

CORNELL Chronicle

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LANGUAGES

The School of Continuing Education and Summer Sessions is offering courses in 17 languages, and 110 students from 29 nations are on campus learning English.

3

FARM LAND

The continuing exodus of city dwellers to the suburbs and countryside has had little impact on loss of farm land, according to a Cornell study.

5



Peter Morenus/University Photography

Doreen Greenstein (right) watches as 8-year-old Kayn Williams demonstrates the use of a hoe adapted for disabled children. Greenstein is the author of "Backyards and Butterflies: Ways to Include Children with Disabilities in Outdoor Activities."

Helping disabled children enjoy the outdoors

By Nancy Rosen

Doreen Greenstein wants to see children with mud between their toes, all grungy and playing in the dirt. It may be a strange goal, she said, but that's how she thinks kids with disabilities should look in the summertime.

Greenstein, a developmental psychologist and a senior extension associate with Cornell Cooperative Extension and the Department of Agricultural and Biological Engineering, is the author of *Backyards and Butterflies: Ways to Include Children with Disabilities in Outdoor Activities*. She collaborated with Naomi Miner, an occupational therapist, and technical writer Emilie Kudela.

"We had been doing parent workshops with rural families who have disabled children," Greenstein explained. "We started gathering ideas and realized we weren't reaching enough people."

"There was a real need to get this information out," Greenstein said. "It dismays her to see a child left sitting in front of the television because no family member can figure out

how to get the child involved in outdoor activities. Her book presents many imaginative ideas to engage a child with disabilities in the outdoors. Among them are a one-handed hoe, made from replacing the bottom part of a forearm crutch with a hoe, an accessible picnic table for children who use wheelchairs, and a car seat swing for smaller children who are unable to support themselves.

Black-and-white sketches and four-color illustrations accompany instructions on how to construct items ranging from walker-wagons to gardening tools to animal feeders.

Although the book focuses on the experiences of rural children, it is not limited to the country. Suggestions appropriate for city-dwelling children include modifications for tricycle handlebars, an accessible bird feeder and a plywood scooter board.

Many of the ideas for equipment are parent-generated. One parent contributed the idea for a homemade insert seat. Another contributed the design for a slide and ramp combination for a child who has difficulty climbing ladders or stairs.

Continued on page 2

Business owners should not fear leave act abuses

By Susan Lang

Business owners need not fear that employees will abuse the Family and Medical Leave Act (FMLA), which takes effect Aug. 5, according to a new Cornell study.

Cornell family policy economist Eileen Trzcinski has found that there is no significant difference in the rates of serious illness or disability (including pregnancy and childbirth-related disabilities) reported between employees who had job guarantees vs. those who did not. Between 2 and 3 percent of employees are likely to become ill enough to take at least six weeks away from the job, Trzcinski found.

Trzcinski analyzed data from a survey of leave policies in a nationally representative sample of 1,730 U.S. businesses. Her findings will be published in the spring 1994 special issue of the *Journal of Applied Social Sciences on Feminism, Social Policy and Social Work*.

Of the approximately 1.2 million workers covered by the FMLA who will face illness or disability, Trzcinski calculates that about 2.1 percent of managers and 1.7 percent of non-managers are likely to make use of the job-guaranteed medical leave under the FMLA.

"All indicators point to our expecting that the FMLA will result in fewer employees having to terminate their jobs and the likelihood of abuse being extremely low, since we don't see more employees saying they're ill if they have the job guarantee," said Trzcinski, assistant professor of consumer economics and housing in the College of Human Ecology.

Her calculations are derived from comparing leave and termination patterns between employees in businesses that offered job guarantees during medical leave vs. those that did not. She found that when jobs were guaranteed, 95 percent of managers who faced a serious illness chose the temporary leave compared with 5 percent who chose termination. When employers did not offer job guarantees, only 26 percent took a leave and 74 percent terminated.

Non-managers, on the other hand, also took advantage of temporary leave when their jobs were guaranteed, but at a significantly lower rate than managers. In companies with job guarantees, 66 percent took a leave and 34 percent terminated, compared with only 40 percent who opted for a leave and 60 percent who terminated when their jobs were not guaranteed.

"The FMLA, however, is likely to result in more workers taking leaves instead of terminating employment. But since our past research has shown that the net costs to employers of placing workers on leave are usually substantially lower than

Continued on page 2

Using 'remote sensing' technology to teach environmental awareness

By Roger Segelken

Which neighborhood in our city has the fewest healthy street trees?

What will live and what will die in our local natural wetland area?

How has development in our community affected the quality of our water?

Spies, scientists and land-use planners aren't the only people using aerial photos these days. Soon, thousands of high school students will learn how the detailed aerial pictures, maps and other tools of "remote sensing" technology can help understand local environmental problems.

Explorations from an Aerial Perspective, a community science education program developed by the Cornell Laboratory for Environmental Applications of Remote Sensing (CLEARS) and the Department of Natural Resources, with funding from the National Science Foundation (NSF), will show educators in New York and across the United States how to put remote sensing and map interpretation to work. Along the way to making their community a little better place, the Cornell educators hope, the students will discover an

enjoyable use for all of the seemingly unrelated math and science in a new approach to learning.

Remote sensing means "learning from a distance," explains Eugenia M. Barnaba, senior extension associate at CLEARS and co-principal investigator for the NSF science education project with remote sensing.

"We collect data about Earth's features and objects on Earth with sensors such as cameras, radars or lasers operated from spacecraft, aircraft, the ground or even the laboratory," Barnaba said. "Data from our lab are used in the analysis of environmental problems, like detecting sites of abandoned landfills or other potential sources of pollution, conducting land-use inventories, and monitoring urban, agricultural and engineering development."

Most users of remote sensing materials at CLEARS, which is part of the Cornell Center for the Environment, are scientists, planners, engineers or university students, and none—so far as Barnaba knows—are spies. But when she tried using aerial photographs and maps to teach environmental problem-solving to science teachers and Cooperative Extension

Continued on page 2



Peter Morenus/University Photography

Eugenia M. Barnaba (center), senior extension associate at CLEARS, reviews aerial photographs with schoolteachers H. Bruce Rinker (left) of Millbrook and Richard Hilary of Southold during a workshop on campus.

Biology lesson



Peter Morenus/University Photography

Beekmantown High School teacher David Beebie (left) explains a gel electrophoresis experiment to State Sen. James L. Seward on Monday during his visit to the Cornell Institute for Biology Teachers. The institute provides instruction to high school teachers, as well as computer support and laboratory equipment.

Family leave *continued from page 1*

the costs of terminating employees, both business and employees will see major benefits under the FMLA," Trzcinski said.

The FMLA, which will cover only about 39 percent of the civilian labor force, will allow full-time employees (and some categories of part-timers) who work in companies of at least 50 workers to take up to 12 weeks of unpaid leave for illness, the birth or adoption of a child, or to care for a seriously ill family member. It also will ensure that employers will continue to pay health insurance premiums and protect workers' seniority when employees are on leave.

While her analysis only looked at the medical leave component of the FMLA, because there is no data on the care-giving aspect of family leave, the Cornell economist predicts a similar pattern in that fewer employees will have to terminate their jobs, and the likelihood of abuse is extremely low.

Trzcinski, who will begin studying family leave policies in East and West Germany on a Fulbright Scholar research grant later this summer, suspects that the significant difference in

leave and termination rates that emerged between managers and non-managers in her study is attributed to managers being more knowledgeable about their rights to take a leave when jobs are guaranteed, having more negotiation power because of their greater value to their companies, and being more likely to have a better interpersonal relationship with their supervisors.

In previous research conducted with University of Connecticut economist William T. Alpert and presented last August to the 1992 World Congress on the Family in Columbus, Ohio, and to the 1992 Annual Meeting of the American Economic Association in New Orleans in January 1992, Trzcinski had found that the net cost of a job termination in businesses with 50 or more employees is typically about \$3,000 for managers and \$1,000 for non-managers.

"With the enactment of the FMLA, we have calculated that the savings from reduced termination rates because of the job guarantees will result in \$244 million in savings to businesses," Trzcinski points out.

BRIEFS

■ **Lab waste:** Researchers, faculty, students and staff are reminded of the proper procedures for disposal of laboratory waste on campus. At no time should "red" bags that are used when autoclaving biological waste be placed in the regular waste stream, including office waste bins or building dumpsters. "Red" bags, which suggest that regulated medical waste is inside, were found earlier this month at Tompkins County's landfill transfer station. Environmental health and solid waste experts from the university have been working closely with county solid waste officials to trace the source of these bags to campus or elsewhere in the community. According to Walt Smithers, Cornell's solid waste manager, the county could refuse to accept all waste materials from the offending source if more "red" bags are discovered. Further, he said, the landfill in Monroe County that takes waste from Tompkins County could refuse to take anything from this county. If you have any questions about the procedures, contact Robin Goodloe in Environmental Health and Life Safety at 255-4862 or Smithers at 255-4215.

■ **Library fire:** About 350 people were evacuated from Olin Library on July 12 when a small fire sent smoke into portions of the building. The fire apparently started when a contractor working on the exterior of the second-floor overhang was sealing new flashing. There was minor water damage to the library.

OBITUARIES

John Hartman, professor emeritus of fruit and vegetable science, died June 1 at his home in Ithaca at age 83. Holder of both master's and doctoral degrees in vegetable crops from Cornell, he joined the faculty as professor of vegetable crops in 1948.

His major activity for 20 years was research on vegetable handling and marketing. His special interest was the instrumental measurement of food color, texture and flavor, the correlation of measurements with subjective reactions of consumers. During this time he also taught a course on post-harvest handling of vegetables.

In 1965, as a member of an Ad Hoc Graduate School committee, he produced an analysis of the general foreign language requirement for the Ph.D. at Cornell that led to the abolishment of these requirements in 1968.

◆
Joseph A. Short, 83, a former program manager, announcer and staff writer at WHC radio when it was owned by the university, died May 27. During Short's tenure at WHC the station won a Peabody Award for its *Radiation Edition of the Weekly Press*. He retired in 1971.

Short was the first instructor in the original Radio and Television Department at Ithaca College.

Contributions in his memory may be made to Hospicare of Tompkins County or to Ithaca College.

Campus Road closed July 23 through 30

Campus Road from Hoy Road to East Avenue will be closed from 9 a.m. on Friday, July 23, to 6 p.m. on Friday, July 30. The closing will allow excavation of the area between Alice Statler Auditorium and Phillips Hall for the East Avenue utility steamline project currently under way.

The closing of the one block of Campus Road will provide for pedestrian safety and

help complete the needed construction at the intersection in time for the return of students in late August, according to Jerry Zygmuntowicz, project manager.

Detour signs will be placed at intersections, and information about temporary stops and routes will be available on buses.

Detours have been coordinated with local fire and police departments.

Greenstein *continued from page 1*

All items in the book have been tested. The adaptations are inexpensive (some involve ordinary pipe insulation, empty detergent jugs, plywood and Velcro scraps), and are simple to make. Moreover, any child can swing on the four-sided ladder swing or sleep in a homemade tent.

"I felt everything in the book had to be able to be made by a non-specialist. I call myself the 'lowest common denominator'—if I can make something, anyone can," Greenstein said.

Backyards and Butterflies was funded by the USDA Extension Service and was published by the New York State Rural Health and Safety Council.

Proceeds will finance a new book about adapting the indoors for children who have disabilities.

To order a copy: send \$9.95 and \$1.50 for postage to the New York State Rural Health and Safety Council, Cornell University, 300 Riley-Robb Hall, Ithaca, N.Y. 14853-5701.

CORNELL Chronicle

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

Remote sensing *continued from page 1*

agents recently, she found a whole new constituency.

"Aerial photographs of recognizable places and maps of local communities are particularly useful tools to engage students' interest," Barnaba said, "because they learn more about the land areas they see daily—but from a totally different perspective. This personalization of science creates real excitement for learning."

A favorable response from New York students and teachers who tried the earlier environmental science curricula that was based, in part, on remote sensing materials, led to funding of three-year \$560,000 NSF project at CLEARS. The project, with Cornell Associate Professor of Natural Resources Marianne E. Krasny as co-principal investigator, hopes to reach 12,500 youth and adults with in-depth environmental research opportunities and more than 500,000 in short-term learning experiences.

And that's just in New York, where the program will be tested in several urban, rural and suburban counties, before being offered at the national level beginning in 1995.

The Cornell educators can't directly reach all those youngsters, of course, so they will develop so-called community science education teams. Each county-based team of five will include formal as well as informal educators: an extension agent, a teacher and three other community educators, such as staff members

at science museums or nature centers, and community leaders who serve on county environmental management councils. Training for the community educators will occur at a series of all-expenses-paid Cornell workshops, and participants will be provided with a small fund to expand the program in their communities.

The remote sensing programs will be conducted by museums, 4-H groups, camps, nature centers and citizens' environmental boards, as well as by schools, Krasny and Barnaba anticipate. Students of high school age will be involved in the in-depth science projects—although the short-term experiences will be designed to appeal to the curious of all ages—and the environmental questions will vary from one community to the next, Krasny said.

Youngsters in urban settings, for example, might examine the effect of changing development patterns on the watershed that provides their drinking water.

They would begin by studying aerial photographs of the watershed over the years, measuring historical changes including the increasing amount of pavement, roofs and other impermeable surfaces that accelerate water run-off. The exercise would teach laboratory techniques for monitoring water quality, calculating land-use statistics and interpreting aerial photographs.

An environmental education project for youngsters in suburban settings might lead to

creation of a wetland natural area, started with analysis of aerial photographs, topographic maps and soil maps. Youth in the country or suburbs could do a street tree inventory by following a similar schedule with an added step—"ground truthing," which is verifying, on the ground, what the aerial photos show. The students would probably want to train others in what they learn, because field observation in the tree-counting business is a labor-intensive affair, Barnaba noted.

Much of the science education activity, however, really is "remote," and that makes it suitable for people with disabilities, Krasny observed.

"For individuals whose disabilities limit their access to some sites and make first-hand observation difficult or impossible, remote sensing imagery and maps are great opportunities to learn about the environment," said. "Other disabilities, such as hearing loss, can be accommodated, too."

The students' research projects with remote sensing will be realistic. For example, professional remote sensing analysts at CLEARS recently found a long-forgotten dump—in time to prevent construction of a playground—on a site along the Hudson River.

"Remote sensing and map interpretation are ideal tools for getting youth and adults excited about science, and for enhancing science and mathematics skills," Barnaba said.

Plan to travel abroad? Visit Gannett for advice

By Melissa Jacobs

Ted Schultz, a graduate student in entomology, appreciated knowing about the health risks involved in traveling to Costa Rica, Nicaragua and Brazil, where he spent time studying ants that live on and eat fungus.

"For weeks at a time, I'm away from anything except a small biological station. I don't want to come down with malaria in the middle of a forest," he said.

Because Schultz knew he would be away from hospitals for long periods, he visited Rebecca Damiani, a Gannett Health Center staff nurse who works for Gannett's Travel Medicine Service, to learn "what diseases I may encounter and how to avoid getting them. I already knew there were plenty of diseases that I could get from parasites and microorganisms, but it's much better to know exactly what to watch out for," he said.

Medical kit

Damiani and a physician individually tailored a medical kit for Schultz, which contained antibiotics prescribed by the physician that he would need while traveling in remote areas. He remained healthy on his trips to the tropics, except for a few minor infections.

Gannett's Travel Medicine Service, begun about five years ago and staffed by nurses Damiani and Anne Dill, provides vaccinations and health risk information to members of the university community and the local area who travel abroad; it is one of two of Tompkins County's only licensed facilities to provide yellow-fever vaccinations.

"There are so many people from Cornell who travel," noted Beatrice B. Szekely, associate director of Cornell Abroad, which places undergraduate students in academic programs in foreign countries. Also, researchers do fieldwork and attend conferences abroad, and many students tour and study in foreign countries or return home for vacations. Travelers use the service more than 1,000 times a year.

Not all travelers need to be concerned about their health. In traveling to Canada, Australia, New Zealand, Japan and European countries, except in Eastern Europe, the risk of disease is no greater than in the United States, according to Damiani. Anyone wondering

whether they should have a consultation with the Travel Medical Service before traveling can contact Damiani or Dill at 255-6961.

The health center has always given travel immunizations. "But now we do more than just give people injections," Damiani said.

"A person can take all the medicines and vaccines, but the most important thing is the person's behavior," Damiani said. Food and water precautions and insect-borne precautions are important, such as knowing what's safe to drink and eat, wearing long sleeves, and using sunblock and insect repellent.

"A general rule of thumb: Do not drink the water" in developing countries, Damiani said. Instead, boil the water or filter it through a purifier, which eliminates infectious microorganisms and is sold at Gannett.

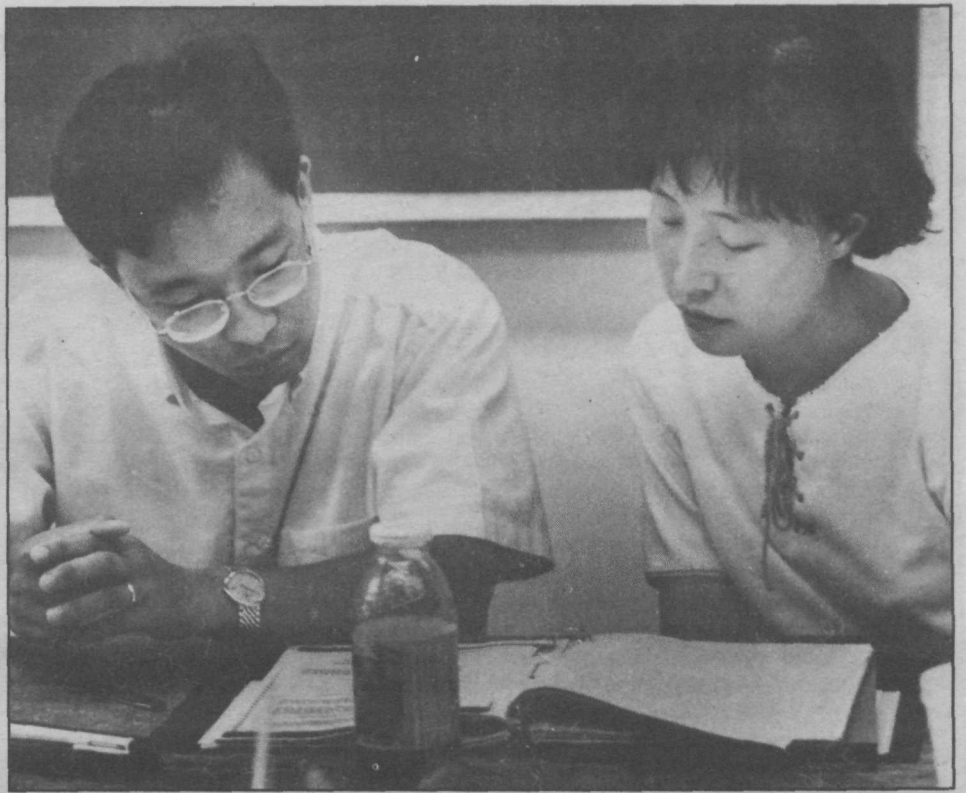
Travelers can learn about health risks specific to their destinations by having a consultation, where Damiani gives the travelers a computer printout from Shoreland Medical Marketing. The service is updated weekly and provides information about the immunizations required, the health risks and suggested precautions in any country. The handout also provides information about the U.S. embassies, climate, areas of civil unrest and entry requirements.

Damiani also provides information about finding health insurance and safe, high-quality medical treatment while abroad. She teaches travelers how to identify diseases and recognize symptoms.

In one or two follow-up visits, the Travel Medicine Service, under the guidance of Dr. John Dickard, a Gannett physician, will provide the necessary vaccinations and prescriptions for medicine, such as anti-malaria pills.

Travelers should visit the Travel Medicine Service at least six weeks before their trip. But if traveling to Southeast Asia, China, Indonesia, Thailand or Africa, a person should come in at least two months before because Hepatitis B is prevalent there. A full dose of Hepatitis B vaccinations takes two to six months.

The initial consultation fee at the Travel Medicine Service is \$34. Preparing for a trip, including consultations and shots, will cost \$50 to \$300, depending on the immunizations recommended or required. The cost is the same for Cornell and the local community.



Peter Morenus/University Photography

Seung Hon Lee (left) and Jeong Sook Choi, both from Korea, study English during an intensive course offered here this summer.

Summer on campus: saying 'humid' in 18 languages

By Nancy Rosen

The School of Continuing Education and Summer Sessions offers elementary or intermediate courses in 17 foreign languages, including Russian, Dutch, German, Hebrew, French, Italian and the African languages of Kiswahili, Mandinka and Yoruba.

Meanwhile, 110 students from 29 nations — including Albania, Kuwait, Mozambique, Sweden and Venezuela — are on campus this summer in an English as a Second Language program that is taught entirely in English.

