would be impossible to perform by hand. The 18 programs are used in mechanical, structural and electrical engineering and are characterized by their ease of use, said Anthony Ingraffea, director of SOCRATES. They are simple to master and make extensive use of color graphics, menu interfaces and mouse input devices.

Although many of the programs arose from advanced engineering research here, they are not "black boxes" like many scientific and commercial programs, Ingraffea said. The programs reveal to students what the computer is doing in an analysis, step by step.

"Our objective is to allow students to go from point A to point B with the least tedium and the most intellectual work," he

Continued on page 6

Agricultural research should be funded based on competition, Scott tells Senate

The federal government's "formula funding" to agricultural research will continue to be an important kind of support for Cornell and other universities, Norman R. Scott, vice president for research and advanced studies, told a Senate subcommittee last month.

But increasing global competition in agriculture calls for greater allocation of federal funds through research grants that are awarded on a competitive basis, he told the Senate Subcommittee on Agricultural Research and General Legislation on July 27. The subcommittee was holding hearings to discuss funding mechanisms for agricultural research.

Research funds spent under the 1887 Hatch Act and other programs are allocated to land grant institutions based on a formula that takes into account rural and farm popu-

lations of each state in relation to the nation's rural and farm population.

Early in this century, the Hatch Act was a major source of funding for agricultural research but now represents a small fraction of research funding. At Cornell, for example, Hatch and other formula funds amounted to \$4.1 million in a \$58.3 million agricultural research budget for the 1987-88 fiscal year.

Since World War II, research funds have been awarded on a competitive basis by the National Science Foundation (NSF), the National Institutes of Health (NIH) and an increasing number of competitive grants by the U.S. Department of Agriculture (USDA).

"The competitive grants program (of the USDA) puts research in the agricultural sciences on a par with the well accepted proc-

esses of NSF and NIH," Scott said. "For far too long agricultural research has not received proper recognition for the quality of its science. Getting non-land grant scientists working on agriculturally related problems with agricultural scientists will enhance the stature of agriculture research and enhance its rightful recognition as an equal in the scientific research arena."

Before becoming the university's vice president for research, Scott served five years as director of the Cornell Agricultural Experiment Station at Ithaca.

Congress should not worry that the competitive grant process would short-change smaller schools and concentrate funding in big research institutions such as Cornell, which conducted some \$260 million in research last year, Scott said. While it is true

Continued on page 8



Norman R. Scott

Jill Peltzman

Tight budgets will remain, but Nesheim is optimistic

Malden C. Nesheim, who becomes Cornell's provost and, therefore, its top budget officer in the fall, sees recent budget constraints and tougher management decision-making as a long-term part of life at major universities. But he is optimistic about the future.

"It's easy enough to paint a dismal picture by counting up the programs and projects for which we'd like funding or more funding," Nesheim said. "These unmet needs are often real and important, but they should not keep us from appreciating and embracing the extraordinary opportunities that now lie before us."

Nesheim makes the job switch in September, when Provost Robert Barker becomes senior provost. He served for two years as vice president for planning and budgeting and a prime mover in strengthening the university's strategic planning.

"We're pleased that we have kept the 1989 tuition increase to 6.9 percent," Nesheim said. "With overall expenses rising more than 7 percent annually and our income at only 5 percent, the main things we can increase to raise income are enrollment and tuition. Principally as a matter of educational policy, we are keeping undergraduate enrollment steady. As a matter of collective conscience, we hold tuition increases as close to inflation as possible."

The 6.9 percent increase brings tuition at Cornell's privately supported colleges to \$14,000 a year. The increase, the second-lowest since 1973, was managed despite a 14 percent increase in Cornell's contribution to undergraduate financial aid — up from \$15.6 million to \$17.8 million in the coming year.

"This is the seventh straight year that the university contribution to student aid has risen at about double the increase in tuition," Nesheim said. "When you consider that the \$17.8 million is almost 15 percent of our tuition income and almost 8 percent of our entire general-purpose budget at Ithaca, it's obvious we're going to have to economize if we want to keep Cornell admission open to everyone regardless of family income. And while our private support from alumni and friends is exceptionally strong, most of these funds have designated purposes and therefore can't provide general relief."

Partly to limit tuition increases, Cornell imposed base-budget cuts ranging from 5 percent in administration to 1.5 percent in academic programs for the year that began on July 1. The units affected by the cuts in the general-purpose budget included the Colleges of Architecture, Art and Planning, of Arts and Sciences, and of Engineering, as well as research centers, libraries in the privately supported colleges, financial aid, student services and central administration. The cuts were required because projected revenues were at least \$4 million below projected expenditures.

The result was that individual Cornell colleges or divisions were allowed to budget increases for salaries, supplies and other costs at about the inflation rate, but then were asked to cut an assigned percentage from their budget base, Nesheim explained.

A major reason these economies must be made is that external support, including that

of the federal government, has not kept up with higher education's needs in the 1980s. Federal funding for campus facilities has been cut by about 95 percent, in real dollars, since the 1960s. And Washington's part of student financial aid, which was provided as 80 percent in outright grants and 17 percent in loans in 1978, is now 50 percent grants and 47 percent loans. Colleges and universities must fill this aid gap out of institutional budgets, Nesheim said.

Other pressures result from external policies that limit the recovery of Cornell's real, indirect costs of doing research; from the high cost of attracting and retaining first-rate faculty and providing the equipment they need to teach and do research; and from the continuing-above-inflation costs of library acquisitions. The high library costs are driven by the long-term fall of the dollar and publishers' inflation; prices of foreign scholarly journals have gone up some 30 percent and of domestic journals 17 percent in the past year alone.

Some of the causes for Cornell's own constraints are temporary, such as the deliberate cut in the payout of endowment income (down to 4.4 percent from 5.1 percent).

"Our endowment per student ranks around 75th in the nation, which means we have less endowment income than our peers do for supporting campus programs," Nesheim noted. "Reducing the payout now will allow endowment income to grow with inflation over the long term."

But regardless of specific causes of the moment, careful economizing and tough management decisions are built-in requirements for today's research universities, Nesheim said. And he is not complaining.

"There is an expectation today that leading universities must be active partners in the wider world," he said. "Beyond the instruction we provide for an educated citizenry and work force, we're expected to participate in the basic research of the nation and, increasingly, to help move such research toward practical applications, whether in space, cancer or AIDS research or world economic markets."

"And we're expected to help corporations and government units promote state and regional economic development." Moreover, leading universities must continue broadening their representation of all minority groups, maintaining and increasing excellence and artificially limiting tuition, which, even for students paying full price, doesn't cover the real cost of education, he added.

"So for a range of reasons, budgetary constraint is part of the environment leading universities will live in for the foreseeable future," Nesheim said. "Even if we succeed in greatly building our endowment, we are not going to be able to completely meet all the demands that the world and we ourselves make on our resources."

"Building and keeping exciting programs will always compete with the need to be financially prudent. For certain people at certain times, this will, of course, seem a burden, but it is also a reflection of the extraordinary opportunity and excitement of our world."

—Sam Segal

Notables

Emeritus Professor of Education **Walter Pauk**, author of the best-selling book "How to Study in College," which has been published in an expanded fourth edition, has received the 1989 Outstanding Research or Publication Award from the National Association for Developmental Education. He was cited "for significant contributions to literature in developmental education." A member of the Cornell faculty from 1955 until his retirement in 1979, Pauk is still active as an author. His most recent book, "A User's Guide to College: Making Notes and Taking Tests," was published in 1988. He is the author or co-author of 33 books on reading and study skills.

Richard G. Warner, professor of animal science, received the Distinguished Teacher Award from the American Society of Animal Science on Aug. 3 at the society's annual awards banquet in Lexington, Ky. A member of the Cornell faculty since 1951, Warner has taught more than 3,000 students in courses on livestock feeds and animal nutrition and has been the faculty adviser to more than 250 undergraduate students, 22 doctoral students and 21 master's degree students. According to the award citation, Warner "was one of the first faculty members in Cornell's College of Agriculture and Life Sciences to use microcomputers extensively in the classroom. He has influenced many students to pursue a career in animal nutrition." Warner specializes in factors that stimulate the development of the rumen, one part of a cow's stomach, in the neonatal calf. He also has developed economical feeding and management systems for rearing dairy calves.

Two professors in the School of Operations Research and Industrial Engineering,

David Ruppert and **Thomas J. Santner**, were named Fellows of the American Statistical Association this week. They were among 28 members named Fellows of the 150-year old organization during annual meetings Aug. 6 to 10 in Washington, D.C.

Simon A. Levin, the Charles A. Alexander Professor of Biological Sciences and director of the Center for Environmental Research, has been chosen president-elect of the Ecological Society of America.

The Syntex Corporation, an international health-care company based in Palo Alto, Calif., has named **Dr. Katherine A. Hajjar**, an assistant professor at the Cornell University Medical College, a 1989 Syntex Scholar. She was cited for demonstrating "outstanding potential for independent contributions in cardiovascular research." Each year Syntex makes two such awards worth \$150,000 over a three period to two U.S. academic institutions on behalf of the scholars. The other scholar named was Dr. Victoria L.M. Herrera, an assistant professor at Boston University Medical School.

Robert J. Wagenet, professor of soil physics and chairman of the Department of Agronomy, was named a 1989 Honor Award recipient of the Soil and Water Conservation Society at the SWCS's 44th annual meeting in Edmonton, Canada, on Aug. 3. He was cited for his "accomplishments in characterizing water and solute transport, transformation, plant uptake, and chemical reactions in soil and water systems." He was one of 10 persons presented 1989 Honor Awards by the 13,000-member international organization which is "dedicated to promoting the wise use of land and water resources."

Briefs

■ **CASE awards:** Cornell won five out of 724 awards presented to 282 institutions in the 1989 Recognition Program of the Council for Advancement and Support of Education. Cornell won bronze medals in the categories of recruitment publications, periodicals for special audiences and special program advertising. The university received silver medals in the categories of university magazine and special program advertising. Awards were presented in 60 categories, in which a total of 728 institutions submitted 5,800 entries. There are 2,900 member institutions in CASE. The winning entries were displayed at the CASE Annual Assembly in Washington, D.C.

■ **LaCosta appointed:** Cosmo J. LaCosta, former executive associate director at The New York Hospital, on July 1 assumed the new position of associate dean of operations at the Cornell University Medical College.

■ **Gallo named:** Margaret M. Gallo, a 1981 graduate of the College of Human Ecology, was named the college's assistant director of Class Programs in the Office of Alumni Affairs, effective July 27. She succeeds Agnes Boncek, who has joined the Alumni Office at the University of Rochester. Gallo will coordinate reunions and will be responsible for working with the classes of the 1920s, 1930s and 1940s.

Obituary

Dr. A. Gordon Danks

Dr. A. Gordon Danks, professor emeritus of veterinary surgery, died July 1 at his home in Ithaca after a long illness. He was 82.

A memorial service is scheduled for 2 p.m. on Saturday, Sept. 30, in the James Law Auditorium of the College of Veterinary Medicine.

Danks, who retired from Cornell in 1970 after a 34-year association with the university, was named veterinarian of the year by the New York Veterinary Medical Society in 1964.

He was named the college's first director of veterinary student administration and admissions in 1962 and served in that capacity until his retirement. He directed the Department of Surgery and the Large Animal Hospital from 1950 to 1962.

A native of Allamuchy, N.J., Danks graduated from Pennsylvania State University in 1929 and received his veterinary de-

gree from Cornell in 1933. In addition to his teaching at Cornell, he held appointments at Kansas State University, the University of Illinois and the University of Pennsylvania.

In 1986, he received the Daniel Elmer Salmon Award for Distinguished Alumni Service from Cornell's College of Veterinary Medicine. He was active with the American Veterinary Medical Association and was a past president of the New York State Veterinary Medical Society.

Survivors include a daughter, Marguerite A. Homer of Scotia; three sons, Gordon S. of Columbia, Edward R. of Ithaca, and Paul D., serving with the U.S. Navy; four grandchildren and four great-grandchildren.

Memorial gifts may be made to the A. Gordon Danks Large Animal Surgery Award in care of the Office of Public Affairs, College of Veterinary Medicine, Cornell University. Established in 1978, the award is presented annually to a graduating senior.

Correction

A July 27 Chronicle article on the MacArthur "genius awards" incorrectly reported Margaret W. Rossiter's title; she is a professor. The story also failed to mention

Elliot Wigginton, a Cornell graduate and editor of the "Foxfire" books on Appalachian crafts and culture, as a 1989 MacArthur winner with a Cornell affiliation.

Cornell Chronicle

EDITOR: Mark Eyerly
GRAPHICS: Cindy Thiel
CIRCULATION: Joanne Hanavan

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.

It is the policy of Cornell University to support actively 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 at 234 Day Hall, Cornell University, Ithaca, N.Y. 14853-2801 - telephone (607) 255-3976.

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

Emerson grant aids manufacturing education

To help advance the critical area of manufacturing in this country, Emerson Electric Co. of St. Louis has pledged \$2.5 million for teaching and research in the field at Cornell.

The grant will be used to establish the Emerson Electric Co. Professorship of Manufacturing Management in the Johnson Graduate School of Management and to help establish the Emerson Electric Co. Manufacturing Teaching Laboratory in the new College of Engineering/Theory Center Building now under construction.

The gift also will help support the Cornell Manufacturing Engineering and Productivity Program (COMEPP), which aids research and teaching in industrial production, design and management.

"U.S. manufacturers continue to face significant competition from abroad," said Charles F. Knight, chairman and chief executive officer of Emerson. "Many U.S. firms have recognized this challenge and have taken the necessary steps to compete successfully in these global markets. We believe the Emerson Professorship, the Emerson Teaching Laboratory and our continued support of COMEPP will provide important advantages to engineering students as they enter the work force, contributing further to this nation's competitive edge."

Richard W. Conway, an engineer and a professor of information systems, has been selected for the new Emerson Professorship in the Johnson School. The professorship was endowed with \$1.5 million of the Emerson gift.

Conway's current research involves computer systems to schedule manufacturing operations. He is developing a system to dramatically reduce the time between re-

ceipt of a customer order and delivery of the finished product.

"The establishment of the chair represents a splendid endorsement by Emerson Electric Co. of the distinguished work in manufacturing at Cornell University and the Johnson Graduate School of Management," said Curtis W. Tarr, the school's dean when the gift was announced. "We are proud that Professor Conway, one of the nation's most creative leaders of manufacturing innovation, will be the first Emerson Electric Co. Professor of Manufacturing Management."

Conway earned a bachelor's degree in mechanical engineering and a Ph.D. in operations research at Cornell. He was a professor in Cornell's College of Engineering before moving to the management school in a program combining studies and research in business and engineering.

Conway contrasted current scheduling of manufacturing with other industries that have taken better advantage of computer capability.

"A modern airline reservation system provides up-to-date status information and allows commitments to the customer to be made in real time," he said. "On the other hand, scheduling in manufacturing is periodic and performed without accurate knowledge of what is actually going on in the shop. The consequence is long delays. To special order a new car today typically takes six to eight weeks even though the car can actually be built in one day."

Conway said that software now used for scheduling was largely developed in the 1970s and does not exploit modern computers to their fullest.

"There is growing awareness that this software is on its last legs and overdue for retirement," he said. "Manufacturers in Europe and Japan face the same problem."

Conway believes that Cornell's research in this area is on the leading edge of the field and is setting the pattern for the next generation of scheduling software.

The Emerson gift also provides \$500,000 as permanent endowment for a new Emerson Electric teaching laboratory for manufacturing and \$250,000 for capital equipment for the lab. The lab will be operated mainly by the Sibley School of Mechanical and Aerospace Engineering and will support some graduate education and research, as well as undergraduate education.

"This gift comes at exactly the right time," said COMEPP Director Herb Voelcker, who also holds the Charles Lake Professorship.

"It will provide a trigger for us to revitalize the laboratory for teaching manufacturing, to create a showpiece of modern manufacturing education. And since Cornell is among the country's leading colleges of engineering, we would hope that the innovations we develop will influence other universities throughout the country," he said.

The \$35 million Engineering/Theory Center building, to be completed next year, will house major elements in the College of



Jon Reis

Richard W. Conway

Gates takes Duke position

Henry Louis Gates Jr., a leading scholar of African-American literature, has accepted a position at Duke University starting in the fall of 1990.

Gates, the W.E.B. DuBois Professor of Literature at Cornell, is currently on leave at the National Humanities Center in Research Triangle Park, N.C. He will return to teach at Cornell next spring before going to Duke.

In a letter to Geoffrey V. Chester, dean of the College of Arts and Sciences, Gates suggested that he would accept the Spencer Bassett Professorship of English at Duke so that his wife, Sharon, could accept a teaching offer there.

Gates said he and his wife "hope to return one day to Ithaca" and hope "that Cornell will have an appropriate place for us" at that time.

"This opportunity is one Sharon simply could not turn down," Gates said of a position teaching ceramic arts at Duke's Institute of Arts. "Over the past 15 years, Sharon has subordinated her professional career to mine. I'm now in a position to support her in a career opportunity, and it's time I follow her lead."

Chester said in a letter of response that Gates' "contributions of time, energy and knowledge have been vital" in building a black faculty presence at the college and in developing strong academic programs. Chester said he was sorry that Gates is leaving but respects his wish to support his wife's

choice. He concluded: "That you wish to return to Cornell is an exciting prospect, and I look forward to welcoming you back."

Gates, who came to Cornell five years ago, has said that it has since become "the national leader in African-American studies." In his letter, he said that Cornell had built "extremely strong" programs in English, Africana studies and African and African-American literature — programs that are "making a major contribution to increasing the graduate pool of scholars in these disciplines."

A co-author of the 1987 Cohen/Gates report that has led to highly successful efforts to increase minority-group representation on the faculty, Gates noted the progress in such efforts, writing: "Cornell is blessed with the most enlightened administration on affirmative-action issues that I have ever worked with. Cornell is a model for institutions around the country."

Gates' own scholarly achievements have included a seminal anthology of writings by African-American women and an anthology of African-American literature from the 18th century to the present.

He has been honored by Morehouse College, the nation's only predominantly black, all-male college, as a role model for black males, and, prior to joining Cornell, he received a MacArthur Foundation "genius award."

For support in his academic work, Gates

Program prepares engineers to be business executives

Cornell has launched a two-year program to prepare students to manage the technology of manufacturing and that awards them simultaneous master's degrees in engineering and in business administration.

The university hopes that the new effort will produce manufacturing executives who can cope with complex problems in technology and finance and who can help the United States regain its economic competitiveness, said James Schmotter, associate dean of the Johnson Graduate School of Management.

"Manufacturing accounts for a vital share of overall employment in the United States and represents the most significant means of improving our balance of trade," Schmotter said.

"In recent years, many business executives have criticized M.B.A.s for not going into management. We are challenging this criticism. We plan to supply American companies with talented young managers who most definitely are interested in improving performance on the shop floor."

Finance and consulting jobs have been attracting the largest number of M.B.A. graduates, offering higher average starting salaries than manufacturers.

Mark Sheridan of Booz, Allen and Hamilton, a Cleveland management and technology consulting firm, said the United States needs young managers with engineering and business backgrounds to maintain a competitive position in the world.

"Up until the last few years, manufacturing was a neglected part of our economy, and the Japanese and the Koreans were learning more efficient manufacturing," Sheridan said in an interview.

"If the United States is to maintain and improve its position in the world economy, we have to start putting young people into positions of leadership in

manufacturing. Cornell offers a good blend of business and manufacturing that only a few schools have."

To be accepted in the program, students must have earned an engineering degree and have worked in engineering or business, Schmotter explained, adding that the engineering experience is required. Any branch of engineering is acceptable, but students who have taken some manufacturing courses are preferred.

Two students entered the pilot program last year, and two more have been accepted for the academic year that starts in August. The nation's two major programs that combine M.B.A. and engineering studies are offered by Cornell and the Massachusetts Institute of Technology.

Engineering students who enter the manufacturing program must take a wide range of subjects designed for the M.B.A. degree. These include financial accounting, quantitative methods, microeconomics, macroeconomics and international trade, marketing, organizational theory and behavior, managerial finance, management information systems, and production and operations management. These courses are taught in the management school as a part of its regular M.B.A. program.

The program takes four semesters and a summer session to complete. In addition to classroom work, including lectures by manufacturing executives, students visit manufacturing plants to study factory operations.

"It has become clear that problems related to manufacturing are not even easily understood, much less solved simply," Schmotter said. "With the diversity of its resources and the proven effectiveness of its interdisciplinary programs, Cornell is especially qualified to provide training in manufacturing leadership."

—Albert E. Kaff

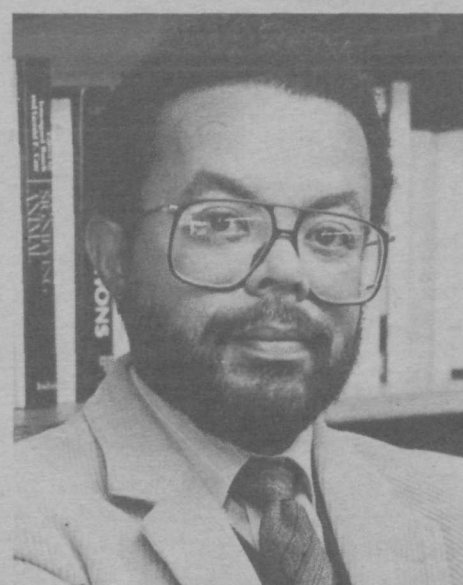
Engineering, Cornell's national supercomputing center (the Center for Theory and Simulation in Science and Engineering) and the Program of Computer Graphics.

Emerson's gift includes \$250,000 for other COMEPP programs, which will include support for a research fellowship, a master of engineering internship and Emerson's membership in the Cornell Injection Molding Project and in the COMEPP Affiliates Program. This program provides its nine other member companies with a win-

dow into the research done by COMEPP-affiliated research projects and individual faculty members.

"Emerson has been a long-time supporter of COMEPP, and we deeply appreciate their continued participation," Voelcker said. "COMEPP's role as a catalyst in bringing together research projects, industrial outreach and education is critical if we are to help industry meet the challenges of advanced manufacturing."

—Albert E. Kaff and Dennis Meredith



Charles Harrington

Henry L. Gates Jr.

especially thanked Chester, English Department Chairwoman Dorothy Mermin; Robert L. Harris Jr., director of the Africana Studies and Research Center; and the man who recruited him from Yale, Alain Seznec, then the dean of arts and sciences and now the Carl A. Kroch University Librarian.

Gates said that the Olin Library professional staff "is as good as any I have ever seen, making an absolute pleasure what may seem to some as the most tedious tasks."

—Sam Segal

Water discoloration problem corrected

Problems with the drinking water supply serving several buildings near the Ag Quad were expected to be corrected by today, according to the university's Office of Environmental Health.

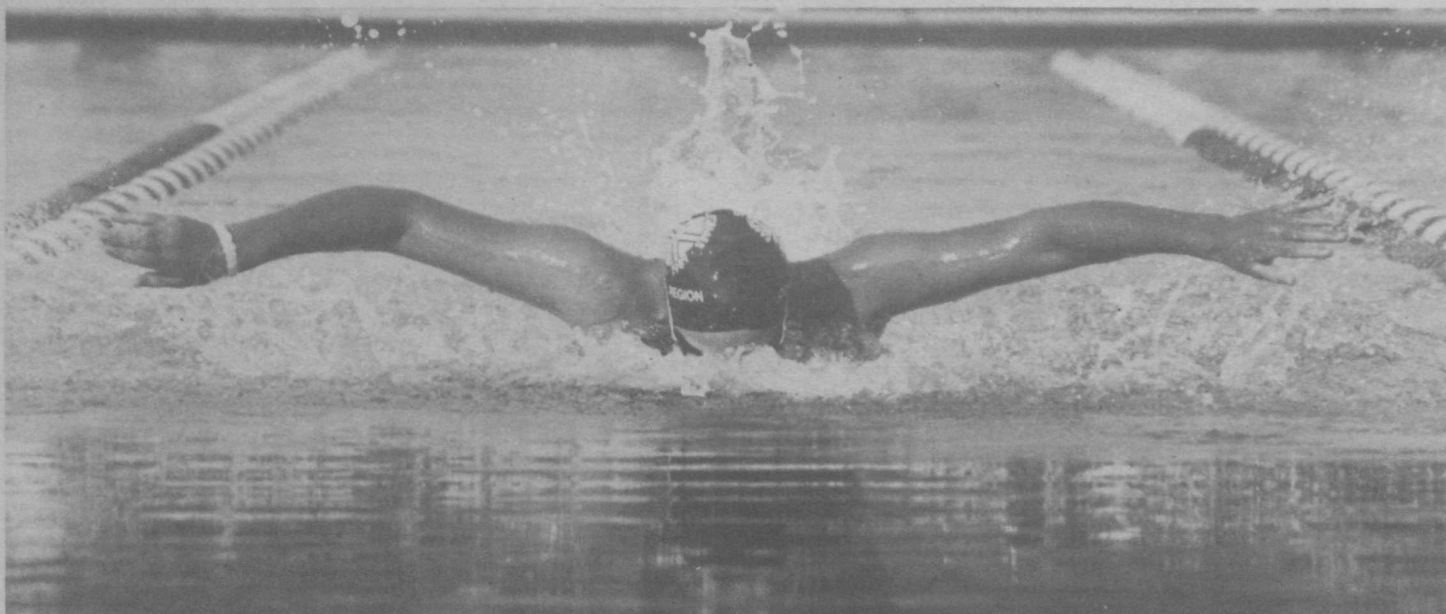
As many as 12 buildings might have experienced a discoloration in the drinking water beginning on Tuesday morning, Aug. 8. As soon as a cross connection between the central chilled water and the potable water systems was discovered, it was disconnected and employees were directed to stop drinking the water until further notice.

Environmental Health reported that the chilled water system contains a chemical additive for corrosion control. Tests confirmed that Drewgard 187 also was present Tuesday in low concentrations in the drinking water in some buildings. As a precaution, notification was posted in Bailey, Bradfield, Bruckner, Emerson, Mann, Martha Van Rensselaer, Plant Science, Rice, Roberts and East Roberts, Savage, Stocking and Warren halls.

There are no long-term health effects caused by ingestion of the additive in low concentrations, according to Environmental Health. Any effects, such as short-term irritation of the gastrointestinal tract, would be immediate, health specialists said.

Anyone with questions should contact Environmental Health at 255-4862.

The 1989 Empire State Games: New York's best go for the gold



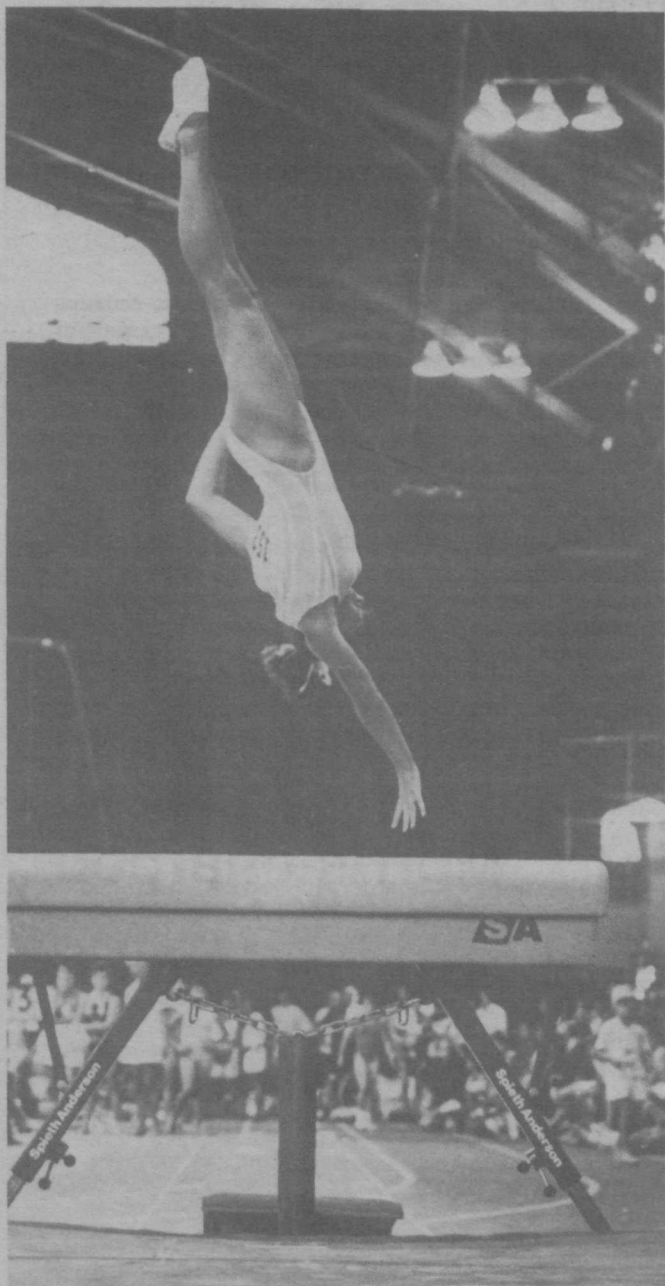
A Central Region swimmer competes in a butterfly event at Cass Park.

Charles Harrington



Chris Hildreth

New York City basketball player Kenny Anderson and Long Island soccer player Carin Halloran carry the Empire State Games torch into Schoellkopf Field for the Aug. 2 opening ceremony.



Tracey Kalin of the Central Region on the vault.

Chris Hildreth



Charles Harrington

Archers Alex Franki, left, of New York City and Richard Bower, center, of the Central Region check their scores with Western Region archery coach Rick Moore.

A note of thanks to the Cornell Community

The Empire State Games have concluded with nothing but rave notices for the job that Ithaca and the two campuses did in serving as hosts for the games.

As the coordinator for the Cornell effort, I want the community to know how much we appreciate the effort that went into making the games successful, especially the work by Cornell staff members and others who volunteered their time.

Participants, officials and spectators all commented on the spirit of cooperation and friendliness that pervaded the games. While there was some minor grumbling, the Cornell community responded in magnificent fashion. I think we can be assured the Games will return to Ithaca in the not too distant future.

John S. Ostrom,
University Controller



Charles Harrington

Long Island fencer Jonathon Jurik plans strategy for his next match.

Computer graphics generate a visual 'language' of sound

The agglomerations of brightly colored spikes and rectangles on the computer screen look like Alexander Calder sculptures floating in space in a model of Boston Symphony Hall.

But the intricate symbols, or "icons," actually are a new method of picturing the complexities of sound in concert halls and other enclosed spaces.

Architects could use this new visual "language" of sound, developed by researchers in Cornell's Program of Computer Graphics, to help them redesign future concert halls inside the computer.

Before the first brick is laid, architects could specify the details of an acoustically perfect auditorium. Similarly, they could use the technique to design factories to alleviate noise pollution, and sound system designers could use it to optimize loudspeaker placement.

Researchers Adam Stettner and Donald P. Greenberg discussed the new computer graphics approach to "seeing sound" on Aug. 3 at SIGGRAPH '89, an international computer graphics conference in Boston. Stettner has just received his master's degree in computer graphics for the work; Greenberg is director of the Program of Computer Graphics and the Jacob Gould Schurman Professor of Computer Graphics.

Architects could use this to design concert halls inside the computer. An advanced version of the analysis program could play back samples of how music and speech would sound, as well as graphically showing the acoustics.

"The problem of designing performance halls is so complex that even today it's still something of a mystical art," Stettner said. "And even if we could simulate the acoustics of a hall perfectly on a computer, we'd still have incredible difficulty understanding what's going on."

Architects now build scale models to determine the acoustics of proposed designs. They either shine arrays of lights into the models to simulate sound travel or test them using miniature microphones and sound sources, Stettner said.

"Such models are extremely tedious to build and difficult to change once they are constructed, and the data they yield are not easily extendible to other cases," he noted.

Although some limited computer analyses of auditorium acoustics have been done, the paramount problem will soon become understanding the results, which have traditionally been displayed as simple graphs or numerical printouts, said Stettner. Understanding such data is extremely difficult because one needs to understand both the behavior of the

sound energy and its subjective effect on listeners, he added.

Some of these subjective parameters are:

- The clarity and definition of sound, which means how clearly music can be heard and how intelligible is speech. Clarity depends on the decay characteristics of the sound, which should not drop off too quickly or too slowly.

- The spatial impression, or the extent to which a listener feels immersed in sound. This immersion depends on the amount of early sound reaching the ear laterally from the sides of the hall, rather than from the front near the stage. Sound immersion is highly desirable in a good concert hall.

- The overall strength or loudness of the sound. Such strength should be fairly equalized throughout the hall, with no dead or bright spots.

All these parameters must be described for each of a large number of individual points within a concert hall for architects to understand the overall acoustics.

Stettner and Greenberg used Boston Symphony Hall as their experimental concert hall. They used a computer to simulate the acoustics of the hall as it actually exists and also as modified, fan-shaped versions to experiment with alternative designs. One fan-shaped alternative was widest at the stage and the other was widest at the rear of the audience.

Their analyses were based on the behavior of a simulated sound pulse, the mathematical equivalent of a gunshot heard in a simulated concert hall. The scientists placed simulated listeners' "heads" at various points in the model to receive the sound. Then they developed a set of visual icons to describe the sound reaching each "ear" of each head.

To visualize the clarity of sound, the scientists used an L-shaped, graph-like icon that revealed details of the reverberation at a listener's ear. The width of the top of the L denoted late-arriving sound; and the width of the bottom, early-arriving sound. The preferred combination when illustrated by the icon had a top equal to about half the bottom width.

To visualize the spatial impression of the hall, the scientists used a cone emanating from each ear; the wider the cone, the more sound arriving laterally and the better the spatial impression.

To diagnose the cause of poor spatial impression at a given head, the scientists also could program the computer to diagram the paths of sound waves to specific positions. To reveal where sound was coming from for each simulated ear, they used so-called "soundrose diagrams." These diagrams are arrays of lines emanating from a single point, like the spines on a sea urchin. The scientists programmed the graphic so that the length and color of each line denotes the relative and true strength of sound from a given direction.

In addition to these icons, Stettner and Greenberg also produced color maps of the sound energy reaching each point within the auditorium for each instant after the "gunshot," to probe for dead spots, concentrations and echoes.