"The students are pretty well determined to nail down English," said Erik Beukenkamp, the director of ESL. "Our mission as professionals is basically to satisfy that desire. If we exclude their native language, they're forced to act out all of their personal and professional needs in English."

The student-to-teacher ratio, exceedingly important in language training, averages 1-to-12 in the summer. During the winter and spring semesters, that ratio can be as high or higher than 1-to-17, Beukenkamp said.

"Intensive study is very effective," added Vicki Carstens, assistant professor of linguistics and Africana studies and director of the summer program in African languages. "The students who take the classes in the summer do an entire year of study in six weeks. Speaking the language during that time for four to five hours a day is closer to suddenly being submerged in a language area than is taking a course for 50 minutes, five days a week."

"Courses in these three African languages all meet in a single unit — the Africana Studies and Research Center — enabling students to interact. It creates a sort of community," Carstens added.

In the summer edition of the Full-Year Asian Language Concentration Program (FALCON), a student can spend six hours a day, five days a week studying Chinese or Japanese. And the South Asia Program and the

Department of Modern Languages and Linguistics offer intensive Nepali. Emphasis is on the spoken language, and many students take the class as preparation for study in Nepal as part of the Cornell Abroad program. The Nepali program alternates annually with intensive study in Sinhala, spoken in Sri Lanka. It's the only program of its kind in the United States.

Campus Club

In addition to language classes taught by faculty, the Campus Club, a longstanding volunteer organization composed of the spouses of persons affiliated with Cornell, sponsors year-round classes in ESL, as well as a six-week summer session. The classes meet once a week, two hours at a time, and the students are primarily spouses of foreign graduate students and visiting scholars.

"Many of them come to us having studied English. Our classes primarily emphasize conversation, and we work at helping them get acclimated to living in the United States and to becoming comfortable in the community," said Ann Marie Dullea, director of the Campus Club's English classes.

Beyond the confines of campus, the Department of Anthropology and the Latin American Studies Program are co-sponsoring a program in Cochabamba, Bolivia, for 20 undergraduate and graduate students. In the classroom and the Bolivian countryside, Spanish and Quechua are being taught. In the elementary Quechua course, students learn to comprehend, speak, read and write Quechua as well as understand the role of Quechua-speaking people in Andean society. In a more advanced course, students attain oral and written proficiency in Quechua.

Most programs provide extracurricular activities to learn language in context outside of the classroom.

"An afternoon schedule includes things such as a walking tour downtown, a cruise on Cayuga Lake or a picnic," said Beukenkamp.



Peter Morenus/University Photography

Rebecca Damiani (right), a Gannett Health Center staff nurse who works for Gannett's Travel Medicine Service, offers travel advice to Johnson Graduate School of Management student Michael Tsao.

Volunteerism, stronger than ever, benefits society and individuals

By Susan Lang

Volunteering not only provides vital human services that our society could not otherwise afford but also offers volunteers opportunities for personal growth, achievement, recognition and legitimate roles in otherwise unfamiliar segments of society.

Community service also provides psychosocial benefits, such as reducing social isolation, stress and perhaps even depression, says Cornell public service and leadership expert Don Tobias.

"Volunteers used to be viewed much like Kleenex," says Tobias, a senior extension associate in the Department of Human Ecology Studies in the College of Human Ecology. "They were thought to be disposable — easily

rumpled up and forgotten about and never intended to have a lasting life.

"Today, however, volunteers are recognized as a vital component to America's quality of life. But as they become ever more selective, organizations need to learn how to attract, nurture, train, respect and evaluate individuals to not only fulfill their needs but those of the volunteers as well."

His new course titled Leadership and Community Service, which drew students from around the university last semester, is one of only a few college courses on volunteerism. Applying principles of leadership and management to public service, the course prepares students to maximize their experiences as volunteers as well as future professionals who might recruit and train volunteers.

Tobias reports that despite more women in the labor force, volunteerism in America has not suffered. The 1989 Current Population Survey (CPS) reported that about 1 out of every 5 Americans, some 38 million, work without pay for an organization or institution. When "informal" volunteering is included in the estimates, such as helping an elderly neighbor or a friend in need, a 1990 Gallup Poll reported that about 54 percent of Americans were donating their time.

Volunteers are no longer primarily housewives. A slightly higher percentage of women than of men are volunteers (22 percent of women vs. 19 percent of men according to the CPS survey; 47 percent of women vs. 44 percent of men according to a 1988 Independent Sector survey). Those with a college

education, those who are married, those in middle age (ages 35 to 44) and those who are employed were more likely to be volunteers than others, according to the surveys.

The concept of "national service" has been drawing attention with President Clinton's proposal to allow students to pay off education loans by doing public service. Also, more and more corporations have been getting involved in community service projects, sometimes even allowing employees to volunteer on company time, and ever more high schools and states mandate some volunteer work as a graduation requirement.

Tobias, who endorses so-called "mandated public service," believes that volunteering helps people develop a greater sense of control over their lives.

Book explores nature of sexual assault on campuses

Policy change here encourages victims to report incidents

By Susan Lang

Complainants in all types of harassment, abuse, assault or rape cases may testify without ever being in the same room as the accused, according to a resolution passed by the University Assemblies. But that policy change, which was patterned after the University of Rochester's policy, did not come easily, says Andrea Parrot, assistant professor of human service studies in the College of Human Ecology.

"It took our group, the Cornell Advocates for Rape Education (CARE), two years of working with the Cornell Judicial Committee, the judicial administrator, the judicial codes counselor, the University Assemblies, among others, to get that sentence written into campus policy. Many concerns had to be dealt with, such as the rights of defendants and how many more cases might be reported as a result of the new clause," says Parrot, a nationally recognized expert in the field of acquaintance rape and sexual harassment prevention.

CARE, which was co-founded by Parrot in 1986, has been active in promoting rape prevention education. Its many accomplishments include:

- Producing the videos *Stop Date Rape* and *I Know You Said No but I Thought You Meant Yes* and facilitators' manuals for the videos.
- Developing a series of brochures, including one titled "Helping a Friend Who Has Been Raped or Sexually Assaulted."
- Offering training and materials to numerous student, faculty and staff groups.
- Instigating changes in campus policies.

Handout

Currently, the group is working to revise a handout on the legal rights of victims and what victims can expect if they pursue their cases within the Ithaca City Court system. In addition or alternatively, if an attack by a student or staff member occurs on university property, the case may be heard before the Cornell's judicial administrator or the University Hearing Board that can mete out punishments ranging from oral reprimands to expulsion. CARE is also developing brochures for non-English-speaking victims and is recruiting more men and racial and ethnic minorities for the CARE committee.

For confidential counseling on what to do if you've been sexually attacked, Parrot recommends contacting any of the following experts:

- Nina Cummings, sexual assault education coordinator, Gannett Health Center, at 255-4782.
- Roz Kenworthy, sex counselor, at 255-6448.
- Marjorie Hodges, the judicial administrator, at 255-4680.
- Geraldine Boyd, counselor, at 255-5208.

To report a sexual offense that occurred on campus or for information and advice about where to report offenses that occurred off campus, contact campus police at 255-1111. The law mandates that a victim may not be discouraged from reporting the crime by any officials. Further, the complainant may request a female or male police officer to take the report and has control over whether and how the case is pursued. While reports are encouraged, campus police Lt. Randall Hausner says the victim will not be pressured into prosecuting. If the defendant is judged guilty by the judicial administrator or University Hearing Board, the complainant may request certain remedies or penalties.

In 1992, 18 sexual offenses — including sexual misconduct, sodomy, sexual abuse, aggravated sexual abuse, public lewdness and rape — were reported to campus police; of those, two were rapes, down from five rapes reported in 1991.

Of the two rape cases reported last year, the accused immediately withdrew from the university in one case, and the other case was awaiting a criminal trial scheduled for this summer and a hearing before the University Hearing Board in the fall.

In addition, the judicial administrator, Marjorie Hodges, investigated and adjudicated five cases of sexual harassment and one case of sexual abuse during the 1991-1992 school year. In those six cases, penalties included cease and desist orders (which require defendants to stop certain behaviors), requiring the harasser to attend workshops on gender relations, requiring defendants to attend alcohol and other drug education workshops, probation (another violation during the probation period results in suspension or expulsion), and permanent disciplinary records.



Peter Morenus/University Photography
Andrea Parrot, an assistant professor of human service studies who teaches courses on human sexuality in the College of Human Ecology, listens to a question during a news conference at last year's sex-crimes seminar here that was attended by more than 70 law enforcement officers, medical staff and university counselors from nine counties. She is co-author of "Sexual Assault on Campus: The Problem and the Solution."

One in four women become victims

By Susan Lang

One in four college women will graduate with more than they bargained for: having been the victim of a sexual assault.

Yet, less than 1 percent of those attacks are ever reported, says a Cornell professor.

Who commits these crimes on campuses and who are the victims? How are such cases reported, handled and mishandled? What are the outcomes of such cases and why are some colleges being sued for their handling of sexual assault cases? How should campuses be handling these cases?

These questions are explored in the new book, *Sexual Assault on Campus: The Problem and the Solution* (Lexington Books), co-written by Andrea Parrot, an assistant professor of human service studies who teaches courses on human sexuality in the College of Human Ecology, and Carol Bohmer, an associate professor in the Graduate School of Public and International Affairs at the University of Pittsburgh.

25 percent

Although more than 25 percent of college women are victims of rape or sexual assault before graduating, according to a national survey cited by Parrot, few report it. When they do, many campus authorities mishandle the case by stalling; by-passing campus disciplinary processes when athletes, for example, are involved; or by only "slapping the wrist" of an assailant who, in several cases, was later found to rape again and again. These inappropriate responses to sexual assault reports further traumatize victims and, in numerous cases, have triggered civil law suits against colleges and drawn unwanted media attention, Parrot says.

Sexual Assault on Campus: The Problem and the Solution is chock full of case studies, research findings, the results of interviews with victims, parents and attorneys of victims, a survey of campus codes from across the nation, and practical information for better and more effective education and prevention programs.

The book is timely in view of the growing problem on college campuses and even in high schools, numerous lawsuits against campuses across the nation, and the 1992 Ramstad Amendment to the federal Higher Education Act regarding sexual assault (originally called the Campus Sexual Assault Victim Bill of Rights).

The federal legislation, which was sponsored by Rep. Jim Ramstad (R-Minn), who wrote the foreword to *Sexual Assault on Campus*, requires colleges and universities to distribute information about their sexual abuse prevention and counseling programs and the procedures and disciplinary actions available should an attack occur, and it requires them to protect a victim's rights.

Parrot has spearheaded many such programs at Cornell, which she credits as being one of a handful of schools on the forefront of rape and sexual assault prevention education.

She co-founded Cornell Advocates for Rape Education (CARE), an official advisory committee comprised of 15 students, staff and faculty that reports directly to the associate vice president for human relations, in 1986 before most universities were doing anything about acquaintance rape prevention education.

Parrot and CARE were instrumental, for example, in a two-year process that amended the Cornell Campus Code of Conduct to allow victims of all types of harassment, abuse, assault

or rape to testify at campus hearings without ever being in the same room as the accused.

"This change was very important because many victims are panicky about facing their attacker again in any venue, much less a judicial one, and so they hesitate to come forward. Now they have the opportunity to testify without having to see the assailant again," says Parrot. "As a result, our hope is that more cases will be reported and punished, which should discourage potential attackers in the future."

Human sexuality

Parrot teaches a course on human sexuality to more than 500 undergraduate students each year at Cornell and to medical students at the SUNY Health Sciences Center, College of Medicine, Clinical Campus in Binghamton. She also is the author of *Acquaintance Rape — The Hidden Crime* (John Wiley and Sons, 1991) and *Coping with Date and Acquaintance Rape* (Rosen Publishing Group, 1988).

At Cornell, the campus group CARE prepares and offers educational programs, trainings and materials for local high school students, new university students and residents of dormitories, fraternities and sororities, as well as campus police officers, student athletes and other staff, faculty and student groups. CARE also sponsors conferences, conducts needs assessments and works to improve campus policies regarding sexual assault.

The work of CARE and the changes that it instituted meant that the 1992 Reauthorization of the Higher Education Act regarding the 1990 Crime Awareness and Campus Security Act and the Sexual Assault Prevention Information Act in New York that took effect in 1991 required few changes to be instituted at Cornell.

Although these acts require reporting of such crimes, for example, Cornell was one of the first colleges in the nation to maintain statistics on sexual offenses when it began doing so in 1974, says Lt. Randall Hausner of Cornell's Police Department.

"The Cornell Police Department views sexual assault crimes as heinous and very serious, and we put forth a maximum effort to investigate them," says Capt. William Boice, deputy director for administration. "Our first priority, however, is ensuring that the survivor gets appropriate care and support." Last year, the campus police sponsored a seminar for regional police officers, prosecutors, and health professionals to improve skills in investigating such crimes and to foster communication among the professionals who handle the cases.

Legislation

The state legislation mandates that incoming students be provided with information on sexual assault laws, penalties and policies, be informed about services and updates regarding security procedures, and that a campus committee oversee sexual assault education programs.

Again, the legislation required few changes at Cornell where there has been such a committee since 1975. How the crimes are broken down for reporting and the exact composition of the committee had to be modified somewhat to comply with the new regulations.

These and similar model programs are detailed in Parrot and Bohmer's new book, which is intended for victims and counselors who work with them, professionals involved in the judicial handling of these cases, and researchers and students

BTI licenses biopesticide technologies

By William Holder

The Boyce Thompson Institute for Plant Research has licensed to AgriVirion Inc. technologies that scientists say will play major roles in the development of safe and effective biological insecticides, says AgriVirion President Lee Compton.

One technology, known as POV, for pre-occluded virus, enables the creation of suicide viral insecticides that degrade completely within 48 hours of killing an insect pest. The other is called HeRD, for high-density rearing, which provides an efficient, flexible insect rearing system that can be used to produce virus insecticides, Compton said.

"We believe POV has the potential to revolutionize the emerging field of biological pesticides, and HeRD provides us with a cost-effective production system for POV," he said. The POV technology was invented by Alan Wood; HeRD by Patrick Hughes, both staff scientists at Boyce Thompson.

Suicide viral insecticides will be especially important with a new generation of genetically enhanced viruses, said Wood, chairman of the board of scientific advisers of AgriVirion. Viruses engineered to produce toxins or other compounds can persist in soil for decades, raising environmental concerns. But when combined with a pre-occluded virus, any new virus will become suicidal and have zero environmental persistence.

"These biological pesticides will be both safer and more effective than natural viruses or synthetic chemicals," he said. Pre-occluded viruses disappear from the environment because they do not have a critical protective substance.

AgriVirion has received approval from the Environmental Protection Agency to conduct a field test of a POV suicide viral insecticide. The test will expand on results obtained in the laboratory and in a 1989 field test conducted by scientists from the Boyce Thompson Institute.

The HeRD technology optimizes the growth of a virus in insects, which will enable viral insecticides to be produced at a small fraction of their former cost, according to Hughes.

"HeRD will let us produce and market viral insecticides that cost the same as synthetic pesticides now widely used," he added. AgriVirion is planning a pilot scale HeRD insect production facility in Ithaca.

Summer scientists



Peter Morenus/University Photography

Scientists for a summer, Krista van Zwieten (left) and Ellen Hibbard of the Cornell Environmental Science Undergraduate Research Experience program examine an electrophoresis gel of sand bee DNA with Bernie May, director of the Genome Variation Analysis Facility in the Biotechnology Building. The students are among 11 working in science projects throughout the campus this summer in the program, which is supported by the National Science Foundation.

Don't blame farm land loss on urban sprawl, researchers say

By William Holder

Farms on the fringe of urban areas in New York are in no more danger of being devoured by developers than those in rural locations, according to Cornell researchers.

Their study of farmland loss from 1950 to 1990 shows that the continuing exodus of city dwellers to the suburbs and countryside has had little impact on farmland. Only in a few counties that contain the state's largest cities do developers exert significant pressure on farmers, say Thomas Hirschl, associate professor of rural sociology, and Nelson Bills, associate professor of agricultural economics.

CORNELL
Research

"Many New Yorkers want a piece of rural living," Hirschl said. "But that does not conflict with farming. There is plenty of land out there and viable farming sectors are able to coexist with the non-farm population growth."

Hirschl, who teaches a course in rural sociology titled Social Problems, says the extent to which the state continues to lose farmland will depend upon the economics of farming and not on development of rural land.

The rate of farmland loss, for example, in the heavily populated Suffolk County (1.79 percent per year) is not much different than that in the rural counties of Essex (1.88 percent), Delaware (1.74 percent) or Ulster (1.77 percent).

The researchers found only a small relationship between high land values near urban areas and farmland loss. Further, increased opportunities to earn income off the farm in urban areas do not lead to significant loss of farmland.

Instead, agricultural economics are dictat-

ing the ongoing shrinkage of farmland in the state, the researchers report in a College of Agriculture and Life Sciences publication, *Policy Issues in Rural Land Use*. To gauge the health of the farming sector in a county, they recommend looking at the fraction of farmland used for growing crops.

Agricultural base

"There's an investment in the tilling of land and selling of crops that indicates a healthy agricultural base," Hirschl said. Those counties with a higher fraction of farmland used to directly generate farm income, either as cash crops or harvest for livestock feed, have the lowest rates of farmland loss.

Conversely, farmland acreage in forest, pasture or farm support use makes only a negligible contribution to receipts and can be a drag on net farm income.

Land productivity also is a good predictor of the viability of farms, as is the scale of farm businesses. The chances for generating high

farm incomes are best on good quality land in the hands of good farm managers, the researchers explained. Likewise, the larger farm businesses are often organized more efficiently and realize lower unit costs of production. In addition, larger farms are often better positioned to take advantage of new, cost-reducing technologies.

A separate study of dairy farming in Dutchess County, carried out by Hirschl and graduate student Christine Long, underscores the marginal impact that population trends have on farmland loss. The researchers surveyed 119 individuals who were dairy farmers as of 1984. By 1990, they found that only 63 were still in the business.

Age of the farmer stood out as a major determinant of farm viability, with younger operators more tenacious and prone to stay in production. Additionally, family difficulties, such as death of a spouse or divorce, frequently led individuals to leave dairy farming, they say.

Illegal immigrants change state's farm labor population: survey

By William Holder

A survey of New York vegetable growers suggests the number of illegal immigrant farm workers is increasing in the state, while wages and working conditions are stagnant, a Cornell researcher has found.

Since 1987 the influx of Mexican, Mexican American and Central American farm workers has increased significantly, particularly in central and western New York, said Enrique Figueroa, associate professor of agricultural economics.

His 1993 survey of vegetable producers and their hiring practices during 1992 is the first attempt to collect data on how producers have adjusted to the 1986 Immigration Reform and Control Act (IRCA), which attempted to stem the tide of illegal entrants to the United States.

"The act clearly did not meet its objectives in New York," he said. Privately, vegetable producers acknowledge that a number of the

estimated 4,000 seasonal migrant workers likely have fraudulent documents.

The same is true of the apple industry, where statistics are lacking, but where growers also acknowledge privately the probable presence of such "illegally" legal immigrants — those whose documents appear to be legitimate but really are not.

Labor market

The result is a saturated labor market that holds down wages and keeps living conditions stagnant, Figueroa said.

"There are probably more illegal farm workers in New York than before IRCA," he added. "I think there are domestic, legal individuals in the state who could be working if not for the illegals and illegally legal."

His findings, newly published as a Cornell agricultural economics staff paper, concur with a report of the 1992 federal Commission on Agricultural Workers.

Appointed to assess the impact of IRCA,

the group observed that there has been "a diffusion of unauthorized farm workers from such traditional immigrant settlements as California and Florida to the Midwest and Eastern Seaboard in search of jobs."

Figueroa found that 25 percent of workers in the vegetable industry are Mexicans, Mexican-Americans or Central Americans, and penetration of these groups into the apple industry is significant.

"It is clear that by the turn of the century, the harvest labor in New York will be made up almost entirely of these immigrant groups," Figueroa said.

Propelling the trend are favorable economic conditions within the seasonal crops industry, which create jobs; lack of effective enforcement by the Immigration and Naturalization Service against illegal immigrants and their employers; and a thriving black market in fraudulent documents, according to Figueroa.

Even though the total number of acres devoted to seasonal crops has declined in New

York, growers have switched to higher-value and labor-intensive crops such as strawberries and tomatoes, his survey showed.

Lettuce acreage, for example, is half of what it was in the early 1980s, but strawberry acreage has doubled. Potatoes are down 50 percent with the largest decline on Long Island, but fresh market sweet corn has increased 20 percent from 25,000 acres to 30,000 acres since 1982.

Prospects

Figueroa is pessimistic about prospects for change in farm labor since "there is no pressure to improve."

However, the government could improve the situation by stabilizing the farm labor workforce with benefit packages across state borders and multiple employers, eliminating programs that permit the importation of unneeded guest workers, and enhancing the bilingual capability of social service agencies in New York, he said.

Women must follow guides on nutrition in pregnancy

By Susan Lang

Pregnant women should gain 25 to 35 pounds – the most weight gain recommended in the past 50 years – to minimize health risks to newborns, and women with normal diets do not need multivitamin and mineral supplements, according to a manual promoting new guidelines for nutritional care during pregnancy and lactation.

The new guidelines counter the currently held view that a weight gain of 20 to 28 pounds is adequate and that all pregnant women should take supplements throughout their pregnancies, said Christine Olson, professor of nutritional sciences and a maternal and child nutrition expert who co-chaired the panel that wrote the manual.

"Pregnancy experts now agree that nutrition should be included in prenatal care, yet a majority of women do not get the appropriate nutritional attention," Olson said. She cited a recent survey by New York Hospital-Cornell Medical College that found that more than half of obstetricians and gynecologists rarely look closely enough at a pregnant woman's diet to be able to judge whether she is getting the right amount of calories and nutrients.

Olson co-chaired the committee that wrote the Institute of Medicine's award-winning book, *Nutrition During Pregnancy and Lactation: An Implementation Guide* (National Academy Press, 1992). The book was cited earlier this year by the *American Journal of Nursing* as "one of the most valuable contributions to nursing literature."

Optimally, pregnant women should have their diet, weight and weight gains assessed, and only take supplements if necessary.

"The reason the *Implementation Guide* recommends that women gain more weight now during pregnancy – nearly twice as much as the 15-pound weight gain recommended in the 1930s – is because research shows that these weights are linked to optimal birth weights,"



Peter Morenus/University Photography
Christine Olson

Olson points out. Low-birth-weight babies have been found to be at higher risk for health complications and infant mortality.

"We do not yet know, however, how this additional weight gain influences the mother's retention of weight after birth, and so we are now researching this topic," Olson said.

"Furthermore, supplements should only be taken when necessary because drugs always have unknown side effects, and unless there is a clear benefit from taking vitamin/mineral supplements, the rule of thumb is not to do it, especially with pregnant women who are in a special metabolic state."

In the Division of Nutritional Sciences – the nation's largest academic unit devoted to the study of human nutrition and the home of the only National Institutes of Health-supported doctoral training program in maternal and child nutrition – Olson teaches a graduate course on nutritional interventions in communities and does research on postpartum weight retention and why low-income women breast feed less often than other women. Olson also is assistant dean of the College of Human Ecology.

She discusses the new guidelines from the Institute of Medicine's Committee on Nutritional Status During Pregnancy and Lactation in the April 1993 issue of *Journal of the American Dietetic Association*.

Architecture, Art & Planning honors faculty and students

The following awards were presented to outstanding faculty and students in the College of Architecture, Art and Planning:

- John Hartell Award for Distinguished Teaching to Barry Perlus, department of art.

- Alpha Rho Chi Medal, awarded by the Alpha Rho Chi architectural fraternity to a graduating student who has demonstrated leadership, service and promise of professional merit, to Yolanda Colon. She also won the New York Society of Architects Matthew Del Gaudio Award for a student who leads the class in design, planning and construction.

- American Institute of Architects Henry Adams Student Medal for the highest cumulative grade point average to Thomas Weston. A certificate of merit went to Sergio Cantarovi.

- Eschweiler Prize for the architecture student with high scholastic achievement who has been accepted into and enrolled in one of the graduate architecture programs at Cornell to Rose Mendez.

- Clifton Beck with Brown Memorial Medal for graduating student with highest cumulative average in architectural design to Paul Yuen. He also won the William S. Downing Prize for winners of a special design competition in recognition of outstanding achievement in architectural design.

- Richmond Harold Shreve Award for excellence and originality in graduate theses to Thomas J. Wong, Barbara Kenda and Chris Schoeneman.

- Charles Goodwin Sands Memorial Medal for exceptional merit in architectural design by architecture students, or sculpture, painting and composition by art students: silver medals went to Mark Lawton and Matthew Lawton, bronze medals to Anthony Kim, Ann Marie Lewis, Paul M. Yuen and Julie L. Hirschfeld.

- Robert James Eidlitz Fellowship is for persons with Cornell architecture degrees or who are now graduate students. The award provides funds so that they may undertake proposals requiring foreign or domestic travel. Awarded to Gavin W. Keeney, Barbara Kenda, Steven Mankouche and Mark Shepard.

- Michael Rapuano Memorial Award for graduating student with either undergraduate or graduate degree in architecture whose work is characterized by "distinction in design" to

Joshua K. Owen.

- Faculty Medal of Art for graduating art student demonstrating promise of future achievement in art to Nihal Laura El Rayess.

- Peter B. Andrews Memorial Thesis Prize for best thesis for the master of regional planning degree to Christopher Kern.

- Mackesey Prize for city and regional planning degree candidate demonstrating unusual competence in academics or who has exhibited superior personal characteristics awarded to Lisa Ranghelli and Allison Rachleff.

- Upstate New York Chapter of the American Planning Association Student Project Award for outstanding paper or project in a planning curriculum to Edward Bade, Marcy Mermel, Linda Schade and Jorden Yin.

- American Institute of Certified Planners Award for planning student demonstrating outstanding achievement in the study of planning to Jerome Dean.

- John W. Reys Award for academic excellence in city planning to Susan Lassell.

- Academic Achievement Award for the Undergraduate Program in Urban and Regional Studies for individual with highest academic average after seven semesters at Cornell to Francesca Forestieri.

- Community Service Award for exemplary community service both within and outside the department of city and regional planning to Joan Bailey.

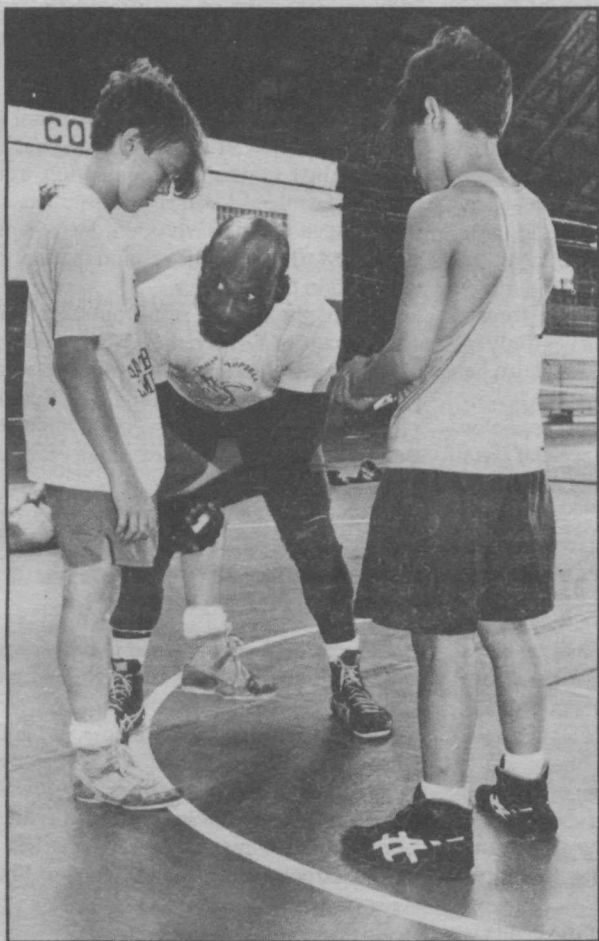
- John B. "Kip" Brady Award for most promising printmaking student in his or her junior year to Ming Dang.

- Edwin A. Seipp Memorial Prize for winners of a special competition in third-year architectural design won by Simon Lui, Julian Manriquez and Jason Ardizzone.

- Edward P. York Memorial Prize for winners of special competition for students in introductory architectural design awarded to Blanca Rodriguez and Shih Yi Huang.

- Helen Fagan Tyler Award for student in the master of architecture program with outstanding scholastic record and professional potential to Carmen L. Guerrero.

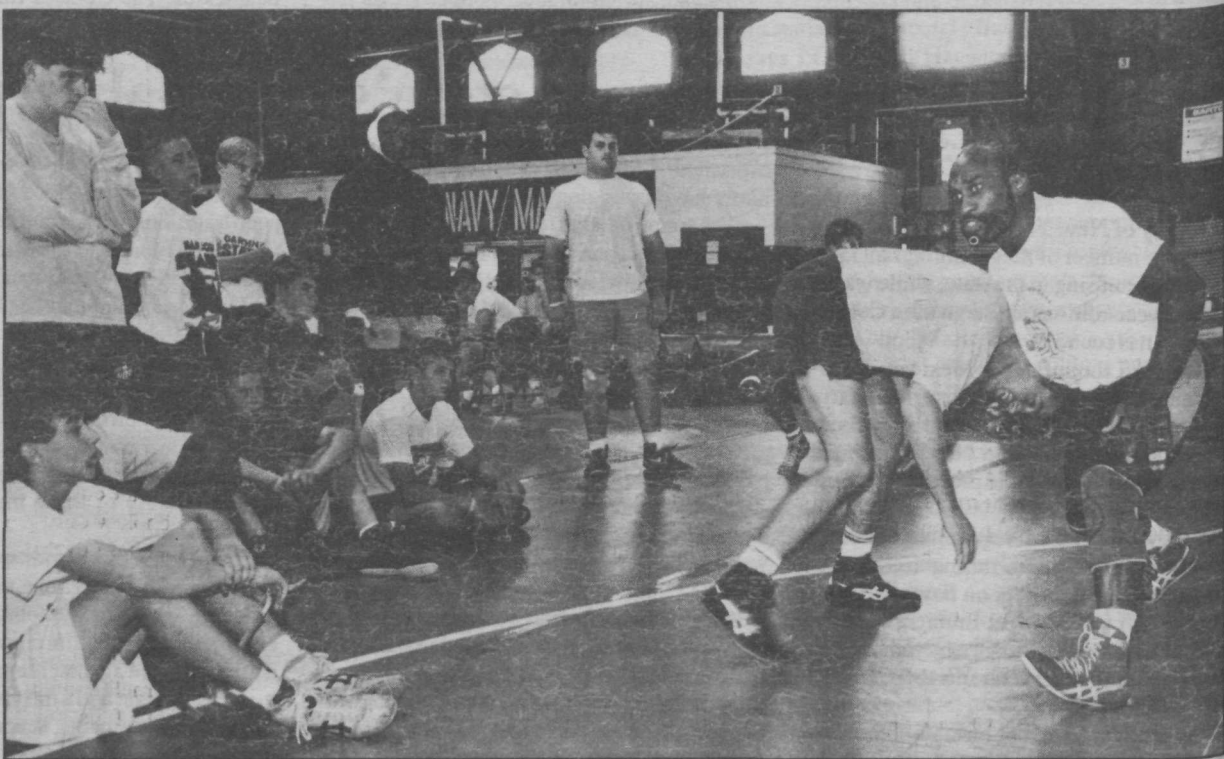
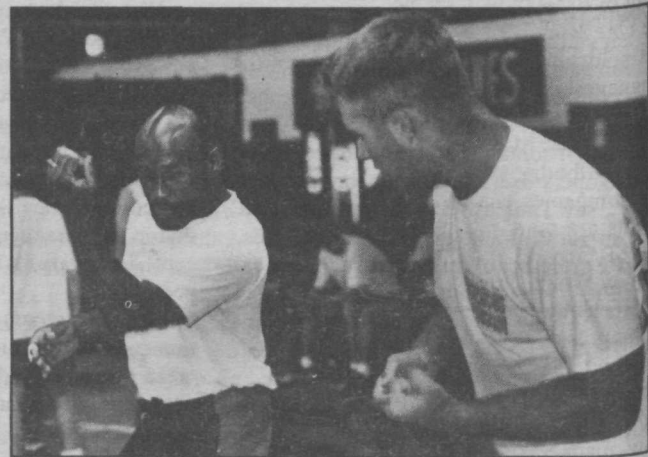
- Edith and Walter Stone King Memorial Prize for promise and accomplishment in the field of art to juniors James De La Vega and Naomi Fox.



Chris Campbell, a 1987 Law School graduate who won a bronze medal at last summer's Olympics in Barcelona, gave expert advice to young wrestlers during a two-week camp here that ends tomorrow. Campbell is seen (clockwise from upper left) explaining a hold to J.P. Vito, 12, of Trumansburg and Stephen Nash Webber, 14, of Boston; demonstrating a move to Mike O'Neil, 16, of Norwich, Conn.; and showing a takedown to the group.

Olympian advice

Photographs by
Peter Morenus



COMMENTARY

ILR's library project is a tribute to its first dean

By Sen. Michael F. Nozzolio '73, M.S. '77

As teammates, Senators Jim Seward, Randy Kuhl and Jim Lack and Assemblyman Marty Luster and I were successful in securing \$13 million in budgetary funding for the expansion of the Martin P. Catherwood Library of the School of Industrial and Labor Relations.

As a 1973 graduate of the ILR School, I was particularly gratified to take part in securing this funding. In addition to the enormous benefit which the Finger Lakes Region, the state and, indeed, the entire nation will derive from this project, it will also pay homage to the man whose name it bears; a man who was a major influence in my life and was in part responsible for my eventual career as a state legislator — Martin P. Catherwood.

Growing obsolescence

After discussing the growing obsolescence of the existing library with a former professor of mine, David Lipsky, current dean of the School of Industrial and Labor Relations, it became obvious that action was needed to bring the school's research and informational resources up to date with the increase in size and importance the school has enjoyed during the past three decades. I worked with my Senate colleagues and Dean Lipsky to ensure the expansion project idea became a reality.

Since the construction of the current library building in

1961, the facility has carried the name of Martin P. Catherwood, the school's first dean. It is my sincere hope that the school will continue to pay tribute to the esteemed dean by naming the new library after him as well.

Catherwood was appointed to the first dean's post in 1947 after an 11-year tenure as a faculty member of the Business Management Department, and after serving as New York State Commissioner of Commerce under Gov. Herbert H. Lehman for six years. Catherwood would later go on to serve as New York State Industrial Commissioner under Gov. Nelson A. Rockefeller, becoming the only New Yorker to serve on the cabinets of two governors of different parties.

It became my good fortune to meet Dean Catherwood during my junior year (1971-72), when I was chosen by former Sen. Ted Day to serve as a research assistant to the Senate committee formed to study the Public Employees Relations Act (Taylor Law). Because of his extensive background in labor relations and in state government, Catherwood was appointed to be the executive director of this committee.

During the year that I was under Dean Catherwood's tutelage, I spent nearly every day by his side. His wisdom, intelligence and knowledge of government, politics and the legislative process were an inspiration to me, and served to spur my interest and desire to become a part of it all. From him I gained a working knowledge of state government, a

knowledge which to this day is of invaluable benefit to me in my career as a state senator.

It was indeed a thrill for a young man like myself to have such close contact with a man of Dean Catherwood's stature. My many meetings with him in the halls of the library which bore his name are memories which I shall always reflect upon with great pride and fondness.

Trip to Albany

On one particular trip to Albany, I accompanied Dean Catherwood to a Senate hearing to study the ramifications of the Taylor Law. My role was typical of that assigned to an intern — I helped set up the tables and chairs, took down names, passed out the copies of written testimony, and other mundane but highly educational duties. It never occurred to me that 22 years later, I would stand in that very conference room and be introduced as a new state senator to my Republican colleagues.

I owe a great deal to Dean Catherwood. The benefit of his influence on me as a young man has had a tremendous impact on my life and career as a state legislator. That I am now in a position to have a beneficial impact on the future of the institution which was so dear to him is indeed ironic and extremely gratifying.

Michael F. Nozzolio is the state senator from New York's 53rd District.

Upcoming conferences and lectures on campus

Blanchard discussing ethics

By Nancy Rosen

The guru of one-minute management, Kenneth H. Blanchard, will discuss ethics in business during his lecture on Wednesday, July 28, in the Statler Auditorium.

"The Power of Ethical Management" is the last in a series of free lectures offered by the School of Continuing Education and Summer Sessions.

Blanchard, formerly a Cornell trustee, is chairman of Blanchard Training and Development of Escondido, Calif. He is the author of the *One Minute Manager* book series, which has sold more than 7 million copies in 20 languages.

He is a gregarious, sought-after and prominent speaker. Moreover, few people have influenced the day-to-day management of people and companies as has Blanchard. Among his clients are the American Heart Association, AT&T, General Mills, Merrill Lynch and Walt Disney World Resorts.

His lecture is expected to discuss the principles presented in *The Power of Ethical Management* (1988), which he co-wrote with Norman Vincent Peal. *The Power of Ethical Management* is a sort of business gospel on how managers should conduct themselves. Among the book's gems of advice: "There is no right way to do the wrong thing," and, "Nice guys may appear to finish last, but usually they're running in a different race."

The authors' principles of ethical management are purpose, pride, patience, persistence and perspective.

Blanchard has lectured in Cornell's General Managers Program, an executive education program for hotel managers, and he teaches a course each spring at Cornell entitled Managerial Leadership in the 1990s. The course meets for an entire weekend, from Friday night until Sunday afternoon.

Students rave about the course and about Blanchard. "It's an entertaining course. He is an excellent speaker, and he motivates you to think," said Gina Schindelheim, a Cornell undergraduate who has taken the course.

Among their honors, Blanchard and his wife, Marjorie, also a Cornell graduate, were named Cornell's Entrepreneurs of the Year in 1991.

In 1987 they endowed a chair in human resource management. "Cornell is in our blood," Blanchard said at that time.

Blanchard earned two degrees at Cornell: a B.A. in government and philosophy in 1961 and a Ph.D. in educational administration and leadership in 1967. He received his M.A. in sociology and counseling from Colgate University.



Blanchard

Giving advice on composting

By Roger Segelken

The science, economics and community concerns of large-scale composting will be topics of an Aug. 4 through 6 program here, the "Cornell Municipal Compost Management Short Course for Professionals."

Solid waste managers from municipalities and industry, government officials, public works engineers, nursery and compost facility operators, consultants, Cooperative Extension agents and recycling coordinators from throughout the United States are expected. The intensive, three-day course is offered by the Cornell Waste Management Institute, a program of the Center for the Environment, and by Cornell Cooperative Extension.

"To successfully compost a significant portion of the municipal waste stream — in-

cluding yard waste, sewage sludge, food waste or mixed solid waste — takes more than technology and good intentions," said Ellen Z. Harrison, director of the Cornell Waste Management Institute and one of the course faculty. "Marketing economics, risks to health and the environment, state and federal regulations, and the legitimate concerns of the community must all be taken into consideration."

Classroom sessions with experts, case studies and site visits will cover the science of composting, technologies and strategies for producing composts and collecting compostables, how to analyze the economics and markets and how to work with communities and avoid problems, according to Tom Richard, a senior research specialist in the Department of Agricultural and Biological Engineering and a course organizer.

Improving science lessons

By William Holder

The wrong ideas students have about science and mathematics have spawned an international effort to understand how the teaching process goes awry. Hundreds of scholars interested in this topic will be meeting Aug. 1 to 4 here for a conference on "Misconceptions and Educational Strategies in Science and Mathematics."

Participants will document the errors held by students ranging from kindergarten to college on subjects from astronomy to zoology. Topics to be included are the sources of misconceptions, the consequences, gender issues, strategies for teaching teachers and students, as well as race and social factors.

Conference organizer Joseph Novak, professor of science education and biological sciences, said the conference will show that "we understand the problem in communicating science, but we don't know how to implement the kinds of solutions that will really transform schools. We're on a threshold."

Novak is the co-author of *Learning How to Learn*, a book widely reprinted in many languages that has developed the notion of concept mapping, a technique for helping students and educators see the meanings of learning materials. Several presentations at the conference will be devoted to concept mapping.

The Cornell conference is the first large-scale event of its kind in which the entire proceedings will be made available electronically to scholars throughout the world on

Internet, the international computer network, Novak said. Electronic distribution will supplant published proceedings in printed form, which he said would be prohibitively long and expensive.

Among the 350 scheduled presentations is a study by Harvard University researcher Philip Sadler that shows teachers vastly overestimate their impact on students' understanding of astronomical concepts.

A survey of elementary teachers by Kenneth Schoon of Indiana University shows that often it's teachers themselves who are the source of misconceptions students hold about earth and space sciences.

Reinders Duit of the University of Kiel, Germany, will offer a broad overview of international research in the field titled "Research on Students' Conceptions: Developments and Trends."

Anne Dehring of the University of Wisconsin at Madison will present "The Pickle Jar," a case study of the difficulties students face when required to engage in hands-on, inquiry-based learning.

Concerned that students can pass science courses without understanding concepts, Robert Lonning of the University of Connecticut and John Nishan of Manchester Senior High School, Conn., will discuss a strategy to help high school students develop a meaningful understanding of chemistry.

The conference is attracting participants from 46 countries, including virtually every leading researcher in the field, Novak said.