By combining all these icons, the scientists produced a visual representation of much of the sound information needed to explore the acoustics of the auditorium.



Chris Hildreth

Graduate student Adam Stettner shows the technique he and Donald Greenberg developed to visualize the complexities of concert hall acoustics.

Besides using such visual icons, Stettner also foresees the use of simulated music and speech in such systems. An advanced version of the analysis program could play back for the designer samples of how music and speech would sound at each point, as well as graphically showing the acoustics. Architects and musicians, thus, could experience a concert hall before it was built, Stettner said.

Several loudspeaker companies have expressed interest in the Cornell research as a way to improve speaker placement in performance halls, Stettner said. He hopes that scientists and engineers might also adapt the techniques to visualize other technical data that change in complex ways with time and space.

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

—Dennis Meredith

Soviet scientist feels warmth of glasnost

Grigor Gurzadyan has seen his professional life undergo a stunning transformation in the last year. For two decades, he was not allowed out of the Soviet Union and, despite his distinguished record of scientific discovery and his international reputation, he was denied many honors.

But now, in a dizzying turnabout, the new Soviet policy of glasnost has allowed him to sample the scientific wealth of the United States. His month-long stay at Cornell, which began July 27, has included collaborations with Nobel laureate Hans Bethe, astronomy Chairman Yervant Terzian and other Cornell scientists, as well as precious observing time on NASA's International Ultraviolet Explorer Satellite. He is using the satellite to study the envelopes of dust and gas blown away from dying stars, including

several that had not yet been observed.

Together with his old friend Terzian, his host at Cornell, Gurzadyan also visited NASA headquarters in Washington, D.C., to open talks on a joint U.S.-Soviet ultraviolet astronomy satellite. Such a satellite could orbit above the obscuring atmosphere, scanning large sections of the sky at ultraviolet wavelengths to study phenomena such as the fiery atmospheres of distant stars.

"The changes have played a very important role," Gurzadyan said of glasnost. "This is a positive direction. That is why we can talk about joint projects."

Gurzadyan, 67, said he has no sympathy for communism. Refusing to join the Communist Party, he criticized the thoughts of Marx and Lenin and said he thinks that their socialism is unworkable.

Although his public pronouncements had until recently kept him from receiving honors such as membership in the Armenian Academy of Sciences, glasnost drastically changed government attitudes toward him. For example, an article by Gurzadyan on Soviet politics, in which he further criticizes communism, will be published soon in the Soviet Union, according to Terzian.

But it is Gurzadyan's scientific work that clearly satisfies him the most.

"These are extremely beautiful conditions for my work," he said of his visit to Cornell. In his thickly-accented speech, Gurzadyan described the university as a "very strong scientific center" and said that he looks forward to "new, intensive contacts and productive work." Cornell will be Gurzadyan's base of operations as he attends meetings and scientific conferences around the country.

Invited here by Terzian, who has known him for decades, Gurzadyan has begun discussing collaborating on studies of "flare stars," those that show inexplicable, sudden brightening in their atmospheres. Although his consultations with Cornell luminaries such as Bethe have excited him, the chance to work with Terzian is the highlight of his trip.

The two first met at a scientific meeting in Czechoslovakia in 1967 and have stayed in touch, as politics and distance permitted, ever since. Terzian organized the translation and edited the English version of Gurzadyan's book, "Flare Stars," which was published in 1980.

"I am happy very much that I have a possibility to work with one of the famous astrophysicists in the world, with my friend in scientific direction, Professor Terzian," he said.

—Dennis Meredith

Morris charged in 'worm' case

Former Cornell graduate student Robert Tappan Morris Jr., reportedly responsible for a "worm" that affected computers nationwide last November, has been indicted on a felony charge by a federal grand jury.

Morris pleaded not guilty at an Aug. 2 arraignment and was released on his own recognizance. The felony count under the 1986 Computer Fraud and Abuse Act carries a maximum penalty of five years in prison, a \$250,000 fine and a provision for restitution to those affected by the criminal act.

"Because the case against Robert Tappan Morris Jr. is now before the courts, it is not appropriate to comment," M. Stuart Lynn, vice president for information technologies, said in a prepared statement.

"The report of Cornell's internal commission, issued in April, contains a full account of our knowledge of the matter, including a determination that the computer worm was started by Mr. Morris," added Lynn, who headed the internal commission.

Lynn said that "the report also noted the commission's impression that the general sentiment in the computer science community seems to be that 'disciplinary measures [against Mr. Morris] should allow for redemption and as such not be so harsh as to permanently damage [his] career.'"

The university previously announced that Morris requested and received a leave of absence from the university effective Dec. 1, 1988. Beyond that, university policy and the Federal Family Educational Rights and Privacy Act preclude any comment by university officials concerning his status.

—Dennis Meredith



Grigor Gurzadyan, left, and his long-time friend, Yervant Terzian, exchange ideas during the Soviet scientist's stay on campus.

CALENDAR

All items for the calendar should be submitted (typewritten, double spaced) by campus mail, U.S. mail or in person to Chronicle Calendar, Cornell News Service, Village Green, 840 Hanshaw Road, Ithaca, NY 14850.

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

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

DANCE

Cornell International Folkdancers

Instruction in basic folkdancing and requests, Aug. 13 and Aug. 20, 7:30 to 10:30 p.m., Martha Van Rensselaer Hall auditorium; Aug. 27, North Room, Willard Straight Hall. A business meeting will be held on Aug. 13, 6:30 to 7:30 p.m.

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.

"Sticks: Historical and Contemporary Kentucky Canes," an exhibition on view Aug. 18 through Oct. 15, explores the rich cultural heritage of Kentucky through the folk art of the cane. The walking sticks incorporate a range of images and a variety of political and social commentaries, including snakes, bird cages, lizards, Indians and wildcats, and some depict well-known historical and pop figures such as Abraham Lincoln and Elvis Presley. Held in conjunction with the American Festival, the exhibit is organized by the Center for Theatre Arts.

Center for Jewish Living

"Judaica: The Tapestries of Kopel Gurwin," featuring 11 of the renowned artist's

works employing the technique of felt applique. Daily through Aug. 15, noon to 7 p.m., 106 West Ave.

Hartell Gallery

An exhibit of photos, drawings and collages by Thomas Fowler, through Aug. 19; color photos by Rhea Garen, a CCPA exhibit, Aug. 20 through 26. The gallery is in Sibley Dome and is open Monday through Friday, 8 a.m. to 5 p.m.

Olin and Uris Libraries

"A Celebration of Theatre," featuring costume sketches, stage act models and photographs from the Shaw Festival at Niagara-on-the-Lake, together with playbills, programs and rare works from Cornell Libraries collections, Monday through Friday through Oct. 4, 8 a.m. to 5 p.m.

FILMS

Films listed below are sponsored by Cornell Cinema unless otherwise noted. Most Cinema films cost \$3, except for weekend films in Uris and Statler, which are \$4, and are open to the public unless otherwise stated. An (*) means admission is charged.

Friday, 8/25

"Murmur of the Heart" (1971), directed by Louis Malle, with Lea Massari, Benoit Fereux and Daniel Gelin, 7:30 p.m., Uris.*

"Brazil" (1985), directed by Terry Gilliam, with Jonathon Pryce, Michael Palin and Kathryn Helmond, 10 p.m., Uris.*

Saturday, 8/26

"Murmur of the Heart," 7:30 p.m., Uris.*

"Brazil," 10 p.m., Uris.*

Sunday, 8/27

"The Gold Rush" (1925), directed by Charles Chaplin, with Charles Chaplin, Mack Swain and Georgia Hale. Shown with "The Music Box," 8 p.m., Uris.* (\$1.50 for new students with ID).

Monday, 8/28

"Beauty and the Beast" (1946), directed by Jean Cocteau, with Jean Marais and Josette Day, 8 p.m., Uris.* (\$1.50 for new students with ID).

Tuesday, 8/29

"Notorious" (1946), directed by Alfred Hitchcock, with Cary Grant, Ingrid Bergman and Claude Rains, 8 p.m., Uris.* (\$1.50 for new students with ID).

"An American Werewolf in London" (1981), directed by John Landis, with David Naughton, Jenny Agutter and Griffin Dunne, co-sponsored by the Orientation Steering Committee, midnight, Uris.* (\$1.50 for new students with ID).

Wednesday, 8/30

"Mississippi Burning" (1988), directed by Alan Parker, with Gene Hackman, Willem Dafoe and Francis McDormand. Panel discussion will follow, co-sponsored by the Orientation Steering Committee, 7:30 p.m., Uris.*

Thursday, 8/31

"Rain Man" (1988), directed by Barry Levinson, with Dustin Hoffman and Tom Cruise, 9:45 p.m., Uris.*

LECTURES

Center for Radiophysics & Space Research

"The Voyager 2 Spacecraft Encounter with Neptune," Tim Dowling and Philip Nicholson, planetary scientists, Aug. 15, 7:30 p.m., 105 Space Sciences Building.

MUSIC

Bound for Glory

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

RELIGION

Catholic

Mass: Saturdays through Aug. 19, 5 p.m., Anabel Taylor Auditorium.

Mass: Sundays through Aug. 20, 10 a.m. only, Anabel Taylor Auditorium.

Daily Masses: 12:20 p.m., Anabel Taylor Chapel, announced on a weekly basis. Sacrament of Reconciliation by appointment.

(Regular four Mass schedule resumes Aug. 26-27).

Christian Science

Testimony Meeting: Thursdays, 7 p.m., Anabel Taylor Founders Room.

Episcopal (Anglican)

Sundays, 9:30 a.m., Anabel Taylor Chapel.

Friends (Quakers)

Sundays, 10:30 a.m., Hector Friends Meeting House, about one mile west of Route 96, on the Perry City Road. Rides leave Anabel Taylor parking lot at 10 a.m.

Jewish

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

Conservative/Egalitarian Services: Fridays at 7:30 p.m., Founders Room, Anabel Taylor Hall.

Orthodox Shabbat Services: Saturdays, 9:15 a.m., Edwards Room, Anabel Taylor Hall.

Korean Church

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

Muslim

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

Zen Buddhism

Zazen meditation: Thursdays at 5 p.m. in the chapel, Anabel Taylor Hall. For more information or to arrange beginner's instruction, telephone Jon Warland at 257-1404.

SEMINARS

Biochemistry, Molecular & Cell Biology

"Fluorescence Quenching in Model Membranes," Mark Yeager, biochemistry, molecular and cell biology, Aug. 16, 1 p.m., Seminar Room, Biotechnology Building.

MISC.

Aerobics Class

Early-bird aerobics will be given by Anne Wrona on Mondays, Wednesdays and Fridays, 6:30 to 7:30 a.m. in the Helen Newman Dance Studio, through Sept. 1. For more information call Debbie Gatch, 255-5133.

Fuertes Observatory

Fuertes Observatory, situated on the hill behind Helen Newman Hall, will be open to the public every clear Friday night from 8 p.m. or dark until midnight. Call 255-3557 for information.

Macintosh Users' Group

MUGWUMP, the Macintosh Users' Group for Writers and Users of Mac Programs, meets on the first Thursday and second Wednesday of each month. Meetings are free and beginners are welcome. For more information, call Andrew Merkle, 277-2239.

Alcoholics Anonymous

Meetings are open to the public and will be held Monday through Friday at 12:15 p.m. and Thursdays at 9:30 p.m. in Anabel Taylor Hall. For more information, call 273-1541.

SOCRATES *continued from page 1*

explained.

SOCRATES program development takes place in Cornell's Computer-Aided Design Instructional Facility, or CADIF, a network of 32 work stations principally from Digital Equipment Corp. More than 50 Cornell engineering courses now use the software. Examples of the programs' breadth of usage include:

- Using FRANC, for FRacture ANalysis Code, mechanical and structural engineering students can study how such parts as airplane door latches and dams crack under loads.

- Using EWOK, a computerized electricity and magnetism workbench, electrical engineering students study the behavior of transmission lines, antennas and waveguides. They can alter an antenna on the computer screen and see how its broadcast pattern changes.

- Using the optical workbench dubbed GRIN (Gradient Refractive INdex), students can define and install lenses, mirrors, optical fibers, beam splitters and other optical elements and determine the light path through them.

- Using CADIF, students hold a real-time "race" between simulated, student-de-

signed 12-meter yachts. The students use the software to design their yacht's hull shape in three dimensions, build the rigging data base and simulate "sailing" the boat using an interactive control panel.

The fact that SOCRATES software has captured the students' imagination is apparent from their comments on the programs. And Professor Dean Taylor "complains" that "I have to close down the class projects early, or they'll keep working on them all through finals."

Analyzing the lure of CADIF, manager Kate Mink said, "It's not just that computer graphics can be whizz-bang, high-tech, video-game fun. We believe three factors are at work: Students can see what they are doing; they know that what they are doing is realistic, meaningful, and often breaking new ground; and they have the opportunity to do it extremely well."

The excitement begins in the Swamp, where programs are developed. Besides accommodating most of the nine-member CADIF programming team and their work stations, the Swamp features a wall full of boomerangs, a stuffed dinosaur, rock posters, a stereo system, a refrigerator and a large aquarium containing a red-bellied pi-

ranha named Jake. The programmers, who are student beginners or master professionals, work with faculty to develop SOCRATES software based on the professors' teaching needs. The SOCRATES programs can be adaptations of sophisticated programs used in advanced research or even improvements on venerable educational software.

For example, programmer Brian Mathews is working with an assistant professor of electrical engineering, John Belina, to add an interactive graphics interface to a circuit-design program called SPICE. SPICE, widely used by engineering students, was developed in the 1960s and requires students to type screens full of numbers into the program to simulate an electronic circuit.

But with Mathews' program, a student can simply hook together computer graphic resistors, transistors, batteries, switches, oscilloscopes and other paraphernalia on the screen and direct SPICE to analyze the resulting circuit.

While there are educational computing programs similar to SOCRATES at other schools — notably Massachusetts Institute of Technology's Project Athena — none has

the same vigorous outreach program as CADIF, Mink noted. Besides holding annual workshops, CADIF experts demonstrate their software at computer conferences around the country and produce mailings advertising the programs.

CADIF's future plans include installing work stations directly on the lab bench, Mink said. Students could perform experiments and run simulations side by side to learn how models compare to reality. She also hopes to use CADIF work stations as "windows to the supercomputer" — allowing easy access to Cornell's supercomputers through the SOCRATES programs. This advance, expected in 1990, will give students the power they need to attack more sophisticated problems.

"A common misconception is that heavy-duty computing is irrelevant to what undergraduates are supposed to learn and do," she said. "What the students find over and over again is that, just as the trivial cases have been covered and things are getting interesting, the course is finished. In essence, they are told that 'beyond here be dragons' and they can go further in graduate-level courses if they so desire."

—Dennis Meredith

'89 graduate is spending a year walking across America

David Segal has gone for a long walk.

He's making a 3,000-mile solo journey from Savannah, Ga., to San Diego. But unlike other people who have made similar journeys, he's going not to plead for world peace, to raise money for charity or to set a speed-walking record. Like that chicken who crossed the road, he's crossing the country to get to the other side.

"I'd always wanted to take a year off between college and graduate school," said the 22-year-old backpacker from Westchester County, N.Y. Segal graduated from Cornell in May with a bachelor's degree in biology and will begin work in genetics at the University of Utah in the fall of 1990.

He set out from Savannah on July 29, and he expects to reach San Diego a year from now. In the meantime, he's gone for a walk through Georgia, Alabama, Mississippi, Louisiana, Texas, New Mexico, Arizona and California.

Segal planned a route, subject to change along the way, that follows back roads, sticking close to small towns where he can buy groceries, refill a water jug, pick up mail and call his nervous parents once a week.

He plans to cover 10 miles a day, walking about four hours in the mornings. He will be carrying a pack with 45 pounds of clothes and equipment, plus food, water and fuel for a kerosene stove. His afternoons and evenings are for resting, exploration and conversation. He'll make camp on state lands or in someone's backyard, if he's invited.

"One of the most exciting things about this trip is also the most dangerous: It's the people I'm sure to meet," Segal said. "My worry is that they might want to do me harm. I've made up my mind not to accept rides because of the danger, but you can't protect yourself against random assaults."

As a freshman, Segal decided to take a basic rock-climbing course to satisfy a physical education requirement. That led to courses in wilderness skills — map reading, route planning, first aid and safety, planning a menu, choosing equipment, learning about weather — and to lengthy backpacking trips with the Cornell Outdoor Education Program and with friends in the Cornell Outing Club, including a week-long trip to North Carolina and a 21-day wilderness expedition in Wyoming.



David Segal

Chris Hildreth

By the time he was a senior, Segal had learned enough to become first an assistant and then an instructor with the Outdoor Education Program. In addition to rock climbing and backpacking, the program offered instruction in bicycling, cross-country skiing, canoeing, kayaking, ice climbing and caving to some 700 undergraduate and graduate students last year. The courses teach outdoor skills, natural history and self-reliance.

"Dave wants to discover America, to meet people where they live, especially people who don't live in big cities," said Daniel Tillemans, director of the Outdoor Education Program. "Backpacking is a means to his end, which is sort of a one-year independent study."

Segal said his academic advisers were supportive of the trip and the timing of it, and Tillemans sees it as the kind of "self-directed, self-motivated learning" that his program strives to instill.

"Lots of people have no idea what it would take to plan a trip like this, so they think I don't either," Segal said. "Outdoor Education was a big influence on me. That was where I got the training that gave me the confidence to do this trip."

Up until the day he left, Segal's mother was wishing that he would call off the trip, and plenty of other people expressed their concern, as well.

"People either say to me, 'You're crazy; don't you read the papers? Don't you know what could happen to you out there?'" Segal said. On the other hand, "Many of them say they're jealous and they wish they were doing this, too."

The logistics of the trip don't faze him, and he isn't daunted by the physical challenge. But he is concerned about his safety, and about how he will fare on his own.

"I tried to imagine what it will be like to be out there so long, to wake up in a place where no one knows me," he said. "I expect there will be days when it will rain all day and night and weeks when I'll wonder what I'm doing there."

"For the first month, it should be exciting. But then it might get really lonely, and I might have doubts about the whole thing. But if I can get through that month and accept that I'm alone on this trip, there will be other things to make me happy."

—Carole Stone

Baseball coach Thoren to retire



Ted Thoren

Charles Harrington

Ted Thoren, a member of the university's athletic coaching staff for 35 years and Big Red head baseball coach for 28 seasons, will retire at the end of the 1989-90 academic year.

"Ted Thoren has served Cornell University with distinction and honor for 35 years," said Athletics Director Laing Kennedy. "He has represented Cornell at the highest level and I congratulate him on the milestones he has reached as our baseball coach."

Thoren said: "Our association with Cornell has been a great one. Any time a family has put in a combined total of over 65 years at an institution like my wife, Jeanne, and myself have, you have to be happy."

Mrs. Thoren is executive assistant to the dean in the College of Engineering.

Thoren holds a number of all-time records at Cornell and in the Ivy League, including games coached in all sports (1,142), wins in all sports (590), baseball wins (520) and baseball games coached (1,017). He also holds Cornell records for baseball years coached (28) and seasons coached in all sports (38), which includes three years as a graduate assistant in 1948, 1952 and 1953.

Graduate Bulletin



Degree deadline: Aug. 25 is the deadline for completing all requirements for an August degree from the Graduate School.

Fall 1989 registration: New students register on Monday, Aug. 28, and new and continuing students, from Tuesday, Aug. 29, through Friday, Sept. 1, in The Henry Sage Hall, from 8:15 a.m. to 4:15 p.m. Bring student identification card and registration admission form.

Course enrollment: Students may bring completed and signed course enrollment forms to registration and complete course enrollment during registration. Course enrollment will continue through Sept. 22. Students who completed enrollment forms last spring do not need to complete a new form unless there is a change in their schedules.

Travel grant applications: Applications are due at the Graduate Fellowship and Financial Aid Office in Sage Graduate Center by Sept. 1 for October conferences.

English test: The English placement test will be held in 106 Morrill Hall on Monday, Aug. 28, at 11:45 a.m. All entering foreign students with a TOEFL score below 600 must take this examination.

Barton Blotter: Assault reported

Cornell Public Safety is seeking information about a person who reportedly sexually molested a 19-year-old woman on campus after robbing her of \$60 in cash on July 30. The incident occurred about 3:30 a.m. outside High Rise No. 1, a North Campus residential hall.

In another incident, David M. Schneider, 20, of 108 Genung Circle, was charged with burglary and assault following a July 27 attack in North Campus No. 9 residence hall. As of Wednesday, Aug. 9, Schneider was being held in Tompkins County jail in lieu of \$10,000 bail bond, according to Public Safety Lt. Barton R. Ingersoll.

Two people were injured in the assault, Ingersoll said. Jeffrey P. Vangeli, 22, of 217 Forest Home Drive, was taken to St. Joseph's Hospital in Elmira where he is being treated for serious head injuries. He was reported in fair condition on Wednesday. Tammy Savon, 19, of 655 Main St., Etna, was bruised and cut about the face but did not require hospital treatment.

Schneider, who reportedly knew Vangeli, attacked Vangeli and Savon in Vangeli's room in North Campus No. 9, where he was working as mechanic's helper, Ingersoll said.

Cheap chicken one benefit of food 'revolution,' Call says

The passing of mom-and-pop grocery stores, cheaper chicken, the Haagen-Dazs Effect, low-fat beef, the rediscovery of pizza and less back pain for farmers all are part of an American agricultural revolution as profound as the Green Revolution, David L. Call told a Summer Session lecture audience on July 26.

While developing countries were feeding millions more people with the improved crop varieties of the Green Revolution, the United States was undergoing a consumer-driven food revolution of its own, according to the dean of the College of Agriculture and Life Sciences. His talk was part of a summer lecture series about revolutions of all kinds, in observance of the bicentennial of the French Revolution.

Consumers as well as farmers benefitted from the American agricultural revolution, said Call, an agricultural economist. Between 1970 and 1987, the proportion of Americans' disposable income spent on food dropped from 15 to 9.6 percent — the lowest of any nation in the world, he said. Consumers in the Soviet Union typically spend 35 to 40 percent of their disposable income on food, he noted.

Where once disabling back injuries were a common cause of involuntary retirement by farmers, "there is now less back-breaking work. There is nothing on a modern farm that a farmer's daughter coming home from college can't do," Call said. "And, for the first time in history, the income of farmers is equal to that of non-farmers in the United States."

But Call blamed the greater variety of food products and the convenience of supermarkets for the demise of mom-and-pop grocery stores, noting that there were 400,700 food stores in the United States in 1950. In 1990, there will be an estimated 143,000.

The rise of supermarkets forced a change in farming, the dean said. Supermarket chains buy eggs, for example, by the truckload, large quantities that the kind of farm on which Call grew up could not supply. Likewise, the relatively small vegetable and fruit farms in New York state have trouble competing for supermarket business with big farms in the valleys of California.

In 1920, 30 percent of the American population lived on farms; today, about 2 percent of Americans live on farms and 90 percent of American food production comes from large-scale commercial farms. "For those who dream of the pastoral landscape, that's a loss," Call said.

Consumers now can choose between organic vegetables and those grown with chemical fertilizers and pesticides, and supermarkets are beginning to stock two lines of beef, "choice" and the lower-fat "select," Call observed.

Of all segments of agriculture, the dairy industry has been the most adaptable in meeting changing preferences of consumers, Call said. "You can have dairy products with low fat, no fat — even high fat." Indeed, one of the fastest growing market segments in recent years is for high-fat, high-priced frozen desserts, a phenomenon Call labeled the Haagen Dazs Effect.

"Apparently, that's how people reward themselves when they choose to go off their diets," said the dean, who has an admitted preference for premium ice creams.

Cheese "bailed out the American dairy industry," he added, citing the jump in cheese consumption during the 1980s. "That was when America rediscovered calcium, right? Wrong. That's when we discovered pizza." Because Italian cheeses used in pizza don't travel well, "they have to be produced relatively close to all those Pizza Huts and Domino's," he said.

Call described the United States as having "the safest food supply in the world — in the short term. "When was the last time some one you know died of food poisoning?" he asked.

"The long-term question is whether our food supply contributes to cancer, heart disease and other health problems. The answer to that is subject to much debate. I personally trust the Food and Drug Administration and follow its advice."

The dean accepted the blame, on behalf of all agricultural colleges, for promoting chemical pesticides.

"You cannot have low-cost, blemish-free food today without chemicals," he said. "We were lulled to sleep by DDT and other broad-spectrum pesticides. They were so easy. They killed everything."

Now, much of Cornell's agricultural research is focusing on alternatives to chemical pesticides, the dean said. One Cornell success story is the biological control of an insect pest in the grape industry, the grape berry moth, whose reproductive cycle is effectively disrupted by sex pheromones instead of pesticides. The statewide Integrated Pest Management Program is another example of successful efforts to reduce the use of chemical pesticides without affecting product quality.

—Roger Segelken

Spending summer vacation at Cornell

700 high school students take classes, explore career options

A spelunker from St. Louis, a gifted pianist and composer who lives on a Navajo reservation in Tuba City, Ariz., and a philosophical Texan who is contemplating a visit to a Tibetan monastery were among the more than 700 high school students from 42 states and 50 countries who participated in this year's Cornell University Summer College.

The students who attended the six-week Summer College were selected on the basis of a college-like application that incorporated their grades, teacher and counselor recommendations, standardized test scores and a series of essays.

Once here, the students chose classes from a roster of nearly 130 courses, sat next to Cornell students in regular university classes and learned about organizing schedules, balancing budgets and sorting the laundry as dormitory residents.

Most students took two courses and an exploration seminar that provided insight into what a prospective career might hold for them. Exploration topics included architecture, veterinary medicine, biology and the health professions, cinema, engineering, fashion and apparel design, government and public affairs, law, psychology, the visual arts and classics.

Faculty members commended the students on their seriousness of purpose. Mathematics Professor G. Roger Livesay said that several of the high school students in his calculus class were quite able to hold their own with others

in the class.

The students published a weekly newspaper, The Cornell Summer Times, under the tutelage of local writer and editor S.K. List. Students wrote news, feature and sports articles, editorials, humor pieces and film reviews. Topics included free speech, cold fusion, violence in sports and the Summer College curfew. Humor pieces focused on adolescent stress and, of course, love. A literary supplement in the final issue of the Summer Times contained student poetry, prose and photography.

In their free time, the students went trekking off to the Metropolitan Museum of Art in New York City, to the ballet and the National Museum of Dance in Saratoga Springs, to Niagara Falls and to a pow-wow on a nearby Indian reservation. They dressed to the teeth for their semiformal dance and stripped their beds to make themselves clothes for a toga party.

They also struggled with the limitations of curfew and giggled about the condom machines in the residence halls. Asked what they missed most about home, they replied, "flat streets" and "my mother's nagging."

As shifts in demographics yield fewer students of college age in the next few years, programs similar to Cornell's are springing up all over the country as colleges and universities hope to use them to attract more students to their campuses.

While the Summer College program, which has just

completed its 28th season, is not set up as a recruiting program for the university, nearly 50 percent of Summer College students apply, and approximately 100 of each summer's class members matriculate at Cornell.

One of the program's major goals is to increase minority participation, and the program now draws approximately one-third of its students from minority groups.

While many students who attended received full financial support from their parents, 62 were on full or partial need-based scholarships, including Jerome H. Holland, Anne Gibbons and Provost's Scholarships for minority students and Jerry M. Rivers Scholarships for Native American students.

General Electric Co. supported seven students from the Manhattan Center for Math and Science; Cornell alumni groups in Northeastern Ohio, Albany and Central New York supported students from their areas and several school districts raised money to send promising students to Cornell for the summer.

In her parting Summer Times editorial, Cassandra Ingraham of Beaumont, Texas, wrote:

"I am sad to leave. I return home as a different person than when I left. I have learned a lot, not only in my classes but through the differences in the people I have met and the reminder that despite those differences we are all alike."

—Peggy Haine

Bee study brings stings and friends

This year, Cornell's Summer College co-sponsored two new programs for minority high school students.

One, directed by city and regional planning Assistant Professor Margaret Wilder, was a program in urban affairs. The other, directed by natural resources Assistant Professor Marianne Krasny, was a research program in natural sciences for minority and disabled students, supported by the National Science Foundation and the College of Agriculture and Life Sciences.

An ongoing program, the Summer Veterinary Research Program for Minority Students, which has been in existence for several years under the direction of Shenetta Selden of the College of Veterinary Medicine, enabled students to work with veterinary scientists in their laboratories.

Below is a story about one of the participants in this summer's natural resources research program.

When Milagro "Eddy" Lopez was invited to join 12 other high school students for a six-week summer research program in natural resources at Cornell, he was scared. The Cuban-born student had never been away from his family since they settled in Queens, N.Y., nine years ago.

"But to be at an Ivy League school, see the life, see if I could handle the work, and get involved in a real research project, it was like a dream to me," recalled Lopez, who this fall begins his senior year at Franklin K. Lane High School.

Lopez did get homesick a couple of times this summer, but he called his family every two weeks and dispelled any gloom with the companionship of other high school students he met in the dormitories, at the student center and on the volleyball courts.

His new friends were "kids from Nigeria and Spain and Puerto Rico and all over America," he said. And, they were "not just from my program, but they were here studying philosophy or acting or architecture."

Lopez was studying bees — sweat bees he described as the size of small flies — and on most days would spend several hours in the field with German graduate student Ullrich Mueller, who is getting his doctoral degree under Professor George C. Eickwort, one of the world's experts on bees.

Lopez did his field work at the Cornell Fishery Laboratory, about one mile from campus. Almost daily, the New York City youth would bike into the woods, past several ponds to a creek near which the bees build their underground dwellings.

Crouched above the small dirt "turrets" by which the bees leave and enter their combs, Lopez would catch bees in paper cups, temporarily anesthetize them in ice and paint tiny blue, white and yellow dots on their backs with spears



Don Albern

High school student Milagro "Eddy" Lopez, left, and Cornell graduate student Ullrich Mueller examine a collection of bees as part of Lopez's summer research project.

of grass.

He and Mueller would then mark which bees enter and leave the turrets, which guard the queen, which produce pollen and other aspects of their communal life.

"It's amazing how they stay like a family," Lopez said, adding that the few mild stings he suffered were worth the chance to study the ways of the bees. He also talks with Mueller about the project's deeper interest in different theories of evolution, and he discussed his experiences with Eickwort.

Lopez, who maintains a high school grade-point-average of 95.7, learned of the Cornell research program for minority students from one of his teachers.

Though he thinks he wants to be a physician, Lopez says the program piqued his interest in forestry, plant biology and other areas related to natural resources. Besides individual research and group field trips, the program includes

three two-hour lectures on ethics and the environment, presented by Richard A. Baer Jr., a professor of natural resources. Baer's unusual qualifications for the subject include philosophy study as an undergraduate at Syracuse and a graduate student in Tuebingen, Germany; a degree from the Princeton Theological Seminary; and a Harvard Ph.D. in the history and philosophy of religion.

Marianne E. Krasny, the assistant professor of forest biology who developed and directs the new program, said that even though most of the minority students in the program think about careers in medicine and genetic engineering, "I hope this can expose them to lots of exciting careers in biological science and natural resources."

"It would be nice if Eddy said he wanted to switch to natural resources," Krasny added, "but we don't proselytize. The exposure to biological research is good in itself."

—Sam Segal

Scott continued from page 1

that smaller schools cannot compete "across the whole arena of competitive grants," they can focus in areas of comparative advantage, he said. Some small institutions already are using that strategy, he noted.

"Smaller institutions need to develop enhanced linkages with larger and other institutions within their region," Scott added. "By developing a strong scientific focus and seeking to develop linkages with other institutions, it is possible to build consortia which will be competitive."

The competitive grants evaluation process should not snub research with practical applications, Scott told the senators.

"Since the inception of the competitive research grants program, these grants have typically focused on the 'more basic' areas of agricultural research," he noted. "We must have a mix of fundamental and applied research if we are to meet the needs of the agricultural producer, rural communities and consumers."

Scott pointed to five advances by Cornell scientists to illustrate the "spill over" from basic science research — which is usually funded by competitive grants — to applied areas of research and extension: the "gene gun" for shooting DNA through cell walls; the 20-year study of insect sex pheromones

that led to an environmentally safe control for the grape berry moth; nutrient-partitioning experiments that could make the dairy industry more efficient through the use of a growth hormone; the identification and cloning of "pathogenicity genes" in fungi which could help make crop plants more resistant to harmful fungi; and the discovery of biochemical "clues" in an obscure Brazilian tomato that led to a treatment for extending the shelf life of domestic tomatoes.

The benefits of agricultural research have been documented many times over, Scott said, referring to figures showing that an "average" family with an income of

\$23,338 supports agricultural research with \$14.83 of their taxes and receives \$39.74 a year in benefits.

"It is difficult to believe that in an era of increased global competition in agriculture that increased competition will not be expected in the conduct of agricultural research," Scott concluded. "Because of the importance of agriculture to the national economy and the need for agricultural research to ensure our competitiveness in the global arena, there should be a significant increase in funding of competitive research grants."

—Roger Segelken

CORNELL EMPLOYMENT NEWS

August 10, 1989 Summer Edition Volume 1, Number 31

JOB OPPORTUNITIES

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

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

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

Professional

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

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

Senior Training Associate (PA8008) HRII Office of Human Resources-Endowed

Under the general direction of the Director, Human Relations Programming, provide leadership in the development, implementation and evaluation of the university's human relations programs for faculty, staff and students. **Requirements:** Master's or equivalent in human resources, education, social work or related field. Extensive experience in human relations, training, program development and implementation. Counseling and consulting experience preferred. Send cover letter and resume to Cynthia Smithbower by August 25.

Manager, General Stores Warehousing (PA8005) HRII General Stores-Endowed

Under general supervision, manage the operations of the General Stores warehouse and receiving functions. **Requirements:** Bachelor's preferred. Minimum 5 years first line warehouse supervision. Strong skills in inventory management, warehouse logistics, dispatching, receiving, NYS Class V driver's license. Send cover letter and resume to Cynthia Smithbower by August 25.

Rooms Division Director (PA7905) HRII Statler Hotel-Endowed

Directly responsible to the Managing Director of the hotel for the proper supervision and functions of the Front Office and Housekeeping departments. Some nights and weekends.