Teaching Iroquois farming methods

By Roger Segelken

A way of life that was almost lost to history, the 800-year-old American Indian system of farming in New York, will be examined in an Aug. 5 and 6 conference here for teachers and community educators.

"The Three Sisters: A Conference of Educational Resources for Teaching Native American Knowledge" will be led by university educators and Iroquois farmers who follow time-tested methods for growing the "sister" crops — corn, beans and squash.

Participants in the conference will learn about new curricula and other resources to introduce children to American Indian culture by focusing on the Iroquois food production system.

"Exploring traditional horticultural practices allows teachers to integrate topics in science, social studies and history," according

to Jane Mt. Pleasant, one of the conference speakers. "We're now coming to realize what a sophisticated and sustainable cropping system the Iroquois had," said Mt. Pleasant, Cornell assistant professor of soil, crop and atmospheric sciences and coordinator of the American Indian Agriculture Project.

"They fed a sizeable population for hundreds of years without chemical fertilizers, pesticides or tillage (the Iroquois used no plows or draft animals) and without exceeding the carrying capacity of the land."

Other conference speakers include Carol Cornelius, chair of American Indian Studies at University of Wisconsin, Green Bay; Jose Barreiro, founder of the Indigenous Preservation Networking Center; Marcia Eames-Sheavly, Cornell Cooperative Extension support specialist and author of *The Three Sisters: Exploring the Iroquois Garden*; and Katsi Cook, Mohawk midwife and herbalist.

CALENDAR

July 22
through
August 5

All items for the Chronicle 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.

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

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

dance

Cornell International Folkdancers

All events are free and open to the Cornell community and general public unless stated otherwise. No partner needed. For further information, call 539-7335.

• **July 22 and Aug. 5:** Couple, line and circle dances; teaching and request dancing from 7 to 10 p.m.; outdoors in front of Goldwin Smith Hall.

• **July 29:** Featuring the tango; teaching and request dancing from 7 to 10 p.m.; outdoors in front of Goldwin Smith Hall.

Summer Sessions

The Ithaca Ballet will perform classical and contemporary dance on Aug. 3 at 7:30 p.m. in Barnes Hall auditorium. The performance is free and open to the public. Featured will be a classical Pas de Deux with Cindy Reid and Mike McClung, who most recently danced the Pas de Deux in *Sleeping Beauty*. Dancers also will present a revival of Megan Rose's piece "Blues in Pieces," as well as Elizabeth Van Vleck's and Larry Brantley's "Promenade," a wacky, theatrical dance and a send-up of the world of ballet.

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. and Wednesdays to 8 p.m. Admission is free. Telephone: 255-6464.

• "Byobu, Japanese Screen Paintings," drawn from the museum's collection, this exhibition presents folding screens from the Edo (1603-1867) and Meiji (1868-1912) periods, on view through Aug. 8.

• **Wednesday Artbreak Series:** On Aug. 4, Leslie Schwartz will present "Highlights of American Art" from 5:30 to 6:30 p.m.

• **Thursday Box Lunch Tours:** From summer in Ithaca to summer in Italy — come to the museum for half-hour tours of Italian works in the permanent collection. Then enjoy refreshments *al fresco* on the Sculpture Court. Noon, July 29 and Aug. 12.

• **Summer workshops:** "Slower by the Hour, Faster by the Week: A Spinning Workshop with Ed Franquemont," July 24, 10:30 a.m. to 4:30 p.m. A fee will be charged; call for information.

"From Palette to Palate: Food as Art with Antonia Demas" will be offered Aug. 8 from 1:30 to 3:30 p.m. Demas, a nutrition educator with an artist's background, will supervise the creation of artwork using fresh fruits and vegetables. Adults, with and without children, are welcome to participate. For

inspiration, a tour of paintings will be offered prior to the workshop. The fee of \$15 per person (\$13.50 for museum members) includes the food; registration is requested by July 30. Participants need to bring a plate, small cutting board, paring knife and a fork.

Costume Collection

Two evening dresses from the 1950s are on display through July in the Cornell Costume Collection showcase outside G19A MVR Hall.

films

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

Thursday, 7/22

A live screening and performance by animator Pierre Hebert and composer David Borden, 7:15 p.m.

"The Fisher King" (1991), directed by Terry Gilliam, with Robin Williams and Jeff Bridges, 10 p.m.

Friday, 7/23

"Apocalypse Now" (1979), directed by Francis Ford Coppola, with Marlon Brando, Martin Sheen and Robert Duvall, 7:15 p.m.

"Basic Instinct" (1992), directed by Paul Verhoeven, with Michael Douglas and Sharon Stone, 10:15 p.m.

Saturday, 7/24

"Why Did Bodhi Dharma Leave for the East?" (1991), directed by Bae Yong-Kyun, with Yi Pan-Yong, Sin Won-Sop and Huang Hae-Jin, 7 p.m.

"Basic Instinct," 9:50 p.m.

Sunday, 7/25

"The Fisher King," 9:55 p.m.

Monday, 7/26

"Why Did Bodhi Dharma Leave for the East?" 7:10 p.m.

"Basic Instinct," 10 p.m.

Tuesday, 7/27

"Hearts of Darkness: A Filmmaker's Apocalypse" (1991), directed by Eleanor Coppola, with Francis Ford Coppola and the cast of "Apocalypse Now," 7:15 p.m.

"Apocalypse Now," 9:30 p.m., \$2 off with "Hearts of Darkness."

Wednesday, 7/28

"Brother's Keeper" (1992), directed by Joe Berlinger and Bruce Sinofsky, 7:10 p.m.

"Groundhog Day" (1993), directed by Harold Ramis, with Bill Murray, Andie MacDowell and Chris Elliot, 9:50 p.m.

Thursday, 7/29

"A Funny Thing Happened on the Way to the Forum" (1966), directed by Richard Lester, with Zero Mostel and Phil Silvers, 7:30 p.m.

"Groundhog Day," 9:50 p.m.

Friday, 7/30

"Brother's Keeper," 7:20 p.m.

"Groundhog Day," 10 p.m.

Saturday, 7/31

"Smiles of a Summer Night" (1955), directed by Ingmar Bergman, with Ulla Jacobsson and Gunnar Bjornstrand, b&w, 7:15 p.m.

"Groundhog Day," 9:45 p.m.

Sunday, 8/1

"Blade Runner" (1982/1992 director's cut), directed by Ridley Scott, with Harrison Ford, Rutger Hauer and Sean Young, 9:50 p.m.

Monday, 8/2

"Maria Candelaria" (1943), directed by Emilio Indio Fernandez, introduced by Debra Castillo of romance studies, b&w, 7:15 p.m.

"Groundhog Day," 9:45 p.m.

Tuesday, 8/3

"Los Olvidados" (1950), directed by Luis Bunuel, with Alfonso Mejia, Roberto Cobo and Estela Inda, introduced by Antonio Monegal of romance studies, b&w, 7:20 p.m.

"Blade Runner," director's cut, 9:45 p.m.

Wednesday, 8/4

"A Time to Die" (1965), directed by Arturo Ripstein, with Marga Lopez and Jorge Martinez de Hoyos, introduced by Margarita de la Vega-Hurtado of the University of Michigan, b&w, shown with "An Island Surrounded by Water," directed by Maria Novaro, 25 min., 7 p.m.

"Glengarry Glen Ross" (1992), directed by James Foley, with Al Pacino, Jack Lemmon and Alec Baldwin, 10 p.m.

Thursday, 8/5

"El Mariachi" (1992), directed by Robert Rodriguez, with Carlos Gallardo, Reinol Martinez and Peter Marquardt, introduced by Chon Noriega

of UCLA, 7:15 p.m.

"Like Water for Chocolate" (1991), directed by Alfonso Arau, with Lumi Cavazos and Marco Leonardi, 9:45 p.m.

graduate bulletin

• **August degree deadline:** Friday, Aug. 20, is the deadline for completing all requirements for an August degree, including submitting the thesis/dissertation to the Graduate School.

• **Fall 1993 registration:** New students only on Monday, Aug. 23; new and continuing students on Tuesday, Aug. 24, and Wednesday, Aug. 25. Registration is in the lounge, Sage Hall, 8:30 a.m. to 4 p.m. Bring student ID card.

• **Fulbright grants for study abroad:** Applications available for the 1994-95 academic year; contact R. Brashear, director of Graduate Admissions, Sage Graduate Center, 255-3912. Applicants must be U.S. citizens; completed applications due mid-September.

lectures

Summer Sessions

"The Power of Ethical Management," Kenneth Blanchard, co-author of *The One Minute Manager* and chairman of Blanchard Training and Development Inc., July 28, 7:45 p.m., Statler Auditorium.

music

Summer Sessions

The following performances are part of six weeks of free concerts sponsored by the School of Continuing Education and Summer Sessions:

• **July 23:** Bluegrass music by Comerstone, Arts Quad, 7:30 p.m.

• **July 27:** Jennifer Mellits and the Cornell Contemporary Chamber Players will present a concert focusing on 20th century chamber music, including works by Cornell composers, on July 27 at 7:30 p.m. in Alumni Auditorium of Kennedy Hall.

Bound for Glory

• **July 25:** Caroline Aiken, a contemporary bluesy songwriter from Atlanta, will perform.

• **Aug. 1:** Cobbler's Apron will end the Bound for Glory season with its exciting, traditional Irish music, with lots of audience participation.

Three live sets at 8:30, 9:30 and 10:30 p.m. in the Commons Coffeehouse, Anabel Taylor Hall. Bound for Glory is free and open to the public and can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

The program will air albums from the studio Aug. 8, 15 and 22. Bound for Glory will start its 27th year of live folk concert broadcasts Aug. 29.

religion

Sage Chapel

Rabbi Lawrence Edwards, Jewish university chaplain, will give the sermon July 25 at 11 a.m., and The Rev. Robert L. Johnson, director of Cornell United Religious Work, will speak Aug. 1. Music by the Sage Chapel choir, under the direction of Daniel Stowe. Sage is a non-sectarian chapel that fosters dialogue and exploration with and among the major faith traditions.

African-American

Sundays, 5:30 p.m., Robert Purcell Union.

Catholic

Weekend Masses: Saturday, 5 p.m.; Sunday, 10 a.m., Anabel Taylor Auditorium. Daily Masses at 12:20 p.m. in Anabel Taylor Chapel. Sacrament of Reconciliation, Saturday, 3:30 p.m., G-22 Anabel Taylor Hall.

Christian Science

Summer testimony and discussion meetings at 7 p.m., Founders Room, Anabel Taylor Hall, on the following Thursdays: July 22 and Aug. 5.

Episcopal (Anglican)

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

Friends (Quakers)

Sundays, 9:45 a.m., adult discussion; 11 a.m.,

meeting for worship, Edwards Room, Anabel Taylor Hall.

Jewish

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

Reform: Fridays 6 p.m., chapel, Anabel Taylor Hall; Conservative/Egalitarian: Fridays, 6 p.m. Founders Room, and Saturdays 9:30 a.m. Founders Room, Anabel Taylor Hall; Orthodox: Friday, call 272-5810 for time, and Saturday, 9:15 a.m., Edwards Room, Anabel Taylor Hall.

Korean Church

Sundays, 1 p.m., chapel, Anabel Taylor Hall.

Muslim

Friday prayers, Founders Room at 1 p.m. Edwards Room at 1:25 p.m. Daily prayer, 1 p.m. 218 Anabel Taylor Hall.

Protestant Cooperative Ministry

Sundays, 11 a.m., chapel, Anabel Taylor Hall.

Sri Satya Sai Baba

Sundays, 10:30 a.m., 319 N. Tioga St. For details call 273-4261 or 533-7172.

Zen Buddhist

Thursdays, 5 p.m., chapel, Anabel Taylor Hall.

theater

Summer Sessions

The comedy *Bits and Pieces* will be performed by Ithaca's Kitchen Theatre Company on Friday, July 30, at 7:30 p.m. on the Arts Quad in front of Goldwin Smith Hall. The rain location is Alumni Auditorium, Kennedy Hall. The play is free and open to the public. This play will be performed instead of *Bride as Frankenstein*.

Written by playwright Corinne Jacker, *Bits and Pieces* won the Obie Award and was produced by the off-off-Broadway Manhattan Theatre Club. It is an inventive, off-beat play that tells the story of a young widow who sets out on a quest to find all the people to whom her late husband's body parts were donated.

Bits and Pieces is directed by Ithaca College Associate Professor Norman Johnson. The featured actress is Sarah Keith Chalmers, an acting major at Ithaca College.

miscellaneous

Alcoholics Anonymous

Meetings are open to the public and will be held Monday through Friday at 12:15 p.m. and Saturday evenings 7 p.m. in Anabel Taylor Hall. For more information call 273-1541.

Bloodmobile

The American Red Cross bloodmobile will be at Willard Straight Hall on Friday, July 23, from 10 a.m. to 4 p.m. Call 273-1900 for an appointment or walk in. Type-O blood is especially needed.

Computer Workshops

The following free workshops will be offered to the Cornell community this summer in the Stone Microcomputer Center in Mann Library. No registration is required; some workshops have prerequisites. Call 5-5406 for information.

• **Advanced Database Searching on ABI/Inspec, Agricola, BIOSIS and ERIC,** July 28, 2:30 to 3:30 p.m.

• **DIALOG's 140 Databases,** July 29, 10:10 to 11:10 a.m.

• **DOS Basic Concepts,** July 27, 10:10 a.m. to 12:10 p.m.

Cornell Cooperative Extension

To enhance your ability to go from the garden to the dinner table, Cooperative Extension offers a series of classes featuring local garden cookbook authors: Aug. 4, David Hirsch, author of "Moosewood Restaurant Kitchen Garden"; Aug. 11, Dorry Norris, author of *The Sage Cottage Herb Garden Cookbook*; Aug. 18, Jay Solomon, author of *Salsa and Other Condiments*. The classes meet from 7:30 to 9 p.m. at the Cooperative Extension Education Center. Fee is \$10 per class. Call 272-2292 to register.

Chronicle schedule

The final summer issue of the *Cornell Chronicle* will be published Thursday, Aug. 5. The deadline for calendar submissions is Monday, July 26. That calendar will include events taking place from Aug. 5 to Aug. 26.

The first issue of the fall semester will be published Aug. 26. Items for that calendar are due Aug. 16.

Enjoy the remainder of the summer!

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services

Open CRS Meeting Draws Approximately 200

—Nancy J. Doolittle

Introduction

On Monday, July 12, associate vice president for human resources Beth I. Warren and director of Employment Services Patricia Hutton held the fourth on-campus open meeting to discuss the Compensation Research Study (CRS). The purpose of this meeting was to engage in an open dialogue with members of the Cornell community around the questions, concerns and visions they might have about the study, now that all staff involved in the study have received letters of notification indicating their university job titles, the pay band their positions belong to, and any salary adjustments they may receive.

Beth Warren began the meeting by establishing a few "ground rules": namely, that the session would not be used to bring up specific individual situations that could be more effectively addressed with individual supervisors, but that staff with questions about a particular situation generalize their questions so that others in the audience could benefit from the answers; that the session be used as a critique and examination of the CRS system rather than of personalities, and that people treat each other with respect.

When she then asked, "How many in this room have negative feelings or concerns about the study?" and the majority of the audience of nearly 200 raised their hands, I thought, "Oh, we're in for it now." But a number of people also indicated that they felt either neutral or positive about the study, and as the meeting progressed, even those who felt negatively abided by the ground rules, asking penetrating, constructive, and substantive questions.

From my perspective (which, admittedly, is a University Human Resource Services perspective), the meeting went very well, with real issues raised and addressed. And since the majority of those attending indicated that they would welcome future similar meetings on a monthly basis, I can only assume that the rest of the audience felt the meeting to be worthwhile as well. Topics suggested included more general discussion on the Compensation Research Study, and issues such as supervisory education for staff and faculty, managed care, the Quality Improvement Process (QIP), and how a particular position is de-

termined to be overtime pay eligible or overtime pay ineligible. These meetings will be announced in the Bulletin Board section of *The Cornell Workplace*.

Today's article is meant to recap the July 12th meeting, as well as to answer some of the questions that we felt, on retrospect, to need a fuller explanation. As I mentioned at the end of the meeting, if there are other concerns that should be addressed in future issues of *The Cornell Workplace*, staff and faculty should feel free to send or Quickmail those to me. I would also welcome additional suggestions for topics staff and faculty would like to see addressed in future open community meetings.

The Appeals Process

The appeals process, noted Patricia Hutton, will take place in three phases:

July: staff and supervisors will talk with each other about the study results and about the issues, such as whether an up-to-date job description was used, that might justify an appeal.

August: appeals will be handled within each college or administrative unit. This will be an internal process, customized by each college or unit for its particular structure. At this point, an appeal may be found to not warrant further review. If the internal appeal mechanism supports the appeal, it will be forwarded to the university appeals panel.

September: appeals that are supported at the college/unit level will go to the university appeals panel for review and discussion.

What justifies an appeal?

Patricia Hutton noted that the primary reasons for appealing are:

1. an individual's job duties and responsibilities have changed but these updates were not captured during the many college and unit reviews that have been conducted over the past year;
2. the individual staff member or supervisor feels that the job title or job family to which the job was assigned is incorrect.

Why, after it took the university three years to do the study, are you giving staff and supervisors

such a short period, especially in the middle of the summer when so many people are on vacation, to review the study results and to decide whether or not to appeal?

The appeals period overall, Beth Warren pointed out, spans three months, and so is not as short as it appears. And the study does have to be completed, so that we as a university can go on from here to administer the new system. So there are real concrete and important reasons for not prolonging the appeals process. On the other hand, noted Beth Warren, we are not trying to railroad these results through, and if staff and supervisors feel that the summer months of July and August do not present enough time, they should talk to their college or division human resource representative or to a Steering Committee member, and if enough people believe that more time is needed, these dates can be adjusted by a few weeks.

In any case, any changes that are made as a result of the appeals process will be retroactive to June 24, 1993.

Who will be reviewing the appeals and can staff be present during the review of their appeal?

Patricia Hutton said that just as the process for appealing will vary from college to college, so will the people reviewing the appeals at the college/unit level. In some cases these will be the same people who were involved in the unit review process; in other colleges and units an appeals panel will be established that may include people not previously involved. At the university level, those who will be involved has not yet been determined. On the one hand, since those who are involved at this level will need to have an overall, university-wide perspective of the entire compensation system and of everything that has gone into this immense research project, it makes sense to maintain consistency and integrity across campus by including those who have already been involved with the study. The logical group in this instance are members of the Steering Committee, who previously have been involved in the overall policy and direction of the study, rather than with the actual evaluation of university job titles (which had been done by the Evaluation Committee). On the other hand, having some new people involved can give a fresh perspective.

In either case, staff will most likely not be present while any of their positions are being reviewed. (I would add, having been involved in processes of a similar nature, that this process is not like appealing a traffic ticket or like a government hearing, but is much more methodical, documentation-based, objective, and undramatic than the word "appeals" suggests.) Beth Warren noted, however, that it is expected that staff will be intricately *involved in* the appeals process—they will work closely with their supervisors to accurately update their job descriptions where needed and will be consulted by their supervisors, who will prepare the written documentation that supports the appropriateness of their appeal.

Administering the New Compensation Program into the Future

The new system differs from the old not only in its structure but also in the ways it will be administered. In the old system, colleges and administrative units made many of their own decisions in terms of hiring and promotions, but referred to University Human Resource Services as the final sign-off authority. By default, then, University Human Resource Services became a "policing" entity. Much confusion resulted, with the colleges and units saying that certain decisions came from central administration, and central administration saying that those decisions were recommended by the colleges and units.

The new system puts the decision-making responsibilities for compensation administration and for individual hiring and salary decisions where they belong—in the colleges and units, who know best what their organizations need in order to function effectively, and what their people do.

Beth Warren used Chart A (next page) to illustrate how this new administrative process will work.

The major decision-making functions will be done at the college/unit level (circle III), through the various dean's offices, department chairs, supervisors and staff. After a transition period for education and refinement of procedures, for each new job, this level will:

(continued on p. 2)

CRS Meeting

(continued from p. 1)

1. use the evaluation tools established by the Compensation Research Study to evaluate its new positions;
2. determine which university titles are appropriate for the new positions;
3. determine which salary band the new positions belong in.

(They will have the same responsibilities in terms of position enhancements, promotions, etc.).

In order to maintain the integrity of the new system campus-wide, and to ensure consistency in its administration, there will also be a cross-functional compensation monitoring team (circle II). The executive staff and the deans (circle I) will be more involved in the broad directions of Cornell's compensation program, looking at policy issues and new developments in how work is done and valued at Cornell. Such issues might include:

1. how do we recognize the changing nature of work due to technological and other developments?
2. how should Cornell deal with compression issues (see *The Cornell Workplace*, July 8, 1993 issue for a definition of compression) and develop strategies to address them?
3. should strategies for rewarding team as well as individual performance be developed?
4. how do we promote career development through our compensation system?

Circle IV, which has a "dotted line relationship" to the other three circles, is comprised of the staff in University Human Resource Services, who will be available for consultation, and who will do research and analysis, both of the external markets (salary surveys of different

professions, for example) and of the internal hiring and promotion patterns (to see that the new system is used as it was intended to be), and of national developments that might impact the compensation system. They also will continue to be involved in educating college and unit administrators and supervisors in the new system: how to use the evaluation plan, how to use the job profile book and the 6,000 list, what the policies are and how they apply to individual situations, how to write an accurate job description.

This new administrative process, Beth Warren explained, should fulfill three objectives:

1. putting ownership where it belongs, i.e., in the colleges and units;
2. engaging deans and vice presidents in the process of considering the broad financial and attitudinal impact of certain compensation policies and decisions, so that they are made with considerations both for what is best for their college or unit and for what is best for the university as a whole;
3. engaging the community rather than solely UHRS in considering compensation issues from a broad university perspective.

New Compensation Policies

To support this administrative process, a number of new compensation policies have been developed. These policies will be specifically delineated, defined, and distributed to the colleges and units in the coming weeks and will be formally available to the Cornell community at large through the *Human Resource Policy Manual* this fall. Beth Warren introduced the following broad concepts to indicate the directions in which these policies are moving.

1. **Promotions.** Promotions will be defined as movement from one wage band to the next. Each band will have a hiring zone, in which there will be a minimum and maximum for the salary offered at the time someone is hired into a position. These hiring zones will be based on market data. Salary offers will be within these hiring zones, and will be based on the candidate's qualifications, skills, and related experience, and the salaries, qualifications, skills, related experience, and performance levels of other staff in the college or unit and throughout the university whose positions have similar job titles. There will not be, as there is now, an automatic, but limited, five or ten percent increase in the salary of an internal transfer.

This change will mean that there will be a "level playing field" for internal and external candidates. Under current policy, external candidates may well be offered higher salaries than are allowed to internal candidates.

Will this change penalize the long-term employee, who under the current system at least can get the five or ten percent increase for a promotion? What would motivate a hiring supervisor to offer an internal candidate more than is absolutely necessary?

Beth Warren said that an educative process needs to occur, so that supervisors understand the benefits of sound hiring practices, where people are hired fairly and at their level of competency. The new system, which makes determining salaries consistently a matter of the market rather than a contrived but limited increase, will encourage these practices.

2. **Lateral movement** (or moving from one job to the next within the same pay band): Right now, if an internal candidate makes a lateral transfer, there is no increase in salary. Under the new system, again the salary would be determined by the market data, by the candidate's qualifications, skills, and related experience, and by the salaries of people with similar performance, experience, and qualifications holding similar positions within the college and the university. The candidate—either internal or external—would be hired within the hiring zone. There will be no minimum adjustment for making a lateral move.

As in the case with promotions, this change in policy is designed to help encourage career development and the acquisition of new skills and competencies so that Cornell has a flexible, finely honed workforce that will be able to respond to the many rapid changes that are occurring in the work world of the 1990s. (The internal candidate would need to have been in the previous position for a year in order to be considered for an increase, so that staff aren't encouraged to "job-hop" every couple of months, but are moving for real, developmentally sound reasons.)

What incentive would there be to hire an internal candidate at a higher level than a candidate you can get off the street?

Again, Beth Warren indicated that the competencies of the person being hired and the needs of the department for the duties and responsibilities expected should be considered, and not just salary level alone. For some jobs, the competencies and experience needed by the department or unit might be less critical, in which case hiring someone at a lower salary within the hiring zone might make sense. In other cases, the department or unit may need fairly advanced skills and competencies, which may justify offering a higher salary within the hiring zone.

3. **Position enhancement** (not moving from one position to another,

but when a staff member has been assigned a significant ongoing and substantive increase in responsibilities that will require greater judgment, discretion, ingenuity, and skill within the context of their current position): to recognize and encourage career development and professional growth, the new policies will allow supervisors or departments to increase the salaries of staff, up to ten percent of their current base pay, whose jobs have been authorized by their college dean or unit vice president to be significantly enhanced in terms of their duties and responsibilities.

4. **Other kinds of salary adjustments:** the new policies will allow for salary adjustments within a unit that might be appropriate for *internal equity*; for one-time payments that do not increase one's base pay to recognize *extraordinary accomplishment* over a specific period of time; for *acting appointment stipends* for over 30 days; and to help accommodate the differences in the costs of living that *working in some locations* across the country and around the world might entail.

Will we know what the hiring zones are?

So far, Patricia Hutton explained, we have published only minimums. Colleges and units are currently developing "control points" to ensure the consistent administration of salary offers within each college or unit.

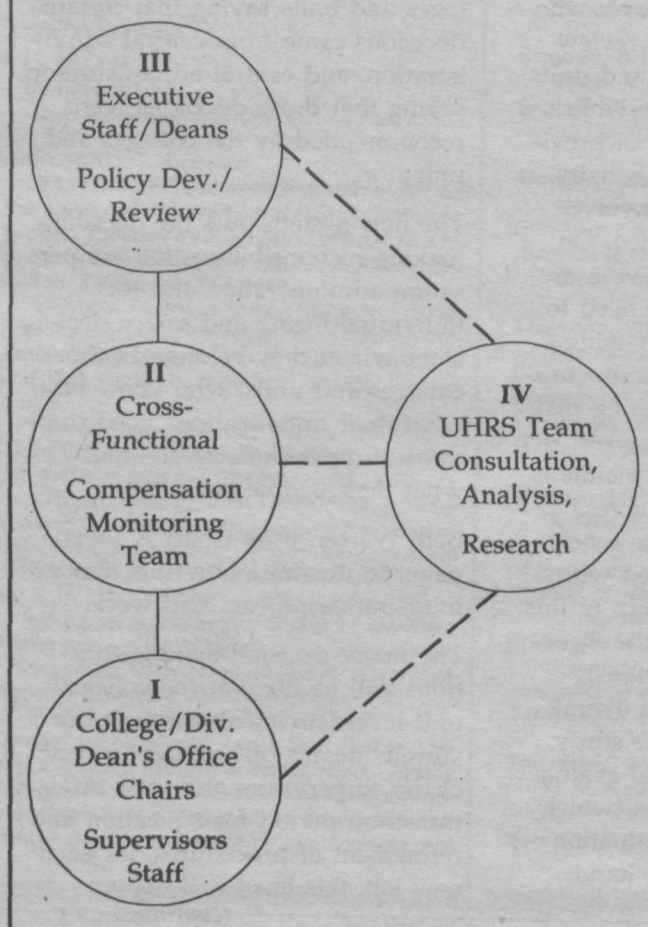
Conclusion

As mentioned at the beginning of this article, the session closed with a suggestions for topics for future open community meetings. Beth Warren strongly encouraged the participants to continue to read *The Cornell Workplace* for announcements of the future meetings, as well as for the ongoing articles addressing questions and new developments, not just in the Compensation Research Study but in the entire human resource arena.

There were quite a few participants at the end of the meeting who had raised their hands to ask questions but who had not had the opportunity to have their questions heard. So that others could keep their noon commitments, Beth Warren closed the meeting on time, but encouraged those whose questions had not been answered to stay to talk with her and Patricia Hutton and the Employment Services staff. Again, the number of people who wanted to share their concerns indicates the desire of the Cornell community to engage in the kind of dialogue these community meetings encourage.

I know from our subsequent conversations that Beth Warren was very encouraged by the level of the meeting's discussion overall and by the substance of the questions raised, and that she would like to thank all those who attended the July 12th meeting for their participation as we begin to implement this very important compensation program.

New Compensation Administration Process





THE

Bulletin Board

Room for Mothers Who Wish To Continue Nursing

When most of us think about the challenge of balancing work and family responsibilities, we probably think in terms of child care, elder care, errands and appointments, transportation needs, and dealing with the stresses that arise from having too much to do in too little time. But there is another aspect of this challenge that often goes unnoticed and unrecognized. In this day of dual career families, where it is often necessary for women to return to work shortly after being out on maternity leave—and when a woman might choose for a variety of reasons to continue to breastfeed her child—finding a place within a worksite that is appropriate for this natural and health way of feeding a young child is also challenging.

As part of Cornell's ongoing effort to support women who wish to continue nursing while working or studying on campus, the Family Member Care Committee, which is a subcommittee of the Advisory Committee on Work and Family Services, has identified several rooms on campus that are currently available:

Locations:

- A.D. White House, Room 214
- Baker Lab, B-59 Baker
- Day Hall, Room 445
- Phillips Hall, Room 218
- Olin Hall, Room 142

The above is only a partial listing of the space available, and some of these spaces are more private than others. Many other rooms have also been identified through the Family Member Care Committee. These rooms need screens to make their setting comfortable. If you have screens, and you would like to donate them to the program, or if you need a room in order to provide nursing care for your child, please call Work and Family Services at 255-3649.

CHRISP Sessions Scheduled

The next CHRISP sessions to be scheduled are:

Demographic module inquiry screens: Thursday, July 22, 1:30-4:00

Demographic module input/update screens: Tuesday, July 27, 1:30-3:00

Both sessions will be held in 163 Day Hall. Call Gina McLean (5-2534) to register.

Red Cross Blood Drive

There will be a Red Cross Blood Drive Friday July 23, in Willard Straight Hall from 10:00 a.m. to 4:00 p.m. Blood type "O" is particularly needed. To make an appointment, call 1-800-724-4483.

Cornell Youth Sports Day Camp

Participation in sports can greatly enhance both the physical and mental development of young children. Children between the ages of 8 and 11 are active, exuberant and possess a growing sense of independence. By experiencing a wide variety of sports, these children can gain self-confidence and self-esteem in a climate of teamwork and fairplay. Summer Sports Day Camp will allow children to develop camaraderie with their peers and to work with other children as a team. Our main goal is to foster learning in a fun, sports-oriented atmosphere where children receive positive feedback for their accomplishments and recognition for their participation.

Openings still remain for the week of July 26-30. The cost of the camp is \$95, which includes lunch in RPU each day and a free camp T-shirt. Apply now and as a university employee you'll receive \$10 off the regular fee! To apply or for information, stop by the camp office

at 103 Alberding Field House of call 255-7333.

University Summer Day Camp Update

Wait-List Applicants—We are accepting wait-list applications in the \$50, \$65, and \$85 income ranges. The camp is presently at full enrollment, but there are enrollment fluctuations every week that are filled from those on the wait list. Call Cindy at 255-3649 for more information.

Volunteer Counselors—The newly formed summer day camp at Risley Hall can provide your 13-to-16 year-old with a fantastic experience and wonderful preparation for the work force of the future. To apply call Tracy Durkee, camp director at 255-8679.

Tuition Reminder—Tuition for week 7 (August 9) is due Tuesday, July 27. Please send via campus mail to 130 Day Hall or use the drop box located in Risley Hall.

Weight Watchers at Work

The next series kicks off on Wednesday, July 28 with a registration and orientation meeting from 12:00 noon-1:00 p.m. and 1:00-2:00 p.m. in 250 Caldwell Hall. Members can join on Wednesday, August 4. For further information, call Lindy Sutter at 1-800-234-8080.

CAREER

Opportunities

Employment Services, 20 Thornwood Drive, Cornell University, Ithaca, NY 14850-1265 (607) 254-8370

- Cornell University is an equal opportunity, affirmative action educator and employer.
- Please note that some searches are limited to current Cornell University employees; external candidates will not be considered for these vacancies.
- Cornell University employees may apply for any posted position with an employee transfer application (available through University Human Resource Services). In addition to the transfer application, we recommend a resume and cover letter, specifying the job title, department and job number.
- Employment Services consultants are available by appointment to meet with employees to discuss career planning issues or concerns.
- Employment Services or the hiring department will acknowledge receipt of all materials by mail. Hiring supervisors will contact individuals selected for an interview by telephone, so it is helpful to include more than one telephone number.
- Interviews are conducted by appointment only.
- If you are currently available for employment, you may wish to consider temporary opportunities at the university. Please write to Karen Raponi, Temporary Services, 20 Thornwood Drive, Ithaca, New York 14850-1265.
- The Cornell Workplace, including Career Opportunities, can be found each week on CUINFO.

Please note the new format for "Career Opportunities," which reflects and supports the changes introduced as a result of the compensation research study. Posted positions are sorted by their *Job Family*, rather than by the "Professional," "Technical," "Office Professionals," etc., categories as was done in the past. The Job Family designation relates to a broad grouping of positions with common functions or skills sets.

For each position, the first title you will see will be the *working title* —the title designated by the department as representative of the responsibilities of the position. The title printed in italicized type underneath the working title is the *university job title*—the title that represents a group of highly similar positions which share similar responsibilities and education, skill and experience requirements.

Next to the university job title is the pay band to which the university job title is assigned. The annualized minimum salary for each pay band, and the minimum bi-weekly gross pay rate (assumes full time) are printed below for your reference. For each position posted, you will see the designation, "OPE" or "OPI" which will indicate whether the position is eligible for overtime pay (OPE) or not eligible for overtime pay (OPI).

Pay Band	Minimum Annualized	Minimum Bi-Weekly Gross
A	\$15,375	\$ 589.72
B	\$16,600	\$ 636.71
C	\$17,925	\$ 687.53
D	\$19,350	\$ 742.19
E	\$22,775	\$ 873.56
F	\$26,875	\$1,030.82
G	\$31,725	\$1,216.84
H	\$40,550	\$1,555.34
I	\$51,800	\$1,986.84

General service/bargaining unit positions, academic/faculty positions, and positions for the Boyce Thompson Institute are not included within the scope of the new staff compensation program. Please refer to the position listing for details on the position's pay rate, or contact the consultant/recruiter listed.

Academic Support

Extension Support Aide (PT7801)
Extension Support Aide; Band D; OPI
Family Life Development Center-Statutory
Posting Date: 7/22/93
Provide logistical, program and administrative support to the child protective

services training institute program managers and project director for all training programs. Plan, arrange and manage all logistics for conferences and workshops. Oversee registration for various projects. Develop and maintain communication file for potential consumers. Write, edit and assemble publicity materials. Respond to phone and mail inquiries.
Requirements: Associates degree; technical/vocational school degree required.

Bachelor's degree preferred or equivalent in education and experience. 2-3yrs. experience in training/academic environment. Strong oral communication and writing skills required. Send cover letter and resume to Sam Weeks.

Teaching Support Specialist I (PT7701)
Teaching Support Specialist I; Band D; OPI
Animal Science-Statutory

Posting Date: 7/15/93
Part-time Position
Provide support, assistance, and organization for animal science teaching activities. Respond to specific requests from faculty for laboratory course set-ups. Assist faculty and TA's with lab sections. Teach one or more sections. Prepare or provide reagents, animals, supplies and equipment for laboratory courses.
Requirements: Bachelor's degree or

equivalent in animal science required. 1-2yrs. laboratory experience required. Familiarity with animal science lab teaching requirements. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6705)
Research Support Specialist I; Band E; OPI

Nutritional Sciences-Statutory
Posting Date: 5/6/93

Take charge of running a lab involved in biopsychology (cognitive testing) research. Supervise and integrate the activities of 10-12 undergrads, grads and post docs. Participate in testing 100 animals daily. Troubleshoot the 11 computer operated testing chambers. Perform data management and analysis. Participate in designing experiments.

Requirements: BS degree or equivalent. Biopsychology background desirable. 2-3yrs. related experience. Be able to work under pressure and meet deadlines. Accuracy a must. Excellent interpersonal, communication and organizational skills. Ability to work independently and prioritize work. Supervisory experience helpful. Experience with computers for data analysis, knowledge of electronics and statistics are all desirable. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6306)
Research Support Specialist I; Band E; OPI

Food Science-Statutory
Posting Date: 4/8/93

Provide technical support to an extensive research project in the area of high pressure and/or extrusion processing of food and other related biomaterials.

Requirements: M.S. in food science/engineering or equivalent. Minimum 2yrs. of related experience. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6902)
Research Support Specialist I; Band E; OPI

Veterinary Pathology-Statutory
Posting Date: 5/20/93

Provide investigative assistance, technological support in biological and flow cytometry lab. Plan/execute experiments; supervise staff; and perform data analysis. Order supplies. Conduct literature surveys.

Requirements: BS degree or equivalent required. 2-3yrs. related lab experience required. Knowledge of related techniques to flow cytometry, biochemistry and tissue culture. Skills in interpersonal communications and supervision. Send cover letter and resume to Sam Weeks.

Administration

Administrative Assistant I (C7708)
Administrative Assistant I; Band A; OPE

JGSM-Endowed
Posting Date: 7/15/93

Responsible for maintaining, under supervision, the journal's subscription list by sorting and coding deposits, setting up new subscriptions, updating accounts, preparing invoices and mailing labels, and handling related correspondence.

Requirements: High school diploma or equivalent required. 6months-1yr. work experience required. Strong organizational, interpersonal and communication (written and oral) skills. Experience working with computers essential. Working knowledge of Macintosh preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Telephone/Word Processor (C7702)
Administrative Assistant I; Band A; OPE

Financial Aide/Student Employment-Endowed
Posting Date: 7/15/93

Perform office receptionist duties by providing information and referrals requiring routine/standard responses to inquiries, word processing and/or data input on computer. Other duties as assigned.

Requirements: High school diploma or equivalent required. 6 months - 1 year related experience required. Excellent organizational, interpersonal and communication (telephone) skills. Experience working with computers. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

SAC/Front Office Receptionist (C7613)
Administrative Assistant I; Band A; OPE

Veterinary Medical Teaching Hospital-Statutory
Posting Date: 7/8/93

Front Desk reception for the small animal clinic. Gather patient history/client information; operate computer terminal for medical records; discharge and cashiering of patients. Monday-Saturday, 39hrs/week.

Requirements: High school diploma or equivalent required. Some college or medical background desirable. Knowledge of medical terminology. 1yr. related experience strongly desirable. Strong organizational/interpersonal and communication skills. Able to work independently in an active, complex environment. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7301)
Administrative Assistant II; Band B; OPE

Continued Education and Summer Sessions-Endowed
Posting Date: 7/22/93 Repost

Provide administrative and accounting support; type 3,6,8 week status letters, faculty letters of understanding, and database records maintenance; winter session records maintenance and faculty letters; registration reconciliation for both summer session and winter session; reconciliation of statutory operating accounts and preparation of final reports; process academic appointments, payroll vouchers, accounts payable vouchers, and purchase orders.

Requirements: Formal training beyond high school diploma of 6 months - 1 year duration required. 1-2yrs. office and accounting experience required. Must be detailed oriented and highly accurate. Excellent typing skills necessary. Able to use IBM PC with WordPerfect and Lotus 123. Knowledge of DBase extremely helpful. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees include employee transfer application.

Assistant to Program Director (C6308)
Administrative Assistant II; Band B; OPE

Nutritional Sciences/CFNPP-Statutory
Posting Date: 7/15/93 Repost

Serve as assistant to the program director of Cornell food and nutrition policy program. Assume responsibility for all administrative tasks relating to director's activities in a program which conducts research and training activities in Africa, Asia, and Latin America.

Requirements: AAS degree or equivalent. 2-3yrs. of progressively responsible office experience. Excellent word processing skills (80+wpm). experience with technical manuscripts preferred. Software expertise with particular knowledge of WP 5.1, Lotus required. Quattro Pro, Notebook preferred. Working knowledge of IBM PC compatible equipment and DOS 3.1 + necessary. Proven ability to work independently, prioritize, take initiative, work under pressure, and work creatively under tight deadlines vital. Ability to work as team player, organizational and people skills a must. Experience with research office, international work, and fluency in a foreign language (French preferred) useful. Strong communication (written and verbal) a must. External applicants send cover letter and resume to Esther Smith. Employees include employee transfer application.

Administrative Assistant II (C7706)
Administrative Assistant II; Band B; OPE

Institute for Public Affairs-Endowed
Posting Date: 7/15/93

Provide overall administrative support for the institute for public affairs office. Organize and monitor application process and advise students of application status; maintain data base files; act as liaison between CIPA and the grad school; maintain calendar and perform all secretarial duties for the professional staff as needed.

Requirements: Formal training beyond high school diploma of 6months-1yr. 1-2yrs. job related experience or equivalent combination of education and work experience. Knowledge of Macintosh computers with familiarity in Microsoft Word, File, Excel, Filemaker Pro preferred. Excellent organizational, interpersonal and communication (written and oral) skills. Ability to work independently. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees send employee transfer application.

Secretary (C6601)
Administrative Assistant II; Band B; OPE

CISER-Endowed
Posting Date: 7/8/93 Repost

Part-Time Position
Cornell Employees Only

Provide clerical and administrative support to the CISER staff and members. M-F, 12pm-4pm.