Requirements: Bachelor's in hotel management or equivalent required; advanced degree preferred. 3-5 years experience in management or upper level hotel position. 2 years in a Front Office operation. Good working knowledge of hotel computerized front office systems. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist III (PT7601) HRII Agronomy-Statutory

Develop a Northeast regional soil database in support of a CSRS project to map groundwater contamination potential. Duties include: collect data (20%), develop database (30%), derive interpretive functions (25%), develop linkages (25%). Until September 17, 1990.

Requirements: Master's or equivalent in soil science with training in computer science and database management. Minimum 3 years related experience. Familiarity with UNIX and DOS operating systems, RBASE and PRELUDE database management software is desired. Send cover letter and resume to Bill Webster.

Research Support Specialist III (PT7602) HRII Agronomy-Statutory

Assist the Cornell University Agricultural Experiment Station Soil Survey Leader in conducting the soil survey program, including field operations, laboratory operations, research studies, and extension activities as part of the National Cooperative Soil Survey. Until January 14, 1993. **Requirements:** Master's or equivalent in soil science with field soil survey experience and strong background in basic sciences, geology, and mineralogy. Minimum 3 years laboratory experience is required. Familiarity with per-

sonal computers, database management software, and geographic information systems is desired. Send cover letter and resume to Bill Webster.

Senior Applications Programmer/Analyst II (Assistant Computer Systems Manager) (PT7903) Level 35 National Nanofabrication Facility-Endowed

Work with computing systems manager to maintain the availability and enhance the capabilities of the computer systems. Train and assist users.

Requirements: Bachelor's or equivalent in computer science required. 3-5 years experience in some combination of VMS, CAD, Pascal, Fortran, commercial programming and user services preferred. Send cover letter and resume to Dennis Costello, NNF Knight Lab, Cornell University, Ithaca, NY 14853 by August 15.

Systems Analyst III (PT7908) HRII Level 35 DL-Quality Milk Promotion Services-Statutory

Analyze, design, develop, implement and document computer applications for Quality Milk Promotion Services in a network and micro environment having several components or inter-relationships with other hardware and software systems. Diagnose and correct production systems software problems. Work with staff to analyze project data. Strong interpersonal & communication skills.

Requirements: Bachelor's or equivalent (3-5 years experience) required. Statistical experience desirable. 1-2 years experience in analytical/problem solving with micros. Strong background and knowledge of DBASE III+ as well as experience in editing existing DBASE III+ programs required. Knowledge of word processors, utility programs, MS-DOS operating system, and IBM compatibles required. Send cover letter and resume to Bill Webster.

Technical Consultant III (PT8009) Level 34 CIT-Endowed

Evaluate use of interactive laserdisc technologies in higher education. Assist director in administrative duties including personnel supervision, budgets, workshop demonstrations and proposal preparation. Provide assistance to university academic personnel in the use of microcomputers, advanced work station hardware and software with audio-visual technology for computer aided instruction. Prepare reports and releases of group activities.

Requirements: Bachelor's or equivalent required. Master's or equivalent in CAI, instruction, evaluation and measurement, mass media, education, communications or related field preferred. Administrative experience, teaching experience, strong written and verbal skills, experience developing education or communications systems using microcomputers, advanced workstations, and A-V media. Send cover letter and resume to Bill Webster.

Systems Programmer/Analyst III (PA7802) Level 34 Theory Center-Endowed

Provide UNIX systems support, including parallel systems support, for various Theory Center computers in the Advanced Computing Facility.

Requirements: Bachelor's in computer science or equivalent combination of education and experience. 3-5 years experience with and understanding of UNIX and UNIX-based tools; experience with multiple machine architectures; familiarity with parallel systems helpful; strong communication and interpersonal skills. Send cover letter and resume to Cynthia Smithbower.

Applications Programmer/Analyst II (PT7912) Lvl 33 CIT/IR-Endowed

Under direct supervision, design, develop, modify and document straight forward applications software in support of a major administrative system.

Requirements: Bachelor's or equivalent with computer related courses required. 2-3 years experience. Knowl-

edge of at least 2 languages (PL/1, Natural, COBOL, Mark IV). Knowledge of applications for interactive and batch administrative systems, data base management systems, machine architecture, system utility programs, VM/CMS. Send cover letter and resume to Bill Webster.

Applications Programmer/Analyst II (PT5133) Level 33 Finance and Business Services-Statutory

Develop, install, maintain, document, and modify administrative systems software. Provide administrative systems applications programming/analysis support for various areas. Assist in insuring efficient and effective use of computer resources.

Requirements: Bachelor's or equivalent with computer-related courses or the equivalent combination of experience is required. Knowledge of Cornell mainframes, JCL, MVS, CMS, COBOL, Natural and ADABAS. Knowledge of IBM System 36 and its functions. 2-3 years experience with machine architecture, programming languages, production procedures and system utility programs desirable. Send cover letter and resume to Bill Webster.

Applications Programmer II (PT7806) Level 33 Human Ecology Administration-Statutory

Design, implement, modify and document applications programs on several interactive systems involving student and alumna records. Provide support for a college-wide local area network including troubleshooting, routine maintenance of hardware, workstation additions and moves, installation of software, and backup of information.

Requirements: Bachelor's or equivalent required. 2-3 years experience. Understanding of database structures, network concepts, LAN hardware and network operating software (e.g., Novell, 3COM). Knowledge of applications for batch and interactive systems and operating systems. Knowledge of at least 1 programming language. Send cover letter and resume to Bill Webster.

Applications Programmer/Analyst I (PT7911) Level 32 CIT/IR-Endowed

Under direct supervision, maintain, develop, modify and document routine applications software in support of a major administrative system.

Requirements: Bachelor's or equivalent with computer related courses required. 1-2 years experience. Knowledge of at least 2 languages (PL/1, Natural, COBOL, Mark IV). Knowledge of applications for interactive and batch administrative systems, data base management systems, machine architecture, system utility programs, VM/CMS. Send cover letter and resume to Bill Webster.

Applications Programmer I (PT7717) Level 32 Animal Science-Statutory

Design, write, implement, document and maintain applications software of a complex nature for the Northeast Dairy Records Processing Laboratory.

Requirements: Bachelor's or equivalent in Animal Science/Computer Science. 1-2 years related experience. An agricultural background in the dairy field would be highly desirable as would programming experience in assembler language and CSP. Experience with CICS desirable. Send cover letter and resume to Bill Webster.

Systems Analyst I (PT7518) Level 32 CISER-Endowed

Support and consult with staff in the operation of CISER's Survey Research Facility and provide support of SPSSx, SPSS-PC and SPSS-DE to CISER members and their affiliates.

Requirements: Bachelor's or equivalent in Social Science preferred. 1-2 years related experience in survey research. Knowledge of DBASE III, SPSSx, SPSS-PC, SPSS-DE. Good interpersonal and communication skills. Send cover letter and resume to Bill Webster.

Executive Staff Assistant (Assistant to Associate Vice President) (PC8024) HRI Associate Vice President for Human Relations-Endowed

Write and edit reports and correspondence; provide administrative support to Associate Vice President in monitoring affirmative action policies and programs; serve on

related committees; research and support new program initiatives; supervise clerical staff.

Requirements: Bachelor's or equivalent required. Knowledge of word processors/computers (IBM-PC and Mac). Excellent communication (written and oral) skills. Some experience in computerized office management. Able to work with a wide range of people essential. Send cover letter, resume, and writing sample to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Staff Writer II (PC8019) HRI University Relations-Endowed

Publicize the university and its personnel in the print and broadcast media by writing news releases and Cornell Chronicle articles, and by personal contacts with other journalists. Have primary responsibility for a small number of units but also handle occasional assignments in other areas.

Requirements: Undergraduate degree or equivalent. Some journalism experience essential; experience with higher education preferred, word processing, especially IBM-compatible and Wordperfect. Send cover letter, resume, work samples, 3 references and a brief salary history to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Consultant/Writer (PC8016) HRI University Relations/Communication Strategies-Endowed

Analyze areas of university communications; research inconsistencies between the image and "reality" of various Cornell units using focus groups, publications audits, interviews, etc.; develop marketing communications that relate to the overall promotional goals of the university and are targeted to specific audiences and the needs of these audiences.

Requirements: Bachelor's required. Excellent writing skills. Marketing or public relations experience, preferably in a college or university. Familiarity with word processing required. Send cover letter, resume, 3 writing samples and a brief salary history to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Dining Supervisor (PA8006) HRI Dining Services-Endowed

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

Admissions Counselor (PA8007) HRI Undergraduate Admissions-Endowed

Assist Associate Dean in planning, coordinating and implementing activities related to the recruitment of minority students including review of applications for admission to the university. Approximately 6-8 weeks recruitment travel. **Requirements:** Bachelor's or equivalent. Some related admissions or related public relations educational experience helpful. Excellent communication (oral and written) skills. Send cover letter and resume to Cynthia Smithbower by August 25.

Information Resource Specialist (PA8009) HRI Office of Sponsored Programs-Endowed

Responsible for organizing, maintaining and disseminating sponsored programs information in the OSP Library. Select and prepare articles for desktop published Newsletter to faculty. Perform computer searches of funding opportunities. Assist with campus training programs on proposal writing and fund seeking.

Requirements: Bachelor's or equivalent with minimum of 3 years relevant experience. Excellent organizational, communication, and interpersonal skills required. Experience writing, editing, and using computer based word processing or publishing programs. Familiarity with Cornell preferred. Send cover letter and resume to Cynthia Smithbower by August 25.

Administrative Manager I (PA8011) HRI Textiles and Apparel-Statutory

Manage department budgets, nonacademic personnel and facilities; supervise clerical support staff; oversee maintenance of equipment and facilities; coordinate course scheduling.

Requirements: Bachelor's or equivalent. Minimum 3 years administrative/supervisory responsibilities in an academic setting, must have demonstrated interpersonal and communication skills; knowledge of computers essential especially knowledge of Lotus 123 and dBase III Plus. Send cover letter and resume to Cynthia Smithbower by August 25.

Grant and Contract Officer I (PA8004) HRI Office of Sponsored Programs-Endowed

Responsible for reviewing, processing and administering proposals and negotiating resulting awards subject to review and approval of an Associate Director.

Requirements: Bachelor's or equivalent, or 3-4 years of equivalent work experience. Excellent interpersonal and communication (written and oral) skills; ability to work independently. University administrative experience preferred. Some travel involved. Send cover letter and resume to Cynthia Smithbower by August 25.

Systems Support Specialist (PA8003) HRI Public Affairs Law School-Endowed

Provide programming and analytic support to Law School's

Registration for Extramural Study: August 31 — September 1

Through the Office of Extramural Study, you can register to take a Cornell course during the 1989 fall term. Registration will take place on Thursday, August 31 and Friday, September 1.

The Office of Extramural Study makes available the extensive course offerings of the university to employees and area residents who are interested in taking a course for their own interest and advancement and who are not enrolled in a Cornell degree program.

With department approval, regular full-time and part-time nonacademic employees of Cornell may enroll in on-campus courses

and have tuition waived for up to four credits. Application forms are available in the Extramural Study Office, B12 Ives, and in the Training and Development Office, 107 Day Hall. Application forms must be completed prior to registration.

The course instructor and the employee's supervisor and department head must sign the form. Some colleges have additional requirements for registering in their courses. Employees are encouraged to pick up the application form as early as possible to allow time to complete these steps.

For more information, come to B12 Ives Hall or call 255-4987.

Aetna Claims Processing Backlog

Faculty and staff covered under the Endowed Health Care Program need to be aware that our claims processor, the Aetna, is running behind in their claims processing operation. It is taking them an extra week and a half to two weeks to process claims. They have assured us that the backlog of claims will be caught up within two weeks and asked for our patience as Aetna resolves its operational difficulties.

Office of Development and Public Affairs. Maintain and update existing database; produce reports as requested/scheduled; train/assist development staff with computer-related questions; work with central Public Affairs on gift and computer-related matters.

Requirements: Bachelor's or equivalent. Experience with IBM-PC, MS-DOS, mainframe systems; knowledge of CMS; ability to relate alumni information requests to available mainframe and microcomputer systems. Good organizational and interpersonal skills. Send cover letter and resume to Cynthia Smithbower by August 25.

Research Support Specialist I (PT8007) HRI Clinical Sciences-Statutory

Support woodchuck hepatitis project by development of non-routine histological techniques for assessment of hepatic injury and earlier carcinogenic alterations in fixed and frozen liver tissues using EM and light microscopy. Obtain tissue specimens, process tissues, section, stain and read slides. Establish and maintain computer inventories of specimens and stains. Prepare reports of findings. **Requirements:** Bachelor's or equivalent in biology with emphasis on physiology, pathology, histology or similar field. Master's preferred. 2-3 years experience in histology laboratory with independent responsibility for following projects from beginning to end. Experience with cryostat essential, EM work helpful. Laboratory animal experience necessary. Send cover letter and resume to Bill Webster.

Manager of Systems (PT7901) HRI Bursar-Endowed

Responsible for all aspects of system development and administration. Supervise and manage the Systems Department which operates several mainframe computer systems, including the Student Finance System, Cornell-card System, Loan Management System, Cornell Installment Plan and a departmental microcomputer local area network. Introduce and implement fresh technological ideas to enhance the overall operation.

Requirements: Bachelor's or equivalent required; systems related course work a plus. Interest in and experience using computers required. Ability to communicate and work with people is important for success. Interest in supervision, business operations and problem solving orientation are necessary. Send cover letter and resume to Bill Webster by August 25.

Budget Analyst II (PC7914) HRI

Financial Planning and Budget Management-Endowed Assist in the development and execution of the annual Endowed operating budget including all fund types except grants and contracts, and all operating units. Assist in the design and implementation during the year of the University's general purpose budget model and tracking system for income, transfers, and expenditures.

Requirements: Bachelor's or equivalent plus minimum 2 years experience in budgeting at a university/corporate level. Requires detailed knowledge of electronic spreadsheets and a general knowledge of mainframe computer databases. Regular contact internally with business managers and accounting and budgeting staff on a variety of budget and accounting matters. Infrequent contact externally with budget personnel at other universities. Send cover letter and resume to Esther Smith.

Conservation Specialist (PA7908) HRI A.R. Mann Library-Statutory

Plan and implement a variety of conservation activities in the Mann and Entomology Libraries. Develop preservation photocopy capability; coordinate preservation surveying, screening and searching; participate in the selection of materials for preservation; write grant proposals. Conduct bibliographic searching of gifts and other materials. Execute special projects in the Collection Development Division.

Requirements: Bachelor's or equivalent. Background in agriculture, human ecology, or the life sciences desirable. Research library work experience (particularly in conservation and searching) highly desirable. Knowledge of basic conservation treatments and processes, and experience in conservation-related work desired. Send cover letter, resume and names of 3 references to Cynthia Smithbower by August 21 or until a suitable candidate is found.

Staff Nurse (PA7907) HRI

University Health Services-Endowed

Screen, assess, treat or refer patients utilizing clinical skills. Provide nursing care in the Overnight Observation Unit. Assist physicians and Health Associates; supervise Nurses Aides.

Requirements: Must possess New York State Nursing License. Experience in clinic nursing and emergency nursing desirable. Send cover letter and resume to Cynthia Smithbower.

Architectural Designer (PA7909) HRI

Facilities Engineering-Endowed

Assist in the design, preparation of cost estimates and drawings, specifications and construction documents for maintenance, repair and alteration projects that relate to the Architectural Section.

Requirements: Associate's in architectural technology or equivalent required. Must have and maintain a valid driver's license. Knowledge of architectural drafting, detailing, building materials, building codes, and construction. Must have working knowledge of construction techniques and related engineering. Computer familiarity preferred. Experience working with building codes highly preferred. Send cover letter and resume to Cynthia Smithbower by August 17.

Research Support Specialist I (PT7713) HRI

Center for Research Animal Resources (CRAR)-Statutory

Provide back-up technical support for standard immunological assays. Assist researchers in the development of in vitro systems to study transport of macromolecules across mucosal membranes. Perform embedding and electron microscopy of canine tissues when needed.

Requirements: Bachelor's or equivalent in life sciences or related field. Experience in use of light and electron microscopy useful. Knowledge of histological techniques.

Research Support Specialist I (PT6904) HRI Veterinary Pathology-Statutory

Provide investigative assistance and technological support to the Flow Cytometry Labs. Plan and execute research experiments related to the effects of oncogenes and chromosomal aberrations on cell differentiation. Supervise staff and/or participate in performing tasks related to cell culture, protein and nucleic acid analysis and flow cytometry; measure protein and RNA synthetic rates by radio labeled precursors. Assist in the analysis of data and in preparing results for publication.

Requirements: Bachelor's or equivalent in relevant biological or physical sciences; Master's preferred. 2-3 years related laboratory experience required (techniques related to flow cytometry and tissue culture). Send cover letter and resume to Bill Webster.

Staff Writer II (PC7708) HRI

Media Services-Statutory

Research, write, edit and produce radio news reports for Consumer Information Network. Develop, produce and direct other projects within the TV/Radio Center as may be

required. Function as a creative member of an interrelated television and radio production unit.

Requirements: Bachelor's or equivalent in Radio-TV, communications or consumer fields, plus minimum 3 years experience or demonstrable skills required. Strong background and experience in news development, writing, editing, and production a must. Ability to work with faculty, staff and clients. Must have pleasant, professional voice for narrations and broadcast announcing. Send tape, resume, writing samples and three references to Esther Smith.

Technical Writer II (PC6215) HRI Information Technologies-Endowed

Plan and produce a comprehensive set of publications describing CIT offerings in conjunction with Directors, Assistant Directors, and staff in CIT Network Resources and Computer Resources divisions.

Requirements: Bachelor's or equivalent with 2-3 years experience in technical writing. Very strong written and verbal communications skills. Excellent teaching, interpersonal and problem solving skills. Knowledge in the following technical areas: UNIX, VM/CMS, use of computer networks. Experience in the use of computer-based publishing systems, especially Microsoft Word, and Page-Maker for the Macintosh. Send cover letter, resume and writing samples to Esther Smith.

Research Support Specialist I (PT7509) HRI Design & Environmental Analysis-Statutory

Assist on a research survey investigating the association between environmental tobacco smoke, indoor air quality, and work-related health problems in offices. Interview senior personnel; coordinate environmental monitoring of indoor air quality; conduct questionnaire surveys of office workers; coordinate data coding and entry; conduct statistical analyses; and assist in report writing & research presentations.

Requirements: Bachelor's or equivalent in Behavioral/Social Sciences. 2-3 years computing experience with IBM mainframe systems; knowledge of IBM/CMS & SPSSX. Strong background in survey research, including experience with questionnaire construction and administration, data coding & entry, statistical analysis of survey data and interpretation & report writing. IBM & Macintosh system experience and knowledge of networking preferred. NYS driver's license and heavy travel required. Send cover letter and resume to Bill Webster.

Research Support Aide (PT7516) HRI CISER-Statutory

Provide support in form of direct consultation with faculty and grad students in quantitative social/economic research. Assist in use of CISER data archive collection of machine-readable data files/print data resources on campus. Answer questions supplying data from public data files on a cost-recovery basis.

Requirements: Bachelor's or equivalent required. 1-2 years experience within a data archive or academic reference staff; some knowledge of automated systems or ability to work with automated systems. Must be able to work within a team and communicate effectively. Familiarity with machine-readable data files, knowledge of federal statistical programs, federal documents, social science research methods, grad work in library or information science, and computing skills-micro and mainframe desired. Send cover letter and resume to Bill Webster.

Research Support Specialist I (PT7114) HRI Textiles and Apparel-Statutory

In conjunction with Baker Institute of Animal Health, conduct lab research in multidisciplinary field of biotechnology and biomedical materials. Continuation contingent upon funding.

Requirements: Bachelor's or equivalent required. Previous cell-culture skill desired or ability to learn quickly. Send cover letter and resume to Bill Webster.

Professional Part-time

Systems Programmer/Analyst II (PT7411) Level 33

Modern Languages and Linguistics-Endowed

Under general supervision, support speech synthesis and analysis in the DMLL Phonetics Laboratory. General responsibility for maintaining software on several computer systems including SUN 160c Workstation (UNIX), IBM PC/AT (DOS), PDP 11/73 & 40, and MAC II. 20 hours per week.

Requirements: Bachelor's or equivalent experience and training. 2-3 years related experience. Knowledge of UNIX and C required. Ability to develop systems software (such as device drivers); help developers of applications software with system-specific problems; port existing software to new computers; interface existing software with specific hardware (such as A/D converters); develop and maintain networks; enhance existing software with new features (including graphic display of data); do applications program development; and write documentation. Knowledge of and interest in signal processing useful, but not essential. Send cover letter and resume to Bill Webster.

Assistant Coordinator (PA8010) HRI

Learning Skills Center-Endowed

Conduct study skills workshops and provide individual consultations to students in need of academic skills development. 9 month position. Monday-Friday, 1-5 p.m.; some evenings.

Requirements: Bachelor's or equivalent in education or social science. Several years experience working with college students. Send cover letter and resume to Cynthia Smithbower by August 25.

Staff Nurse (PA7906) HRI

University Health Services-Endowed

Screen and provide emergency service as well as basic nursing care to patients at Gannett Health Center's Overnight/Observation Area Unit. 4 p.m.-12 a.m. 20 hours per week.

Requirements: New York State Registered Nurse's License. 3 year nursing program degree required. 1 or more years recent experience required. Emergency room, hospital or outpatient nursing experience preferred. Send cover letter and resume to Cynthia Smithbower by August 15.

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.

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

Technician, GR18 (T7809)

Plant Biology-Statutory

Minimum Biweekly Salary: \$513.94

Prepare and examine histological preparations using cytological procedures, especially immunocytochemistry. Perform associated data gathering, photography, routine analyses. Use of microscope essential.

Requirements: Associate's or equivalent coursework or training in biology required. Bachelor's preferred. Knowledge of plants useful. Previous experience in microscopy, histology of plant and/or animal tissues and staining procedures including histochemistry.

Technician, GR19 (T8013)

Genetics and Development-Statutory

Minimum Biweekly Salary: \$535.78

Carry out biochemical and molecular biology experiments such as DNA isolation, blotting, sequencing. Perform plant tissue and microbial culture. Responsible for general lab organization and computer data entry.

Requirements: Associate's or equivalent required; Bachelor's or equivalent in biology, chemistry, or biochemistry preferred. 1 year experience in a biology or biochemistry laboratory.

Laboratory Technician, GR19 (T8005)

Veterinary Microbiology-Statutory

Minimum Biweekly Salary: \$535.78

Provide assistance to faculty members in carrying out laboratory and animal experiments in immunology and reproductive biology. Perform RIA, ELISA, tissue culture and related lab work. Collect specimens; maintain lab; monitor radioactive waste and arrange safe disposal.

Requirements: Bachelor's or equivalent in science major. Previous lab experience preferred. Able to lift 75 pounds.

Electronic Technician (Communication Technician), GR20 (T8006)

CIT/Network Services-Endowed

Minimum Biweekly Salary: \$558.78

Provide setup/test/installation assistance for local area networks and other networking equipment. Assist in assembly of cables and peripherals; test/install cables, terminals, network and communication equipment. Occasional over-time.

Requirements: BOCES diploma or equivalent in electronics required; college coursework in related field desired. Relevant technical experience desired. Accuracy, logic and attention to detail; interpersonal, organizational and time management skills essential.

Animal Health Technician, GR20 (T7906)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Educate, assist and supervise senior veterinary students, AHT externs and staff as to proper procedures of Animal Health Care for clinical patients.

Requirements: Associate's or equivalent in animal health technology, NYS licensed (or eligible for licensure) Animal Health Technician. 2 years experience working with small animals preferred.

Technician, GR20 (T7904, T7607)

Plant Breeding and Biometry-Statutory

Minimum Biweekly Salary: \$558.78

Extract DNA, run and blot gels, isolate and screen plasmoid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of grad students. Continuation contingent upon funding.

Requirements: Bachelor's or equivalent in biology, genetics, biochemistry or related discipline required. Minimum 1-3 years lab experience preferred.

Technician, GR20 (T6910)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Take radiographs and process films of animal patients and research material as required. Other duties as assigned. 39 hours per week, rotating Saturday, 10 a.m.-7 p.m.

Requirements: Licensed radiologic technician and/or NYS licensed animal health technician required. Experience handling animals preferred.

Animal Health Technician, GR20 (T7905)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. Some weekends and holidays. Rotating shift, 3 p.m.-11 p.m. and 11 p.m.-7 a.m.

Requirements: Associate's or equivalent in animal health technology and NYS licensure (or eligibility) required. Minimum 2 years related experience. Experience working with small animals, interest in teaching critical care techniques preferred.

Animal Health Technician, GR20 (T6705)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Assist with emergency and surgical procedures. Responsible for medical treatments; manufacture, compound, dispense and administer prescriptions. Eves and wknds. **Requirements:** Associate's or equivalent in animal health technology required, NYS licensure (or eligibility) required. 2 years experience as A.H.T. and experience working with large animals preferred.

Technician, GR20 (T7407)

Poultry and Avian Sciences-Statutory

Minimum Biweekly Salary: \$558.78

Organize and perform research in avian reproductive endocrinology. Provide technical expertise in a variety of methodologies including molecular endocrinology techniques, RIA, with some animal work and data analysis.

Requirements: Bachelor's or equivalent in biology or biochemistry. Minimum 1-2 years experience. Some training and experience in laboratory procedures. Able to work independently.

Technician, GR21 (T7511)

Diagnostic Laboratory-Statutory

Minimum Biweekly Salary: \$582.29

Perform microbiological and immunological tests on specimens as requested by clinicians to aid in the diagnosis of infections in animals and humans.

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.

Technician, GR22 (T8012)

Microbiology-Statutory

Minimum Biweekly Salary: \$607.04

Design and perform experiments in bacterial physiology, bacterial genetics, and molecular genetics. Oversee inventory of supplies and reagents; maintain microbial culture collection, facilities and equipment.

Requirements: Bachelor's or equivalent required in microbiology or bacteriology, with coursework in genetics, biochemistry, microbial genetics and microbial physiology. Minimum 2 years experience in a microbial physiology/genetics research laboratory.

Technician, GR22 (T7907)

Veterinary Pathology-Statutory

Minimum Biweekly Salary: \$607.04

Provide technological support for research in the molecular pathogenesis of neuromuscular disease, in particular X-linked muscular dystrophy (Duchenne-type). Primarily responsible for molecular and biochemical aspects of research and for conduct of experimental procedures. Participate in organization and maintenance of laboratory. **Requirements:** Bachelor's or equivalent in biological science. 1 year minimum documentable experience in laboratory procedures, preferably involving molecular techniques and/or cell culture. Working knowledge of appropriate laboratory equipment. Familiarity with handling radioactive compounds. Animal handling experience desired.

Computer Operator, GR23 (T7811)

Division of Nutritional Sciences-Statutory

Minimum Biweekly Salary: \$632.84

Provide support for a large microcomputer network. Install and maintain network and workstation hardware, software and databases. Instruct network users. Provide programming for the development of applications and network services.

Requirements: Associate's or equivalent in computer science, or Bachelor's or equivalent in technical field required. Minimum 3 years experience with microcomputer hardware and software. Knowledge of computer hardware, operating systems, software, communications, and programming languages. Strong organizational, interpersonal, communication, and problem-solving skills.

CHESS Operator, GR24 (T7910)

CHESS-Endowed

Minimum Biweekly Salary: \$662.90

Interact with user groups on technical and scientific problems. Implement safety codes. Responsible for covering CHESS system malfunctions and software problems associated with instrument control. May assist in experimental programs. Some evening and weekend hours required.

Requirements: Bachelor's or equivalent in technical field such as engineering or physics required. No experience necessary. Good mechanical skill and lab skills. Programming experience preferred.

Technical Off-Campus

Technician, GR21 (T8001)

Avian and Aquatic Animal Medicine-Eastport, NY-Statutory

Minimum Biweekly Salary: \$582.29

Assist virologist in microbiology lab and implement experiments with ducks, involving production of duck biologics. Perform serologic, microbiological, virus neutralization, potency, efficacy and safety tests. Perform general lab maintenance and media prep. Carry out experiment work including animal handling, inoculation and blood collection. Maintain records; light typing.

Requirements: Bachelor's or equivalent in microbiology. Coursework in biochemistry preferred. 1-2 years experience in microbiology lab preferred. Light typing.

Technician, GR22 (T8004)

Horticultural Sciences-Geneva-Statutory

Minimum Biweekly Salary: \$607.04

Maintenance of cell type; cell or tissue preparation or culture; DNA preparation; preparation of microprojectiles; cell or tissue bombardment; microscopic examination; evaluation of gene expression. Until 7/31/90.

Requirements: Bachelor's or equivalent in a biological field. Minimum 2-4 years lab experience with microscopes, cell biology, tissue culture and sterile techniques.

Technical Part-time

Technical Assistant, GR16 (T8011)

Biochemistry, Molecular and Cell Biology-Statutory

Minimum full-time equivalent: \$477.46

Sort and store clean glassware; wash, dry and sort pipettes. Prepare media and sterile supplies; work with acid silicating solution and organic solvents. Perform general record keeping, photocopying and assorted errands. Mornings, 3-4 hours per day; Monday-Friday; 20 hours per week.

Requirements: High School diploma or equivalent required. Associate's or equivalent preferred. 1-3 years laboratory experience essential.

Research Aide, GR20 (T8010)

Ecology and Systematics-Statutory

Minimum full-time equivalent: \$558.78

Responsible for standardizing and editing scientific and geographic information previously entered into a computer database. Review, verify, standardize, research and complete computer records. 20 hours per week, flexible until end of grant.

Requirements: Bachelor's or equivalent required. Biology, ecology, or systematics major preferred. Prior experience with natural history collections preferred. Experience with personal computers, detail orientation and good knowledge of geography required.

Technical Temporary

Casual Animal Technician (T8003)

Laboratory of Animal Services-Statutory

Provide weekend and holiday care of lab animals (feed, water, clean and monitor) following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Saturday, Sunday, and holidays, 16 hours per week.

Requirements: High School diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. Pre-employment physical and all necessary immunization required.

Animal Technician (T8002)

Laboratory Animal Services-Statutory

Provide care; feed, water, clean and monitor for research animals following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Until 10/17/89.

Requirements: High School diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. Experience with animal handling. Ability to lift 50 pounds. Pre-employment physical and all necessary immunization required.

Part-time Technician (T7608)

Vet Physiology

Assist in cloning genes from cattle, including DNA isolation, construction of genomic libraries, and southern hybridizations. Responsible for preparing media, keeping inventory of supplies, washing glassware and maintaining lab area. 20 hours per week with possibility of occasional weekends. 6-12 months.

Requirements: Background in biology or biochemistry and experience in recombinant DNA techniques.

Casual Animal Technician (B6701)

Baker Institute

Hiring Rate: \$5.00

Provide weekend and holiday care and feeding of beagles under very strict isolation condition (shower in and out). 8-10 hours per week.

Requirements: Animal handling experience preferred. Able to lift 100 pounds with assistance. Pre-employment physical required. Send application materials to Staffing Services, 160 Day Hall.

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.

Submit a signed employment application and resume. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza office.

Stockkeeper, GR16 (C8009)

Laboratory of Ornithology-Endowed

Minimum Biweekly Salary: \$477.46

Assist with Laboratory's mail-order bookshop operations, stock, and other outgoing U.S. and UPS mail processes.

Requirements: High School diploma or equivalent. Valid NYS driver's license required for post office deliveries. Familiarity with US postal and other mailing operations, regulations, and processes helpful. Ability to operate mailing machinery. Must be able to work quickly, accurately and often under time pressures. Must be able to lift 50 pounds. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Office Assistant, GR17 (C8003-C8006)

Undergraduate Admissions-Endowed

Minimum Biweekly Salary: \$495.36

Process applications for 7 undergraduate colleges. Handle all admissions inquiries, applications and records for a specific section of the alphabet; process efficiently and accurately a high volume in a short period of time using on-line computer.

Requirements: High School diploma or equivalent. Good clerical and organizational skills; particular attention to detail and interpersonal skills essential. Medium typing.

Circulation/Reserve Assistant, GR17 (C7906)

Mann Library-Statutory

Minimum Biweekly Salary: \$495.36

Work regularly scheduled shifts at both circulation and reserve desks. Assist with the supervision of student assistants during daily shifts at desks and with various collection maintenance functions: shelving, shifting, and planning shifts.

Requirements: Some college coursework. Ability to work with a wide variety of people in a public service capacity. Organizational and interpersonal skills essential.

Office Assistant, GR17 (C7907)

Messenger Mail Services-Endowed

Minimum Biweekly Salary: \$495.36

Sort U.S. Campus mail and prepare mail to the appropriate Messenger Service routes; correct addresses through the use of a microcomputer.

Requirements: High School diploma or equivalent. Familiarity with Cornell Campus and U.S. Postal Services rules and regulations helpful. Light typing.

Office Assistant, GR18 (C8027)

University Relations/Government Affairs/Community Relations-Endowed

Minimum Biweekly Salary: \$513.94

Provide secretarial, receptionist, and clerical support to the supervisor and other staff members. Type correspondence, TV/radio transcripts, reports, etc.; Transcribe tapes; answer phones; handle mail; maintain office filing system; calendars; make travel arrangements. Other duties as assigned.

Requirements: High School diploma or equivalent. 1-2 years secretarial experience. Associate's or equivalent desirable. Accurate typing. Knowledge of Wordperfect 5.0 and IBM computers. Ability to work under a deadline and maintain confidences. Excellent grammar and proofreading, attention to detail, strong interpersonal, organizational and communication skills. Heavy typing.

Editorial Assistant, GR18 (C8023)

University Press-Endowed

Minimum Biweekly Salary: \$513.94

Act as assistant to editor responsible for acquiring scholarly books in life sciences. Type; file; follow-up; some contact with authors and Press advisers.

Requirements: Associate's or equivalent. Prior experience in publishing helpful. Strong oral and written communication skills. Knowledge of computers preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Secretary/Receptionist, GR18 (C8026)

Society for the Humanities-Endowed

Minimum Biweekly Salary: \$513.94

Receptionist for the A.D. White House/Society for the Humanities/Mellon Postdoctoral Program; provide secretarial support to 10 faculty; schedule, coordinate and bill clients for events; prepare and distribute mail; arrange security for all events and oversee daily security.

Requirements: High School diploma or equivalent. Associate's or equivalent with interest in the humanities desirable. Minimum 1-2 years related experience. Excellent organizational, interpersonal and communication skills. Knowledge of word processing (IBM-Wordperfect and/or Mac) desirable. Medium typing.

Secretary, GR18 (C8008)

Agricultural Economics-Statutory

Minimum Biweekly Salary: \$513.94

Provide secretarial support for 1 faculty member, including the local government research institute staff, and for the Associate Director of the Comm. and Rural Dev. Institute. Heavy typing for research and extension activities; computer knowledge essential; provide organization and administrative support. 3 year position.

Requirements: High School diploma or equivalent. Some college preferred. Minimum 1-2 years secretarial experience required. Experience with computer/word processor (IBM PC-XT) essential. Excellent organizational, interpersonal and communication (written and oral) skills. Medium typing.

Secretary, GR18 (C8001)

JGSM-Endowed

Minimum Biweekly Salary: \$513.94

Provide secretarial and clerical support to the Executive Education Program of the Johnson Graduate School of Management. Type and word process; handle inquiries (in person and telephone); update mailing database; maintain

files; assist with mailing. Other duties as assigned.

Requirements: High School diploma or equivalent. Minimum 1-2 years secretarial experience. Word processing and computer skills. Familiar with Cornell's accounting system. Good interpersonal and communication skills. Attention to detail. Heavy typing.

Searcher, GR18 (C8028)

Acquisitions-CTS-Endowed

Minimum Biweekly Salary: \$513.94

Primary duties include searching of monographs orders and books for the library system and inputting records for orders and books into the NOTIS database.

Requirements: High School diploma or equivalent. Minimum 2-3 years of progressively responsible technical services experience; additional education may be substituted for experience. Knowledge of 1 or more Western European languages preferred. Medium typing.

Secretary, GR18 (C8011)

Veterinary Microbiology-Statutory

Minimum Biweekly Salary: \$513.94

Provide secretarial support for 5 professors, 1 Senior Research Associate and their support personnel (12). Type rough and final drafts of manuscripts and/or research material; prepare class materials; backup to secretarial staff for telephone system.

Requirements: High School diploma or equivalent, some college or secretarial school desirable. Minimum 1-2 years job related experience necessary. Knowledge of medical/veterinary/chemistry terminology valuable. Word processing (Xerox 6085) proficiency essential. Good spelling, grammar, punctuation and editing skills needed. Heavy typing.

Accounts Assistant, GR18 (C7903)

Controller's/Accounting-Endowed

Minimum Biweekly Salary: \$513.94

Provide assistance in maintaining accounting records and generating payments; responsible for accurate inputting of large, continuous volume of data from a variety of input forms. Other duties as assigned.

Requirements: High School diploma or equivalent. Data entry certificate highly desirable. Minimum 1-2 years data entry experience. Experience with CU accounting procedures preferred. Able to work well with a variety of individuals. Pay attention to detail, work accurately while meeting a variety of deadlines. Heavy typing.

Reception/Reservations Assistant, GR18 (C7916)

Unions and Activities-CAC-Endowed

Minimum Biweekly Salary: \$513.94

Initiate scheduling of extra-curricular activities on campus; responsible for student organization registration; provide information and reception services to students, faculty and visitors; provide secretarial support for Assistant Director of Student Activities and Class Officer Advisor; provide telephone backup for several offices.

Requirements: High School diploma or equivalent. Minimum 1-2 years related experience. Knowledge of campus facilities, policies and personnel. Effective organizational, interpersonal and communication skills. Be familiar with PC XT and willing to learn new applications. Ability to deal with a diverse constituency. Medium typing.

Secretary, GR18 (C7915)

Agricultural Economics-Statutory

Minimum Biweekly Salary: \$513.94

Provide secretarial, administrative, research and extension support for 2 professors. Support programs in teaching, research and extension; type and edit manuscripts using an Apple Mac and IBM compatible PC; extract figures, compile and do simple number calculations.

Requirements: High School diploma or equivalent. Some business or secretarial school desirable. Bilingual in English/Spanish desirable. Minimum 1 year experience. Able to type and edit manuscripts. Knowledge of Microsoft Word and Microsoft Excel and its use on an Apple Mac and IBM compatible desirable. Medium typing. Send cover letter and resume to Esther Smith.

Research Aide, GR18 (C7722)

Laboratory of Ornithology-Endowed

Minimum Biweekly Salary: \$513.94

Create and analyze computerized records for the Bird Population Studies Program by editing data, organizing computerized data records, and running data through analysis programs. Handle written and oral correspondence.

Requirements: Associate's or equivalent in biological sciences. Knowledge of birds preferred. Computer skills required, ability to use P.C.; work with mainframe helpful, work with statistics and programming helpful. Must be able to work well independently and be well organized; light to medium typing. Send cover letter and resume to Esther Smith. Position will remain open until a suitable candidate is found.

Accounts Assistant, GR19 (C8013)

Veterinary Library-Statutory

Minimum Biweekly Salary: \$535.78

Perform accounting, financial management and other business functions for department. Process invoices for payment; bill departments and individuals for services; record cash and other income; maintain budgeted accounts on computer-based system; monitor account balances; prepare financial statistical reports, payroll and maintain employee leave balances; order and renew journal subscriptions; maintain photocopy equipment; order supplies/equipment and maintain inventories; some Public Service Desk coverage. Other duties as assigned.

Requirements: Associate's or equivalent. Coursework in accounting. Experience in an office or business setting, with some accounting background helpful. Good mathematical and analytical skills. Excellent organizational, communications, and interpersonal skills. Customer service orientation or previous library experience helpful. Work with computer based systems helpful. Medium typing.

Service Representative, GR19 (C8015)

Telecommunications-Endowed

Minimum Biweekly Salary: \$535.78

Process telephone service requests; respond to telephone and written inquiries, analyzing and acting upon or referring as necessary; build and process database changes to telecommunications system; answer technical questions; reconcile billing inquiries from users; maintain records.

Requirements: High School education or equivalent. Associate's or equivalent. Minimum 2-3 years telephone agent experience desired. Telecommunications experience helpful. CRT familiarity required. Good communications and interpersonal skills required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Secretary, GR19 (C8025)

Center for Environmental Research-Statutory

Minimum Biweekly Salary: \$535.78

Provide primary administrative and secretarial support to the Associate Director of the Ecosystems Research Center and secretarial support to the Director and scientific staff of ERC. Answer phones; file; order office supplies; duplicate materials; other projects as assigned.

Requirements: High School diploma or equivalent. Associate's preferred. Experience with Macintosh PC and

Microsoft Word desirable. Accuracy in typing, good spelling, and grammatical skills are very important. Heavy typing.

Accounts Assistant, GR19 (C8021)

CIT/Network Resources-Endowed

Minimum Biweekly Salary: \$535.78

Provide business and departmental accounting support for Network Services including the enterprise, the organization and special projects accounts. Responsible for reconciliation and tracking of several large University operating, enterprise, and special project accounts; verify and prepare payment vouchers, purchase orders, blanket orders, customer billing and petty cash fund; assist Manager of Business Operations with budget formulation.

Requirements: Associate's in accounting/business administration or equivalent. Accounts Assistant background. Familiarity with Cornell endowed accounting and purchasing procedures preferred. Able to use personal computers (Macintosh SE). Familiarity with spreadsheets and database programs desirable. Light typing.

Secretary, GR19 (C8017)

Vet Diagnostic Laboratory-Statutory

Minimum Biweekly Salary: \$535.78

Perform the clerical and technical duties necessary for processing and maintaining diagnostic accession (medical) records; communicate case related information to veterinarians; assist in directing incoming calls to the department.

Requirements: High School diploma or equivalent. Prefer advanced training in secretarial and/or animal health or equivalent. Experience with CRT highly desirable. Minimum 2 years experience in office setting, preferably one in animal health or other medical setting. Medium typing.

Secretary, GR19 (C7909)

JGSM-Endowed

Minimum Biweekly Salary: \$535.78

Provide word processing and administrative support for faculty members using the Macintosh. This entails a broad set of responsibilities which includes execution and completion of all incoming work with emphasis on technical typing.

Requirements: Associate's or equivalent. Minimum 2-3 years secretarial/office experience. Familiarity with word processors and Macintosh computers. Heavy typing.

Student Service Representative, GR19 (C7908)

University Registrar-Endowed

Minimum Biweekly Salary: \$535.78

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

Requirements: High School diploma or equivalent required. Associate's or equivalent preferred. Minimum 1-3 years related experience required. Computer input experience. Excellent interpersonal and organizational skills. Heavy typing.

Secretary, GR19 (C7917)

Graduate School-Dean's Office-Endowed

Minimum Biweekly Salary: \$535.78

Provide clerical and receptionist support for Graduate Dean's Office staff. Maintain an inventory and reconciliation of all Graduate School office supplies; reconcile phone bills; provide backup for switchboard/mail person; make campus deliveries.

Requirements: High School diploma or equivalent. Minimum 2 years related experience. Experience with IBM PCs, Wordperfect required; dBase desired; knowledge of Mac helpful. Must be confidential, organized and detail-oriented. Medium typing.

Accounts Assistant, GR19 (C7904)

Controller's/Endowed Accounting-Endowed

Minimum Biweekly Salary: \$535.78

Provide assistance in maintaining accounting records; generating payments, void and not replaced CU checks; handle special jobs on computer. Other duties as assigned.

Requirements: High School diploma or equivalent. Minimum 1-2 years related experience. Experience with CU accounting procedures preferred. Working knowledge of IBM 3178 and System 36. Able to work well with a variety of individuals. Work accurately while meeting a variety of deadlines.

Accounts Assistant, GR19 (C7910)

Campus Store-Endowed

Minimum Biweekly Salary: \$535.78

Function as team member in retail store business office. Primary duties may focus on sales reconciliation, accounts receivable, or accounts payable; secondary duties are to fill-in when necessary in other than primary areas; handle confidential information, computer data input and interpretation. Monday-Friday, 8:30-5:00, some weekends.

Requirements: Associate's or equivalent experience. Minimum 1-2 years related experience. Computer and accounting experience essential. Knowledge of retail preferred. Good interpersonal and communications skills required. Ability to work quickly and accurately under pressure.

Administrative Aide, GR19 (C7811)

Statutory Office for Capital Facilities-Statutory

Minimum Biweekly Salary: \$535.78

Type; provide word and record processing support essential to the efficient day-to-day operations of a complex and fast paced office.

Requirements: High school diploma or equivalent. Associate's strongly desired. Knowledge of statutory accounting procedures required. Minimum 2 years related office experience. Word processing experience required. Knowledge of IBM PC's, Macintosh with Excel and mainframes desirable. Ability to work independently and set priorities. Light typing.

Administrative Aide, GR19 (C7817)

Statutory Finance and Business Services-Statutory

Minimum Biweekly Salary: \$535.78

Provide general administrative support to 10 accounting personnel in Restricted Fund Accounting Office. Generate management reports for office manager using System 36 IBM computer and software.

Requirements: Associate's or equivalent in secretarial science, accounting or related field. Minimum 2 years related office experience required. Knowledge and experience in operating an IBM PC (System 36 preferred), and Lotus 1-2-3/Symphony is required. DBASE III plus experience is desirable. Strong communication and organizational skills required. Medium typing.

Information Specialist, GR19 (C7306)

Career Center-Endowed

Minimum Biweekly Salary: \$535.78

Provide support in the area of career library resources; assist the Library Coordinator in the day-to-day responsibilities of collecting, cataloging, and disseminating a vast array of career information.

Requirements: Associate's or equivalent. Macintosh word processing skills essential. Organizational ability. Strong communication (written and oral) skills. Attention to

detail important. Knowledge of Cornell highly desirable. 1 year related experience. Medium typing. Position will remain open until a suitable candidate is found.

Senior Department Assistant, GR20 (C8020)

Catalog Department-CUL-Endowed

Minimum Biweekly Salary: \$558.78

Responsible for the day-to-day supervision of the Catalog Support Section. Section consists of 6 full-time employees and is responsible for maintaining Catalog Department storages; processing priority requests; pre-catalog searching; final processing of added copies and added locations; preliminary processing of Cornell dissertations and items in the Chinese, Japanese and Korean scripts. Section also provides administrative and secretarial support to the Catalog Department.

Requirements: Associate's, 2 years of college or equivalent experience. Minimum 1 year of relevant technical services experience. Working knowledge of NOTIS and RLIN cataloging systems using the USMARC bibliographic format. Demonstrated organizational and supervisory skills. Light typing.

Administrative Aide, GR20 (C8012)

Academic Programs-Endowed

Minimum Biweekly Salary: \$558.78

Provide secretarial and clerical assistance on a part-time basis to the staff of the office of Academic Programs. The other 50% of time provide administrative support to the director of the office of Academic Personnel. Typing and wordprocessing; handle telephone and mail; editing; filing; library research; setting up meetings and other duties as assigned. 1 year appointment.

Requirements: Associate's or equivalent preferred. Minimum 1-3 years of general office experience. Strong interpersonal and communication (oral and written) skills. Knowledge of Mac computer system extremely helpful. Heavy typing.

Secretary, GR20 (C7721)

Pharmacology-Statutory

Minimum Biweekly Salary: \$558.78

Medical and scientific secretary for department. Use of Macintosh computer; edit documents; prepare medical arts; receptionist support as needed. Other duties as needed.

Requirements: Associate's or equivalent in medical/scientific secretarial science. Minimum 2 years related experience. Medical and scientific terminology. Experience in word processing and computers. Grant proposals (typing and processing). Must be proficient in typing, spelling, and grammar. Heavy typing.

Secretary, GR20 (C7911)

Plant Biology-Statutory

Minimum Biweekly Salary: \$558.78

Provide administrative, receptionist, and secretarial support for department chairperson and Administrative Manager as needed. Type and process department and business office forms including travel, requisitions, vouchers, CU Stores, Facilities and Services Billings; gather course information for catalog copy and process reports as required.

Requirements: Associate's or equivalent. Minimum 2 years related experience. Knowledge of statutory forms and procedures highly desirable. Knowledge of Wordperfect and Database III helpful. Excellent organizational, interpersonal and communications (written and oral) skills. Heavy typing.

Administrative Aide, GR20 (C7902)

Engineering-Dean's Office-Endowed

Minimum Biweekly Salary: \$558.78

Provide administrative support for the Dean's Office. Assist and receive visitors at the front desk; act as building coordinator for Carpenter Hall; able to handle correspondence confidential in nature; prepare large mailings; arrange meetings.

Requirements: Associate's or equivalent. Minimum 2 years related experience. Must have proven ability with word processors (Apple preferred). Handle highly confidential information. Medium typing.

Administrative Aide, GR20 (C7901)

Computer Science-Endowed

Minimum Biweekly Salary: \$558.78

Provide administrative and clerical support to the Office of Undergraduate Programs; manage the department library/publications unit. Manage the production and coordination of course materials and library-related technical reports; serve as information resource; coordinate office activities.

Requirements: Associate's or equivalent. Minimum 2 years related experience in a University environment. Excellent organization and human relations skills. Demonstrated ability to work with diverse groups. Attention to detail and ability to prioritize. Excellent typing and word processing skills a must. Medium typing.

Administrative Aide, GR20 (C5812)

University Development-Endowed

Minimum Biweekly Salary: \$558.78

Assist the Associate Director of the Cornell Fund by providing administrative support and coordinating operational and logistical support among the regional, college, public affairs and central annual fund offices. Manage work-flow; research and prepare complex gift and profile reports; prioritize and prepare all incoming and outgoing correspondence; draft correspondence; coordinate mass mail, printing, and word processing. Handle confidential correspondence.

Requirements: Associate's or equivalent. Minimum 2-3 years related experience. Excellent organizational, communications and interpersonal skills. Ability to handle confidential information. Ability to prioritize assignments and work under pressure. Experience in office management and computers. Knowledge of Cornell desirable. Medium typing. Position will remain open until a suitable candidate is found.

Administrative Aide, GR21 (C8007)

Undergraduate Admissions-Endowed

Minimum Biweekly Salary: \$582.29

Provide direct support for the Associate Director and Research Analyst, and assist systems management team. Prepare data tables, graphs, statistical reports, etc.; make appointments; handle travel; typing and wordprocessing. Other projects as assigned.

Requirements: Associate's or equivalent. Minimum 1-2 years related experience. Familiarity with IBM PC and Macintosh. Good organizational and interpersonal skills required. Medium typing.

Administrative Aide, GR21 (C7013)

Programs in Professional Education and Special Programs-Endowed

Minimum Biweekly Salary: \$582.29

Assist in the administration of all aspects of the department of Programs in Professional Education, as well as Summer Session Special Programs. Take responsibility for performing the more complex assigned functions and supervise and delegate the others. Maintain computerization processes.

Requirements: Associate's or equivalent experience. Minimum 2-3 years related administrative experience.

Familiar with Wordperfect, IBM and Mac computers. Excellent organizational, interpersonal and secretarial skills essential. Medium typing. Position will remain open until a suitable candidate is found.

Reservations Coordinator, GR21 (C7816)
Unions and Activities-CAC-Endowed
Minimum Biweekly Salary: \$582.29
Oversee the work of the CAC Service Center. Acquire full knowledge of computerized reservations system and train service center staff; schedule extracurricular activities sponsored by all departmental and registered student organizations at Cornell; advise and counsel clients about reservations.

Requirements: Associate's or equivalent. Minimum 2 years related experience. Knowledge of campus facilities and policies and procedures desirable. Effective organizational, interpersonal and communication skills, familiarity with computers (IBM). Willingness to learn new applications especially the special reservations program. Able to deal with diverse clientele. Medium typing.

Office Systems Specialist I, GR21 (C7402)
Mathematics-Endowed
Minimum Biweekly Salary: \$582.29
Provide organizational and administrative support for a large academic department. Act as support staff training specialist and consultant in the areas of computer operations for word processing, relational databases, technical typing, and e-mail; provide original entry and editing of highly technical manuscripts.

Requirements: Associate's or equivalent plus additional training or education in the areas of human resources management, accounting, supervisory training, and computers. Strong knowledge of computerized systems (LaTeX, Emacs, networking). Leadership and training skills. Minimum 2-3 years related experience in an academic environment. Highly developed technical typing skills. Medium typing.

Marketing Assistant, GR22 (C8022)
University Press-Endowed
Minimum Biweekly Salary: \$607.04
To assist Promotion Manager and Direct Mail Manager, Exhibits Manager, Advertising Associate as needed, in executing seasonal marketing plans for all titles.

Requirements: Bachelor's or equivalent. Some experience writing for newspapers or technical writing or prior experience in publishing helpful. Medium typing. Send cover letter, resume and writing sample to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Office Professionals Part-Time

Office Assistant, GR17 (C7216)
Music-Endowed
Minimum full-time equivalent: \$495.36
Act as stage manager for Barnes Auditorium. Train and supervise student ushers; coordinate tuning and moving of department instruments; setup department events (classrooms and auditorium); prepare monthly calendar of events for distribution; arrange for concert recordings. Light typing. 20 hours/week; 10 regular days/10 irregular evenings. 9.5 months appointment/year.

Requirements: High School diploma or equivalent. Knowledge of music and musicianship. Excellent public relations skills. Experience in a concert giving environment and knowledge of related practices, including recording concerts. Good decision making ability. Send cover letter and resume to Esther Smith.

Office Assistant, GR17 (C7905)
Floriculture and Ornamental Horticulture-Statutory
Minimum full-time equivalent: \$495.36
Act as department receptionist and provide back-up secretarial support on IBM PC. Answer phones; coordinate travel schedule of faculty; process grant proposals; serve as key copy machine operator; maintain instructional projection equipment; interact with students and visitors. Monday-Friday, 20 hours per week.

Requirements: High School diploma or equivalent. Business/secretarial school desirable. Minimum 1-2 years secretarial experience. PC experience desired. Excellent organizational and interpersonal skills essential. Knowledge of transcription machine desired. Able to work in an active environment. Heavy typing.

Information Assistant, GR18 (C8014)
School of Hotel Administration-Endowed
Minimum full-time equivalent: \$513.94
Under general supervision of the School of Hotel Administration Reference Librarian, provide information assistance at the Reference Desk from 8:00-10:00 a.m., Monday-Friday and serve as back-up for the Reference desk as needed; furnish research and clerical assistance for Host-line, the library's fee-based reference service; perform clerical and support tasks in the Reference Department. Monday-Friday, 8 a.m.-12 noon.

Requirements: Associate's with some understanding of the research process or familiarity with academic library. Minimum 2 years related experience. Strong interpersonal, organizational and communication skills (written and oral). Creativity, neatness, attention to detail, and ability to work independently highly desirable. Some background or knowledge of micro-computers and wordprocessing required.

Office Assistant, GR18 (C7912)
Center for Environmental Research-Endowed
Minimum full-time equivalent: \$513.94
Responsibilities include word processing; filing; handling mail; scheduling meetings and maintaining staff calendars. Monday-Friday, 1 p.m.-5 p.m. preferred.

Requirements: High School diploma or equivalent. Associate's or equivalent preferred. Minimum 1-3 years experience in a large office. Macintosh experience is essential. Good organizational, interpersonal and communication (written and oral) skills. Medium typing. Send cover letter and resume to Esther Smith.

Secretary, Public Service Assistant, GR18 (C7106)
Mann Library-Statutory
Minimum full-time equivalent: \$513.94
Produce administrative support for Mann Library, Public Services Division. Duties include word processing; design and produce handouts and signs; maintain departmental records; process bills; compile statistics; schedule meetings and take minutes; serve as departmental receptionist. 30 hours per week. Monday-Friday, 6 hours per day between 8 a.m.-4 p.m.

Requirements: High School diploma or equivalent, some college preferred. 1 year related experience. Word processing skills, familiarity with IBM-PC or Macintosh. Ability to work with a wide variety of people in a public service capacity, set priorities, and work independently. Light typing. Position will remain open until a suitable candidate is found.

Secretary, GR19 (C7801)
Western Societies Program-Endowed
Minimum full-time equivalent: \$535.78
Prepare correspondence, papers, reports, classwork for 1

professor; maintain files; coordinate conferences, seminars, meetings, travel; publicity for events; word processing (IBM compatibles). Special projects as assigned. 5 days per week, 4 hours per day. 9 month appointment.

Requirements: High School diploma or equivalent. Associate's or equivalent preferred. Minimum 1-2 years Cornell experience. Able to work with wide diversity of people. Excellent organizational, interpersonal and communication skills. Knowledge of CU forms/accounting system helpful. Medium typing.

Office Professionals Temporary

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

Office Assistant (S7802)
Summer Session
Serve as receptionist; provide general clerical support; assist registrar in registration process; word processing on IBM PC. 3-4 month position.

Requirements: High School diploma or equivalent. Some office experience required. Familiarity with Cornell desirable. Ability to work with diverse public. Excellent interpersonal communication skills essential. Experience with Wordperfect on IBM PC desirable. Able to set priorities and work independently under pressure. Send cover letter and resume to Karen Raponi.

Secretary/Statistical Typist (S7701)
Nutritional Sciences/CFNPP-Statutory
Provide secretarial support in the areas of data entry and statistical typing. Until the end of summer.

Requirements: High School diploma or equivalent. Experience in data entry and statistical typing essential.

Secretary (S7601)
Language House Program-Endowed
Type correspondence, reports and agendas, answer phone; process Language House applications and accounting forms. Casual, 10 hours per week. 1 year appointment.

Requirements: Associate's or equivalent in secretarial science. Strong emphasis on organizational, communication, secretarial skills; flexibility, independent worker, ability to relate well to students. Medium typing. Send cover letter and resume to Karen Raponi.

Office Assistant (S7207)
Clinical Sciences-Statutory
Data entry of information gathered in study of avian diseases.

Requirements: High School diploma or equivalent. Data entry experience. Typing 60 wpm. Approximately 3 months, Monday-Friday.

Custodian, SO02 (G8003)
Buildings Care-Endowed
Hiring Rate: \$6.00
Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday, 4 p.m.-12:30 a.m.; Friday 4 p.m.-11:30 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.

Custodian, SO02 (G8004)
Buildings Care-Statutory
Hiring Rate: \$6.00
Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Sunday-Wednesday, 11 p.m.-7:30 a.m.; Thursday 11 p.m.-6:30 a.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.

Custodian, SO02 (G8001, G8002)
Buildings Care-Endowed
Hiring Rate: \$6.00
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.

Bartender, SO02 (G7712)
Statler Hotel-Endowed
Hiring Rate: \$6.00
Under general supervision, mix and dispense alcoholic and non-alcoholic beverages. Sunday-Thursday, 4 p.m.-12 midnight.

Requirements: High School diploma or equivalent. Good interpersonal and communication skills. Minimum 1 year bartending experience required. Familiarity with electronic cash register preferred. Send cover letter and resume to Esther Smith.

Groundsworker, SO04 (B7901, B7902)
Grounds-Endowed
Hiring Rate: \$6.58
Perform general landscape maintenance and landscape construction tasks. Subject to 24 hours per day, 7 days per week span of operation, especially during snow emergencies. May be assigned other groundsworkers, both regular/seasonal, temporary and students, to aid in carrying out assigned duties. Monday-Thursday, 7-3:30; Friday, 7-2:30.

Requirements: High School diploma or equivalent. Valid NYS driver's license required. Courses in agronomy, horticulture or related fields desirable. Pesticide Applicators license preferred. Experience with landscape maintenance, landscape construction and related equipment; minor equipment repairs. Send application materials to Staffing Services, 160 Day Hall.

Dairy Worker, SO06 (B7904)
Animal Science-Statutory
Hiring Rate: \$7.20
Rear and care for dairy calves from birth through heifer age. Feed and care for cows in maternity, monitor animal health. Assist in other dairy cattle and research areas as required. 5 days per week. 8-4:30, some weekends.

Requirements: High School diploma or equivalent. Associate's or equivalent in animal science preferred. NYS Class 5 driver's license required. 2 years experience rearing dairy calves. Good interpersonal, organizational and time management skills required. Accuracy and attention to detail required. Able to lift 100 pounds. Send application materials to Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.

CORNELL EMPLOYMENT NEWS

Summer Edition

August 17, 1989

Volume 1, Number 32

JOB OPPORTUNITIES

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

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

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

Professional

Nonacademic professional positions encompass a wide variety of fields including management, research support, computing, development, finance and accounting, dining services & health care. Submit a resume and cover letter for each position, specifying the job title, department & job number. Employees should include an Employee Transfer Application.

Editor-in-Chief (PA8102) University Press-Endowed

Work with the editors and the director to shape and develop the Press's editorial program; manage the 9-member Acquisitions department and coordinate its interaction with other departments of the Press; acquire several lists of scholarly books in the humanities, including European history and philosophy.

Requirements: Bachelor's or equivalent; Master's or equivalent preferred. 5 or more years experience in publishing of scholarly books; experience in acquiring titles in philosophy highly desirable. Send cover letter and resume to Search Committee: Editor-in-Chief.

Research Support Specialist III (PT7601) HRII Agronomy-Statutory

Develop a Northeast regional soil database in support of a CSRS project to map groundwater contamination potential. Duties include: collect data (20%), develop database (30%), derive interpretive functions (25%), develop linkages (25%). Until September 17, 1990. **Requirements:** Master's or equivalent in soil science with training in computer science and database management. Minimum 3 years related experience. Familiarity with UNIX and DOS operating systems, RBASE and PRELUDE database management software is desired. Send cover letter and resume to Bill Webster.

Research Support Specialist III (PT7602) HRII Agronomy-Statutory

Assist the Cornell University Agricultural Experiment Station Soil Survey Leader in conducting the soil survey program, including field operations, laboratory operations, research studies, and extension activities as part of the National Cooperative Soil Survey. Until January 14, 1993. **Requirements:** Master's or equivalent in soil science with field soil survey experience and strong background in basic sciences, geology, and mineralogy. Minimum 3 years laboratory experience is required. Familiarity with personal computers, database management software, and geographic information systems is desired. Send cover letter and resume to Bill Webster.

Environmental Hygienist II (PT8102) HRII Environmental Health-Endowed

With general guidance from the Director, manage industrial hygiene programs and identify, evaluate and control chemical, physical, and biological hazards that may arise in the classroom, research laboratory, physical plant or other university workplaces and living units. **Requirements:** Bachelor's or equivalent in a physical or biological science, or engineering field required. Master's in occupational/environmental health preferred. Experience in comprehensive environmental health program required. Excellent verbal and written communication skills required. Valid NYS motor vehicle license required. Send cover letter and resume to Bill Webster.

Assistant Director, Foundation Relations (PA8108) HRII University Development-Endowed

Assist the Director in the development and stewardship of the University's relationship with private foundations. Coordinate initiatives with staff, faculty, alumni and foundation officers designed to increase support for the University from private foundations. Assist in the overall coordination of a broad range of non-individual fund raising programs at Cornell University.

Requirements: Bachelor's or equivalent from a recognized college or university. 3 years of related experience. Knowledge of private foundations or other fundraising experience. Ability to communicate effectively, both orally and in writing. Knowledge of Cornell or a comparable major research university. Some knowledge of

computerized record keeping and word processing. Travel required. A demonstrated commitment to institutional advancement in higher education. Send cover letter and resume to Cynthia Smithbower by September 1.

Assistant Director, Special Gifts (PA8107) HRII University Development-Endowed

Assist the Director of Special Gifts in the identification, cultivation, solicitation and stewardship of alumni and friends of Cornell who have the capacity to give between \$25,000-\$1,000,000 to the University.

Requirements: Bachelor's or equivalent. 3 years development experience and work with volunteer group organizations. Ability to communicate effectively and persuasively. Established writing skills, successful gift solicitation experience, and prospect management expertise are highly recommended. A basic knowledge of Planned Giving. Travel is required. Send cover letter and resume to Cynthia Smithbower by September 1.

Coordinator of Communications and Summer Housing (PA7501) HRII Residence Life-Endowed

Responsible for all publications, advertising, marketing, and summer conference coordination. Act as department's primary public information source and Development liaison.

Requirements: Bachelor's or equivalent essential. Master's or equivalent preferred. 3-5 years full-time management experience in descriptive writing/editing, marketing/public relations or related field. Graphic design experience desirable. Public speaking ability. Proven organizational ability. Send cover letter and resume to Cynthia Smithbower by September 1.

Senior Training Associate (PA8008) HRII Office of Human Resources-Endowed

Under the general direction of the Director, Human Relations Programming, provide leadership in the development, implementation and evaluation of the university's human relations programs for faculty, staff and students.

Requirements: Master's or equivalent in human resources, education, social work or related field. Extensive experience in human relations, training, program development and implementation. Counseling and consulting experience preferred. Send cover letter and resume to Cynthia Smithbower by August 25.

Manager, General Stores Warehousing (PA8005) HRII General Stores-Endowed

Under general supervision, manage the operations of the General Stores warehouse and receiving functions.

Requirements: Bachelor's preferred. Minimum 5 years first line warehouse supervision. Strong skills in inventory management, warehouse logistics, dispatching, receiving. NYS Class V driver's license. Send cover letter and resume to Cynthia Smithbower by August 25.

Rooms Division Director (PA7905) HRII Statler Hotel-Endowed

Directly responsible to the Managing Director of the hotel for the proper supervision and functions of the Front Office and Housekeeping departments. Some nights and weekends.

Requirements: Bachelor's in hotel management or equivalent required; advanced degree preferred. 3-5 years experience in management or upper level hotel position. 2 years in a Front Office operation. Good working knowledge of hotel computerized front office systems. Send cover letter and resume to Cynthia Smithbower.

Technical Specialist II (PT8110) Level 37 CIT/Network Resources-Endowed

Manage a Network Operation Center, advising at a high level on all technical matters. Coordinate operational and maintenance activities among CIT, other Cornell departments and outside regional and national network facilities.

Requirements: Bachelor's or equivalent with appropriate coursework in related field. 5-7 years with networks and network software with an emphasis on TCP/IP and Unix environments. An understanding of network architectures, protocols, operations and network management issues is required. Specific knowledge of regional and

national TCP/IP network operations desirable. Send cover letter and resume to Bill Webster.

Technical Specialist I (PT8109) Level 36 CIT/Network Resources-Endowed

Provide high level problem diagnosis support to the Network Operation Center and its clients. Install and maintain network router software, tables, files and monitoring tools. Consult with network clients on software interface issues. Act as liaison to national networks for operational software issues.

Requirements: Bachelor's or equivalent with appropriate coursework in related field. 3-5 years experience with network software with emphasis on TCP/IP and UNIX. Knowledge of several of the following areas is highly desirable: DECNET, synchronous and asynchronous data streams, token ring, ethernet and Appletalk. Send cover letter and resume to Bill Webster.

Systems Analyst III (PT7908) HRII Level 35 DL-Quality Milk Promotion Services-Statutory

Analyze, design, develop, implement and document computer applications for Quality Milk Promotion Services in a network and micro environment having several components or inter-relationships with other hardware and software systems. Diagnose and correct production systems software problems. Work with staff to analyze project data. Strong interpersonal and communication skills.

Requirements: Bachelor's or equivalent (3-5 years experience) required. Statistical experience desirable. 1-2 years experience in analytical/problem solving with micros. Strong background and knowledge of DBASE III+ as well as experience in editing existing DBASE III+ programs required. Knowledge of word processors, utility programs, MS-DOS operating system, and IBM compatibles required. Send cover letter and resume to Bill Webster.

Senior Technical Consultant (PA8103) Level 35 Theory Center-Endowed

Provide technical leadership and guidance in migrating application software from VM/XA to UNIX. Provide vendors with technical direction and assistance for UNIX installation. Identify, evaluate, and make available new applications software. Assess performance of software packages and train users in their effective use.

Requirements: Bachelor's or equivalent preferably in engineering or physical science, or equivalent. Master's or equivalent preferred. 5-10 years experience, including experience with UNIX and a significant FORTRAN background. Wide range of programming experience utilizing many high level languages; experience with UNIX, VM/XA, plus familiarity with other operating systems strengths and weaknesses. Excellent communications, interpersonal, and organizational skills. Send cover letter and resume to Cynthia Smithbower.

Technical Consultant III (PA8101) Level 34 Theory Center-Endowed

Under general direction, provide technical support in migrating application software from VM/XA to UNIX. Provide vendors with technical assistance for UNIX installation. Identify, evaluate, and make available new applications software.