Requirements: High school diploma or equivalent required. Formal training of 1-

2yrs. College coursework preferred. Position requires exemplary communication and interpersonal skills. Familiarity with C.U. accounting system. Computing experience to include extensive use of IBM PC, WordPerfect, and familiarity with mainframe basics is essential. Dbase III+ and basic knowledge of the Mac desirable. Medium typing. Send cover letter, resume, and transfer application to Esther Smith.

Administrative Assistant II (C7608)
Administrative Assistant II; Band B; OPE

Academic Programs and Campus Affairs-Endowed
Posting Date: 7/8/93

Part-time Position

Provide clerical and administrative support to professional staff of the public service center. 10months, 30hrs/week, until 5/31/94.

Requirements: Formal training of 6months to 1yr beyond High school diploma. Minimum 2yrs. relevant experience. Excellent interpersonal, organizational, and communication skills. Strong writing and editing skills. Knowledge of Macintosh computer desirable. Previous experience working with students. Knowledge of CU desirable. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7510)
Administrative Assistant II; Band B; OPE

Ornithology-Statutory
Posting Date: 7/1/93

Provide secretarial and administrative support to the director of education and information services and program staff, including drafting correspondence, answer telephones, arranging travel and coordinating meetings. Provide wordprocessing support for Living Bird magazine and other publications. Answer and screen calls related to ornithology from the general public. Coordinate publicity for Monday night seminars. Manage administrative aspects of Living Bird magazine including receipt of manuscripts and slides and payment for same. Monitor accounts and reconcile income and expenditures. Develop computerized applications for monitoring program activities.

Requirements: High school diploma with advanced secretarial training or equivalent. AAS in secretarial science preferred or equivalent work experience. Computer experience (Macintosh preferred) especially in wordprocessing and database management. Desktop publishing skills a plus. Excellent telephone and interpersonal skills required. Ability to work independently without close supervision required. Good organizational skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7503)
Administrative Assistant II; Band B; OPE

Institute for European Studies-Endowed
Posting Date: 7/1/93

Cornell Employees Only

Responsible for daily operations of Slavic and East European studies program. Coordinate and arrange program events, visitors, meeting, and conferences; serve as contact person for information/source/referral; special projects as assigned.

Requirements: High school diploma or equivalent required. Some college coursework preferred. Related office experience (1-2yrs), IBM computer skills (WordPerfect 5.1, Q&A data base). Some accounting skills and working knowledge of Cornell endowed accounting system helpful. Excellent interpersonal and organizational skills needed. Medium typ-

ing. Send transfer application, cover letter, and resume to Esther Smith.

Administrative Assistant II (C7809)
Administrative Assistant II; Band B; OPE

Economics-Endowed
Posting Date: 7/22/93

Receptionist for the department. Assistant to the department executive officer and director of undergraduate studies and internal accounts coordinator.

Requirements: Formal training beyond high school diploma of 6months - 1 year duration required. 1-2 years related experience required. Technical typing. Knowledge of IBM-PC using WordPerfect 5. Accounting experience. Heavy typing. External applicants send cover letter, resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C7508)
Administrative Assistant II; Band B; OPE

Engineering Dean's Office-Endowed
Posting Date: 7/1/93

Receptionist and administrative aide to the dean's office. Provide administrative support to the associate dean for college affairs, associate dean for research, and the executive assistant to the dean.

Requirements: Associate's degree or equivalent combination of education and administrative experience required. Excellent interpersonal, communication and organizational skills necessary as well as a strong desire to be of help and service to others. Macintosh computer experience required and familiarity with some or all of the following programs: Microsoft Word, Microsoft Excel, Pagemaker and Filemaker Pro. Applicants should have initiative, problem solving abilities, and exercise good judgment. High level of confidentiality required and Cornell experience highly desirable. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7505)
Administrative Assistant II; Band B; OPE

Nutritional Sciences-Statutory
Posting Date: 7/1/93

Part-time Position

Provide administrative support for a multinational research group; assist in overall management of office; design promotional literature and slides; compose correspondence; type and edit manuscripts and grants; order supplies; maintain accounts; other duties as assigned.

Requirements: AAS degree or equivalent required. 3yrs. office experience. Experience on Macintosh with experience in word processing (Microsoft Word), Spreadsheets (Microsoft Excel), automated references (End Note Plus), database management (Filemaker Pro), Presentation (Aldus Persuasion) and drawing and graphing (MacDraw and Cricket Graph) software strongly preferred as ability/willingness to learn new software package. Familiarity with electronic mail, knowledge of Cornell library system helpful. Work independently; oral and written communication and interpersonal skills required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7403)
Administrative Assistant II; Band B; OPE

Finance and Treasurer-Endowed
Posting Date: 6/24/93

Provide administrative and clerical support for several finance division functional areas, including financial management services and the vice president for finance and treasurer.

Requirements: Associate's degree

The Cornell Workplace

Mission of University Human Resource Services: "to advance the practice of human resource management in the Cornell workplace."

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WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services

Special Edition: 38th Annual Service Recognition Dinner Over 630 Participants Attend 1993 Service Awards

In recognition of the 126 staff who this year celebrated having worked at Cornell University for 25 years of credited service or more, 638 Cornell staff, retirees, administrators, members of the Employee Assembly and their families attended the 38th Annual Service Awards Dinner, held on June 8, 1993, in Barton Hall.

As usual, the Service Awards event began with a reception and dinner, followed by the presentation of gifts to the awardees, and ending with dancing to the sound of Joe McConnell's band. But this year, in keeping with its emphasis on wellness and health, University Human Resource Services requested that Cornell Catering make the reception festive but alcohol-free. Although some resistance to this change was expected, little disappointment in this change was expressed. This year also, to allow participants greater choice in their food selections, the dinner was served buffet-style. Staff from Cor-

nell Catering and from Facilities Design, Maintenance and Construction, custodians Michael Goodwin and Robert Joseph, and the Service Awards committee members planned and worked diligently to ensure that the dinner continue to retain the atmosphere of elegance and dignity for which this event is known.

Five 40-year awardees, ten 35-year awardees, twenty-seven 30-year awardees, and eighty-four 25-year awardees, representing a total of 3,460 years of service, were given special recognition. They were personally congratulated by President Frank H. T. Rhodes, Provost Malden C. Nesheim, Senior Vice President James E. Morley, Associate Vice President Beth I. Warren, Employee-elected Trustee Judy Vandermark and Employee Trustee Emeritus George Peter, and were given the traditional Cornell gifts appropriate to their years of service.

Also in attendance were 389 special guests, or staff who have worked at the university for 26 years or more but are not celebrating a fifth-year anniversary (i.e., they have worked 26-29 years, 31-34 years, 36-39 years, 41-44 years, etc.). Sixteen of these guests were retiring from the university. Taken together, the awardees and special guests total 36 more than last year, evidence of the fact that Cornell's workforce is getting older.

The Service Awards dinner is usually well attended by the families of awardees, largely because so many of these long-term employees come from families who have a generational history of working at Cornell. This year was no exception. Fred Ward, from the department of Animal Science, and his wife Marilyn Ward, from the Division of Nutritional Sciences, both celebrated 30 years of service. Fred Stone, Jr., from the Electric Shop, celebrated his 35th year; his cousin Doug Stone was a special guest with 42

years of service. Taken together, the total years of service that different members of Fred Stone's family have worked at Cornell is 186 years. Beverly Hastings, a 30-year awardee from Nutritional Sciences, and her family have a combined total of 153 years of service. William Coil, a 25-year awardee from General Stores, and his family represent 101 years of service. And Beverly Surine follows in the tradition of her father and grandfather in working at Cornell; she was a 25-year awardee this year from Nutritional Sciences.

This year the greatest number of awardees came from University Library (11), followed by the Experiment Station in Geneva (9); the Laboratory of Nuclear Studies (5); Computer Resources (5) and the Department of Biochemistry, Molecular and Cell Biology (5).

We print below the names of all awardees, and excerpts from the biographies that appeared in the 1993 Service Awards program booklet.

40-Year Awardees



Left to right: Sherman Tobey, Pat Underwood, Frank Olsefski, and Jerry Henderson

Joseph P. Buttino
University Development

As a child growing up in Cortland, New York, Joe worked with his father in the family fireworks business. He attended Cornell University by hitchhiking daily from Cortland, obtaining his degree in 1951 in Slavic languages. Coming from a large family that has spread out around the globe keeps Joe traveling, which he enjoys. Joe is said to have a computerized memory and from his years of ex-

perience, he is a vast resource of information on alumni and friends of the university. His service goes well beyond the campus and includes running errands for elderly people who need help.

Gerald L. Henderson
Agriculture Experiment Station - Geneva

Jerry likes spending his free time with his family. He and his wife recently moved to be closer to their daughter and her family. He also

visits his son in New York City and his wife's family in Germany. Jerry is proud of being part of a team that has successfully dealt with the great challenges they have been given.

Frank J. Olsefski, Jr.
Laboratory of Nuclear Studies

Frank supervises the experimental technical staff at the Wilson Synchrotron Lab. He first came to Cornell as a temporary worker and remembers when a 44-hour work-week was the norm. Over the past 40 years, his department has grown from 25 employees to over 200. He is proud of his advancement from a temporary employee to his managerial position. When away from work Frank enjoys fishing, hunting, and trap and skeet shooting.

Sherman H. Tobey
Facilities, Design, Maintenance, and Construction

After doing metal fabrication all day, Tobey is apt to go to his shop at home to work on mechanical and body restoration of an old car or perhaps rebuild a truck or trailer. When not in one of his shops, he likes camping, antique car shows and his five grandchildren. From

his years at Cornell, he remembers such things as tearing down Army barracks on West Campus in order to build housing, and gutting the old paper mill across from the Fall Creek House for Cornell storage. He also recalls a time when beer there was \$.10 a glass. While driving around campus he gets pleasure from seeing railings or fire escapes that he helped build over the years still in use. His greatest achievement was helping to build the speaker tower for graduation.

Jeannette H. Underwood
College of Veterinary Medicine

Pat, as she is known, with two sisters and a sister-in-law has given nearly a century of service to Cornell University. Even after her forty years here, she still considers Cornell her second home. As administrative manager, Pat especially enjoys the people with whom she works. Over the years, she has noticed the increase in the number of buildings and the decrease in trees and grassy open spaces. Since Cornell has grown so much over the years, Pat misses the family feeling that Cornell had when she began her employment at the university. Bowling, roller skating, and reading keep her busy outside of Cornell.

35-Year Awardees

Richard G. Cook
Campus Store

The Cook brothers, Richard and Robert, have together almost 70 years of service to Cornell. At home Richard likes to play the piano and do water colors of outdoor scenes, especially waterfowl. He is neat and meticulous in all he does and this includes his gardening. He enjoys planting trees, tending his rose bushes, general yard work and puttering. His reputation for good service in the Art and Engineering Department of the Campus Store has kept people seeking him out for special help with their problems.

Noel Desch
Materials Science Center

Noel remembers the devastating loss of the majestic elms and the construction of the Engineering Quadrangle, including the demolition of the ILR Quonset and other WWII buildings. Through his community involvement Noel has been active in improving the water quality of the lake. He has served the Town of Ithaca for 25 years, including 21 as an elected official. He has served six terms as town supervisor. In addition, he was one of the "founding fathers" of the Bolton Point Water Facility and the new \$35 million dollar intermunicipal sewage treatment facility. Noel also keeps active managing forest land and renovating old houses.

David L. Goddard
Animal Science

With grandchildren all over the country, traveling is one of Dave's favorite pastimes as well as fishing. He seems most interested in keeping busy whether at home or on the job. People who work with him describe a man dedicated to his work, always on the go, efficiently



First row, l to r: Charles Guyett, Ralph Lobdell, Bruce Myers, Frederick J. Stone, Jr.; second row, l to r: Walter Gutenmann, Dave Goddard, Richard G. Cook, Noel Desch

doing the work of two, quiet, never complaining, always going the extra mile to get the job done well and with a keen sense of humor.

Walter H. Gutenmann
Fruit and Vegetable Science

Walt performs analytical toxicologic research for his department. He does not like to talk about himself but he did inspire someone in his department to write the following:

Walt is an idea generator,
Efficient and bright,
And in doing research
Works day and night.

He fishes and gardens,
And raises bees,
And makes that syrup
From maple trees.

When not wood cutting
And chasing rabbits,
Ping pong and volley ball
Are among his habits.

And if we all had
Walt's appetite,
Farm surpluses would
Be gone overnight.

Charles W. Guyett
Life Safety Services

Charles recalls a time when Cornell had more of a close-knit feeling. The Guyette family has been well represented on campus. Charles' father, mother and brother have all worked here. In his spare time Charles enjoys traveling, camping, and hunting. He also has an interest in antique cars and antique shows. He enjoys seeing Cornell become a safer place because of his efforts.

Ralph H. Lobdell
Laboratory of Nuclear Studies

Ralph arrives at work before 7:30 a.m. and is constantly on the run between the Laboratory of Nuclear Studies, Wilson Synchrotron and Newman Laboratory throughout the day. His leisure time is spent in flower gardening, camping, boating, and fishing. He recalls football games on real grass, the Cornell Farm Days, and the coming of computers. He enjoys the challenge of making everyday decisions to keep

things running smoothly and being a team member of a world recognized laboratory.

R. Bruce Myers
Statler Hotel and Conference Center

Golf, hunting, motorcycle riding and gun collecting take up Bruce's time after hours. He was here when Alice Statler Auditorium was under construction and has been impressed by the growth of Cornell. He is proud of his part in the closing of the old, and opening of the new, Statler Hotel. He has worked for every dean of the Hotel School and every general manager of the Statler Hotel. Other than surviving a motorcycle accident and a boat sinking, his life has been fairly calm.

S. Dianne Prentice
Agriculture Experiment Station - Geneva

Dianne's work deals with pesticide contamination. She analyzes crops, feeds and fertilizers for pesticide residues. In her leisure time she rides horses (dressage), gardens, collects recipes, and cooks. Her lab mates look forward to her apple pies. In addition she works for Ganondagan, the only Indian historical park in the state.

Frederick J. Stone, Jr.
Facilities, Design, Maintenance and Construction

Over 185 years of combined service to this institution have been given by Fred, his father, two uncles and a cousin. Fred has three children, who until last year were all in college at the same time. He likes fishing, boating and hunting. He also enjoys great restaurants.

30-Year Awardees



First row, l to r: Marilyn Ward, Fred Ward, Kenneth Wayne Jennings, Beverly Hastings, Robert Burt; second row, l to r: Thomas Reitz, Robert McBride, Ann VanDeMark, Ken Livermore, Sally Clayton, Joyce Poyer; third row, l to r: Ben Macera, Lester Baldwin, Howard Aderhold, John Spencer

Howard C. Aderhold
Nuclear Science & Engineering Program

Lester H. Baldwin
Media Services

William L. Beck III
Facilities, Design, Maintenance and Construction

Robert F. Burt
Soil, Crop & Atmospheric Sciences

James R. Bush
Statutory College Fleet

Sally P. Clayton
Purchasing

Virginia W. Freeman
Industrial & Labor Relations

Beverly B. Hastings
Division of Nutritional Sciences

Carol F. Jackson
Cornell Cooperative Extension

K. Wayne Jennings
Residence Life

H. Thomas Kuntz
Animal Science

Elmer Lehman
Cornell Plantations

Kenneth G. Livermore
Horticultural Sciences - Geneva

Jack W. Lowe
Office of Sponsored Programs

Benjamin R. Macera
Facilities, Design, Maintenance and Construction

Robert W. McBride
Floriculture & Ornamental Hort.

Linda J. Petro
University Library

Joyce E. Poyer
Chemistry

Mary A. Pratt
Catherwood Library

Lloyd L. Quick, Sr.
Animal Science

Thomas F. Reitz
Laboratory of Nuclear Studies

Beatrice G. Rosenberg
Dean's Office, Arts & Sciences

Charles A. Smith
Plant Pathology - Geneva

John F. Spencer
Admissions Office

Ann M. Vandemark
Modern Languages & Linguistics

Fred J. Ward
Animal Science

Marilyn A. Ward
Division of Nutritional Sciences

25-Year Awardees



First row, l to r: Jennie Graham, Lois Bobbett, Joan Brink, Elizabeth Perenyi, Barbara Woolston, Beverly Surine, Suzanne Bury, Linda Jaynes, Mary Crawford; second row, l to r: Lydia Dutton, Virginia Marcus, Josephine Jaynes, Linda Quinlan, Karen Rhodes, Judi Eastburn, Barbara Stewart, Will Parker, Betty Hatch; third row, l to r: Earl Hartman, Arlene Smith, Gwendolyn Campbell, Beth Longcoy, Linda Teribury, Joy Wagner, David Terry, Shari McNeil; fourth row, l to r: Ben Williams, Liz Rightmire, Shirley Soule, George Trutt Jr., Winford Tanner, Bonita Peterson, Sandra Cooper, William Coil; fifth row, l to r: Joan Lord, Carol Straight, Janice Hatfield, Rosemary Saltsman, Robert Tucker, Larry Robinson, Santo Camobreco; sixth row, l to r: Steve Haner, Michael Kandrach, Gerald Minster Sr, Jim Doolittle, Richard Bennett, Tom Wakula, Fred Warner; seventh row, l to r: John Chase, Gerald Hall, Gordon Walden, Calvin Keech, Harry Orton

Theodore Banta III
Laboratory of Nuclear Studies

Richard D. Bennett
University Audit Office

Elaine R. Blackman
Avian & Aquatic Animal Medicine

Floyd M. Blanchard
Clinical Science Mastitis Control

Lois A. Bobbett
University Library

Joan M. Brink
University Library

Joyce S. Broadhead
Biochemical, Molecular & Cell Biology

Suzanne Bury
Cornell Cooperative Extension

Santo J. Camobreco
Veterinary College Administration

Gwendolyn P. Campbell
Accounting

Nancy M. Campbell
Agricultural Economics

Stephen G. Carpenter
Horticultural Sciences - Geneva

Judith A. Caveney
Biochemistry, Molecular and Cell Biology

John L. Chase
University Library

William A. Coil
General Stores

Sandra J. Cooper
Consumer Economics and Housing

Marguerite C. Crawford
University Library

James F. Doolittle
Cornell Information Technologies

Lydia P. Dutton
College of Arts & Sciences

Judith A. Eastburn
Soil, Crop & Atmospheric Sciences

Frank J. Feocco
Office of Sponsored Programs

Anna D. Geske
Council of the Arts

Mary K. Gloster
Continuing Education and Summer Sessions

John A. Gowan
Floriculture & Ornamental Horticulture

Jennie C. Graham
ILR Review

H. M. Grant
Biochemistry, Molecular and Cell Biology

Gerald D. Hall
Facilities, Design, Maintenance and Construction

Stephen M. Haner
Buildings Care

Earl R. Hartman
Veterinary College Administration

Betty J. Hatch
Payroll

Janice A. Hatfield
Cornell Cooperative Extension

Thomas E. Herson
I&LR Administration

Robert J. Hover
Care of Grounds

Robert J. Hutcheson
Veterinary Anatomy

Josephine P. Jaynes
University Library

Linda K. Jaynes
Cornell Information Technologies

Arthur S. Jensen
Farm Service - Geneva

Robert R. Julian
University Library

Calvin C. Keech
Care of Grounds

Helen D. Kelley
History of Art

Mary L. Kelly
University Library

Paul E. Kratzer
Care of Grounds

George A. Lahr III
Transportation Services

Dennis F. Lawrence
Plant Pathology

Betty J. Leete
Veterinary Medical Teaching Hospital

John M. Lewkowicz
Veterinary College Computer Facility

Beth I. Longcoy
Purchasing

Joan M. Lord
University Development

Gordon A. Mann
Buildings & Properties - Geneva

Rocco A. Marafioti
Food Science - Geneva

Virginia L. Marcus
Chemistry

Sharon L. McNeil
Soil, Crop & Atmospheric Sciences

M. J. Miller
Cornell Information Technologies

Gerald L. Minster, Sr.
Transportation Services

Harry E. Orton
College of Engineering

Mary J. Padbury
Biochemistry, Molecular and Cell Biology

William D. Parker
University Library

Elizabeth Perenyi
University Library

B. L. Peterson
Veterinary Diagnostic Laboratory

Victor P. Pollock, Jr.
CHESS

Linda C. Quinlan
University Library

Karen J. Randall
Biochemistry, Molecular and Cell Biology

Jonathan P. Repp
Avian & Aquatic Animal Medicine

Karen E. Rhodes
Soil, Crop & Atmospheric Sciences

Elizabeth A. Rightmire
Agricultural Economics

Larry A. Robinson
Cornell Information Technologies

Rosemary A. Saltsman
Laboratory of Plasma Studies

Arlene C. Smith
Chemistry

Shirley L. Soule
Agricultural Economics

Barbara B. Stewart
Floriculture & Ornamental Horticulture

H. Carol Straight
Division of Nutritional Sciences

Beverly J. Surine
Division of Nutritional Sciences

Winford R. Tanner
Laboratory of Atomic and Solid State Physics

Linda L. Teribury
Health Services

David E. Terry
Horticultural Sciences - Geneva

George I. Trutt, Jr.
Laboratory of Nuclear Studies

Robert E. Tucker
Cornell Information Technologies

M. Joy Wagner
President's Office

V. T. Wakula
College of Agriculture & Life Sciences

Gordon L. Walden
Statutory College Fleet

F. B. Warner, Jr.
Media Services

D. O. Watkins
Media Services

E. D. White
Animal Science

Frederic A. Williams - Retired
Boyce Thompson Institute

Barbara A. Woolston
Cornell Cooperative Extension

Geneva Awardees and Guests





Awardees and guests at the June 8th Service Awards dinner



At right: Geneva's Gerald Henderson, 40-year awardee, and his wife (left) Brigitte



M. Joy Wagner, executive assistant to President Frank H. T. Rhodes, talks with Theodore Warren, husband of Associate Vice President for Human Resources Beth I. Warren.