Requirements: Bachelor's, preferably in engineering or physical science, or equivalent. 3-5 years experience, including experience with UNIX and FORTRAN. Wide range of programming experience using high level languages. Experience with UNIX, VM/XA. Strong communications, interpersonal, and organizational skills. Send cover letter and resume to Cynthia Smithbower.

Systems Programmer/Analyst III (PA7802) Level 34 Theory Center-Endowed

Provide UNIX systems support, including parallel systems support, for various Theory Center computers in the Advanced Computing Facility.

Requirements: Bachelor's in computer science or equivalent combination of education and experience. 3-5 years experience with and understanding of UNIX and UNIX-based tools; experience with multiple machine architectures; familiarity with parallel systems helpful; strong communication and interpersonal skills. Send cover letter and resume to Cynthia Smithbower.

Applications Programmer/Systems Analyst III (PT7710) Lvl 34 Mann Library-Statutory

Provide programming and technical support for design, development, and maintenance of a gateway system of access to information resources; develop and maintain front-end interfaces to central information systems; format, load, and maintain electronic files for scholarly information. One year appointment. Continuation contingent upon funding.

Requirements: Bachelor's or equivalent with some formal training in computer science. Some background in the life sciences desirable.

Balancing Work and Family Life

The Task Force for Working Families recently completed the final draft of its recommendations on ways Cornell can assist employees in balancing work and family life. Copies are available for viewing in the Information and Referral Center, Day Hall Lobby and in Urish, Olin, and Mann Libraries. If you would like more information, please call 255-5358. Suggestions for changes may be sent to Carolyn McPherson, Office of Equal Opportunity, 234 Day Hall.

3-5 years programming experience in several programming languages (C, Pascal); experience with one or more mainframe or minicomputer systems; experience with Unix highly desirable. Experience with communications software desirable. Programming experience in a microcomputer environment highly desirable. Send cover letter and resume to Bill Webster.

Applications Programmer/Analyst II (PT5133) Level 33 Finance and Business Services-Statutory

Develop, install, maintain, document, and modify administrative systems software. Provide administrative systems applications programming/analysis support for various areas. Assist in insuring efficient and effective use of computer resources.

Requirements: Bachelor's or equivalent with computer-related courses or the equivalent combination of experience is required. Knowledge of Cornell mainframes, JCL, MVS, CMS, COBOL, Natural and ADABAS. Knowledge of IBM System 36 and its functions. 2-3 years experience with machine architecture, programming languages, production procedures and system utility programs desirable. Send cover letter and resume to Bill Webster.

Applications Programmer II (PT7806) Level 33 Human Ecology Administration-Statutory

Design, implement, modify and document applications programs on several interactive systems involving student and alumna records. Provide support for a college-wide local area network including troubleshooting, routine maintenance of hardware, workstation additions and moves, installation of software, and backup of information.

Requirements: Bachelor's or equivalent required. 2-3 years experience. Understanding of database structures, network concepts, LAN hardware and network operating software (e.g., Novell, 3COM). Knowledge of applications for batch and interactive systems and operating systems. Knowledge of at least 1 programming language. Send cover letter and resume to Bill Webster.

Applications Programmer I (PT7717) Level 32 Animal Science-Statutory

Design, write, implement, document and maintain applications software of a complex nature for the Northeast Dairy Records Processing Laboratory.

Requirements: Bachelor's or equivalent in Animal Science/Computer Science. 1-2 years related experience. An agricultural background in the dairy field would be highly desirable as would programming experience in assembler language and CSP. Experience with CICS is desirable. Send cover letter and resume to Bill Webster.

Systems Analyst I (PT7518) Level 32 CISER-Endowed

Support and consult with staff in the operation of CISER's Survey Research Facility and provide support of SPSSx, SPSS-PC and SPSS-DE to CISER members and their affiliates.

Requirements: Bachelor's or equivalent in Social Science preferred. 1-2 years related experience in survey research. Knowledge of DBASE III, SPSSx, SPSS-PC, SPSS-DE. Good interpersonal and communication skills. Send cover letter and resume to Bill Webster.

Managing Editor (PC8125) HRII Agricultural Economics-Statutory

Oversee/manage/supervise/administer complete editorial and production operations of the Cornell University Food Industry Management Home Study Program. Responsibilities include writing, editing and publishing of texts and related materials for the Program, work with professional staff in planning and overall developmental activities, and interface with food industry professionals nationally and internationally.

Requirements: Bachelor's or equivalent. Master's preferred. Excellent demonstrated writing and editorial skills. Excellent interpersonal communication skills essential. 2-3 years experience with textbook production and publishing administration needed. Able to set priorities and work toward meeting deadlines and to manage an experienced staff. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Executive Staff Assistant (PC8102) HRII Division of Nutritional Sciences/CFNPP-Statutory

Provide administrative assistance to Administrative Manager of expanding international research program with approximately 45 employees stationed around the world and an annual operating budget of \$2.5 million. Research and follow up on policy inquiries and related activities; assist with personnel administration activities; develop and maintain project-based resource tracking system; handle other projects as assigned.

Requirements: Bachelor's and 2-3 years administrative experience. Experience with international projects and with Cornell administration systems preferred. Knowledge of microcomputer operations and previous supervisory experience essential. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Accountant I (PC8108) HRII Residence Life-Endowed

Responsible for coordinating accounting, financial activity and budget development for 24 small residences with a total budget of 1.2 million dollars. Work collaboratively with student and alumni treasurers and the Residence Life Business Office to meet objectives.

Requirements: Associate's or equivalent in business/accounting. Bachelor's or equivalent preferred. Knowledge of basic accounting, computer spreadsheets (IBM, Lotus 123) and general skills in business planning. Some experience in business management. Background in student development/training preferred. Good interpersonal, communication and organizational skills required. Skills in public relations, group presentations and alumni affairs desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Research Support Specialist II (PT8108) HRII Textiles and Apparel-Statutory

Assist in experimental design, experimentation, analysis of data and publication of research in textile and fiber science. Conduct research

Registration for Extramural Study: August 31 — September 1

Through the Office of Extramural Study, you can register to take a Cornell course during the 1989 fall term. Registration will take place on Thursday, August 31 and Friday, September 1.

The Office of Extramural Study makes available the extensive course offerings of the university to employees and area residents who are interested in taking a course for their own interest and advancement and who are not enrolled in a Cornell degree program.

With department approval, regular full-time and part-time nonacademic employees of Cornell may enroll in on-campus courses

and have tuition waived for up to four credits. Application forms are available in the Extramural Study Office, B12 Ives, and in the Training and Development Office, 107 Day Hall. Application forms must be completed prior to registration.

The course instructor and the employee's supervisor and department head must sign the form. Some colleges have additional requirements for registering in their courses. Employees are encouraged to pick up the application form as early as possible to allow time to complete these steps.

For more information, come to B12 Ives Hall or call 255-4987.

using electron microscopy and x-ray microanalysis to study surfaces and microstructure of fibers.

Requirements: Bachelor's or equivalent in textile/material science or chemistry required; Master's in a physical science preferred. Quantitative, math and computer skills in data acquisition and analysis required; technical report writing experience necessary. Experience in electron microscopy and microtomy required. Send cover letter and resume to Bill Webster.

Research Support Specialist (PT8106) HRI
Equine Drug Testing-Statutory

Under general supervision, isolate, purify and identify drug and drug metabolites from blood and urine. Develop and evaluate new drug detection methods using TLC and HPLC. Provide back-up support for PC use.

Requirements: Bachelor's or equivalent in chemistry, biochemistry or related field. Several years experience with drug metabolism and use of HPLC. Some experience with PC, DOS, and Mac hardware/software needed. Send cover letter and resume to Bill Webster.

Dining Supervisor I (PA8109) HRI
Dining-Endowed

Supervise daily operations of dining unit including purchasing and storage of food supplies, maintenance of equipment, planning menus, preparation and dispensing food.

Requirements: Associate's or equivalent. 1 year food service supervisory experience desired. Knowledge of food and health codes desirable. Send cover letter and resume to Cynthia Smithbower.

Night Manager (PA8104) HRI
Campus Store-Endowed

Functional supervision of all night time operations including store and vault security, coordination of closing procedure and computerized processing. Will act as General Manager when the store is open at night. Responsible for interviewing, hiring, training, scheduling, supervising, and evaluating student employees, and coordinating efforts of entire night crew. 3:00 p.m. - 11:00 p.m.

Requirements: Bachelor's or equivalent. 2 years retail and supervisory experience required. Written and verbal communication skills essential. Send cover letter and resume to Cynthia Smithbower by September 1.

Assistant Director of Admissions for Recruitment (PA8105) HRI
JGSM-Endowed

Represent the Johnson School to applicants and prospective applicants to its MBA program. Manage recruiting events and participate in admissions selection process.

Requirements: Bachelor's required; advanced degree preferred. 3 years experience in either business or higher education setting. Excellent interpersonal and communication skills. Must be willing to travel. Previous experience in human resources, admissions and/or graduate management education preferred, but not essential. Send cover letter and resume to Cynthia Smithbower by September 1.

Executive Staff Assistant (Assistant to Associate Vice President) (PC8024) HRI

Associate Vice President for Human Relations-Endowed

Write and edit reports and correspondence; provide administrative support to Associate Vice President in monitoring affirmative action policies and programs; serve on related committees; research and support new program initiatives; supervise clerical staff.

Requirements: Bachelor's or equivalent required. Knowledge of word processors/computers (IBM-PC and Mac). Excellent communication (written and oral) skills. Some experience in computerized office management. Able to work with a wide range of people essential. Send cover letter, resume, and writing sample to Esther Smith, Staffing Svcs, East Hill Plaza, Ithaca, NY 14853-2801.

Staff Writer II (PC8019) HRI
University Relations-Endowed

Publicize the university and its personnel in the print and broadcast media by writing news releases and Cornell Chronicle articles, and by personal contacts with other journalists. Have primary responsibility for a small number of units but also handle occasional assignments in other areas.

Requirements: Undergraduate degree or equivalent. Some journalism experience essential; experience with higher education preferred; word processing, especially IBM-compatible and Wordperfect. Send cover letter, resume, word samples, 3 references and a brief salary history to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Consultant/Writer (PC8016) HRI

University Relations/Communication Strategies-Endowed

Analyze areas of university communications; research inconsistencies between the image and "reality" of various Cornell units using focus groups, publications audits, interviews, etc.; develop marketing communications that relate to the overall promotional goals of the university and are targeted to specific audiences and the needs of these audiences.

Requirements: Bachelor's required. Excellent writing skills. Marketing or public relations experience, preferably in a college or university. Familiarity with word processing required. Send cover letter, resume, 3 writing samples and a brief salary history to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Dining Supervisor (PA8006) HRI
Dining Services-Endowed

Supervise daily operations of dining unit including purchasing and storage of food supplies, maintenance of equipment, planning menus, preparation and dispensing food.

Requirements: Associate's or equivalent. 1 year food service supervisory experience desired. Knowledge of food and health codes desirable. Send cover letter and resume to Cynthia Smithbower.

Admissions Counselor (PA8007) HRI

Undergraduate Admissions-Endowed

Assist Associate Dean in planning, coordinating and implementing activities related to the recruitment of minority students including review of applications for admission to the university. Approximately 6-8 weeks recruitment travel.

Requirements: Bachelor's or equivalent. Some related admissions or related public relations educational experience helpful. Excellent communication (oral and written) skills. Send cover letter and resume to Cynthia Smithbower by August 25.

Information Resource Specialist (PA8009) HRI

Office of Sponsored Programs-Endowed

Responsible for organizing, maintaining and disseminating sponsored programs information in the OSP Library. Select and prepare articles for desktop published Newsletter to faculty. Perform computer searches of funding opportunities. Assist with campus training programs on proposal writing and fund seeking.

Requirements: Bachelor's or equivalent with minimum of 3 years relevant experience. Excellent organizational, communication, and interpersonal skills required. Experience writing, editing, and using computer based word processing or publishing programs. Familiarity with Cornell preferred. Send cover letter and resume to Cynthia Smithbower by August 25.

Administrative Manager I (PA8011) HRI

Textiles and Apparel-Statutory

Manage department budgets, nonacademic personnel and facilities; supervise clerical support staff; oversee maintenance of equipment and facilities; coordinate course scheduling.

Requirements: Bachelor's or equivalent. Minimum 3 years administrative/supervisory responsibilities in an academic setting, must have demonstrated interpersonal and communication skills; knowledge of computers essential especially knowledge of Lotus 123 and dBase III Plus. Send cover letter and resume to Cynthia Smithbower by August 25.

Grant and Contract Officer I (PA8004) HRI

Office of Sponsored Programs-Endowed

Responsible for reviewing, processing and administering proposals and negotiating resulting awards subject to review and approval of an Associate Director.

Requirements: Bachelor's or equivalent, or 3-4 years of equivalent work experience. Excellent interpersonal and communication (written and oral) skills; ability to work independently. University administrative experience preferred. Some travel involved. Send cover letter and resume to Cynthia Smithbower by August 25.

Systems Support Specialist (PA8003) HRI

Public Affairs Law School-Endowed

Provide programming and analytic support to Law School's Office of Development and Public Affairs. Maintain and update existing database; produce reports as requested/scheduled; train/assist development staff with computer-related questions; work with central Public Affairs on gift and computer-related matters.

Requirements: Bachelor's or equivalent. Experience with IBM-PC, MS-DOS, mainframe systems; knowledge of CMS; ability to relate alumni information requests to available mainframe and microcomputer systems. Good organizational and interpersonal skills. Send cover ltr. & resume to Cynthia Smithbower by August 25.

Research Support Specialist I (PT8007) HRI

Clinical Sciences-Statutory

Support woodchuck hepatitis project by development of non-routine histological techniques for assessment of hepatic injury and earlier carcinogenic alterations in fixed and frozen liver tissues using EM and light microscopy. Obtain tissue specimens, process tissues, section, stain and read slides. Establish and maintain computer inventories of specimens and stains. Prepare reports of findings.

Requirements: Bachelor's or equivalent in biology with emphasis on physiology, pathology, histology or similar field. Master's preferred. 2-3 years experience in histology laboratory with independent responsibility for following projects from beginning to end. Experience with cryostat essential, EM work helpful. Laboratory animal experience necessary. Send cover letter and resume to Bill Webster.

Manager of Systems (PT7901) HRI

Bursar-Endowed

Responsible for all aspects of system development and administration. Supervise and manage the Systems Department which operates several mainframe computer systems, including the Student Finance System, Cornellcard System, Loan Management System, Cornell Installment Plan and a departmental microcomputer local area network. Introduce and implement fresh technological ideas to enhance the overall operation.

Requirements: Bachelor's or equivalent required; systems related course work a plus. Interest in and experience using computers required. Ability to communicate and work with people is important for success. Interest in supervision, business operations and problem solving orientation are necessary. Send cover letter and resume to Bill Webster by August 25.

Budget Analyst II (PC7914) HRI

Financial Planning and Budget Management-Endowed

Assist in the development and execution of the annual Endowed operating budget including all fund types except grants and contracts, and all operating units. Assist in the design and implementation during the year of the University's general purpose budget model and tracking system for income, transfers, and expenditures.

Requirements: Bachelor's or equivalent plus minimum 2 years experience in budgeting at a university/corporate level. Requires detailed knowledge of electronic spreadsheets and a general knowledge of mainframe computer databases. Regular contact internally with business managers and accounting and budgeting staff on a variety of budget and accounting matters. Infrequent contact externally with budget personnel at other universities. Send cover letter and resume to Esther Smith.

Research Support Specialist I (PT7713) HRI

Center for Research Animal Resources (CRAR)-Statutory

Provide back-up technical support for standard immunological assays. Assist researchers in the development of in vitro systems to study transport of macromolecules across mucosal membranes. Perform embedding and electron microscopy of canine tissues when needed.

Requirements: Bachelor's or equivalent in life sciences or related field. Experience in use of light and electron microscopy useful. Knowledge of histological techniques.

Research Support Specialist I (PT6904) HRI

Veterinary Pathology-Statutory

Provide investigative assistance and technological support to the Flow Cytometry Labs. Plan and execute research experiments related to the effects of oncogenes and chromosomal aberrations on cell differentiation. Supervise staff and/or participate in performing tasks related to cell culture, protein and nucleic acid analysis and flow cytometry; measure protein and RNA synthetic rates by radio labeled precursors. Assist in the analysis of data and in preparing results for publication.

Requirements: Bachelor's or equivalent in relevant biological or physical sciences; Master's preferred. 2-3 years related laboratory experience required (techniques related to flow cytometry and tissue culture). Send cover letter and resume to Bill Webster.

Staff Writer II (PC7708) HRI

Media Services-Statutory

Research, write, edit and produce radio news reports for Consumer Information Network. Develop, produce and direct other projects within the TV/Radio Center as may be required. Function as a creative member of an interrelated television & radio production unit.

Requirements: Bachelor's or equivalent in Radio-TV, communications or consumer fields, plus minimum 3 years experience or demonstrable skills required. Strong background and experience in news development, writing, editing, and production a must. Ability to work with faculty, staff and clients. Must have pleasant, professional voice for narrations and broadcast announcing. Send tape, resume, writing samples and three references to Esther Smith. Position will remain open until a suitable candidate is found.

Technical Writer II (PC6215) HRI

Information Technologies-Endowed

Plan and produce a comprehensive set of publications describing CIT offerings in conjunction with Directors, Assistant Directors, and staff in CIT Network Resources and Computer Resources divisions.

Requirements: Bachelor's or equivalent with 2-3 years experience in technical writing. Very strong written and verbal communications skills. Excellent teaching, interpersonal and problem solving skills. Knowledge in the following technical areas: UNIX, VM/CMS, use of computer networks. Experience in the use of computer-based publishing systems, especially Microsoft Word, and PageMaker for the Macintosh. Send cover ltr., resume & writing samples to Esther Smith. Position will remain open until a suitable candidate is found.

Research Support Aide (PT7516) HRI

CISER-Statutory

Provide support in form of direct consultation with faculty and grad students in quantitative social/economic research. Assist in use of CISER data archive collection of machine-readable data files/print data resources on campus. Answer questions supplying data from public data files on a cost-recovery basis.

Requirements: Bachelor's or equivalent required. 1-2 years experience within a data archive or academic reference staff; some knowledge of automated systems or ability to work with automated systems. Must be able to work within a team and communicate effectively. Familiarity with machine-readable data files, knowledge of federal statistical programs, federal documents, social science research methods, grad work in library or information science, and computing skills-micro and mainframe desired. Send cover letter and resume to Bill Webster.

Professional Part-time

Systems Programmer/Analyst II (PT7411) Level 33

Modern Languages and Linguistics-Endowed

Under general supervision, support speech synthesis and analysis in the DMLL Phonetics Laboratory. General responsibility for maintaining software on several computer systems including SUN

160c Workstation (UNIX), IBM-PC/AT (DOS), PDP 11/73 & 40, and MAC II. 20 hours per week.

Requirements: Bachelor's or equivalent experience and training. 2-3 years related experience. Knowledge of UNIX and C required. Ability to develop systems software (such as device drivers); help developers of applications software with system-specific problems; port existing software to new computers; interface existing software with specific hardware (such as A/D converters); develop and maintain networks; enhance existing software with new features (including graphic display of data); do applications program development; and write documentation. Knowledge of and interest in signal processing useful, but not essential. Send cover letter and resume to Bill Webster.

Assistant Coordinator (PA8010) HRI

Learning Skills Center-Endowed

Conduct study skills workshops and provide individual consultations to students in need of academic skills development. 9 month position. Monday-Friday, 1-5 p.m.; some evenings.

Requirements: Bachelor's or equivalent in education or social science. Several years experience working with college students. Send cover letter and resume to Cynthia Smithbower by August 25.

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.

Submit a resume and cover letter for each position, specifying the job title, department and job number, to Bill Webster, 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 (T7809)

Plant Biology-Statutory

Minimum Biweekly Salary: \$513.94

Prepare and examine histological preparations using cytological procedures, especially immunocytochemistry. Perform associated data gathering, photography, routine analyses. Use of microscope essential.

Requirements: Associate's or equivalent coursework or training in biology required. Bachelor's preferred. Knowledge of plants useful. Previous experience in microscopy, histology of plant and/or animal tissues and staining procedures including histochemistry.

Technician, GR18 (T4527)

Food Science-Statutory

Minimum Biweekly Salary: \$513.94

Conduct research on physical and functional properties of proteins on foods-surface active properties, foaming, gelation, protein separation and purification, etc.

Requirements: Bachelor's in science and experience in lab research. Minimum 1 year related experience. Knowledge of protein chemistry, separation and analyses, some experience with physical properties, measurements and functional properties, spectrophotometric analysis, chromatography, electrophoresis desirable.

Technician, GR19 (T8013)

Genetics and Development-Statutory

Minimum Biweekly Salary: \$535.78

Carry out biochemical and molecular biology experiments such as DNA isolation, blotting, sequencing. Perform plant tissue and microbial culture. Responsible for general lab organization and computer data entry.

Requirements: Associate's or equivalent required; Bachelor's or equivalent in biology, chemistry, or biochemistry preferred. 1 year experience in a biology or biochemistry laboratory.

Laboratory Technician, GR20 (T8111)

Agronomy-Statutory

Minimum Biweekly Salary: \$558.78

Manage lab activities in the Soil Characterization Laboratory; digitize maps and enter/edit data in the Soil Information Systems Laboratory. Perform analysis of soils; assist in field soil sampling; supervise and train employees.

Requirements: Bachelor's or equivalent in soils, agronomy, natural resources or related field. Laboratory training required. Laboratory experience and familiarity with personal computers desired.

Electronic Technician (Communication Tech.), GR20 (T8006)

CIT/Network Services-Endowed

Minimum Biweekly Salary: \$558.78

Provide setup/test/installation assistance for local area networks and other networking equipment. Assist in assembly of cables and peripherals; test/install cables, terminals, network and communication equipment. Occasional over-time.

Requirements: BOCES diploma or equivalent in electronics required; college coursework in related field desired. Relevant technical experience desired. Accuracy, logic and attention to detail; interpersonal, organizational and time management skills essential.

Animal Health Technician, GR20 (T7906)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Educate, assist and supervise senior veterinary students, AHT externs and staff as to proper procedures of Animal Health Care for clinical patients.

Requirements: Associate's or equivalent in animal health technology, NYS licensed (or eligible for licensure) Animal Health Technician. 2 years experience working with small animals preferred.

Technician, GR20 (T7904, T7607)

Plant Breeding and Biometry-Statutory

Minimum Biweekly Salary: \$558.78

Extract DNA, run and blot gels, isolate and screen plasmoid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of grad students. Continuation contingent upon funding.

Requirements: Bachelor's or equivalent in biology, genetics, biochemistry or related discipline required. Minimum 1-3 years lab experience preferred.

Technician, GR20 (T6910)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Take radiographs and process films of animal patients and research material as required. Other duties as assigned. 39 hours per week, rotating Saturday, 10 a.m.-7 p.m.

Requirements: Licensed radiologic technician and/or NYS licensed animal health technician required. Experience handling animals preferred.

Animal Health Technician, GR20 (T7905)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. Some weekends and holidays. Rotating shift, 3 p.m.-11 p.m. and 11 p.m.-7 a.m.

Requirements: Associate's or equivalent in animal health technology and NYS licensure (or eligibility) required. Minimum 2 years related experience. Experience working with small animals, interest in teaching critical care techniques preferred.

Animal Health Technician, GR20 (T6705)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$558.78

Assist with emergency and surgical procedures. Responsible for medical treatments; manufacture, compound, dispense and

administer prescriptions. Evenings and weekends.

Requirements: Associate's or equivalent in animal health technology required. NYS licensure (or eligibility) required. 2 years experience as A.H.T. and experience working with large animals preferred.

Technician, GR20 (T7407)

Poultry and Avian Sciences-Statutory

Minimum Biweekly Salary: \$558.78

Organize and perform research in avian reproductive endocrinology. Provide technical expertise in a variety of methodologies including molecular endocrinology techniques, RIA, with some animal work and data analysis.

Requirements: Bachelor's or equivalent in biology or biochemistry. Minimum 1-2 years experience. Some training and experience in laboratory procedures. Able to work independently.

Technician, GR21 (T7511)

Diagnostic Laboratory-Statutory

Minimum Biweekly Salary: \$582.29

Perform microbiological and immunological tests on specimens as requested by clinicians to aid in the diagnosis of infections in animals and humans.

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.

Technician, GR21 (T8101)

Biochemistry, Molecular and Cell Biology-Statutory

Minimum Biweekly Salary: \$582.29

Purify proteins for several laboratories in the Biotechnology Building. Operate HPLC on FPLC apparatus; perform other procedures in Biochemical Laboratory. 2 year appointment.

Requirements: Bachelor's or equivalent in chemistry or biochemistry required. 1-2 years experience, including experience in protein purification. Experience with HPLC on FPLC system preferred.

Technician, GR22 (T8012)

Microbiology-Statutory

Minimum Biweekly Salary: \$607.04

Design and perform experiments in bacterial physiology, bacterial genetics, and molecular genetics. Oversee inventory of supplies and reagents; maintain microbial culture collection, facilities and equipment.

Requirements: Bachelor's or equivalent required in microbiology or bacteriology, with coursework in genetics, biochemistry, microbial genetics and microbial physiology. Minimum 2 years experience in a microbial physiology/genetics research laboratory.

Technician, GR22 (T7907)

Veterinary Pathology-Statutory

Minimum Biweekly Salary: \$607.04

Provide technological support for research in the molecular pathogenesis of neuromuscular disease, in particular X-linked muscular dystrophy (Duchenne-type). Primarily responsible for molecular and biochemical aspects of research and for conduct of experimental procedures. Participate in organization and maintenance of laboratory.

Requirements: Bachelor's or equivalent in biological science. 1 year minimum documentable experience in laboratory procedures, preferably involving molecular techniques and/or cell culture. Working knowledge of appropriate laboratory equipment. Familiarity with handling radioactive compounds. Animal handling experience desired.

Environmental Safety Technician, GR23 (T8107)

Environmental Health-Endowed

Minimum Biweekly Salary: \$632.84

Perform routine inspections of laboratories and other workplaces to evaluate health hazards; investigate reports of possible health hazards. Perform environmental sampling and maintain instruments.

Requirements: Associate's or equivalent required; Bachelor's or equivalent with coursework in chemistry, biology, or engineering preferred. Some laboratory experience as well as health and safety training desirable; good interpersonal skills essential. 2-3 years related experience desired.

Computer Operator, GR23 (T7811)

Division of Nutritional Sciences-Statutory

Minimum Biweekly Salary: \$632.84

Provide support for a large microcomputer network. Install and maintain network and workstation hardware, software and databases. Instruct network users. Provide programming for the development of applications and network services.

Requirements: Associate's or equivalent in computer science, or Bachelor's or equivalent in technical field required. Minimum 3 years experience with microcomputer hardware and software. Knowledge of computer hardware, operating systems, software, communications, and programming languages. Strong organizational, interpersonal, communication, and problem-solving skills.

Technical Support Specialist, GR24 (T8112)

Mann Library-Statutory

Minimum Biweekly Salary: \$662.90

Support hardware and software aspects of microcomputer use for 100+ library workstations; teach and consult with library staff in the use of software and telecommunications networks; install and support local area networks; coordinate hardware procurements and repairs; keep records on staff computer workstations.

Requirements: Associate's or equivalent required; Bachelor's desired. Some formal preparation in electronics, computer technology, or networking desirable. 2-3 years experience on computer support required. Considerable knowledge of microcomputers and microcomputer software required. Experience with local area networks and telecommunications (hardware and software) highly desirable.

CHESS Operator, GR24 (T7910)

CHESS-Endowed

Minimum Biweekly Salary: \$662.90

Interact with user groups on technical and scientific problems. Implement safety codes. Responsible for covering CHESS system malfunctions and software problems associated with instrument control. May assist in experimental programs. Some evening and weekend hours required.

Requirements: Bachelor's or equivalent in technical field such as engineering or physics required. No experience necessary. Good mechanical skills and lab skills. Programming experience preferred.

Technical Part-time

Technical Assistant, GR16 (T8011)

Biochemistry, Molecular and Cell Biology-Statutory

Minimum full-time

Technical Temporary

Casual Computer Operator (T8113)
CIT
Hourly rate: \$6.25
Responsible for the overall operating of a CIT public computer facility. Maintain an online queuing system for micro users, handling minor hardware and software problems, and/or reporting them to the appropriate technical support person. Monitor peripheral equipment such as printers, plotters and networks. Mon-Fri, midnight-4 a.m.
Requirements: High School diploma or equivalent required; Associate's in computer science preferred. Familiarity with the operation of IBM micros (including Personal System IIs), Apple Macintosh PC's, Appletalk and Novell networks and Cornell mainframe system (IBM and VAX) desired. Some knowledge of microcomputer software packages essential.

Casual Animal Technician (T8003)
Laboratory of Animal Services-Statutory
Provide weekend and holiday care of lab animals (feed, water, clean and monitor) following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Saturday, Sunday, and holidays, 16 hours per week.
Requirements: High School diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. Pre-employment physical and all necessary immunization required.

Animal Technician (T8002)
Laboratory Animal Services-Statutory
Provide care; feed, water, clean and monitor for research animals following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Until 10/17/89.
Requirements: High School diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. Experience with animal handling. Ability to lift 50 pounds. Pre-employment physical and all necessary immunization required.

Part-time Technician (T7608)
Vet Physiology
Assist in cloning genes from cattle, including DNA isolation, construction of genomic libraries, and southern hybridizations. Responsible for preparing media, keeping inventory of supplies, washing glassware and maintaining lab area. 20 hours per week with possibility of occasional weekends. 6-12 months.
Requirements: Background in biology or biochemistry and experience in recombinant DNA techniques.

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. Submit a signed employment application and resume. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza office.

Stockkeeper, GR16 (C8009)
Laboratory of Ornithology-Endowed
Minimum Biweekly Salary: \$477.46
Assist with Laboratory's mail-order bookshop operations, stock, and other outgoing U.S. and UPS mail processes.
Requirements: High School diploma or equivalent. Valid NYS driver's license required for post office deliveries. Familiarity with US postal and other mailing operations, regulations, and processes helpful. Ability to operate mailing machinery. Must be able to work quickly, accurately and often under time pressures. Must be able to lift 50 pounds. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Office Assistant, GR17 (C8113, C8114)
Campus Store-Endowed
Minimum Biweekly Salary: \$495.36
Serve as administrative office receptionist and telephone operator, providing general office support including work with Macintosh computer using Microsoft Word and Excel. Monday-Friday, 8-5:30 variable shift, some weekends.
Requirements: High School diploma or equivalent. Minimum 1 year office clerical experience. Knowledge of Macintosh computers a must. Experience with Cornell phone system a plus. Must possess good communication, organizational and interpersonal skills. Medium typing.

Telephone Operator, GR17 (C8123)
Telecommunications-Endowed
Minimum Biweekly Salary: \$495.36
Provide caller related assistance when University is open; operate Telex when required; answer approximately 500-600 calls per day.
Requirements: High School diploma or equivalent. Spelling, listening, reading, CRT and keyboard skills required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Office Assistant, GR17 (C8003-C8006)
Undergraduate Admissions-Endowed
Minimum Biweekly Salary: \$495.36
Process applications for 7 undergraduate colleges. Handle all admissions inquiries, applications and records for a specific section of the alphabet; process efficiently and accurately a high volume in a short period of time using on-line computer.
Requirements: High School diploma or equivalent. Good clerical and organizational skills; particular attention to detail and interpersonal skills essential. Medium typing.

Secretary, GR18 (C8101)
Division of Nutritional Sciences/CFNPP-Statutory
Minimum Biweekly Salary: \$513.94
Provide general secretarial support to international research program with approximately 10 on-campus staff and 35 off-campus staff. Word processing; copying; account tracking; assist students and visitors; prepare vouchers; answer phones; other duties as assigned. Will include some overtime.
Requirements: High School diploma or equivalent. 1-2 years secretarial experience preferred. Must be able to work independently, take initiative, and prioritize among conflicting demands. Familiarity with microcomputers essential: word perfect, notebook, paradox, and other packages will be used. Heavy typing. Willingness to work overtime preferred.

Senior Records Assistant, GR18 (C8121)
JGSM Library-CUL-Endowed
Minimum Biweekly Salary: \$513.94
Under general supervision of the director, this person is responsible for the technical processes in medium-sized serials collection of 2,800 titles and an extensive microtext collection of over 600,000 items. In addition, this person assists with public service at the Library's circulation desk.
Requirements: Some college coursework desired. Minimum 1 year related experience. Able to organize and complete detailed work in a timely manner. Good verbal skills and the ability to communicate effectively. Work independently and supervise students. Lt typing.

Senior Circulation/Reserve Assistant, GR18 (C8120)
Uris Library-CUL-Endowed
Minimum Biweekly Salary: \$513.94

Under the direction of the Reserve Supervisor, trains, supervises and evaluates the student assistants assigned to the Reserve section; processes materials for course reserve and works.
Requirements: Some college coursework desired. Minimum 1 year related experience. Able to work well with a variety of people and in particular, to train & supervise student assistants. Strong organizational, interpersonal and communication (written and verbal) skills. Attention to detail. Previous library experience helpful. Light typing.

Office Assistant, GR18 (C8027)
University Relations/Government Affairs/Community Relations-Endowed
Minimum Biweekly Salary: \$513.94
Provide secretarial, receptionist, and clerical support to the supervisor and other staff members. Type correspondence, TV/radio transcripts, reports, etc.; Transcribe tapes; answer phones; handle mail; maintain office filing system; calendars; make travel arrangements. Other duties as assigned.
Requirements: High School diploma or equivalent. 1-2 years secretarial experience. Associate's or equivalent desirable. Accurate typing. Knowledge of Wordperfect 5.0 and IBM computers. Ability to work under a deadline and maintain confidences. Excellent grammar and proofreading, attention to detail, strong interpersonal, organizational and communication skills. Heavy typing.

Editorial Assistant, GR18 (C8023)
University Press-Endowed
Minimum Biweekly Salary: \$513.94
Act as assistant to editor responsible for acquiring scholarly books in life sciences. Type; file; follow-up; some contact with authors and Press advisers.
Requirements: Associate's or equivalent. Prior experience in publishing helpful. Strong oral and written communication skills. Knowledge of computers preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Secretary/Receptionist, GR18 (C8026)
Society for the Humanities-Endowed
Minimum Biweekly Salary: \$513.94
Receptionist for the A.D. White House/Society for the Humanities/Mellon Postdoctoral Program; provide secretarial support to 10 faculty; schedule, coordinate and bill clients for events; prepare and distribute mail; arrange security for all events and oversee daily security.
Requirements: High School diploma or equivalent. Associate's or equivalent with interest in the humanities desirable. Minimum 1-2 years related experience. Excellent organizational, interpersonal and communication skills. Knowledge of word processing (IBM-Wordperfect and/or Mac) desirable. Medium typing.

Secretary, GR18 (C8008)
Agricultural Economics-Statutory
Minimum Biweekly Salary: \$513.94
Provide secretarial support for 1 faculty member, including the local government research institute staff, and for the Associate Director of the Comm. and Rural Dev. Institute. Heavy typing for research and extension activities; computer knowledge essential; provide organization and administrative support. 3 year position.
Requirements: High School diploma or equivalent. Some college preferred. Minimum 1-2 years secretarial experience required. Experience with computer/word processor (IBM PC-XT) essential. Excellent organizational, interpersonal and communication (written and oral) skills. Medium typing.

Secretary, GR18 (C8001)
JGSM-Endowed
Minimum Biweekly Salary: \$513.94
Provide secretarial and clerical support to the Executive Education Program of the Johnson Graduate School of Management. Type and word process; handle inquiries (in person and telephone); update mailing database; maintain files; assist with mailing. Other duties as assigned.
Requirements: High School diploma or equivalent. Minimum 1-2 years secretarial experience. Word processing and computer skills. Familiar with Cornell's accounting system. Good interpersonal and communication skills. Attention to detail. Heavy typing.

Searcher, GR18 (C8028)
Acquisitions-CTS-Endowed
Minimum Biweekly Salary: \$513.94
Primary duties include searching of monographs orders and books for the library system and inputting records for orders and books into the NOTIS database.
Requirements: High School diploma or equivalent. Minimum 2-3 years of progressively responsible technical services experience; additional education may be substituted for experience. Knowledge of 1 or more Western European languages preferred. Med. typing.

Secretary, GR18 (C8011)
Veterinary Microbiology-Statutory
Minimum Biweekly Salary: \$513.94
Provide secretarial support for 5 professors, 1 Senior Research Associate and their support personnel (12). Type rough and final drafts of manuscripts and/or research material; prepare class materials; backup to secretarial staff for telephone system.
Requirements: High School diploma or equivalent, some college or secretarial school desirable. Minimum 1-2 years job related experience necessary. Knowledge of medical/veterinary/chemistry terminology valuable. Word processing (Xerox 6085) proficiency essential. Good spelling, grammar, punctuation and editing skills needed. Heavy typing.

Research Aide, GR18 (C7722)
Laboratory of Ornithology-Endowed
Minimum Biweekly Salary: \$513.94
Create and analyze computerized records for the Bird Population Studies Program by editing data, organizing computerized data records, and running data through analysis programs. Handle written and oral correspondence.
Requirements: Associate's or equivalent in biological sciences. Knowledge of birds preferred. Computer skills required, ability to use P.C.; work with mainframe helpful, work with statistics and programming helpful. Must be able to work well independently and be well organized; light to medium typing. Send cover letter and resume to Esther Smith. Position will remain open until a suitable candidate is found.

Office Assistant, GR19 (C8106)
Graduate School-Endowed
Minimum Biweekly Salary: \$535.78
Process graduate applications, admissions, refusals and other actions as authorized; maintain records; type correspondence; maintain admissions statistics; provide information to faculty and applicants.
Requirements: Associate's or equivalent. 1-2 years related experience. Knowledge of data entry required. Strong organizational skills. Attention to details, spelling and accuracy essential. Able to set priorities and work in a complex, active environment. Med. typing.

Office Assistant, GR19 (C8104)
Human Ecology Administration-Office of the Registrar-Statutory
Minimum Biweekly Salary: \$535.78
Responsible for maintenance of the course database and course enrollment; maintain records on student petitions; procedures and record keeping on internal transfers; record grades, final exam scheduling; maintain records and assist with the university student record system; extensive student and faculty contact. Other duties as assigned.
Requirements: High School diploma or equivalent. Associate's or equivalent preferred. Medium typing. Experience in the maintenance of records requiring a high degree of accuracy. Able to work effectively with students and faculty. Sensitivity to public service needs. High degree of responsibility. Able to set priorities and work under pressure in a complex, active environment. Experience working on a computer terminal and managing data via a computerized system.

Administrative Aide, GR19 (C8118)
University Development-Endowed
Minimum Biweekly Salary: \$535.78
Provide high level administrative and secretarial support to the Director of Student Aid Development and Stewardship. Prepare and coordinate mailings; handle gift acknowledgment requests; assist in coordination and preparation of phonathons; coordinate on-campus donor/student events; perform basic research; make travel arrangements.
Requirements: High School diploma or equivalent. Associate's or equivalent preferred. 1-2 years related experience. Excellent typing skills. Word processing experience helpful. Good organizational skills. Good judgment and discretion. Knowledge of PC's helpful. Knowledge of Cornell, Financial Aid or Bursar's office helpful. Medium typing.

Accounts Assistant, GR19 (C8013)
Veterinary Library-Statutory
Minimum Biweekly Salary: \$535.78
Perform accounting, financial management and other business functions for department. Process invoices for payment; bill departments and individuals for services; record cash and other income; maintain budgeted accounts on computer-based system; monitor account balances; prepare financial statistical reports, payroll and maintain employee leave balances; order and renew journal subscriptions; maintain photocopy equipment; order supplies/equipment and maintain inventories; some Public Service Desk coverage. Other duties as assigned.
Requirements: Associate's or equivalent. Coursework in accounting. Experience in an office or business setting, with some accounting background helpful. Good mathematical and analytical skills. Excellent organizational, communications, and interpersonal skills. Customer service orientation or previous library experience helpful. Work with computer based systems helpful. Medium typing.

Secretary, GR19 (C8025)
Center for Environmental Research-Statutory
Minimum Biweekly Salary: \$535.78
Provide primary administrative and secretarial support to the Associate Director of the Ecosystems Research Center and secretarial support to the Director and scientific staff of ERC. Answer phones; file; order office supplies; duplicate materials; other projects as assigned.
Requirements: High School diploma or equivalent. Associate's preferred. Experience with Macintosh PC and Microsoft Word desirable. Accuracy in typing, good spelling, and grammatical skills are very important. Heavy typing.

Accounts Assistant, GR19 (C8021)
CIT/Network Resources-Endowed
Minimum Biweekly Salary: \$535.78
Provide business and departmental accounting support for Network Services including the enterprise, the organization and special projects accounts. Responsible for reconciliation and tracking of several large University operating, enterprise, and special project accounts; verify and prepare payment vouchers, purchase orders, blanket orders, customer billing and petty cash fund; assist Manager of Business Operations with budget formulation.
Requirements: Associate's in accounting/business administration or equivalent. Accounts Assistant background. Familiarity with Cornell endowed accounting and purchasing procedures preferred. Able to use personal computers (Macintosh SE). Familiarity with spreadsheets and database programs desirable. Light typing.

Secretary, GR19 (C8017)
Vet Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$535.78
Perform the clerical and technical duties necessary for processing and maintaining diagnostic accession (medical) records; communicate case related information to veterinarians; assist in directing incoming calls to the department.
Requirements: High School diploma or equivalent. Prefer advanced training in secretarial and/or animal health or equivalent. Experience with CRT highly desirable. Minimum 2 years experience in office setting, preferably one in animal health or other medical setting. Medium typing.

Accounts Assistant, GR19 (C7910)
Campus Store-Endowed
Minimum Biweekly Salary: \$535.78
Function as team member in retail store business office. Primary duties may focus on sales reconciliation, accounts receivable, or accounts payable; secondary duties are to fill-in when necessary in other than primary areas; handle confidential information, computer data input and interpretation. Mon-Fri, 8:30-5:00, some weekends.
Requirements: Associate's or equivalent experience. Minimum 1-2 years related experience. Computer and accounting experience essential. Knowledge of retail preferred. Good interpersonal and communications skills required. Ability to work quickly and accurately under pressure.

Administrative Aide, GR19 (C7811)
Statutory Office for Capital Facilities-Statutory
Minimum Biweekly Salary: \$535.78
Type; provide word and record processing support essential to the efficient day-to-day operations of a complex and fast paced office.
Requirements: High school diploma or equivalent. Associate's strongly desired. Knowledge of statutory accounting procedures required. Minimum 2 years related office experience. Word processing experience required. Knowledge of IBM PC's, Macintosh with Excel and mainframes desirable. Ability to work independently and set priorities. Light typing.

Accounts Assistant, GR20 (C8126)
Engineering and Facilities Admin. Services-Endowed
Minimum Biweekly Salary: \$558.78
Review and edit job cost input for the Grounds and Maintenance and Service Operations department. Coordinate processing of vendor invoices; answer customer billing inquiries; prepare special accounting and project cost analysis; prepare monthly, quarterly and year to date reports; process purchase orders and requests for services.
Requirements: Associate's or equivalent in business management or accounting. Minimum 2-3 years experience in accounting or business office preferred. Cornell accounting experience desirable. Light typing.

Administrative Aide, GR20 (C8117)
University Development-Endowed
Minimum Biweekly Salary: \$558.78
Provide administrative assistance to the Director and Associate Director of Foundation Relations. Coordinate flow and oversee completion of work within the office; i.e., prepare reports, arrange meetings, compile data, oversee production of proposals, and assist in special projects.
Requirements: Associate's or equivalent. Minimum 2-3 years experience in providing high level executive support. Strong organizational and communication (written & oral) skills. Med typing.

Administrative Aide, GR20 (C8119)
Administration Office, Olin Library-CUL-Endowed
Minimum Biweekly Salary: \$558.78
Provide administrative and secretarial support to the Assistant University Librarians for Technical Services, Collection Development and Preservation, Academic Assembly committees and for the Cornell University Library administrative functions. Compose letters and memos; handle inquiries (in person and phone); travel arrangements; schedule meetings; maintain calendars; handle other projects as assigned.
Requirements: Associate's or equivalent. Minimum 2-3 years office/secretarial experience or equivalent with at least 1 year involving organizational/administrative responsibilities. Experience with microcomputers (MAC/IBM) especially word processing (Wordperfect preferred). Excellent interpersonal, communication (written/verbal) and organizational skills. Able to work under pressure and attention to detail. Confidentiality. Familiarity with Cornell helpful. Hvy typing.

Administrative Aide, GR20 (C8111)
Theory Center-Endowed
Minimum Biweekly Salary: \$558.78
Provide administrative and secretarial support to the Executive Director and related administrative, financial, and allocations personnel. Compose complex correspondence; maintain appointment calendar; arrange meetings; handle inquiries (in person and phone); travel arrangements; handle other projects as assigned.
Requirements: Associate's or equivalent. Minimum 2-3 years related experience. Strong organizational skills required. Word processing; experience with Lotus 123 desirable. Experience with budget preparation and familiarity with University resources (accounting, payroll, etc.) helpful. Requires independent judgment, decision making and high level of confidentiality. Medium typing.

Senior Department Assistant, GR20 (C8020)
Catalog Department-CUL-Endowed
Minimum Biweekly Salary: \$558.78
Responsible for the day-to-day supervision of the Catalog Support Section. Section consists of 6 full-time employees and is responsible for maintaining Catalog Department storages; processing priority requests; pre-catalog searching; final processing of added copies and added locations; preliminary processing of Cornell dissertations and items in the Chinese, Japanese and Korean scripts. Section also provides administrative and secretarial support to the Catalog Department.
Requirements: Associate's, 2 years of college or equivalent experience. Minimum 1 year of relevant technical services experience. Working knowledge of NOTIS and RLIN cataloging systems using the USMARC bibliographic format. Demonstrated organizational and supervisory skills. Light typing.

Service Representative, GR20 (C8015)
Telecommunications-Endowed
Minimum Biweekly Salary: \$558.78
Process telephone service requests; respond to telephone and written inquiries, analyzing and acting upon or referring as necessary; build and process database changes to telecommunications system; answer technical questions; reconcile billing inquiries from users; maintain records.
Requirements: High School education or equivalent. Associate's or equivalent. Minimum 2-3 years telephone agent experience desired. Telecommunications experience helpful. CRT familiarity required. Good communications and interpersonal skills required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Administrative Aide, GR20 (C8012)
Academic Programs-Endowed
Minimum Biweekly Salary: \$558.78
Provide secretarial and clerical assistance on a part-time basis to the staff of the office of Academic Programs. The other 50% of time provide administrative support to the director of the office of Academic Personnel. Typing and wordprocessing; handle telephone and mail; editing; filing; library research; setting up meetings and other duties as assigned. 1 year appointment.
Requirements: Associate's or equivalent preferred. Minimum 1-3 years of general office experience. Strong interpersonal and communication (oral and written) skills. Knowledge of Mac computer system extremely helpful. Heavy typing.

Secretary, GR20 (C7721)
Pharmacology-Statutory
Minimum Biweekly Salary: \$558.78
Medical and scientific secretary for department. Use of Macintosh computer; edit documents; prepare medical arts; receptionist support as needed. Other duties as needed.
Requirements: Associate's or equivalent in medical/scientific secretarial science. Minimum 2 years related experience. Medical and scientific terminology. Experience in word processing and computers. Grant proposals (typing and processing). Must be proficient in typing, spelling, and grammar. Heavy typing.

Research Aide, GR21 (C8122)
University Development-Endowed
Minimum Biweekly Salary: \$582.29
Provide information for those staff members engaged in development work. Locate, compile, organize and evaluate information about Cornell alumni, friends, organizations and corporations; provide research information to be used by the president, trustees, administrators, public affairs and development staff for fundraising activities.
Requirements: Associate's or equivalent. Bachelor's or equivalent preferred. Minimum 2 years related experience. Excellent research skills and experience with library procedures. Knowledge of PC's helpful. Strong organizational and communication (written and oral) skills essential. Knowledge of Cornell particularly helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Administrative Aide, GR21 (C8116)
Manuscripts and Archives-CUL-Endowed
Minimum Biweekly Salary: \$582.29
Provide administrative support to the Assistant Director of Olin Library for Rare Books and Manuscripts and to the Department of Manuscripts and University Archives. Duties include fiscal management, administrative support, publications management, oral history project management and public relations.
Requirements: Associate's or equivalent experience. Minimum 2-3 years secretarial/office management and supervisory experience. Strong organizational, communication and interpersonal skills. Knowledge of accounting and fiscal systems preferred. Editorial, microcomputer, spreadsheet, word processing and desktop publishing experience preferred. Medium typing.

Administrative Aide, GR21 (C8007)
Undergraduate Admissions-Endowed
Minimum Biweekly Salary: \$582.29
Provide direct support for the Associate Director and Research Analyst, and assist systems management team. Prepare data tables, graphs, statistical reports, etc.; make appointments; handle travel; typing and wordprocessing. Other projects as assigned.
Requirements: Associate's or equivalent. Minimum 1-2 years related experience. Familiarity with IBM PC and Macintosh. Good organizational and interpersonal skills required. Medium typing.

Administrative Aide, GR21 (C7013)
Programs in Professional Education and Special Programs-Endowed
Minimum Biweekly Salary: \$582.29
Assist in the administration of all aspects of the department of Programs in Professional Education, as well as Summer Session Special Programs. Take responsibility for performing the more complex assigned functions and supervise and delegate the others. Maintain computerization processes.
Requirements: Associate's or equivalent experience. Minimum 2-3 years related administrative experience. Familiarity with Wordperfect, IBM and Mac computers. Excellent organizational, interpersonal and secretarial skills essential. Medium typing. Position will remain open until a suitable candidate is found.

Reservations Coordinator, GR21 (C7816)
Unions and Activities-CAC-Endowed
Minimum Biweekly Salary: \$582.29
Oversee the work of the CAC Service Center. Acquire full knowledge of computerized reservations system and train service center staff; schedule extracurricular activities sponsored by all departmental and registered student organizations at Cornell; advise and counsel clients about reservations.
Requirements: Associate's or equivalent. Minimum 2 years related experience. Knowledge of campus facilities and policies and procedures desirable. Effective organizational, interpersonal and communication skills, familiarity with computers (IBM). Willingness to learn new applications especially the special reservations program. Able to deal with diverse clientele. Medium typing.

Office Systems Specialist I, GR21 (C7402)
Mathematics-Endowed
Minimum Biweekly Salary: \$582.29
Provide organizational and administrative support for a large academic department. Act as support staff training specialist and consultant in the areas of computer operations for word processing, relational databases, technical typing, and e-mail; provide original entry and editing of highly technical manuscripts.
Requirements: Associate's or equivalent plus additional training or education in the areas of human resources management, accounting, supervisory training, and computers. Strong knowledge of computerized systems (LaTeX, Emacs, networking). Leadership and training skills. Minimum 2-3 years related experience in an academic environment. Highly developed technical typing skills. Medium typing. Position will remain open until a suitable candidate is found.

Accounts Coordinator, GR22 (C8110)
Applied and Engineering Physics-Endowed
Minimum Biweekly Salary: \$607.04
Monitor research and academic department accounts totaling approximately \$3.5 million; provide up-to-date status reports, reconciliations and projections for grants and contracts as well as the school's expendable funds; maintain financial records and assume responsibility for ongoing accounting activities such as accounts payable and receivable, payroll, purchase orders, etc.
Requirements: Associate's or equivalent in accounting. Minimum 3-4 years experience in positions involving fiscal responsibilities. Advanced knowledge of accounting and bookkeeping procedures plus working knowledge of Macintosh computers. Ability to work with diverse groups of people. Light typing.

Marketing Assistant, GR22 (C8022)
University Press-Endowed
Minimum Biweekly Salary: \$607.04
To assist Promotion Manager and Direct Mail Manager, Exhibits Manager, Advertising Associate as needed, in executing seasonal marketing plans for all titles.
Requirements: Bachelor's or equivalent. Some experience writing for newspapers or technical writing or prior experience in publishing helpful. Medium typing. Send cover letter, resume and writing sample to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Office Professionals Part-Time

Receptionist, GR16 (C8107)
Johnson Museum-Endowed
Minimum full-time equivalent: \$477.46
Operate museum reception desk in lobby; provide information to visitors; sell cards, catalogs, and posters; answer telephone switchboard; take accurate messages for staff members; relay accurate information to weekend supervisor; provide security for museum lobby; and be available to work special events during evening hours. Saturday and Sunday, 9:45 a.m.-5:15 p.m.
Requirements: High School diploma or equivalent. Previous receptionist experience necessary. Interests and involvement in art or related areas preferred, as well as familiarity with the Ithaca community. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Building Attendant, GR17 (C8115)
Access Services-Olin Library-CUL-Endowed
Minimum full-time equivalent: \$495.36
Under the direction of the Senior Evening Supervisor, perform library security functions including working at exit control desk and stack control desk. Perform a variety of clerical and other duties as assigned; responsible for opening and closing and making regular tours of the building. 8:30 p.m.-12:30 a.m., Thursday-Sunday. Schedule changes during summer and intersession.
Requirements: High School diploma or equivalent. Familiarity with libraries desirable. Able to work effectively with a variety of people in a public services setting. Must be able to work well with sudden increase of activity at exit and entrance points while maintaining consistent procedures. Strong organizational, interpersonal and communication skills.

Office Assistant, GR17 (C7216)
Music-Endowed
Minimum full-time equivalent: \$495.36
Act as stage manager for Barnes Auditorium. Train and supervise student ushers; coordinate tuning and moving of department instruments; setup department events (classrooms and auditorium); prepare monthly calendar of events for distribution; arrange for concert recordings. Light typing. 20 hours/week; 10 regular days/10 irregular evenings. 9.5 months appointment/year.
Requirements: High School diploma or equivalent. Knowledge of music and musicianship. Excellent public relations skills. Experience in a concert giving environment and knowledge of related practices, including recording concerts. Good decision making ability. Send cover letter and resume to Esther Smith.

Senior Stacks Assistant, GR18 (C8112)
Access Services-Olin Library-CUL-Endowed
Minimum full-time equivalent: \$513.94
Under direction of Administrative Supervisor for Collection Management, maintain book stacks of library; responsible for shelving a large volume of materials, process incoming serial (daily) and enforce library policies on assigned floor; staff security desks regularly; open and close building on assigned days. 20 hours per week.
Requirements: High School diploma or equivalent. Some college coursework and/or familiarity with academic libraries preferred. 1 year related experience required. Must be able to work independently with minimal supervision; strong organizational and interpersonal skills; must be able to work well under pressure and with sudden increases of activity at exit/entrance points.

Secretary, GR18 (C8105)
Geological Sciences/INSTOC-Endowed
Minimum full-time equivalent: \$513.94
Provide secretarial support in Institute office. Type correspondence; technical typing and input into wordprocessor; many manuscripts contain very complicated equations. Monday-Friday, 9-1.
Requirements: High School diploma or equivalent; some college desirable. Minimum 1-2 years secretarial experience. Previous experience on wordprocessing equipment (IBM PC, Macintosh) helpful; desire to learn essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Secretary, GR18 (C8124)
Associate Vice President/Human Relations-Endowed
Minimum full-time equivalent: \$513.94
Under general supervision, provide receptionist and back-up secretarial support. Set up, maintain and/or revise files; answer and screen calls; schedule appointments and meetings. Provide word processing support and perform other duties and special projects as assigned. Wednesday, 12-4:30, Thursday and Friday, 8-4:30.
Requirements: High School diploma or equivalent. 1-2 years related experience. Excellent organizational and interpersonal skills. Experience with wordprocessing or willingness to learn essential. Interact with wide variety of people. Ability to maintain confidentiality essential. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Information Assistant, GR18 (C8014)
School of Hotel Administration-Endowed
Minimum full-time equivalent: \$513.94
Under general supervision of the School of Hotel Administration Reference Librarian, provide information assistance at the Reference Desk from 8:00-10:00 a.m., Monday-Friday and serve as back-up for the Reference desk as needed; furnish research and clerical assistance for Hotline, the library's fee-based reference service; perform clerical and support tasks in the Reference Department. Monday-Friday, 8 a.m.-12 noon.

Requirements: Associate's with some understanding of the research process or familiarity with academic library. Minimum 2 years related experience. Strong interpersonal, organizational and communication skills (written and oral). Creativity, neatness, attention to detail, and ability to work independently highly desirable. Some background or knowledge of micro-computers and wordprocessing required.

Office Assistant, GR18 (C7912)
Center for Environmental Research-Endowed
Minimum full-time equivalent: \$513.94
Responsibilities include word processing; filing; handling mail; scheduling meetings and maintaining staff calendars. Monday-Friday, 1 p.m.-5 p.m. preferred.
Requirements: High School diploma or equivalent. Associate's or equivalent preferred. Minimum 1-3 years experience in a large office. Macintosh experience is essential. Good organizational, interpersonal and communication (written and oral) skills. Medium typing. Send cover letter and resume to Esther Smith.

Secretary, Public Service Assistant, GR18 (C7106)
Mann Library-Statutory
Minimum full-time equivalent: \$513.94
Produce administrative support for Mann Library, Public Services Division. Duties include word processing; design and produce handouts and signs; maintain departmental records; process bills; compile statistics; schedule meetings and take minutes; serve as departmental receptionist. 30 hours per week. Monday-Friday, 6 hours per day between 8 a.m.-4 p.m.
Requirements: High School diploma or equivalent, some college preferred. 1 year related experience. Word processing skills, familiarity with IBM-PC or Macintosh. Ability to work with a wide variety of people in a public service capacity, set priorities, and work independently. Light typing. Position will remain open until a suitable candidate is found.

Office Professionals Temporary

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

Office Assistant (S8103)
Facilities and Business Operations Administration
Process all work orders for maintenance, repairs, and construction projects. Facilitate the purchasing and delivery of building materials for maintenance, repairs, and/or construction projects. Monday-Friday, 7:30 a.m.-4 p.m. for 6 months.
Requirements: High School diploma, Associate's preferred. Experience with the mainframe; Macintosh experience preferred. Knowledge of Excel software a plus. Send cover letter & resume to Karen Raponi, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Office Assistant (S8104)
Agricultural Economics
Sell course packets for large academic department. Assist and operate a personal computer with a software program on it recording book sales. Collect monies for book sales and total deposits. August 30-Sept. 15. 1st week: Mon-Fri, 9-3; 2nd week: Mon-Fri, 10-2.
Requirements: Excellent interpersonal skills. Ability to operate personal computer. Experience or knowledge in sales. Some lifting involved. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Part-time Research Aide (S8006)
Laboratory of Ornithology
Researching bird-related questions in Library for fact-checking and responding to technical bird-related inquiries. 20 hours per week-flexible until 12/24.
Requirements: Bachelor's or equivalent, biology or sciences background preferred, some course work in ornithology preferred. Some research experience and familiarity with ornithological literature. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Office Assistant (S7802)
Summer Session
Serve as receptionist; provide general clerical support; assist registrar in registration process; word processing on IBM PC. 3-4 month position.
Requirements: High School diploma or equivalent. Some office experience required. Familiarity with Cornell desirable. Ability to work with diverse public. Excellent interpersonal communication skills essential. Experience with Wordperfect on IBM PC desirable. Able to set priorities and work independently under pressure. Send cover letter and resume to Karen Raponi.

General Service

Submit a signed employment application and resume. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza office.

Food Service Worker, SO01 (G8101, G8103, G8110)
Dining-Endowed
Hiring Rate: \$5.75
Set-up, display and serve food and/or beverage. Check Co-op dining cards for validity and make sale transactions by cash or credit card. Shift subject to change.
Requirements: Basic reading and computation skills required. Knowledge of food preparation and presentation preferred. Good customer relation skills.

Custodian, SO02 (G8111)
Unions and Activities Noyes Center-Endowed
Hiring Rate: \$6.00
Provide general custodial care of assigned area. Saturday-Wednesday 5 p.m.-1:18 a.m. 10 month position.
Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 lbs and climb and 8 ft ladder.

Cornell Employment News

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

Mail service available US delivery third class mail at: \$9.00 for 3 months; \$15.00 for 6 months; or \$24.00 for 12 months. Make checks payable to Cornell University. Mail to 160 Day Hall, Cornell University, Ithaca, New York 14853.

Editors: Laurie Roberts, Carolyn McPherson
Page Layout: Cheryl Seland, Cindy Fitzgerald
Photography: Susan Boedicker, Chris Smith, Media Services, Photo Services, Publications

Telephone: Human Resource (607) 255-5226
Office of Equal Opportunity (607) 255-3976

Custodian, SO02 (G8102)
Dining Services-Endowed
Hiring Rate: \$6.00
Provide general custodial care of assigned area. 40 hours per week.
Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 lbs & climb and 8 ft ladder.

Bartender, SO02 (G7712)
Statler Hotel-Endowed
Hiring Rate: \$6.00
Under general supervision, mix and dispense alcoholic and non-alcoholic beverages. Sunday-Thursday, 4 p.m.-12 midnight.
Requirements: High School diploma or equivalent. Good interpersonal and communication skills. Minimum 1 year bartending experience required. Familiarity with electronic cash register preferred. Send cover letter and resume to Esther Smith.

Bell Captain, SO03 (G6406)
Statler Hotel-Endowed
Hiring Rate: \$6.28
Assist concierge to rotate assignments for bell staff. Receive calls for delivery or service and instruct bell staff accordingly. Provide pick up and delivery services. Works closely with the sales staff during group reservations and conferences. Sunday-Thursday, 11 p.m.-7:30 a.m.
Requirements: High School diploma or equivalent. Good reading and writing skills. Valid driver's license. Minimum 1-2 years hotel-related experience. Send cover letter and resume to Esther Smith.

Dispatcher, SO04 (G8106)
Maintenance and Service Operations-Endowed
Hiring Rate: \$6.58
Receive trouble calls, relay messages and dispatch appropriate tradespeople or courier/cab service as requested; customer service center is the focal point of requests for repairs, maintenance and alterations & information about the physical plant. Mon-Fri, 7:30-4.
Requirements: High School diploma or equivalent. Must possess and maintain a valid NYS driver's license. Experience with mainframe and personal computers desirable. Training and/or experience in public relations, sales or service preferred. Must have excellent interpersonal skills. Able to work under pressure and strong decision making. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Short Order Cook, SO04 (G8109)
Dining-Endowed
Hiring Rate: \$6.58
Prepare and serve food directly to customers from short order area. Shift subject to change.
Requirements: High School diploma or equivalent. 6-12 months related experience. Familiar with short order equipment. Able to prepare variety of short preparation foods under pressure. Good customer relations skills.

Baker, SO06 (G8108)
Dining-Endowed
Hiring Rate: \$7.20
Prepare full variety of baked goods including rolls, breads, cakes, cookies and pastries. Decorate baked goods. Shift subject to change.
Requirements: High School diploma or equivalent. 1 year related experience. Working knowledge of choppers, dough sheeters, ovens, mixers, proffing cabinet and various hand tools. Good interpersonal, communication and organizational skills.

Vehicle Mechanic, SO09 (G8107)
CU Transit, Inc.-Endowed
Hiring Rate: \$8.29
Bus mechanic is responsible for preparing buses for daily runs; major and minor repairs (engine overhaul, clutch and replacement, doors, etc.); stand by notice for emergency driving. Other duties as assigned. 11:30 a.m.-8:30 p.m. 5 days per week.
Requirements: High School diploma or equivalent experience. Valid NYS Class II driver's license. Minimum 5 years auto/bus mechanic experience essential.

Physical Therapist Assistant, GR20 (B8002)
University Health Services-Endowed
Minimum Biweekly Salary: \$558.78
Carry out treatments as directed and supervised by the department's Physical Therapists.
Requirements: Associate's in physical therapy assistantship, athletic training or equivalent preferred. Experience in orthopedic/sports medicine setting desirable. Several years experience in related setting without advanced degree considered. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

General Service Part-time

Food Service Worker, SO02 (G8104)
Dining-Endowed
Hiring Rate: \$6.00
Prepare, present and serve food items for Co-op, cash, catering or special events. Shift subject to change. 30 hours per week.
Requirements: Basic reading & writing skills. 1 year related experience. Working knowledge of food preparation and presentation. Able to operate choppers, slicers, mixers, ovens, steam kettles, pressure steamers & various hand tools. Good customer relation skills.

Security Guard, GR01 (G8105)
Johnson Museum-Endowed
Hiring Rate: \$5.80
Responsible for guarding all works of art in the building following security and safety procedures; communicate with appropriate staff members on a regular basis. Must be available day or evenings for subbing on non-schedule work days and for guarding at special events held in the museum. Days vary, 28 hours per week.
Requirements: High School diploma or equivalent. 1 year related experience helpful. Ability to work with schedules and in a group situation. Background in the security area helpful. Dependable in reporting and attentive to detail. Good communication skills necessary. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Security Guard, GR01 (G7902, G7903)
Johnson Museum-Endowed
Hiring Rate: \$5.80
Guard all works of art in the building following security and safety procedures; communicate with appropriate staff members on a regular basis; be available day or evenings for subbing on non-

schedule work days and for guarding at special events held in the museum. Days vary, approximately 24 hours per week.
Requirements: High School diploma or equivalent. Ability to work with schedules and in a group situation. Background in the security area helpful. Dependable in reporting and attentive to detail necessary. Ability to communicate well with the public: Send cover letter and resume to Esther Smith.

General Service Temporary

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

Materials Handler (S7502)
Veterinary Administration-Statutory
Hiring Rate: \$6.00
Receive materials for incineration and keep appropriate records. Assist with incinerator operations. Approx. 20 hours/week. Part-time temporary 2-6 months.
Requirements: High School diploma or equivalent. Able to lift 50 pounds. Will be in contact with hazardous waste. Contact Karen Raponi (607) 255-2192.

Please submit materials for the following positions to 160 Day Hall.

Lab Attendant, SO01 (B8101)
Biochemistry-Statutory
Hiring Rate: \$5.75
Wash glassware and pipettes for laboratory courses. 20 hs per wk.
Requirements: High school diploma or equivalent. Experience washing dishes or related experience preferred. Send application materials to Staffing Services, 160 Day Hall.

Groundsworker (B6001)
Grounds
Assist grounds maintenance staff in landscape maintenance and construction, including planting, mowing, weeding, mulching, watering, fertilizing, pruning, policing of grounds, maintenance of equipment and maintenance of walls, steps and fences. Monday-Thursday, 7-3:30; Friday, 7-2:20.
Requirements: High School diploma or equivalent. Valid driver's license. Must be able to lift 100 pounds and willing to work outside during all weather conditions. Out of doors experience necessary. Send application materials to Staffing Services, 160 Day Hall.

Potato Harvester-4 positions (B8001)
Plant Breeding
Gather potatoes; load crates. Wash and grade potatoes. Monday-Friday until October 31, 1989.
Requirements: Must be able to lift 100 pounds. Send application materials to Staffing Services, 160 Day Hall.

Academic

Regional Extension Specialist in Tourism/Recreation Planning (Sea Grant & Marine Extension)-Oswego County, Oswego, NY Salary: \$20,285, commensurate with qualifications.
1 year appointment. Implement and evaluate an extension education program pertaining to tourism/recreation planning on New York's Great Lakes. Educational activities will be conducted that enhance use of quantitative tourism information for decision making, understanding of tourism trends, understanding of economic impacts of tourism and the need for effective coastal tourism/recreation planning. Will report to the Great Lakes Program Coordinator, Sea Grant and Marine Extension Program.
Requirements: Master's in outdoor recreation/tourism planning or a closely related field, and 1-2 years experience as a recreation/tourism planner. Experience with Sea Grant Extension and familiarity with Great Lakes natural resource issues desirable. Demonstrated ability in written communication, meeting organization and educational program implementation desirable. Location: Sea Grant Extension Office at SUNY Oswego. Send letter of intent and resume to Paul W. Townsend, Cooperative Extension, 212 Roberts Hall, Cornell University, Ithaca, NY 14850.