Marilyn and Fred Ward were both honored for 30 years of service to the university



Sherman Tobey, 40-year awardee, and his wife, Barbara



Employee Trustee Emeritus George Peter, at right, chats with two Service Awards dinner participants

equivalent required. 2-3yrs. related experience required. Excellent communication and organizational skills. Must exercise independent judgment and handle confidential material on a routine basis. Experience with personal computers required; knowledge of Microsoft Word, Microsoft Excel, Meeting Maker and Quickmail preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7810)
Administrative Assistant III; Band C; OPE

Neurobiology and Behavior-Endowed
Posting Date: 7/22/93

Cornell Employees Only

Provide accounting and administrative support for Section. Process APPS orders, prepare payroll, maintain computer databases, generate monthly financial reports. Assist with correspondence, grant renewals. Supervise 1 Administrative Assistant.

Requirements: Formal training in accounting beyond high school diploma of 6 months to 1 year duration required. 2-6 months to 1 year duration required. 2-4 years related experience. Knowledge of Macintosh desirable. Extensive Cornell accounting experience essential (statutory and endowed preferred). Eye for accuracy essential, ability to handle highly confidential information with discretion. Heavy typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C7808)
Administrative Assistant III; Band C; OPE

ILR Extension & Public Service, Rochester-Statutory

Posting Date: 7/22/93

Off-Campus Positions

Coordinate college credit certificate programs offered publicly and in-house at corporations by the Rochester District. Supervision of evening credit programs staff. Marketing coordination and planning for Rochester District (all programs). Write and design publicity, catalogs for credit programs. Medium typing.

Requirements: Formal training beyond high school diploma of 6 months to 1 year duration required. 2-4yrs. administrative aide experience required. Accurate typing, Macintosh skills preferred, A-V equipment knowledge, ability to accurately perform work involving many details. Good customer relations and telephone skills. Send cover letter and resume to Linda Donahue, Powers Building, 16 Main Street, Rochester, N.Y. 14614. Employees should include an employee transfer application.

Administrative Aide (C7802)

Administrative Assistant III; Band C; OPE

Board of Trustees-Endowed

Posting Date: 7/22/93

Important interface with senior administration and university trustees in meetings in Ithaca and New York. Coordinate facilities, food, travel, workpapers for trustees attending monthly meetings of executive and board committees and full board of trustees. Heavy typing.

Requirements: Formal training beyond high school diploma of up to 6months-1yr. duration required. 2-4yrs. executive and/or law office experience. Heavy use of Macintosh, using MS Word and Filemaker Pro, use of Federal Express and manual and electronic faxing. Excellent English language skills required. Must be self-organizer, challenged by several ongoing activities. Typing accuracy more important than speed. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Aide (C6709)

Administrative Assistant III; Band C; OPE

Computer Science-Endowed

Posting Date: 7/15/93 Repost

Assist 2 senior faculty in conduct of all aspects of their university work; assist in monitoring current research programs; implement leading edge information management technologies to organize administrative functions (WAIS, LATEX); coordinate administrative activities and software distribution for a large research group. Assist faculty and senior researchers in design and writing of scientific research grant proposals for submission to government and industry sponsors. Research and compile statistics, reports and correspondence for projects delegated by faculty supervisor. Manage budget (\$80,000) for LICs (Logic in Computer Science) annual conference. Function as electronic information management expert and consultant for

department administrative staff. Manage software distribution effort including documentation for a large software project. Use complex graphics and typesetting software for proposals, reports and manuscripts.

Requirements: A.A. degree or equivalent; 2-3yrs. related office experience. Demonstrated communication, interpersonal and public relations skills. Must be able to work without direct supervision; requires a high degree of autonomy in identifying and resolving problems and screening requests. Aptitude to learn complex computer system structure requiring programming skills and creativity. Demonstrated general administrative and organizational skills essential, including technical typing, writing skills. Scientific and accounting background desirable. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7707)

Administrative Assistant III; Band C; OPE

Cornell- in- Washington-Endowed

Posting Date: 7/15/93

Primary contact in Ithaca for the Cornell-in-Washington program and the American Studies program. Coordinate Ithaca activities of two programs working with students, faculty, staff and appropriate administrative offices.

Requirements: Formal training beyond high school diploma of 6months-1yr duration. 2-3yrs. secretarial/office experience. Familiarity with word processing/microcomputers (Macintosh). Strong communication and interpersonal skills. Excellent typing skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7003)

Administrative Assistant III; Band C; OPE

Biotechnology Program-Endowed

Posting Date: 7/15/93 Repost

Part-time Position

Provide administrative support to executive director of national agricultural biotech council. Handle correspondence; arrange travel; distribute reports and maintain computer databases. 20hrs/week, to be arranged.

Requirements: 2yrs. college coursework or Associates degree. 2-4yrs. administrative experience, including computer usage (preferably MAC). Must have excellent organizational and telephone skills. Research information via computer. Editing and writing a plus. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7607)

Administrative Assistant III; Band C; OPE

CRSR/Astronomy/NAIC-Endowed

Posting Date: 7/8/93

Share responsibility for the daily operation of the main business office of CRSR/Astronomy. Process academic and non-academic appointments, prepare payroll vouchers, verify paychecks and generally be responsible for the payroll process. Maintain personnel files. Act as key operator for photocopy machines and postage meter. Act as secretary to administrative director.

Requirements: Formal training beyond high school diploma of 6months-1yr. required. Solid word processing skills required. More than 2yrs. experience in a responsible office position, preferably at Cornell. Ability to handle a variety of sensitive documents and information maintaining their confidentiality. Excellent organizational and interpersonal skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7602)

Administrative Assistant III; Band C; OPE

John S. Knight Writing Program-Endowed

Posting Date: 7/8/93

Cornell Employees Only

Provide administrative support to director of the writing workshop and clerical support to six faculty. Responsible for maintaining office accounts and personnel records and for payroll and purchasing. Coordinate office and class schedule and conduct student enrollment in workshop classes.

Requirements: High school diploma or equivalent. At least six months experience with Cornell work environment. Experience with Cornell accounting, payroll, personnel, and on-line systems. Excellent computer skills, especially Microsoft Word, SuperPaint, and Works.

Excellent writing and interpersonal communication, ability to work closely with faculty and students and to work independently. Medium typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C7311)

Administrative Assistant III; Band C; OPE

Plant Breeding and Biometry-Statutory

Posting Date: 6/17/93

Provide extensive administrative and secretarial support to executive director, center director, and executive staff assistant of International Service for the Acquisition of Agri-Biotech Applications. Prepare complex reports; edit and finalize format of documents; compose correspondence; arrange travel; schedule appointments; assist in planning and coordination of events and in budget preparation; develop/maintain computer database; answer telephones and take messages; maintain telecommunications. M-TH, 8-4:30, F 8-3:30.

Requirements: Associates degree or equivalent required. 2-3yrs. experience in office environment using PC's or Mac's. Bilingual English/Spanish preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Executive Staff Assistant I (PC7612)

Executive Staff Assistant I; Band D; OPI

CRSR-Endowed

Posting Date: 7/8/93

Responsible for the administration of the SIRTIF IRS project office, including the preparation of monthly progress reports, tracking costs and progress, maintaining project documentation and assisting the project manager with review presentations and budget preparation.

Requirements: Technical or trade school or specialized training beyond high school but short of community college degree required. 2-3yrs. of job related experience required. Solid word processing skills. Experience with IBM PC or compatible hardware. Very good writing and communicating skills are essential. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant IV (C7013)

Administrative Assistant IV; Band D; OPE

Office of Equal Opportunity-Endowed

Posting Date: 7/8/93 Repost

Provide executive/administrative support to director, associate director and professional staff. Supervise daily office operations and two clerical staff. Position plays key role in team support of the unit's mission through organizing the logistics of the office's daily delivery of services, internally and externally. Perform advanced typing and editing including: correspondence, reports, brochures, minutes, etc. Perform all accounting functions, including payroll for staff and student employees, and assist in budget preparation/monitoring. Responsible for supervision, training and maintenance of Macintosh computer system and software.

Requirements: Associate's degree or equivalent combination of education and administrative experience. 3-5yrs. administrative work experience. First rate knowledge of Macintosh computers using Microsoft Word, Microsoft Excel, Pagemaker, and Filemaker Pro. Working knowledge of endowed accounting, student payroll and personnel processes. Supervisory experience required. High level of confidentiality Essential. Heavy typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrator II (PA7806)

Administrator II; Band E; OPI

Academic Programs/Ag and Life Sciences-Statutory

Posting Date: 7/22/93

Manage department budget, purchasing, and human resource operations. Process appointments, purchase orders, and payrolls. Maintain equipment and space inventory. Administer human resource policies and procedures. Monitor account balances and analyze expenditures. Serve as liaison with human resources, purchasing, accounting and maintenance and service departments.

Requirements: Associate's degree or equivalent in office administration or related area. required. 2-3yrs. experience (in statutory accounting at Cornell) preferred. Basic computer skills. Familiarity with human resource policies and procedures. Ability to handle confidential information and supervise accounts assistant. Send cover letter and resume to Cynthia Smithbower.

Assistant to the Director (PC7401)

Administrative Assistant V; Band E; OPE

C.U. Press-Endowed

Posting Date: 6/24/93

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

Requirements: B.A. degree or equivalent required. 3yrs. experience in publishing, preferably at a university press required. Excellent communication (verbal) skills. Basic computer skills. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Communications

Book Designer (PC7812)

Graphic Designer I; Band D; OPI

CU Press-Endowed

Posting Date: 7/22/93

Part-Time Position

Design books, jackets, covers, and miscellaneous form and cards. Handle production on books and jackets. Monday-Friday, 6hrs./day. Indefinite

Requirements: Associate's degree or technical/vocational school degree required. 1-2 years of book and jacket design experience required. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Graphic Designer II (PC7813)

Graphic Designer II; Band E; OPI

Plantations-Statutory

Posting Date: 7/22/93

Part-Time Position

Responsibilities include concept development, design, graphics, and layout support for publications, interpretive projects, and development mailing produced by Cornell Plantations. Generate imaginative concepts for projects (publications, development mailings, interpretive pieces), incorporating and understanding of pertinent criteria; e.g. purpose, audience, budget. Provide creative approaches to a variety of 2-D and 3-D design and layout needs, and contribute to the production process. Using computer assisted design and by free-hand, provide graphics and illustrations for publications and interpretive pieces. 20-24 hrs./wk to be arranged.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years of related job experience. Must be experienced with all aspects of design (typesetting, layout, mockups, etc.). Must be experienced in all aspects of production of Printed media (Printing procedures, mechanicals, camera-ready art, printer specs., etc.). Must be familiar with desktop publishing (e.g. PageMaker) and computer-generated graphics (e.g. Freehand). Individual must be creative, detail oriented, and able to meet deadlines. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Communications Specialist III (PA7812)

Communications Specialist III; Band F; OPI

Plantations-Statutory

Posting Date: 7/22/93

Take leadership for the development of plantations publications and communications programs and for providing an interface between plantations, the university, and the community. Ensure that the image of plantations created by publications, development mailings, interpretive pieces, and other communications is consistent with the educational mission and overall image of the organization. Establish a communications unit to provide a mechanism for exchange of ideas among communications staff and others. Work to develop effective relationships between Cornell Plantations and the university, the local community, and other external audiences. Explore ways to increase Plantations visibility with key audience groups.

Requirements: Bachelors degree or equivalent required. 3-5yrs. related job experience required. Must have extensive experience with all aspects of production of printed media, including desktop publishing, design, layout, and writing. Must also be experienced with the creation of displays and signage. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. Send cover letter and resume to Cynthia Smithbower.

Computers and Networks

Computing Administrative Assistant (C7101)

Office Systems Specialist II; Band C; OPE

Computer Science-Endowed

Posting Date: 6/3/93

Provide administrative and organizational support to the director of computing facilities and facilities staff. Provide problem resolution and front-line response and tracking for all problems and requests from faculty, staff, and students to the computing facilities support group. Organize and maintain computer accounts, inventory records, and computer backup tapes for the computer science departments computing facility, consisting of approximately 300 users on 200 departmental workstations and servers. **Requirements:** Associate's degree or equivalent required. Minimum 3yrs. experience with computer systems is essential, and experience with a multi-user system such as the UNIX operating systems is extremely valuable. Familiarity with standard editing, printing, and text processing tools. Medium typing. High level of general administrative and organizational skills is essential. These should include demonstrated initiative and problem solving abilities, the ability to evaluate and act on varying priorities, technical typing, and the ability to run a small documentation library. Experience in computer operations such as account maintenance, file backup and recovery, and on-line documentation maintenance is extremely valuable. External applicants send cover letter and resume to Esther Smith. Employees include employee transfer application.

Consultant/Advisor II (PC7601)

Consultant/Advisor II; Band E; OPI

University Registrar-Endowed

Posting Date: 7/8/93

Under general supervision, provide analysis, written documentation and training for modifications and maintenance involving a large scale, on-line administrative database and related interactive systems in the office of the university registrar. Maintenance of user access to this system throughout the university and system security will be directly related to all projects. Act as office systems coordinator/network administrator.

Requirements: Bachelor's degree or equivalent with computer related courses. Working knowledge of UNIX/AIX and Macintosh networks. 2-3yrs. related experience preferably in higher education student services, consulting or systems analysis. Strong analytical skills, systems orientation and a pro-active service attitude essential. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Program Analyst Senior (PT7803)

Program Analyst Senior; Band F; OPI

CISER-Endowed

Posting Date: 7/22/93

Provide systems programming and systems support for numeric data files of the CISER data archive. Responsible for applications programming in the development, optimization, and the maintenance of software to support ant interface to text and numeric data files using microcomputers, workstations, and mainframe interface. Create guides and documentation for systems work.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. related experience. Knowledge of UNIX/AIX, C, C++, VM/SP, CMS, IBM DOS necessary. SAS, FORTRAN desirable. Work as part of a team, communicate effectively. Send cover letter and resume to Sam Weeks.

Consultant/Advisor III (PT7603)

Consultant/Advisor III; Band F; OPI

Fruit and Vegetable Science-Statutory

Posting Date: 7/8/93

Provide broad computing support for faculty, staff and grad students including troubleshooting, repair, purchasing, installation and training. Administer the department's Ethernet LAN running Netware 3.11. Develop and manage applications and strategies to enhance administrative functions within the department. Provide advice on the design and analysis of agricultural experiments; and on the potential of new technology. Serve as a liaison with CIT and the biometrics unit.

Requirements: BS degree or equivalent in an agricultural related field with coursework in statistics. 2-3yrs. related experience in computer administration and support. Proven ability to communicate with users with a wide range of computer skills. Ability to prioritize numerous tasks. Capable of troubleshoot-

ing, replacing/installing drive systems, RAM memory, power supplies, etc. Experience with PC and Mac Hardware. Experience with DOS, Microsoft Windows, Macintosh System 7 OS. Software experience with word processing, spreadsheets, databases, statistical analyses and communications. Familiarity with design and implementation of LAN. Novell Netware 3.11 experience highly desired as is practical experience in the design and analysis of agricultural experiments. CMS and UNIX experience desirable. Send cover letter and resume to Sam Weeks.

Finance/Budget/Planning

Night Auditor (C7811)

Accounts Representative II; Band B; OPE

Statler Hotel-Endowed

Posting Date: 7/22/93

Cornell Employees Only

Responsible for reviewing, verifying and recording revenue for the entire hotel. Utilizes the property management system to generate all necessary reports required by management. Performs duties of a front desk clerk. Flexible 11:00pm - 7:00am and weekends.

Requirements: High School diploma or equivalent required. An Associate's degree in bookkeeping or accounting preferred. One-Two years in a similar job preferred; knowledge of computers required. Send employee transfer application, cover letter and resume to Esther Smith.

Accounts Representative II (C7801)

Accounts Representative II; Band B; OPE

Payroll-Statutory

Posting Date: 7/22/93

Provide a broad range of administrative/organizational support to coordinator for tax reporting and account reconciliation. Primary duties include control and maintenance of garnishees, other state tax withholding/tax payments, preparation of federal and state tax payments, federal levies, auto allowances, and special projects.

Requirements: High school diploma or equivalent required. Associates degree or equivalent preferred. 1-2yrs. experience with accounting/administrative/clerical support. Excellent interpersonal and organizational skills. Macintosh or PC computer skills desirable. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Financial Aid Assistant I (C7701)

Financial Aid Assistant I; Band B; OPE

Financial Aid/Student Employment-Endowed

Posting Date: 7/15/93

Respond to inquiries from students, parents, staff, scholarship donors, and lenders regarding student's financial aid and bursar bills. Other duties as assigned.

Requirements: Formal training beyond high school diploma of 6 months - 1 year required. 6 months - 1 year related experience required. Excellent organizational, interpersonal, and communication (written and oral) skills. Experience working with computers. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Human Resources

Administrative Assistant (C7709)

Human Resource Assistant II; Band B; OPE

University Human Resource Services-Endowed

Posting Date: 7/15/93

Provide office support for Human Resource Relations and Development. Provide general clerical assistance for calendar and QIP programs, materials design, development and preparation; provide general reception and office support function. Responsible for the coordination and response to a variety of inquiries from staff and faculty regarding staff development programs, QIP activities, and employee relations issues.

Requirements: Formal training beyond high school diploma of 6months-1yr. 1-2yrs related experience required. Excellent communication, word processing, and interpersonal skills. Must be able to work independently on multiple concurrent projects while demonstrating initiative and problem-solving skills. Experience with Macintosh computers, Microsoft Word, Excel and Filemaker essential. Ability to handle confidential information with discretion. Medium typing. External applicants send cover letter and resume to

Esther Smith. Employees should include employee transfer application.

Library/Museum

Serials Assistant (C7805)

Collections Assistant II; Band B; OPE

Physical Sciences Library-Endowed

Posting Date: 7/22/93

Part-time Position

Manage the serials collection in the physical sciences library. Provide information services to library users. Monday-Friday, 20hr/week.

Requirements: Formal training beyond high school diploma of 1-2yrs. duration; 2yrs. college coursework or associates degree required. 6months-1yr previous library experience desired. Demonstrated ability to interact with all levels of the academic environment. Good interpersonal skills. Must be able to handle large amount of details effectively with out supervision or quality checking. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Serials Assistant (C7604)

Technical Services Assistant II; Band B; OPE

Physical Sciences Library-Endowed

Posting Date: 7/8/93

Part-time Position

Coordinate preservation, conservation, and binding activities in the physical sciences library. Provide information services to library users. 20hrs/week.

Requirements: Formal training beyond a high school diploma of 1-2yrs. 2yrs. of college coursework or associate's degree required. Ability to work in a changing environment with constant interruption. Ability to communicate effectively with staff and public required. Ability to work with all levels of the academic community. Attention to detail. Familiarity with computers required. Previous library experience (especially with NOTIS) desired. Minimum of 2yrs. academic experience required with some coursework in the physical sciences preferred. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Night Supervisor, Current Awareness Manager (C7803)

Public Services Assistant III; Band C; OPE

Hotel Administration-Endowed

Posting Date: 7/22/93

Part-Time Position

Independently oversees library circulation/reserve services during evenings and on weekends. Establishes and maintains a high level of cordial, cooperative service to library patrons. Manages current awareness program interlibrary loan (lending), and assists with the maintenance of stacks and periodical shelves. In the absence of other staff is responsible for all library operations and facilities, including shared responsibility of closing binenkorb microcomputer center on evenings and weekends.

Requirements: Formal training beyond high school diploma of 1-2yrs; 2yrs. college Coursework or associates degree required. 1-2yrs. previous library, public service and/or supervisory experience required. Medium data entry/typing is required. Experience with work-processing program is required., Working experience with basic office machines. Strong interpersonal and communication skills required. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7611)

Administrative Assistant III; Band C; OPE

Library Public Affairs/University Libraries-Endowed

Posting Date: 7/8/93

Provide executive secretarial and administrative support for the director of development and public affairs. Communicate with donors daily via professional correspondence and telephone conversations. Manage gift recording, accounting and correspondence. Produce account reports. Coordinate Macintosh network providing hardware and software consultation. Prioritize and manage office work flow in a high pressure situation.