Aetna Claims Processing Backlog

Faculty and staff covered under the Endowed Health Care Program need to be aware that our claims processor, the Aetna, is running behind in their claims processing operation. It is taking them an extra week and a half to two weeks to process claims. They have assured us that the backlog of claims will be caught up within two weeks and asked for our patience as Aetna resolves its operational difficulties.

Job Prospecting Booklet Available

Newcomers to the area are invited to ask for our booklet: "Just For Your Information: Job Prospecting in the Ithaca Area." Call Staffing Services, 5-5226, for a copy.

CORNELL EMPLOYMENT NEWS

August 24, 1989

Summer Edition

Volume 1, Number 33

JOB OPPORTUNITIES

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

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

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

Professional

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

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

Editor-in-Chief (PA8102)

University Press-Endowed

Work with the editors and the director to shape and develop the Press's editorial program; manage the 9-member Acquisitions department and coordinate its interaction with other departments of the Press; acquire several lists of scholarly books in the humanities, including European history and philosophy.

Requirements: Bachelor's or equivalent; Master's or equivalent preferred. 5 or more years experience in publishing of scholarly books; experience in acquiring titles in philosophy highly desirable. Send cover letter and resume to Search Committee: Editor-in-Chief.

Health Associate III (PA8204) HRII

University Health Services-Endowed

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.

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.

Research Support Specialist III (PT7601) HRII

Agronomy-Statutory

Develop a Northeast regional soil database in support of a CSRS project to map groundwater contamination potential. Duties include: collect data (20%), develop database (30%), derive interpretive functions (25%), develop linkages (25%). Until September 17, 1990.

Requirements: Master's or equivalent in soil science with training in computer science and database management. Minimum 3 years related experience. Familiarity with UNIX and DOS operating systems, RBASE and PRELUDE database management software is desired. Send cover letter and resume to Bill Webster.

Research Support Specialist III (PT7602) HRII

Agronomy-Statutory

Assist the Cornell University Agricultural Experiment Station Soil Survey Leader in conducting the soil survey program, including field operations, laboratory operations, research studies, and extension activities as part of the National Cooperative Soil Survey. Until January 14, 1993.

Requirements: Master's or equivalent in soil science with field soil survey experience and strong background in basic sciences, geology, and mineralogy. Minimum 3 years laboratory experience is required. Familiarity with personal computers, database management software, and geographic information systems is desired. Send cover letter and resume to Bill Webster.

Environmental Hygienist II (PT8102) HRII

Environmental Health-Endowed

With general guidance from the Director, manage industrial hygiene programs and identify, evaluate and control chemical, physical, and biological hazards that may arise

in the classroom, research laboratory, physical plant or other university workplaces and living units.

Requirements: Bachelor's or equivalent in a physical or biological science, or engineering field required. Master's in occupational/environmental health preferred. Experience in comprehensive environmental health program required. Excellent verbal and written communication skills required. Valid NYS motor vehicle license required. Send cover letter and resume to Bill Webster.

Assistant Director, Foundation Relations (PA8108) HRII

University Development-Endowed

Assist the Director in the development and stewardship of the University's relationship with private foundations. Coordinate initiatives with staff, faculty, alumni and foundation officers designed to increase support for the University from private foundations. Assist in the overall coordination of a broad range of non-individual fund raising programs at Cornell University.

Requirements: Bachelor's or equivalent from a recognized college or university. 3 years of related experience. Knowledge of private foundations or other fundraising experience. Ability to communicate effectively, both orally and in writing. Knowledge of Cornell or a comparable major research university. Some knowledge of computerized record keeping and word processing. Travel required. A demonstrated commitment to institutional advancement in higher education. Send cover letter and resume to Cynthia Smithbower by September 1.

Assistant Director, Special Gifts (PA8107) HRII

University Development-Endowed

Assist the Director of Special Gifts in the identification, cultivation, solicitation and stewardship of alumni and friends of Cornell who have the capacity to give between \$25,000-\$1,000,000 to the University.

Requirements: Bachelor's or equivalent. 3 years development experience and work with volunteer group organizations. Ability to communicate effectively and persuasively. Established writing skills, successful gift solicitation experience, and prospect management expertise are highly recommended. A basic knowledge of Planned Giving. Travel is required. Send cover letter and resume to Cynthia Smithbower by September 1.

Coordinator of Communications and Summer Housing (PA7501) HRII

Residence Life-Endowed

Responsible for all publications, advertising, marketing, and summer conference coordination. Act as department's primary public information source and Development liaison.

Requirements: Bachelor's or equivalent essential, Master's or equivalent preferred. 3-5 years full-time management experience in descriptive writing/editing, marketing/public relations or related field. Graphic design experience desirable. Public speaking ability. Proven organizational ability. Send cover letter and resume to Cynthia Smithbower by September 1.

Technical Specialist II (PT8110) Level 37

CIT/Network Resources-Endowed

Manage a Network Operation Center, advising at a high level on all technical matters. Coordinate operational and maintenance activities among CIT, other Cornell departments and outside regional and national network facilities.

Requirements: Bachelor's or equivalent with appropriate coursework in related field. 5-7 years with networks and network software with an emphasis on TCP/IP and Unix environments. An understanding of network architectures, protocols, operations and network management issues is required. Specific knowledge of regional and national TCP/IP network operations desirable. Send cover letter and resume to Bill Webster.

Technical Specialist I (PT8109) Level 36

CIT/Network Resources-Endowed

Provide high level problem diagnosis support to the Network Operation Center and its clients. Install and maintain network router software, tables, files and monitoring tools. Consult with network clients on software interface issues. Act as liaison to national networks for operational software issues.

Requirements: Bachelor's or equivalent with appropriate coursework in related field. 3-5 years experience with network software with emphasis on TCP/IP and UNIX. Knowledge of several of the following areas is highly desirable: DECNET, synchronous and asynchronous data streams, token ring, ethernet and AppleTalk. Send cover letter and resume to Bill Webster.

Senior Technical Consultant (PT8211) Level 35

CIT Services-Endowed

Provide technical consulting and supervise technical consulting staff. Develop, implement and evaluate innovative consulting programs. Provide advanced technical support for CIT technologies. Teach CIT courses; write user documentation.

Requirements: Bachelor's or equivalent experience, with coursework in computing or related field. Extensive experience in the development and delivery of user support programs. Extensive (5-10 years) experience with CIT-supported hardware and software, including 2-3 years teaching experience. Excellent communications, interpersonal and writing skills. Send cover letter and resume to Bill Webster.

Senior Technical Consultant (PA8103) Level 35

Theory Center-Endowed

Provide technical leadership and guidance in migrating application software from VM/XA to UNIX. Provide vendors with technical direction and assistance for UNIX installation. Identify, evaluate, and make available new applications software. Assess performance of software packages and train users in their effective use.

Requirements: Bachelor's or equivalent preferably in engineering or physical science, or equivalent. Master's or equivalent preferred. 5-10 years experience, including experience with UNIX and a significant FORTRAN background. Wide range of programming experience utilizing many high level languages; experience with UNIX, VM/7, XA, plus familiarity with other operating systems' strengths and weaknesses. Excellent communications, interpersonal, and organizational skills. Send cover letter and resume to Cynthia Smithbower.

Technical Consultant III (PA8101) Level 34

Theory Center-Endowed

Under general direction, provide technical support in migrating application software from VM/XA to UNIX. Provide vendors with technical assistance for UNIX installation. Identify, evaluate, and make available new applications software.

Requirements: Bachelor's, preferably in engineering or physical science, or equivalent. 3-5 years experience, including experience with UNIX and FORTRAN. Wide range of programming experience using high level languages. Experience with UNIX, VM/XA. Strong communications, interpersonal, and organizational skills. Send cover letter and resume to Cynthia Smithbower.

Applications Programmer/Systems Analyst III (PT7710) Level 34

Mann Library-Statutory

Provide programming and technical support for design, development, and maintenance of a gateway system of access to information resources; develop and maintain front-end interfaces to central information systems; format, load, and maintain electronic files for scholarly information. One year appointment. Continuation contingent upon funding.

Requirements: Bachelor's or equivalent with some formal training in computer science. Some background in the life sciences desirable. 3-5 years programming experience in several programming languages (C, Pascal); experience with one or more mainframe or minicomputer systems; experience with Unix highly desirable. Experience with communications software desirable. Programming experience in a microcomputer environment highly desirable. Send cover letter and resume to Bill Webster.

Applications Programmer/Analyst II (PT5133) Level 33

Finance and Business Services-Statutory

Develop, install, maintain, document, and modify administrative systems software. Provide administrative systems applications programming/analysis support for various areas. Assist in insuring efficient and effective use of computer resources.

Requirements: Bachelor's or equivalent with computer-related courses or the equivalent combination of experience is required. Knowledge of Cornell mainframes, JCL, MVS, CMS, COBOL, Natural and ADABAS. Knowledge of IBM System 36 and its functions. 2-3 years experience with machine architecture, programming languages, production procedures and system utility programs desirable. Send cover letter and resume to Bill Webster.

Applications Programmer II (PT7806) Level 33

Human Ecology Administration-Statutory

Design, implement, modify and document applications programs on several interactive systems involving student and alumni records. Provide support for a college-wide local area network including troubleshooting, routine maintenance of hardware, workstation additions and moves, installation of software, and backup of information.

Requirements: Bachelor's or equivalent required. 2-3 years experience. Understanding of database structures, network concepts, LAN hardware and network operating software (e.g., Novell, 3COM). Knowledge of applications for batch and interactive systems and operating systems. Knowledge of at least 1 programming language. Send cover letter and resume to Bill Webster.

Applications Programmer I (PT7717) Level 32

Animal Science-Statutory

Design, write, implement, document and maintain applications software of a complex nature for the Northeast Dairy Records Processing Laboratory.

Requirements: Bachelor's or equivalent in Animal Science/Computer Science. 1-2 years related experience. An agricultural background in the dairy field would be highly desirable as would programming experience in assembler language and CSP. Experience with CICS desirable. Send cover letter and resume to Bill Webster.

Systems Analyst I (PT7518) Level 32

CISER-Endowed

Support and consult with staff in the operation of CISER's Survey Research Facility and provide support of SPSSx, SPSS-PC & SPSS-DE to CISER members and their affiliates.

Requirements: Bachelor's or equivalent in Social Science preferred. 1-2 years related experience in survey research. Knowledge of DBASE III, SPSSx, SPSS-PC, SPSS-DE. Good interpersonal and communication skills. Send cover letter and resume to Bill Webster.

Employee Relations Specialist (PA8206) HRI

Office of Human Resources-Endowed

Under general supervision, provide staff support in the development, recommendation and implementation of the university's employee relations policies, procedures and programs.

Requirements: Bachelor's in labor relations or personnel. 2-3 years experience in employee labor relations, training and consulting. Knowledge of university policies/procedures and applicable laws/regulations desirable. Ability to work in a stressful and extremely demanding environment. Send cover letter and resume to Cynthia Smithbower. Applications will be accepted until September 1 or until a suitable candidate is found.

Assistant Coordinator (PA8202) HRI

Engineering Cooperative Program-Endowed

Assist coordinator in all aspects of the co-op program: counsel and recruit students, work with corporate recruiters to place co-op students, job development, write newsletter, produce brochures. Some budget and accounting work, summer registration record keeping; supervise administrative aide.

Requirements: Bachelor's or equivalent. Some experience with academic and/or career counseling. Must be able to work with students in stressful environment. Prefer some experience in corporate or public relations. Some evenings and weekends. Send cover letter and resume to Cynthia Smithbower by September 8.

Radiological Safety Specialist (PT8203) HRI

Environmental Health-Endowed

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

Requirements: Bachelor's or equivalent in biological or physical science required. Master's desired. Formal training in health physics highly desirable. 2 years experience in an institutional radiation safety program required. Strong oral and written communication skills required. Valid NYS driver's license required. Send cover letter and resume to Bill Webster.

Managing Editor (PC8125) HRI

Agricultural Economics-Statutory

Oversee/manage/supervise/administer complete editorial and production operations of the Cornell University Food Industry Management Home Study Program. Responsibilities include writing, editing and publishing of texts and related materials for the Program; working with professional staff in planning and overall developmental activities; and interfacing with food industry professionals nationally and internationally.

Requirements: Bachelor's or equivalent. Master's preferred. Excellent demonstrated writing and editorial skills. Excellent interpersonal communication skills essential. 2-3 years experience with textbook production and publishing administration needed. Able to set priorities and work toward meeting deadlines and to manage an experienced staff. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Executive Staff Assistant (PC8102) HRI

Division of Nutritional Sciences/CFNPP-Statutory

Provide administrative assistance to Administrative Manager of expanding international research program with approximately 45 employees stationed around the world and an annual operating budget of \$2.5 million. Research and follow up on policy inquiries and related activities; assist with personnel administration activities; develop and maintain project-based resource tracking system; handle other projects as assigned.

Requirements: Bachelor's & 2-3 years administrative experience. Experience with international projects and with Cornell administration systems preferred. Knowledge of microcomputer operations and previous supervisory experience essential. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Registration for Extramural Study:

August 31 — September 1

Through the Office of Extramural Study, you can register to take a Cornell course during the 1989 fall term. Registration will take place on Thursday, August 31 and Friday, September 1.

The Office of Extramural Study makes available the extensive course offerings of the university to employees and area residents who are interested in taking a course for their own interest and advancement and who are not enrolled in a Cornell degree program.

With department approval, regular full-time and part-time nonacademic employees of Cornell may enroll in on-campus courses

and have tuition waived for up to four credits. Application forms are available in the Extramural Study Office, B12 Ives, and in the Training and Development Office, 107 Day Hall. Application forms must be completed prior to registration.

The course instructor and the employee's supervisor and department head must sign the form. Some colleges have additional requirements for registering in their courses. Employees are encouraged to pick up the application form as early as possible to allow time to complete these steps.

For more information, come to B12 Ives Hall or call 255-4987.

Accountant I (PC8108) HRI
Residence Life-Endowed
Responsible for coordinating accounting, financial activity and budget development for 24 small residences with a total budget of 1.2 million dollars. Work collaboratively with student and alumni treasurers and the Residence Life Business Office to meet objectives.

Requirements: Associate's or equivalent in business/accounting. Bachelor's or equivalent preferred. Knowledge of basic accounting, computer spreadsheets (IBM, Lotus 123) and general skills in business planning. Some experience in business management. Background in student development/training preferred. Good interpersonal, communication and organizational skills required. Skills in public relations, group presentations and alumni affairs desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Research Support Specialist II (PT8108) HRI
Textiles and Apparel-Statutory

Assist in experimental design, experimentation, analysis of data and publication of research in textile and fiber science. Conduct research using electron microscopy and x-ray microanalysis to study surfaces and microstructure of fibers.

Requirements: Bachelor's or equivalent in textile/material science or chemistry required; Master's in a physical science preferred. Quantitative, math and computer skills in data acquisition and analysis required; technical report writing experience necessary. Experience in electron microscopy and microtomy required. Send cover letter and resume to Bill Webster.

Research Support Specialist (PT8106) HRI
Equine Drug Testing-Statutory

Under general supervision, isolate, purify and identify drug and drug metabolites from blood and urine. Develop and evaluate new drug detection methods using TLC and HPLC. Provide back-up support for PC use.

Requirements: Bachelor's or equivalent in chemistry, biochemistry or related field. Several years experience with drug metabolism and use of HPLC. Some experience with PC, DOS, and Mac hardware/software needed. Send cover letter and resume to Bill Webster.

Dining Supervisor I (PA8109) HRI
Dining-Endowed

Supervise daily operations of dining unit including purchasing and storage of food supplies, maintenance of equipment, planning menus, preparation and dispensing food.

Requirements: Associate's or equivalent. 1 year food service supervisory experience desired. Knowledge of food and health codes desirable. Send cover letter and resume to Cynthia Smithbower.

Night Manager (PA8104) HRI
Campus Store-Endowed

Functional supervision of all night time operations including store and vault security, coordination of closing procedure and computerized processing. Will act as General Manager when the store is open at night. Responsible for interviewing, hiring, training, scheduling, supervising, and evaluating student employees, and coordinating efforts of entire night crew. Hours are 3 p.m.-9 p.m.

Requirements: Bachelor's or equivalent. 2 years retail and supervisory experience required. Written and verbal communication skills essential. Send cover letter and resume to Cynthia Smithbower by September 1.

Assistant Director of Admissions for Recruitment (PA8105) HRI
JGSM-Endowed

Represent the Johnson School to applicants and prospective applicants to its MBA program. Manage recruiting events and participate in admissions selection process.

Requirements: Bachelor's required; advanced degree preferred. 3 years experience in either business or higher education setting. Excellent interpersonal and communication skills. Must be willing to travel. Previous experience in human resources, admissions and/or graduate management education preferred, but not essential. Send cover letter and resume to Cynthia Smithbower by September 1.

Staff Writer II (PC8019) HRI
University Relations-Endowed

Publicize the university and its personnel in the print and broadcast media by writing news releases and Cornell Chronicle articles, and by personal contacts with other journalists. Have primary responsibility for a small number of units but also handle occasional assignments in other areas.

Requirements: Undergraduate degree or equivalent. Some journalism experience essential; experience with higher education preferred; word processing, especially IBM-compatible and Wordperfect. Send cover letter, resume, work samples, 3 references and a brief salary history to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Consultant/Writer (PC8016) HRI
University Relations/Communication Strategies-Endowed

Analyze areas of university communications; research inconsistencies between the image and "reality" of various Cornell units using focus groups, publications audits, interviews, etc.; develop marketing communications that relate to the overall promotional goals of the university and are targeted to specific audiences and the needs of these audiences.

Requirements: Bachelor's required. Excellent writing skills. Marketing or public relations experience, preferably in a college or university. Familiarity with word processing required. Send cover letter, resume, 3 writing samples and a brief salary history to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Research Support Specialist I (PT8007) HRI
Clinical Sciences-Statutory

Support woodchuck hepatitis project by development of non-routine histological techniques for assessment of hepatic injury and earlier carcinogenic alterations in fixed and frozen liver tissues using EM and light microscopy. Obtain tissue specimens, process tissues, section, stain and read slides. Establish and maintain computer inventories of specimens and stains. Prepare reports of findings.

Requirements: Bachelor's or equivalent in biology with emphasis on physiology, pathology, histology or similar field. Master's preferred. 2-3 years experience in histology laboratory with independent responsibility for following projects from beginning to end. Experience with crystal essential, EM work helpful. Laboratory animal experience necessary. Send cover letter and resume to Bill Webster.

Budget Analyst II (PC7914) HRI

Financial Planning and Budget Management-Endowed
Assist in the development and execution of the annual Endowed operating budget including all fund types except grants and contracts, and all operating units. Assist in the design and implementation during the year of the University's general purpose budget model and tracking system for income, transfers, and expenditures.

Requirements: Bachelor's or equivalent plus minimum 2 years experience in budgeting at a university/corporate level. Requires detailed knowledge of electronic spread-

sheets and a general knowledge of mainframe computer databases. Regular contact internally with business managers and accounting and budgeting staff on a variety of budget and accounting matters. Infrequent contact externally with budget personnel at other universities. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Research Support Specialist I (PT7713) HRI
Center for Research Animal Resources (CRAR)-Statutory

Provide back-up technical support for standard immunological assays. Assist researchers in the development of in vitro systems to study transport of macromolecules across mucosal membranes. Perform embedding and electron microscopy of canine tissues when needed.

Requirements: Bachelor's or equivalent in life sciences or related field. Experience in use of light and electron microscopy useful. Knowledge of histological techniques.

Research Support Specialist I (PT6904) HRI
Veterinary Pathology-Statutory

Provide investigative assistance and technological support to the Flow Cytometry Labs. Plan and execute research experiments related to the effects of oncogenes and chromosomal aberrations on cell differentiation. Supervise staff and/or participate in performing tasks related to cell culture, protein and nucleic acid analysis and flow cytometry; measure protein and RNA synthetic rates by radio labeled precursors. Assist in the analysis of data and in preparing results for publication.

Requirements: Bachelor's or equivalent in relevant biological or physical sciences; Master's preferred. 2-3 years related laboratory experience required (techniques related to flow cytometry and tissue culture). Send cover letter and resume to Bill Webster.

Technical Writer II (PC6215) HRI
Information Technologies-Endowed

Plan and produce a comprehensive set of publications describing CIT offerings in conjunction with Directors, Assistant Directors, and staff in CIT Network Resources and Computer Resources divisions.

Requirements: Bachelor's or equivalent with 2-3 years experience in technical writing. Very strong written and verbal communications skills. Excellent teaching, interpersonal and problem solving skills. Knowledge in the following technical areas: UNIX, VM/CMS, use of computer networks. Experience in the use of computer-based publishing systems, especially Microsoft Word, and Page-Maker for the Macintosh. Send cover letter, resume and writing samples to Esther Smith. Position will remain open until a suitable candidate is found.

Research Support Aide (PT7516) HRI
CISER-Statutory

Provide support in form of direct consultation with faculty and grad students in quantitative social/economic research. Assist in use of CISER data archive collection of machine-readable data files/print data resources on campus. Answer questions supplying data from public data files on a cost-recovery basis.

Requirements: Bachelor's or equivalent required. 1-2 years experience within a data archive or academic reference staff; some knowledge of automated systems or ability to work with automated systems. Must be able to work within a team and communicate effectively. Familiarity with machine-readable data files, knowledge of federal statistical programs, federal documents, social science research methods, grad work in library or information science, and computing skills-micro and mainframe desired. Send cover letter and resume to Bill Webster.

Professional Off-Campus

Extension Support Aide (PA8203) HRI
NYSSILR Extension-New York City-Statutory

Responsible for maintaining and developing communications, office management systems, and other administrative and project support needs for the New York City office.

Requirements: Bachelor's or equivalent. 3-5 years of secretarial and administrative responsibility, excellent communication, interpersonal and organizational skills; demonstrated ability in written communications; ability to work independently; familiarity with Wordperfect and spreadsheets. Send cover letter and resume to Peter Lazes, NYSSILR Extension, 15 East 26th Street, New York, NY 10010.

Professional Part-time

Systems Programmer/Analyst II (PT7411) Level 33
Modern Languages and Linguistics-Endowed

Under general supervision, support speech synthesis and analysis in the DMLL Phonetics Laboratory. General responsibility for maintaining software on several computer systems including SUN 160c Workstation (UNIX), IBM-PC/AT (DOS), PDP 11/73 & 40, and MAC II. 20 hours per week.

Requirements: Bachelor's or equivalent experience and training. 2-3 years related experience. Knowledge of UNIX and C required. Ability to develop systems software (such as device drivers); help developers of applications software with system-specific problems; port existing software to new computers; interface existing software with specific hardware (such as A/D converters); develop and maintain networks; enhance existing software with new features (including graphic display of data); do applications program development; and write documentation. Knowledge of and interest in signal processing useful, but not essential. Send cover letter and resume to Bill Webster.

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.

Submit a resume and cover letter for each position, specifying the job title, department and job number, to Bill Webster, 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.

A.V. Aide, GR17 (T8208)

Statler Hotel-Endowed
Minimum Biweekly Salary: \$495.36

Set-up of all AV equipment required in the hotel. Some nights and weekends.

Requirements: High School diploma or equivalent required, AV communication coursework preferred. 1 year experience with AV equipment; good interpersonal and communication skills; ability to handle last-minute changes; familiarity with Cornell helpful.

Technician, GR18 (T7809)

Plant Biology-Statutory
Minimum Biweekly Salary: \$513.94

Prepare and examine histological preparations using cytological procedures, especially immunocytochemistry. Perform associated data gathering, photography, routine analyses. Use of microscope essential.

Requirements: Associate's or equivalent coursework or training in biology required. Bachelor's preferred. Knowledge of plants useful. Previous experience in microscopy, histology of plant and/or animal tissues and staining procedures including histochemistry.

Technician, GR18 (T4527)

Food Science-Statutory
Minimum Biweekly Salary: \$513.94

Conduct research on physical and functional properties of proteins on foods-surface active properties, foaming, gelation, protein separation and purification, etc.

Requirements: Bachelor's in science and experience in lab research. Minimum 1 year related experience. Knowledge of protein chemistry, separation and analyses, some experience with physical properties, measurements and functional properties, spectrophotometric analysis, chromatography, electrophoresis desirable.

Technician, GR19 (T8206)

Veterinary Microbiology-Baker Institute-Statutory
Minimum Biweekly Salary: \$535.78

Provide technical services to a virology/molecular biology laboratory investigating viral diseases of animal and/or humans. Prepare and maintain cell cultures, viruses, bacteria and plasmids. Conduct a variety of virological, immunological, molecular biologic and bacteriological procedures and assist in maintenance of the laboratory.

Requirements: Associate's or equivalent in biological sciences. 1 year experience in biology lab. Able to conduct routine lab procedures from protocols; experience with molecular biological techniques useful.

Technician, GR19 (T8013)

Genetics and Development-Statutory
Minimum Biweekly Salary: \$535.78

Carry out biochemical and molecular biology experiments such as DNA isolation, blotting, sequencing. Perform plant tissue and microbial culture. Responsible for general lab organization and computer data entry.

Requirements: Associate's or equivalent required; Bachelor's or equivalent in biology, chemistry, or biochemistry preferred. 1 year experience in a biology or biochemistry laboratory.

Laboratory Technician, GR20 (T8111)
Agronomy-Statutory

Minimum Biweekly Salary: \$558.78

Manage lab activities in the Soil Characterization Laboratory; digitize maps and enter/edit data in the Soil Information Systems Laboratory. Perform analysis of soils; assist in field soil sampling; supervise and train employees.

Requirements: Bachelor's or equivalent in soils, agronomy, natural resources or related field. Laboratory training required. Laboratory experience and familiarity with personal computers desired.

Electronic Technician (Communication Technician), GR20 (T8006)

CIT/Network Services-Endowed
Minimum Biweekly Salary: \$558.78

Provide setup/test/installation assistance for local area networks and other networking equipment. Assist in assembly of cables and peripherals; test/install cables, terminals, network and communication equipment. Occasional over-time.

Requirements: BOCES diploma or equivalent in electronics required; college coursework in related field desired. Relevant technical experience desired. Accuracy, logic and attention to detail; interpersonal, organizational and time management skills essential.

Animal Health Technician, GR20 (T7906)

Veterinary Medical Teaching Hospital-Statutory
Minimum Biweekly Salary: \$558.78

Educate, assist and supervise senior veterinary students, AHT externs and staff as to proper procedures of Animal Health Care for clinical patients.

Requirements: Associate's or equivalent in animal health technology. NYS licensed (or eligible for licensure) Animal Health Technician. 2 years experience working with small animals preferred.

Technician, GR20 (T7607)

Plant Breeding and Biometry-Statutory
Minimum Biweekly Salary: \$558.78

Extract DNA, run and blot gels, isolate and screen plasmid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of grad students. Continuation contingent upon funding.

Requirements: Bachelor's or equivalent in biology, genetics, biochemistry or related discipline required. Minimum 1-3 years lab experience preferred.

Animal Health Technician, GR20 (T7905)

Veterinary Medical Teaching Hospital-Statutory
Minimum Biweekly Salary: \$558.78

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. Some weekends and holidays. Rotating shift, 3 p.m.-11 p.m. and 11 p.m.-7 a.m.

Requirements: Associate's or equivalent in animal health technology and NYS licensure (or eligibility) required. Minimum 2 years related experience. Experience working with small animals, interest in teaching critical care techniques preferred.

Animal Health Technician, GR20 (T6705)

Veterinary Medical Teaching Hospital-Statutory
Minimum Biweekly Salary: \$558.78

Assist with emergency and surgical procedures. Responsible for medical treatments; manufacture, compound, dispense and administer prescriptions. Evenings and weekends.

Requirements: Associate's or equivalent in animal health technology required, NYS licensure (or eligibility) required. 2 years experience as A.H.T. and experience working with large animals preferred.

Technician, GR20 (T7407)

Poultry and Avian Sciences-Statutory
Minimum Biweekly Salary: \$558.78

Organize and perform research in avian reproductive endocrinology. Provide technical expertise in a variety of methodologies including molecular endocrinology techniques, RIA, with some animal work and data analysis.

Requirements: Bachelor's or equivalent in biology or biochemistry. Minimum 1-2 years experience. Some training and experience in laboratory procedures. Able to work independently.

Computer Operator, GR21-24 (T8205)
CIT-Endowed

Minimum Biweekly Salary: \$607.04

Operate large scale computer systems and associated

peripheral equipment; monitor data communications networks; consult with vendor customer engineers and department support staff. 39 hours per week/shift-work/weekends.

Requirements: Associate's or equivalent. 1-2 years experience in large data processing facilities. Computer operating experience required; data communications experience helpful. Knowledge of computer hardware, software, operating systems, and programming languages.

Technician, GR21 (T7511)

Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$582.29

Perform microbiological and immunological tests on specimens as requested by clinicians to aid in the diagnosis of infections in animals and humans.

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.

Technician, GR21 (T8101)

Biochemistry, Molecular and Cell Biology-Statutory
Minimum Biweekly Salary: \$582.29

Purify proteins for several laboratories in the Biotechnology Building. Operate HPLC on FPLC apparatus; perform other procedures in Biochemical Laboratory. 2 year appointment.

Requirements: Bachelor's or equivalent in chemistry or biochemistry required. 1-2 years experience, including experience in protein purification. Experience with HPLC on FPLC system preferred.

Technician, GR22 (T8012)

Microbiology-Statutory
Minimum Biweekly Salary: \$607.04

Design and perform experiments in bacterial physiology, bacterial genetics, and molecular genetics. Oversee inventory of supplies and reagents; maintain microbial culture collection, facilities and equipment.

Requirements: Bachelor's or equivalent required in microbiology or bacteriology, with coursework in genetics, biochemistry, microbial genetics and microbial physiology. Minimum 2 years experience in a microbial physiology/genetics research laboratory.

Technician, GR22 (T7907)

Veterinary Pathology-Statutory
Minimum Biweekly Salary: \$607.04

Provide technological support for research in the molecular pathogenesis of neuromuscular disease, in particular X-linked muscular dystrophy (Duchenne-type). Primarily responsible for molecular and biochemical aspects of research and for conduct of experimental procedures. Participate in organization and maintenance of laboratory.

Requirements: Bachelor's or equivalent in biological science. 1 year minimum documentable experience in laboratory procedures, preferably involving molecular techniques and/or cell culture. Working knowledge of appropriate laboratory equipment. Familiarity with handling radioactive compounds. Animal handling experience desired.

Environmental Safety Technician, GR23 (T8107)

Environmental Health-Endowed
Minimum Biweekly Salary: \$632.84

Perform routine inspections of laboratories and other workplaces to evaluate health hazards; investigate reports of possible health hazards. Perform environmental sampling and maintain instruments.

Requirements: Associate's or equivalent required; Bachelor's or equivalent with coursework in chemistry, biology, or engineering preferred. Some laboratory experience as well as health and safety training desirable; good interpersonal skills essential. 2-3 years related experience desired.

Computer Operator, GR23 (T7811)

Division of Nutritional Sciences-Statutory
Minimum Biweekly Salary: \$632.84

Provides support for a large microcomputer network. Install and maintain network and workstation hardware, software and databases. Instruct network users. Provide programming for the development of applications and network services.

Requirements: Associate's or equivalent in computer science, or Bachelor's or equivalent in technical field required. Minimum 3 years experience with microcomputer hardware and software. Knowledge of computer hardware, operating systems, software, communications, and programming languages. Strong organizational, interpersonal, communication, and problem-solving skills.

Technical Support Specialist, GR24 (T8112)

Mann Library-Statutory
Minimum Biweekly Salary: \$662.90

Support hardware and software aspects of microcomputer use for 100+ library workstations; teach and consult with library staff in the use of software and telecommunications networks; install and support local area networks; coordinate hardware procurements and repairs; keep records on staff computer workstations.

Requirements: Associate's or equivalent required; Bachelor's desired. Some formal preparation in electronics, computer technology, or networking desirable. 2-3 years experience on computer support required. Considerable knowledge of microcomputers and microcomputer software required. Experience with local area networks and telecommunications (hardware and software) highly desirable.

CHESS Operator, GR24 (T7910)

CHESS-Endowed
Minimum Biweekly Salary: \$662.90

Interact with user groups on technical and scientific problems. Implement safety codes. Responsible for covering CHESS system malfunctions and software problems associated with instrument control. May assist in experimental programs. Some evening and weekend hours required.

Requirements: Bachelor's or equivalent in technical field such as engineering or physics required. No experience necessary. Good mechanical skills and lab skills. Programming experience preferred.

Technical Off-Campus

Technician, GR18 (T8209)

Entomology-Geneva-Statutory
Minimum Biweekly Salary: \$513.94

Assist in the isolation, purification, and characterization of biologically active phytochemicals, plant DNA/RNA, and insect digestive enzymes. Assume responsibility for greenhouse-grown plants and insect colony maintenance; wash and decontaminate glassware; prepare reagents, buffers, and media required for experiments. Until 6/30/90.

Requirements: Associate's or equivalent in the biological or biochemical sciences, with coursework in physiology or biochemistry. 1 year related experience.

Technician, GR20 (T8207)

Equine Drug Testing-Aqueduct, Belmont, Saratoga-Statutory

Minimum Biweekly Salary: \$558.78
Perform analysis of blood and urine samples in a field drug testing lab to serve Aqueduct, Belmont, and Saratoga Race Tracks. Relocate to Saratoga Springs, NY for the month of August each year. Assist laboratory director as required. Saturday, Sunday and holidays included.
Requirements: Associate's or equivalent lab experience required. Bachelor's preferred. 1-2 years experience with thin layer chromatography and general laboratory procedures. Familiarity with gas chromatography.

Technical Part-time

Computer Consultants (T8212)
CIT-Workstation Resources-Endowed
A variety of part-time, temporary positions (with flexible scheduling) are available in customer support and consultation. Excellent learning opportunity. Schedules available 15-30 hours per week. Monday-Saturday.
Requirements: Experience with a broad range of technologies (micro- and mainframe) with general knowledge of major application software (wordprocessing, DBMS, operating systems, etc.). Excellent communication skills and positive customer service orientation are essential. Knowledge of the Cornell computing environment preferred. Send cover letter and resume to Carol Lambert, CIT Resource Services, Cornell University, Computing and Communications Center, Ithaca, NY 14853.

Technical Assistant, GR16 (T8011)
Biochemistry, Molecular and Cell Biology-Statutory
Minimum full-time equivalent: \$477.46
Sort and store clean glassware; wash, dry and sort pipettes. Prepare media and sterile supplies; work with acid silicating solution and organic solvents. Perform general record keeping, photocopying and assorted errands. Mornings, 3-4 hours per day; Monday-Friday; 20 hours per week.
Requirements: High School diploma or equivalent required. Associate's or equivalent preferred. 1-3 years laboratory experience essential.

Research Aide, GR20 (T8010)
Ecology and Systematics-Statutory
Minimum full-time equivalent: \$558.78
Responsible for standardizing and editing scientific and geographic information previously entered into a computer database. Review, verify, standardize, research and complete computer records. 20 hours per week, flexible until end of grant.
Requirements: Bachelor's or equivalent required. Biology, ecology, or systematics major preferred. Prior experience with natural history collections preferred. Experience with personal computers, detail orientation and good knowledge of geography required.

Media Technician, GR21 (T8210)
Law School-Endowed
Minimum full-time equivalent: \$582.29
Supervise and perform the operations of audio visual equipment and services at the Cornell Law School, including classroom support and special events functions. Serve as primary media technician for internal production of audio visual material. Monday-Friday, 1-5 (flexible).
Requirements: Bachelor's or equivalent in communications, instructional media, or equivalent experience. Knowledge of operations of all commonly used audio visual equipment with emphasis on video recording systems; ability to trouble shoot this equipment. Supervisory experience strongly preferred. Excellent interpersonal and management skills.

Research Aide, GR22 (T8201)
Chemistry-Endowed
Minimum full-time equivalent: \$607.04
Handle daily administrative responsibilities for an off-campus cancer research group; facilitate communications between group members' respective sites. Responsible for newsletter preparation, database implementation, electronic "bulletin board" design, tracking information, coordinating group meetings, and providing project support to principal investigation as needed. Monday-Friday, 12:30-4:30 (flexible).
Requirements: Bachelor's or equivalent in chemistry. Excellent oral and written communication skills; knowledge of chemistry; computer expertise to set up and maintain database/computer bulletin board; ability to work independently and coordinate projects.

Technical Temporary

Computer Programmer (T8204)
Agricultural Economics-Statutory
Revise existing programs written in Fortran and Turbo Pascal for a microcomputer. Revise program which transfers data to the Fortran Program. Monday-Friday, 20-39 hours per week. Until 12/31/89.
Requirements: Sufficient course work to understand Fortran and Turbo Pascal programs written for a microcomputer. Knowledge of microcomputers and Fortran and Turbo Pascal for microcomputers.

Casual Computer Operator (T8113)
CIT
Hourly rate: \$6.25
Responsible for the overall operation of a CIT public computer facility, operating NEXT, Mac, IBM Personal System II and Cornell mainframe systems (IBM and VAX). Maintain an online queuing system for micro users, handling minor hardware and software problems, and/or reporting them to the appropriate technical support person. Monitor peripheral equipment such as printers, plotters and networks. Monday-Friday, midnight-4 a.m.
Requirements: High School diploma or equivalent required; Associate's in computer science preferred. Familiarity with the operation of IBM micros (including Personal System IIs), Apple Macintosh PC's, Appletalk and Novell networks and Cornell mainframe system (IBM and VAX) desired. Some knowledge of microcomputer software packages essential.

Casual Animal Technician (T8003)
Laboratory of Animal Services-Statutory
Provide weekend and holiday care of lab animals (feed, water, clean and monitor) following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Saturday, Sunday, and holidays, 16 hours per week.
Requirements: High School diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. Pre-employment physical and all necessary immunization required.

Animal Technician (T8002)
Laboratory Animal Services-Statutory
Provide care; feed, water, clean and monitor for research animals following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting Vets in treating and vaccinating animals. Until 10/17/89.

Requirements: High School diploma or equivalent required. Associate's in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. Experience with animal handling. Ability to lift 50 pounds. Pre-employment physical and all necessary immunization required.

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.
Submit a signed employment application and resume. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza office.

Cashier, GR15 (C8211)
Statler Hotel-Endowed
Minimum Biweekly Salary: \$460.20
Perform cashiering duties in all food and beverage outlets; accurately record the sales and settle the checks for all food and beverage outlets. Some nights and weekends.
Requirements: High School diploma or equivalent. Able to read and write English. Good basic math skills. Cashiering experience in high-volume setting; able to work well with the public.

Office Assistant, GR17 (C8113, C8114)
Campus Store-Endowed
Minimum Biweekly Salary: \$495.36
Serve as administrative office receptionist and telephone operator, providing general office support including work with Macintosh computer using Microsoft Word and Excel. Monday-Friday, 8-5:30 variable shift, some weekends.
Requirements: High School diploma or equivalent. Minimum 1 year office clerical experience. Knowledge of Macintosh computers a must. Experience with Cornell phone system a plus. Must possess good communication, organizational and interpersonal skills. Medium typing.

Telephone Operator, GR17 (C8123)
Telecommunications-Endowed
Minimum Biweekly Salary: \$495.36
Provide caller related assistance when University is open; operate Telex when required; answer approximately 500-600 calls per day.
Requirements: High School diploma or equivalent. Spelling, listening, reading, CRT and keyboard skills required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Senior Circulation/Reserve Assistant, GR18 (C8212)
Access Services-Olin Library-CUL-Endowed
Minimum Biweekly Salary: \$513.94
Work at the circulation desk under the direction of the Circulation/Reserve Coordinator. Process materials for reserve in the Graduate study rooms and pickup periodicals daily in the Current Periodicals Room; work with computer applications for reserve processing.
Requirements: High School diploma or equivalent. Some college coursework preferred. Some related work experience preferred. Experience with microcomputers desirable. Organizational ability and aptitude for detailed work. Ability to work effectively with a variety of people in a public service setting. Strong interpersonal and communication skills.

Receptionist, GR18 (C8202)
Financial Aid/Student Employment-Endowed
Minimum Biweekly Salary: \$513.94
Responsible for the coordination of all the activities in the combined financial aid and student employment reception area. Monitor and maintain the inventory of forms, information brochures and flyers used at the reception desk. Provide general information and referral to students, parents, etc.; handle paperflow; schedule appointments; other duties as assigned.
Requirements: High School diploma or equivalent. Minimum 2 years related experience. Working knowledge of office computing. Experience in Cornell's financial aid and student employment computerized systems desirable. Strong interpersonal, communication and organizational skills. Able to work under stress. Light typing.

Senior Records Assistant, GR18 (C8213)
Acquisitions-CTS-Endowed
Minimum Biweekly Salary: \$513.94
Major duties include receiving books, processing invoices and solving related problems. Some evening hours may be required.
Requirements: High School diploma or equivalent. Minimum 1 year related experience. Ability to work independently. Some library experience. Strong organizational, communication (written and verbal), and interpersonal skills. Some experience with accounting and automated systems desirable. Medium typing.

Senior Circulation/Reserve Assistant, GR18 (C8215)
Public Services-Law Library-CUL-Endowed
Minimum Biweekly Salary: \$513.94
Responsible for all daily operations of the Circulation desk. Maintain circulation files; recall materials; trace missing materials; handle fines; open the Law Library 5 days per week; supervise and train work study students.
Requirements: High School diploma or equivalent. Some college preferred. Prefer some experience working in the circulation department of an academic library. Attention to detail. Strong organizational, interpersonal and communication skills.

Secretary, GR18 (C8206)
Clinical Sciences-Epidemiology-Statutory
Minimum Biweekly Salary: \$513.94
Provide secretarial support to 5 faculty members. Type manuscripts and correspondence; answer telephone; process supply orders; make travel arrangements; prepare travel vouchers, and handle mail.
Requirements: High School diploma or equivalent, some college coursework preferred. Minimum 1-2 years office experience required. Experience with manuscript preparation highly desirable. Word processing/computer experience (Wordperfect) preferred. Medium typing.

Secretary, GR18 (C8208)
Agricultural Economics-Statutory
Minimum Biweekly Salary: \$513.94
Provide secretarial support for 2 faculty. Type correspondence, vouchers, classwork and other materials; maintain computerized mailing list. Other duties as assigned. Until 9/30/91.
Requirements: High School diploma or equivalent. Some coursework in secretarial science preferred. Minimum 1-2 years experience. Willingness to learn and accept new responsibility as needed. Experience with computer/word processing preferred. Medium typing.

Data Entry Operator, GR18 (C8220)
Controller's/Accounting-Endowed
Minimum Biweekly Salary: \$513.94

Provide assistance in maintaining accounting records and generating payments. Responsible for financial data entry into the accounting system; responsible for accurate inputting of large, continuous volume of data from a variety of input forms. Other duties as assigned.
Requirements: High School diploma or equivalent. Data entry certificate highly desirable. Minimum 1-2 years data entry experience. Experience with CU accounting procedures preferred. Able to work well with a variety of individuals. Pay attention to detail, work accurately while meeting a variety of deadlines. Heavy typing.

Secretary, GR18 (C8101)
Division of Nutritional Sciences/CFNPP-Statutory
Minimum Biweekly Salary: \$513.94
Provide general secretarial support to international research program with approximately 10 on-campus staff and 35 off-campus staff. Word processing; copying; account tracking; assist students and visitors; prepare vouchers; answer phones; other duties as assigned. Will include some overtime.
Requirements: High School diploma or equivalent. 1-2 years secretarial experience preferred. Must be able to work independently, take initiative, and prioritize among conflicting demands. Familiarity with microcomputers essential: word perfect, notebook, paradox, and other packages will be used. Heavy typing. Willingness to work overtime preferred.

Senior Records Assistant, GR18 (C8212)
JGSM Library-CUL-Endowed
Minimum Biweekly Salary: \$513.94
Under general supervision of the director, this person is responsible for the technical processes in medium-sized serials collection of over 2,800 titles and an extensive microtext collection of over 600,000 items. In addition, this person assists with public service at the Library's circulation desk.
Requirements: Some college coursework desired. Minimum 1 year related experience. Able to organize and complete detailed work in a timely manner. Good verbal skills and the ability to communicate effectively. Work independently and supervise students. Light typing.

Senior Circulation/Reserve Assistant, GR18 (C8120)
Uris Library-CUL-Endowed
Minimum Biweekly Salary: \$513.94
Under the direction of the Reserve Supervisor, trains, supervises and evaluates the student assistants assigned to the Reserve section; processes materials for course reserve and works.
Requirements: Some college coursework desired. Minimum 1 year related experience. Able to work well with a variety of people and in particular, to train and supervise student assistants. Strong organizational, interpersonal and communication (written and verbal) skills. Attention to detail. Previous library experience helpful. Light typing.

Personnel Assistant, GR19 (C8204)
Chemistry-Endowed
Minimum Biweekly Salary: \$535.78
Assist Administrative Supervisor in maintenance of timely and accurate processing of personnel/payroll matters. Includes academic, non-academic and student employee appointments; routine and special payroll transactions; employment verifications; maintenance of computerized database research and resolution of problems.
Requirements: High School diploma or equivalent. Associate's preferred. Minimum 1 year in office setting with significant people contact. Accuracy with calculations and attention to detail essential. Basic computer knowledge necessary. Frequently work under pressure. Medium typing.

Office Assistant, GR19 (C8106)
Graduate School-Endowed
Minimum Biweekly Salary: \$535.78
Process graduate applications, admissions, refusals and other actions as authorized; maintain records; type correspondence; maintain admissions statistics; provide information to faculty and applicants.
Requirements: Associate's or equivalent. 1-2 years related experience. Knowledge of data entry required. Strong organizational skills. Attention to details, spelling and accuracy essential. Able to set priorities and work in a complex, active environment. Medium typing.

Office Assistant, GR19 (C8104)
Human Ecology Administration-Office of the Registrar-Statutory
Minimum Biweekly Salary: \$535.78
Responsible for maintenance of the course database and course enrollment; maintain records on student petitions; procedures and record keeping on internal transfers; record grades, final exam scheduling; maintain records and assist with the university student record system; extensive student and faculty contact. Other duties as assigned.
Requirements: High School diploma or equivalent. Associate's or equivalent preferred. Medium typing. Experience in the maintenance of records requiring a high degree of accuracy. Able to work effectively with students and faculty. Sensitivity to public service needs. High degree of responsibility. Able to set priorities and work under pressure in a complex, active environment. Experience working on a computer terminal and managing data via a computerized system.

Administrative Aide, GR19 (C8118)
University Development-Endowed
Minimum Biweekly Salary: \$535.78
Provide high level administrative and secretarial support to the Director of Student Aid Development and Stewardship. Prepare and coordinate mailings; handle gift acknowledgment requests; assist in coordination and preparation of phonathons; coordinate on-campus donor/student events; perform basic research; make travel arrangements.
Requirements: High School diploma or equivalent. Associate's or equivalent preferred. 1-2 years related experience. Excellent typing skills. Word processing experience helpful. Good organizational skills. Good judgment and discretion. Knowledge of PC's helpful. Knowledge of Cornell, Financial Aid or Bursar's office helpful. Medium typing.

Accounts Assistant, GR20 (C8126)
Engineering and Facilities Admin. Services-Endowed
Minimum Biweekly Salary: \$558.78
Review and edit job cost input for the Grounds and Maintenance and Service Operations department. Coordinate processing of vendor invoices; answer customer billing inquiries; prepare special accounting and project cost analysis; prepare monthly, quarterly and year to date reports; process purchase orders and requests for services.
Requirements: Associate's or equivalent in business management or accounting. Minimum 2-3 years experience in accounting or business office preferred. Cornell accounting experience desirable. Light typing.

Administrative Aide, GR20 (C8117)
University Development-Endowed
Minimum Biweekly Salary: \$558.78
Provide administrative assistance to the Director and Associate Director of Foundation Relations. Coordinate flow and oversee completion of work within the office; i.e., prepare reports, arrange meetings, compile data, oversee

production of proposals, and assist in special projects.
Requirements: Associate's or equivalent. Minimum 2-3 years experience in providing high level executive support. Strong organizational and communication (written and oral) skills. Medium typing.

Administrative Aide, GR20 (C8119)
Administration Office, Olin Library-CUL-Endowed
Minimum Biweekly Salary: \$558.78
Provide administrative and secretarial support to the Assistant University Librarians for Technical Services, Collection Development and Preservation, Academic Assembly committees and for the Cornell University Library administrative functions. Compose letters and memos; handle inquiries (in person and phone); travel arrangements; schedule meetings; maintain calendars; handle other projects as assigned.
Requirements: Associate's or equivalent. Minimum 2-3 years office/secretarial experience or equivalent with at least 1 year involving organizational/administrative responsibilities. Experience with microcomputers (MAC/IBM) especially word processing (Wordperfect preferred). Excellent interpersonal, communication (written/verbal) and organizational skills. Able to work under pressure and attention to detail. Confidentiality. Familiarity with Cornell helpful. Heavy typing.

Administrative Aide, GR20 (C8111)
Theory Center-Endowed
Minimum Biweekly Salary: \$558.78
Provide administrative and secretarial support to the Executive Director and related administrative, financial, and allocations personnel. Compose complex correspondence; maintain appointment calendar; arrange meetings; handle inquiries (in person and phone); travel arrangements; handle other projects as assigned.
Requirements: Associate's or equivalent. Minimum 2-3 years related experience. Strong organizational skills required. Word processing; experience with Lotus 123 desirable. Experience with budget preparation and familiarity with University resources (accounting, payroll, etc.) helpful. Requires independent judgment, decision making and high level of confidentiality. Medium typing.

Senior Sales Assistant-Rooms, GR21 (C8210)
Statler Hotel-Endowed
Minimum Biweekly Salary: \$582.29
Responsible for all guest rooms reservations and assignment of hotel rooms for conference and transient guests. Some nights and weekends.
Requirements: High School diploma or equivalent. Degree in hotel administration helpful, business degree preferred. Front of the house hospitality experience. Knowledge of computer/word processing equipment. Good communication and interpersonal skills. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Research Aide, GR21 (C8122)
University Development-Endowed
Minimum Biweekly Salary: \$582.29
Provide information for those staff members engaged in development work. Locate, compile, organize and evaluate information about Cornell alumni, friends, organizations and corporations; provide research information to be used by the president, trustees, administrators, public affairs and development staff for fundraising activities.
Requirements: Associate's or equivalent. Bachelor's or equivalent preferred. Minimum 2 years related experience. Excellent research skills and experience with library procedures. Knowledge of PC's helpful. Strong organizational and communication (written and oral) skills essential. Knowledge of Cornell particularly helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Administrative Aide, GR21 (C8116)
Manuscripts and Archives-CUL-Endowed
Minimum Biweekly Salary: \$582.29
Provide administrative support to the Assistant Director of Olin Library for Rare Books and Manuscripts and to the Department of Manuscripts and University Archives. Duties include fiscal management, administrative support, publications management, oral history project management and public relations.
Requirements: Associate's or equivalent experience. Minimum 2-3 years secretarial/office management and supervisory experience. Strong organizational, communication and interpersonal skills. Knowledge of accounting and fiscal systems preferred. Editorial, microcomputer, spreadsheet, word processing and desktop publishing experience preferred. Medium typing.

Administrative Aide, GR21 (C8007)
Undergraduate Admissions-Endowed
Minimum Biweekly Salary: \$582.29
Provide direct support for the Associate Director and Research Analyst, and assist systems management team. Prepare data tables, graphs, statistical reports, etc.; make appointments; handle travel; typing and word processing. Other projects as assigned.
Requirements: Associate's or equivalent. Minimum 1-2 years related experience. Familiarity with IBM PC and Macintosh. Good organizational and interpersonal skills required. Medium typing.

Budget Assistant, GR22 (C8216)
Financial Planning and Budget Management-Endowed
Minimum Biweekly Salary: \$607.04
Assist in the implementation and execution of the annual Endowed operating budget including all fund types except grants and contracts, and all operating units. Assist in the preparation of financial summaries and analyses. Provide support for Budget Management Office activities including budget implementation, quarterly reporting and ad hoc financial analysis.
Requirements: Associate's or equivalent. Minimum 3 years experience in accounting and/or budgeting at a university or corporate level. Requires knowledge of electronic spreadsheets and a general knowledge of mainframe computer databases. Cornell experience desirable.

Accounts Coordinator, GR22 (C8110)
Applied and Engineering Physics-Endowed
Minimum Biweekly Salary: \$607.04
Monitor research and academic department accounts totaling approximately \$3.5 million; provide up-to-date status reports, reconciliations and projections for grants and contracts as well as the school's expendable funds; maintain financial records and assume responsibility for ongoing accounting activities such as accounts payable and receivable, payroll, purchase orders, etc.
Requirements: Associate's or equivalent in accounting. Minimum 3-4 years experience in positions involving fiscal responsibilities. Advanced knowledge of accounting and bookkeeping procedures plus working knowledge of Macintosh computers. Ability to work with diverse groups of people. Light typing.

Marketing Assistant, GR22 (C8022)
University Press-Endowed
Minimum Biweekly Salary: \$607.04
To assist Promotion Manager and Direct Mail Manager, Exhibits Manager, Advertising Associate as needed, in executing seasonal marketing plans for all titles.

Requirements: Bachelor's or equivalent. Some experience writing for newspapers or technical writing or prior experience in publishing helpful. Medium typing. Send cover letter, resume and writing sample to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14853-2801.

Office Professionals Part-Time

Office Assistant, GR16 (C8207)
Athletics-Endowed
Minimum full-time equivalent: \$477.46
Under direct supervision, provide secretarial and clerical assistance in the operation of the Football Office. Serve as receptionist to visitors; handle inquiries (in person and telephone). Process all mail requests for information, input data; type; file. Other duties as assigned.
Requirements: High School diploma or equivalent. Minimum of 1 year related experience. Excellent typing and telephone skills. Knowledge of Macintosh computer and word processing software important. Experience with university mainframe helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Receptionist, GR16 (C8107)
Johnson Museum-Endowed
Minimum full-time equivalent: \$477.46
Operate museum reception desk in lobby; provide information to visitors; sell cards, catalogs, and posters; answer telephone switchboard; take accurate messages for staff members; relay accurate information to weekend supervisor; provide security for museum lobby; and be available to work special events during evening hours. Saturday and Sunday, 9:45 a.m.-5:15 p.m.
Requirements: High School diploma or equivalent. Previous receptionist experience necessary. Interests and involvement in art or related areas preferred, as well as familiarity with the Ithaca community. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Building Attendant, GR17 (C8115)
Access Services-Olin Library-CUL-Endowed
Minimum full-time equivalent: \$495.36
Under the direction of the Senior Evening Supervisor, perform library security functions including working at exit control desk and stack control desk. Perform a variety of clerical and other duties as assigned; responsible for opening and closing and making regular tours of the building. 8:30 p.m.-12:30 a.m., Thursday-Sunday. Schedule changes during summer and intersession.
Requirements: High School diploma or equivalent. Familiarity with libraries desirable. Able to work effectively with a variety of people in a public services setting. Must be able to work well with sudden increase of activity at exit and entrance points while maintaining consistent procedures. Strong organizational, interpersonal and communication skills.

Secretary, GR18 (C8219)
Cornell's Adult University-Endowed
Minimum full-time equivalent: \$513.94
Provide general secretarial assistance to CAU assistant director to help coordinate all aspects of on-campus and specific off-campus programs. General clerical and receptionist duties including typing; filing; editing; represent CAU to Cornell Alumni and public. Monday-Wednesday or Wednesday-Friday; 8/8:30-4:30/5. Some Sunday afternoons in July.
Requirements: High School diploma or equivalent. Some coursework in secretarial science preferred. Minimum 1-2 years related office experience. Excellent oral and written communication skills. PC experience preferred. Ability to work effectively with a variety of people. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Senior Stacks Assistant, GR18 (C8112)
Access Services-Olin Library-CUL-Endowed
Minimum full-time equivalent: \$513.94
Under direction of Administrative Supervisor for Collection Management, maintain book stacks of library; responsible for shelving a large volume of materials, process incoming serial (daily) and enforce library policies on assigned floor; staff security desks regularly; open and close building on assigned days. 20 hours per week.
Requirements: High School diploma or equivalent. Some college coursework and/or familiarity with academic libraries preferred. 1 year related experience required. Must be able to work independently with minimal supervision; strong organizational and interpersonal skills; must be able to work well under pressure and with sudden increases of activity at exit/entrance points.

Secretary, GR18 (C8105)
Geological Sciences/INSTOC-Endowed
Minimum full-time equivalent: \$513.94
Provide secretarial support in Institute office. Type correspondence; technical typing and input into wordprocessor; many manuscripts contain very complicated equations. Monday-Friday, 9-1.
Requirements: High School diploma or equivalent; some college desirable. Minimum 1-2 years secretarial experience. Previous experience on wordprocessing equipment (IBM PC, Macintosh) helpful; desire to learn essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Secretary, GR18 (C8124)
Associate Vice President/Human Relations-Endowed
Minimum full-time equivalent: \$513.94
Under general supervision, provide receptionist and back-up secretarial support. Set up, maintain and/or revise files; answer and screen calls; schedule appointments and meetings. Provide word processing support and perform other duties and special projects as assigned. Wednesday, 12-4:30, Thursday and Friday, 8-4:30.
Requirements: High School diploma or equivalent. 1-2 years related experience. Excellent organizational and interpersonal skills. Experience with wordprocessing or willingness to learn essential. Interact with wide variety of people. Ability to maintain confidentiality essential. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Office Assistant, GR18 (C7912)
Center for Environmental Research-Endowed
Minimum full-time equivalent: \$513.94
Responsibilities include word processing; filing; handling mail; scheduling meetings and maintaining staff calendars. Monday-Friday, 1 p.m.-5 p.m. preferred.
Requirements: High School diploma or equivalent. Associate's or equivalent preferred. Minimum 1-3 years experience in a large office. Macintosh experience is essential. Good organizational, interpersonal and communication (written and oral) skills. Medium typing. Send cover letter and resume to Esther Smith.

Secretary, Public Service Assistant, GR18 (C7106)
Mann Library-Statutory
Minimum full-time equivalent: \$513.94
Provide administrative support for Mann Library, Public Services Division. Word processing; design and produce handouts and signs; maintain departmental records; process bills; compile statistics; schedule meetings and take

minutes; serve as departmental receptionist. 30 hours per week. Monday-Friday, 6 hours per day between 8 a.m.-4 p.m.
Requirements: High School diploma or equivalent, some college preferred. 1 year related experience. Word processing skills, familiarity with IBM-PC or Macintosh. Ability to work with a wide variety of people in a public service capacity, set priorities, and work independently. Light typing. Position will remain open until a suitable candidate is found.

Administrative Aide, GR20 (C8201)
National Astronomy and Ionosphere Center-Endowed
Minimum full-time equivalent: \$558.78
Provide administrative and secretarial assistance to NAIC research group. Purchase electronic components; maintain accounting system; prepare technical publications; reports, etc.; type; make travel arrangements. Maintain technical files and library. Other duties as assigned. Monday-Friday, 20 hours per week, flexible.
Requirements: High School diploma or equivalent. Associate's preferred. Minimum 2-3 years related experience. Excellent typing skills including technical. Knowledge of microcomputer applications essential. Able to use technical software e.g., Wordperfect, Britscientek. Knowledge of Cornell endowed accounting system necessary. Excellent organizational, interpersonal and communication skills. Able to work independently. Medium typing.

Senior Night Supervisor, GR20 (C8214)
Public Services-CUL-Endowed
Minimum Biweekly Salary: \$558.78
Oversee the operation of the Circulation and Reserve desk during evening hours. Responsible for library security; supervision of student staff; provision of information services; other clerical and collection management duties as assigned. 20 hours per week. Evenings and weekends TBA.
Requirements: Associate's or equivalent. At least 2 years work experience. Supervisory and public service experience preferred. Strong communication, interpersonal and organizational skills. Light typing.

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.

Part-time Secretary, GR17 (S8201)
Education-Statutory
Provide secretarial support for Apple grant; coordinate staff activities (i.e., calendars, meetings); type interim and final reports; transcribe research-based interview tapes; attend advisory committee and staff meetings; prepare minutes. 20 hours per week. Until 8/30/90.
Requirements: High School diploma or equivalent. Business or secretarial school preferred. 1-2 years secretarial experience. Solid word processing, typing, transcription skills required. Good organizational skills, and interpersonal skills required. Medium typing. Contact Karen Raponi at 255-2192.

Office Assistant (S8103)
Facilities and Business Operations Administration
Process all work orders for maintenance, repairs, and construction projects. Facilitate the purchasing and delivery of building materials for maintenance, repairs, and/or construction projects. Monday-Friday, 7:30 a.m.-4 p.m. for 6 months.
Requirements: High School diploma, Associate's preferred. Experience with the mainframe; Macintosh experience preferred. Knowledge of Excel software a plus. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Office Assistant (S8104)
Agricultural Economics
Sell course packets for large academic department. Assist and operate a personal computer with a software program on it recording book sales. Collect monies for book sales and total deposits. August 30-September 15. 1st week: Monday-Friday, 9-3; 2nd week: Monday-Friday, 10-2.
Requirements: Excellent interpersonal skills. Ability to operate personal computer. Experience or knowledge in sales. Some lifting involved. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Part-time Research Aide (S8006)
Laboratory of Ornithology
Research bird-related questions in Library for fact-checking and respond to technical bird-related inquiries. 20 hours per week-flexible until 12/24.
Requirements: Bachelor's or equivalent, biology or sciences background preferred, some course work in ornithology preferred. Some research experience and familiarity with ornithological literature. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

General Service

Submit a signed employment application and resume. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza office.

Cornell Employment News

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

Mail service available US delivery third class mail at: \$9.00 for 3 months; \$15.00 for 6 months; or \$24.00 for 12 months. Make checks payable to Cornell University. Mail to 160 Day Hall, Cornell University, Ithaca, New York 14853.

Editors: Laurie Roberts, Carolyn McPherson
Page Layout: Cheryl Seland, Cindy Fitzgerald
Photography: Susan Boedicker, Chris Smith, Media Services, Photo Services, Publications

Telephone: Human Resource (607) 255-5226
Office of Equal Opportunity (607) 255-3976

Custodian, SO02 (G8202, G8203, G8204)
Buildings Care-Endowed
Hiring Rate: \$6.00
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.

Custodian, SO02 (G8205)
Statler Hotel-Endowed
Hiring Rate: \$6.00
Clean the public guest areas; stock guestroom floor closets for the room attendants. Some nights and weekends.
Requirements: Basic reading and writing skills; hotel experience preferred.

Head Waitperson, SO02 (G8209-G8212)
Statler Hotel-Endowed
Hiring Rate: \$6.00
Under general supervision, serve meals to guests in the fine dining room according to established rules of etiquette and service. Help set up and clean the dining room. Some nights and weekends.
Requirements: High School diploma or equivalent. Able to read and write. Minimum of 1 year wait experience preferred. Able to work well with the public.

Bartender, SO02 (G7712)
Statler Hotel-Endowed
Hiring Rate: \$6.00
Under general supervision, mix and dispense alcoholic and non-alcoholic beverages. Sunday-Thursday, 4 p.m.-12 midnight.
Requirements: High School diploma or equivalent. Good interpersonal and communication skills. Minimum 1 year bartending experience required. Familiarity with electronic cash register preferred. Send cover letter and resume to Esther Smith.

Custodian, SO03 (G8208)
Statler Hotel-Endowed
Hiring Rate: \$6.28
Responsible for the prompt and proper set-up of all function areas. Some nights and weekends.
Requirements: Ability to read and write; valid driver's license. Hospitality industry or service background preferred.

Custodian, SO03 (G8206, G8207)
Statler Hotel-Endowed
Hiring Rate: \$6.28
Maintain the highest standard of cleanliness for the hotel guestrooms. Some nights and weekends.
Requirements: Basic reading and writing skills. Minimum of 2 years hotel housekeeping experience preferred.

Bell Captain, SO03 (G6406)
Statler Hotel-Endowed
Hiring Rate: \$6.28
Assist concierge in rotating assignments for bell staff. Receive calls for delivery or service and instruct bell staff accordingly. Provide pick up and delivery services. Works closely with the sales staff during group reservations and conferences. Sunday-Thursday, 11 p.m.-7:30 a.m.
Requirements: High School diploma or equivalent. Good reading and writing skills. Valid driver's license. Minimum 1-2 years hotel-related experience. Send cover letter and resume to Esther Smith.

Dispatcher, SO04 (G8106)
Maintenance and Service Operations-Endowed
Hiring Rate: \$6.58
Receive trouble calls, relay messages and dispatch appropriate tradespeople or courier/cab service as requested; customer service center is the focal point of requests for repairs, maintenance and alterations and information about the physical plant. Monday-Friday, 7:30-4:00.
Requirements: High School diploma or equivalent. Must possess and maintain a valid NYS driver's license. Experience with mainframe and personal computers desirable. Training and/or experience in public relations, sales or service preferred. Must have excellent interpersonal skills. Able to work under pressure and strong decision making. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

Short Order Cook, SO04 (G8109)
Dining-Endowed
Hiring Rate: \$6.58
Prepare and serve food directly to customers from short order area. Shift subject to change.
Requirements: High School diploma or equivalent. 6-12 months related experience. Familiar with short order equipment. Able to prepare variety of short preparation foods under pressure. Good customer relations skills.

Dairy Worker, SO04 (B8201)
CALS/Animal Science-Statutory
Hiring Rate: \$6.58
Under general supervision, to milk and care for dairy cattle. Assist other dairy cattle maintenance and research areas as required. 11 p.m.-7:30 a.m. Some weekends.
Requirements: High School diploma or equivalent. Class 5 driver's license. Able to lift 100 pounds. 3-5 years related experience. Send application materials to Staffing Services, 160 Day Hall.

Baker, SO06 (G8108)
Dining-Endowed
Hiring Rate: \$7.20
Prepare full variety of baked goods including rolls, breads, cakes, cookies and pastries. Decorate baked goods. Shift subject to change.
Requirements: High School diploma or equivalent. 1 year

related experience. Working knowledge of chop dough sheeters, ovens, mixers, proofing cabinet and ous hand tools. Good interpersonal, communication organizational skills.

Baker, SO06 (G8203)
Dining-Endowed
Hiring Rate: \$7.20
Prepare full variety of baked goods including rolls, breads, cakes, cookies and pastries. Decorate baked goods. Shift subject to change.
Requirements: High School diploma or equivalent. 1 year related experience. Working knowledge of chop dough sheeters, ovens, mixers, proofing cabinet and ous hand tools. Good interpersonal, communication organizational skills.

General Service Part-time

Security Guard, GR01 (G8105)
Johnson Museum-Endowed
Hiring Rate: \$5.80
Responsible for guarding all works of art in the building following security and safety procedures; communicate with appropriate staff members on a regular basis. Must be available day or evenings for subbing on non-scheduled work days and for guarding at special events held in museum. Days vary, 28 hours per week.
Requirements: High School diploma or equivalent. 1 year related experience helpful. Ability to work with scheduled and in a group situation. Background in the security field helpful. Dependable in reporting and attentive to details. Good communication skills necessary. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, Ithaca, NY 14850.

General Service Temporary

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

Materials Handler (S7502)
Veterinary Administration-Statutory
Hiring Rate: \$6.00
Receive materials for incineration and keep appropriate records. Assist with incinerator operations. Approx 10 hours/week. Part-time temporary 2-6 months.
Requirements: High School diploma or equivalent. Able to lift 50 pounds. Will be in contact with hazardous waste. Contact Karen Raponi (607) 255-2192.

Episcopal Church at Cornell

Organist
Episcopal Church at Cornell
Play for 9:30 a.m. Sunday service and as needed. Contact Episcopal Church at Cornell, G-3 Anabel Taylor Hall, Ithaca, NY 14853.

Balancing Work and Family Life

The Task Force for Working Families recently completed the final draft of its recommendations on ways Cornell can assist employees in balancing work and family life. Copies are available for viewing in the Information and Referral Center, Day Hall Lobby and in Uris, Olin, and Mann Libraries. If you would like more information, please call 255-5358. Suggestions for changes may be sent to Carolyn McPherson, Office of Equal Opportunity, 234 Day Hall.

Job Prospecting Booklet Available

Newcomers to the area are invited to ask for our booklet: "Just For Your Information: Job Prospecting in the Ithaca Area." Call Staffing Services, 255-5226, for a copy.