Requirements: Formal training beyond high school diploma of 6months to 1yr required. 2-4yrs. related experience. Excellent command of grammar, punctuation and composition skills. Good interpersonal and communication skills. Broad Macintosh experience with knowledge of Word, Filemaker, Excel, and Pagemaker. Ability to handle confidential information. Development, public affairs, and library experience desirable.

Ability to occasionally work overtime. Must be able to work on difficult projects under the pressure of time and accuracy demands. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Print Room Assistant (C7609)

Collections Assistant IV; Band D; OPE

Johnson Art Museum-Endowed

Posting Date: 7/8/93

Part-time Position

Be responsible for assisting the curator of prints, photographs, and drawings with accessioning works of art, teaching, organizing exhibitions, overseeing installation, conservation, and research projects. Maintain departmental records and paperwork as requested. Monday-Friday, 8:30-5:00pm. Appointment until 5/96.

Requirements: Bachelor's degree or equivalent in art history required. Minimum 1yr experience in a museum/curatorial setting; preferred experience with prints and graphic arts. Previous teaching experience highly preferred. Excellent communication (verbal and written) skills. Proficiency in Macintosh software highly preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Copy Cataloger (C7605)

Technical Services Assistant IV; Band D; OPE

Central Technical Services/University Libraries-Endowed

Posting Date: 7/8/93

Create machine-readable bibliographic and authority records in the library computer system (NOTIS) based on library of congress or other acceptable copy. Perform pertinent authority work. Responsible for shelving, adding volumes, database management and other cataloging tasks as assigned.

Requirements: Bachelor's degree or other formal training program of 4yrs. At least 1yr of previous work experience in the libraries, especially in technical services. Consistency in and aptitude for detailed work. Strong interpersonal and organizational skills. Reading knowledge of at least one foreign language. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Senior Evening Circulation Assistant (C7501)

Public Services Assistant IV; Band D; OPE

ILR Catherwood Library-Statutory

Posting Date: 7/1/93

Temporary Position

Responsible for evening and/or weekend operation and security of the library; share in regular desk services, reserve processing, and collection maintenance activities of the circulation unit. Set up and maintain circulation/reserve collection using NOTIS online system. Assist in overall management of the circulation unit.

Requirements: Bachelor's degree or equivalent combination of formal training and public service experience of at least 1-2yrs required. Supervisory experience necessary. Strong organizational and interpersonal skills required. Medium typing. Send cover letter and resume to Karen Raponi.

Coordinator for School/Children's Programs (PA7811)

Museum Associate I; Band F; OPI

Johnson Art Museum-Endowed

Posting Date: 7/22/93

Part-Time Position

Develop, teach, document, and evaluate the museums programs for area schools and community children and families. Promote programs with educators. Develop and instruct workshops for teachers. Establish workshop and program timetables. Develop exhibition-related lesson plans for targeted age groups. 10 months, flexible nights and weekends.

Requirements: Bachelors degree or equivalent in art history, fine arts, museum studies or related field required. 2-3 yrs. full-time teaching experience in museum environment required. General knowledge of art history including prior art history coursework mandatory. Excellent communication skills, both oral and written. Experience in grant planning and writing strongly preferred. Working knowledge of Macintosh computers necessary. Must be able to start by 9/1/93. Send cover letter and resume to Cynthia Smithbower.

Public Affairs

Public Affairs Officer I (PA7808)

Public Affairs Officer I; Band E; OPI

Lab of Ornithology-Statutory

Posting Date: 7/22/93

Coordinate Lab's Capital Campaign activities, including identification, cultivation and solicitation of prospect donors. Manage the lab's prospect donor tracking system & liaison with Cornell's public affairs/development systems. Assist with the planning, development and implementation of the lab's public affairs program. Develop & manage the corporate & foundation sponsorship program. Provide leadership for new program development including donor recognition events & dedications.

Requirements: Bachelor's degree required. 2-3 yrs. fundraising & development experience, preferably with Cornell or other institution required. Excellent writing, grammar & proofreading skills. Familiarity with computers & word processing skills. Time management skills & refined organizational skills. Able to work well with a wide range of people. Able to motivate people and work creatively with volunteer-team players. Willingness to travel. Sincere interest in promoting the goals of the lab. Send cover letter and resume to Cynthia Smithbower.

Director of Alumni Relations (PA7802)

Alumni Affairs Officer II; Band F; OPI

Johnson Graduate School of Management-Endowed

Posting Date: 7/22/93

Responsible for developing, implementing and marketing the alumni activities for the Johnson School. Schedule and plan the School's Lifelong Learning programs at 6 metropolitan locations, Johnson Club events, combined Johnson and Cornell Club events, faculty lectures, Reunion, Homecoming, receptions and other programs for alumni and friends both on and off campus. Seek corporate support to sponsor events, when appropriate.

Requirements: Bachelor's degree or equivalent combination of education and experience required. 3-5yrs. experience in university alumni and donor relations. Strong interpersonal skills. Excellent writing and communication skills. Experience with maintenance/use of computer-based records and good organizational skills. Self-motivation and the ability to work independently essential. Must be able to use discretion in the handling of confidential information. Send cover letter and resume to Cynthia Smithbower.

Regional Associate I (PA7702)

Regional Associate I; Band G; OPI

Public Affairs Regional Office-Endowed

Metropolitan New York Office

Posting Date: 7/15/93

Off-Campus Position

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

Requirements: Bachelor's degree or equivalent required, preferably from Cornell. 2-3yrs. experience in public affairs related activities such as recruitment and training of volunteers is desirable. Communication and planning skills necessary. Macintosh experience preferred. Send cover letter and resume to Cynthia Smithbower.

Services/Facilities

Supervisor Facilities II (PA7701)

Supervisor Facilities II; Band E; OPI

Facilities Design, Maintenance and Construction-Endowed

Posting Date: 7/15/93

Coordinate the collection, dissemination, organization, and maintenance of information for square footage for all Cornell buildings and properties on and off campus. Design, integrate, and maintain a geographic information system.

Requirements: Associate's degree in architecture, interior design, construction, or equivalent job related experience, or technical/vocational school degree required. 3-5yrs. experience in architectural/engineering environment. Working knowledge of GIS, computer systems and database management necessary. Excellent organizational, interpersonal, and communication skills. Must have and maintain a valid driver's license. Send cover letter and resume to Cynthia Smithbower.

Student Services

Dining Supervisor (PA7809)

Dining Associate I; Band E; OPI

Campus Life/Dining-Endowed

Posting Date: 7/22/93

Supervise the daily operations of a dining unit and/or retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years related experience required. One year food service supervisory experience preferred. Some knowledge of food service and health codes desirable. Basic computer skills and point of sale systems preferred. Send cover letter and resume to Cynthia Smithbower.

Collection Officer (PC7704)

Student Service Associate I; Band E; OPI

Bursar's Office-Endowed

Posting Date: 7/15/93

Supervision and coordination of centralized collection program for delinquent student accounts and student loan accounts. Provide supervision for four full-time staff members, develop work plans, policies and procedures, and provide training for collections effort. Initiate direct collection activities, including researching accounts, skip tracing, and communicating with debtors via the telephone and in writing. Ensure due diligence requirements are kept current and are followed. Position requires the ability to effectively represent the university's position to debtors with diplomacy and tact. Prepare statistical progress reports. Job requires 11:30 to 8:00pm shift on Mondays, 8am-4:30PM Tuesday-Friday.

Requirements: Bachelor's degree or equivalent required. 1-2yrs. related experience. College or university collections helpful. Ability to interpret and implement state and government loan regulations and to prepare statistical reports. Strong supervisory skills required, and the ability to represent the university's position to debtors with diplomacy and tact. Microcomputer skills necessary. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Residence Hall Director (PA7803,4)

Student Services Associate I; Band E; OPI

Campus Life-Endowed

Posting Date: 7/22/93

12month, live-in position. Overall administrative and programmatic responsibility or a residential complex of 500 students and supervision of 14 resident advisors, a programming assistant and a fitness center manager. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Bachelor's degree or equivalent required. Master degree in student development or personnel administration, counseling or related field preferred. 1-2yrs. previous residence life and supervisory experience preferred. Desire to work in a collegial atmosphere, to be actively engaged with students, faculty and university staff. Strong organizational skills are essential. Send cover letter and resume to Cynthia Smithbower.

Production Chef (PA7801)

Chef I; Band E; OPI

Statler Hotel-Endowed

Posting Date: 7/22/93

Responsible for the food production prep for the statler hotel's food and beverage outlets and the supervision of the student production staff.

Requirements: Associate's degree in culinary arts or equivalent experience in a similar position; ability to train and supervise people effectively; good organizational skills. 5-7yrs. experience required. Send cover letter and resume to Cynthia Smithbower.

Assistant Director Student Activities (PA7810)

Student Services Associate II; Band F; OPI

Student Life Union-Endowed

Posting Date: 7/22/93

Oversee day-to-day workings of reservations office; advise student programming boards and develop and administer their budgets in conjunction with student volunteers. Program development & implementation, contract negotiation, major event planning. Develop, interpret & administer university & developmental policies & procedures related to activities on the Cornell campus. Some nights

and weekends.

Requirements: Bachelor's or equivalent required. Masters degree preferred. 2-3 years related experience required. Must be innovative, creative, highly flexible, organized & enthusiastic. Excellent written & oral communications skills. Experience negotiating entertainment contracts highly useful. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Operations/Marketing (PA7805)

Student Services Associate II; Band F; OPI

JGSM/Career Services-Endowed

Posting Date: 7/22/93

Responsible for operation of the on-campus recruiting/marketing program. Assist in developing marketing strategies to attract companies to campus and to develop broad and deep relationships between them and the Johnson school. Provide technical support and expertise to upgrade career-related computer service to students and staff.

Requirements: Bachelor's degree or equivalent required. Master's degree and/or student counseling background preferred. 2-3yrs. experience in a placement or corporate setting. Knowledge of careers/industries/function pursued by MBA's preferred. Excellent organizational supervisory and communication skills. Willing to work evenings during the recruiting season. Familiar with Macintosh and software packages. Send cover letter and resume to Cynthia Smithbower.

Assistant Director of Career Services (PA7807)

Student Services Associate II; Band F; OPI

Hotel Administration-Endowed

Posting Date: 7/22/93

Assist in the overall administration of the career services office, including, but not limited to, industry/alumni relations, career counseling, on-campus recruiting, and the industry residency program. Coordinate career development workshops. Assist undergraduate students, graduate students, and alumni with career development needs. Act as the primary contact concerning career development for the professional master's degree students.

Requirements: Bachelor's degree required. Master's degree preferred. Cornell University, School of Hotel Administration degree desirable. Hospitality industry experience and previous experience working directly with college-level students in a counseling role highly desirable. Past supervisory experience preferred, as well as experience in human resources, training, and conducting/coordinating career development workshops. A strong team orientation is essential, with excellent interpersonal, organizational and written skills required. Computer literacy required. Knowledge of Macintosh preferred. Send cover letter and resume to Cynthia Smithbower.

Technical

Technician I (T7804)

Technician I; Band A; OPE

Biochemistry-Statutory

Posting Date: 7/22/93

Part-Time Position

Prepare culture media. Order supplies and equipment. Follow radiation safety precautions and perform lab inspections. Maintain strains, plasmids and equipment. 25hrs/wk.

Requirements: Formal training beyond high school of 6months-1yr required, including radiation safety courses. 6months related experience. Send cover letter and resume to Sam Weeks.

Technical II (T7602)

Technical II; Band B; OPE

Food Science-Statutory

Posting Date: 7/8/93

Provide support for dairy research projects. Perform routine chemical and physical analyses of dairy products. Use Lotus 1-2-3 for computer entry and summarization of data. Provide general lab maintenance including clean-up, wash glassware, and prepare reagents.

Requirements: Formal training beyond high school diploma of 1-2 yrs., 2 yrs. college coursework of Associate's degree in Dairy Technology or Food Science required. Minimum 1 year related experience, course and lab class, training in routine dairy product analyses (i.e. Kjeldahl, Babcock, Mojonnier). Send cover letter and resume to Sam Weeks.

ICU Veterinary Technician (T5612)

Veterinary Technician; Band B; OPE

Veterinary Medical Teaching Hospital-Statutory

Posting Date: 2/18/93

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to veterinary students assigned to ICU duty. Maintain and monitor critically ill patients (IV fluids, drug therapy, life sustaining equipment, and vital signs). Rotating shifts.

Requirements: A.A.S. in animal health technology, NYS licensure or eligibility. Experience working with small animals and an interest in teaching critical care. Send cover letter and resume to Sam Weeks.

Technician III (T7805)

Technician III; Band C; OPE

Plant Breeding and Biometry-Statutory

Posting Date: 7/22/93

Prepare plant material for culture and execute transformation and regeneration procedures. Transfer and maintain plants that produce seed on transformed plantlets. Prepare buffers and stock solutions. Perform southern and northern analysis; and radiolabel probes. Order supplies, prepare reports.

Requirements: Bachelor's degree or other formal training program of 4 years in related scientific area required. 1-2yrs related experience required. Send cover letter and resume to Sam Weeks.

Technician III (T7502)

Technician III; Band C; OPE

James A. Baker Institute-Statutory

Posting Date: 7/1/93

Provide technical assistance in carrying out various experiments using molecular biological and biochemical techniques e.g. DNA/RNA isolation, transformation, tranfection, northern and southern blotting, DNA sequencing, PCR, SDS-PAGE etc. Assist with routine lab organization, experimental planning and maintenance of lab supply.

Requirements: B.S./B.A. in biochemistry, biology, chemistry or molecular biology or equivalent required. A good working knowledge of standard laboratory procedures including working with radioactive isotopes along with knowledge of fairly complex molecular biological techniques. Interest and ability in learning new procedures will be supported by on-the-job training. Send cover letter and resume to Sam Weeks.

Medical Technologist I (T5504)

Medical Technologist I; Band D; OPE

Diagnostic Laboratory/VET-Statutory

Posting Date: 6/17/93 Repost

Maintain and supervise research parasitology lab. Supervise work-study students. Perform routine parasitological tests, including microscopy, on research samples. Perform ELISA tests. Modify/develop new diagnostic tests as needed. Keep lab records up to date, including computer entry. Maintain equipment, perform library searches and xeroxing.

Requirements: BA or BS in biology, animal science or related field required. 2-3yrs. related experience required. Knowledge of and experience with routine biological lab techniques. Potentially infectious materials will be handled. Basic knowledge of computers (WP,D-Base) necessary. NYS driver's license required. Send cover letter and resume to Sam Weeks.

Technician IV (T7501)

Technician IV; Band D; OPE

Center for Advanced Imaging Technology/Veterinary Medicine-Statutory

Posting Date: 7/1/93

Assist in the operation and maintenance of the center for advanced imaging technology (CAIT) at the NYSCVM. Train, supervise and assist, as needed, faculty, staff, students and visitors involved in research, teaching and diagnostic activities in techniques of scanning and transmission electron microscopy including: general specimen preparation, chemical fixation, ultramicrotomy, critical point drying, metal coating techniques, immunoelectron microscopic and autoradiographic studies.

Requirements: Bachelor's of science degree or equivalent in biological or physical sciences required; technical/vocational school degree in light and electron microscopy. Minimum 5yrs. related experience required. Demonstrated knowledge of and ability to use light and electron microscopy, high quality photographic and graphics experience. Basic knowledge and skill in using commercial and custom computer programs. Effective communication skills, excellent hand/eye coordination. Ability to develop new procedures. Send cover letter and resume to Sam Weeks.

General Service

Food Service Worker SO02 (G7802)
Statler Hotel-Endowed
Hiring Rate: \$6.90
Posting Date: 7/22/93
Cornell Employees Only
 Assemble sandwiches and salads, portion food products, stock stale areas on an on-going basis. Flexible; nights & wknds.
Requirements: Basic reading & writing skills. Minimum of two years experience in a high volume food service operation required. Good interpersonal skills. Send employee transfer application, cover letter, and resume to Esther Smith.

Orchard Worker SO07 (B7801)
Fruit and Vegetable Science-Statutory
Hiring Rate: \$8.66
Posting Date: 7/22/93
 Operate and perform orchard cultural practices as required to facilitate research, teaching and extension programs of faculty, students and technicians. Operate, monitor and maintain fruit storage facilities. Inventory, transport, and assess fruit, and assist in salesroom. Conduct an integrated pest management program including scouting and pesticide applications. Assist with maintenance of general orchard facilities.
Requirements: High School diploma or equivalent. Pesticide applicators certification. Substantial experience: general farm operations, with emphasis on fruit crops; fruit handling, storage and care; equipment operation, maintenance and minor repair; coordinating seasonal manual labor and general maintenance. Send cov ltr & resume to Cynthia Smithbower.

Maintenance Mechanic SO09 (G7801)
Statler Hotel-Endowed
Hiring Rate: \$9.52
Posting Date: 7/22/93
Cornell Employees Only
 In conjunction with, and the cooperation of, maintenance and services and other trades personnel, facilities electrical, plumbing, ventilation, air conditioning/refrigeration, carpentry and generator repairs in and about Statler Hall. Provide technical assistance for building operations. Perform building security duties when working 3rd shift. Flexible; nights and weekends.
Requirements: HS diploma or equivalent. Valid drivers license. Prefer military or trade school training. Requires knowledge of power and hand tool operation. Knowledge of electrical and mechanical test equipment required. A minimum of 5 years experience in at least one are of items 1-5 under duties and responsibilities. Send employee transfer application, cov letter & resume to Esther Smith.

Vehicle Mechanic SO09 (G7401)
Fruit and Vegetable Science-Statutory
Hiring Rate: \$9.52
Posting Date: 6/24/93
 Responsible for all aspects of equipment maintenance and repair for Cornell Orchards. Help to evaluate fruit crop and determine logistical aspects of fruit harvest, work with researchers and fellow orchard workers to grow, harvest and store fruits. Supervise temporary workers as needed. operate farm equipment on a daily basis. Hours may fluctuate during harvest and spray season. Mon-Friday, 7am-3:30pm, overtime as needed.
Requirements: HS diploma or equivalent. Have or obtain NYS Pesticide Applicators license. Commercial truck operators license & mechanical training preferred. Lift up to 100lbs. Minimum 6 yrs experience as farm and/or auto equipment mechanic. 5yrs experience as farm equipment operator. Fork lift experience helpful. Excellent interpersonal & public relations skills necessary. External applicants send cov ltr & resume to Esther Smith. Employees should include employee transfer application.

Temporary Positions

Temporary Custodian
Building Care
Rate \$5.50
Posting Date: 7/22/93
 On going recruitment will be done in the department of Building Care for temporary custodians. Providing general custodial care of buildings and grounds in immediate vicinity of assigned area. Mon-Fri 5:00am-9:00am. Occasionally second and third shift hours are needed.
Requirements: Basic reading and writing skills (English). Able to operate a variety of heavy power equipment, lift 50lbs, and climb an eight foot ladder. Please submit application to Karen Raponi, Employment Svcs, 20 Thornwood Drive.

Administrative Assistant I (S7712)
East Asia Program
Rate \$7.56
Part-time 20 hours/week, 9:00-1:00

6 month assignment
Posting Date: 7/22/93
 Provide routine clerical support to four office staff, including receptionist duties, gathering data, light typing, data entry, xeroxing, mailings, filing and other duties as assigned.
Requirements: Experience with IBM computers and IBM compatibles. WordPerfect 5.1 is required. Service oriented, and willingness to handle a variety of tasks. Attention to detail required. Familiarity with Cornell is desirable. Please submit a cover letter & resume to Karen Raponi.

Nutritionist (T7704)
Nutritional Sciences
Posting Date: 7/15/93
Part-time position
 Maintaining up-to-date subject matter files. Prepare three issues of the division of nutritional sciences alert, a newsletter for Cornell Cooperative Extension agents with food and nutritional program responsibilities. Assist with responses to agent, professional, media and consumer requests. 10-15hrs/week
Requirements: Master's degree in consumer foods and/or nutrition. Must be knowledgeable of food-nutrient and diet-disease relationships. Experience working with other professionals desirable. Knowledge of Cooperative Extension is desirable. Send cover letter and resume to Sam Weeks.

Teaching Support Specialist I (PT7703)
Physiology-Statutory
Posting Date: 7/15/93
 Organize and participate in the teaching of the lab part of the course BS316, Cellular Physiology. In the spring '94 offering of this course, three lab sessions/week will be organized. Main responsibilities will be the organization of the labs and to provide teaching support during the laboratories. Position starts January 1994 and lasts until May 1994.
Requirements: Bachelor's degree or equivalent in biological sciences. Experience in cell and organ culture preferred. Working knowledge of various biochemical techniques, including ultracentrifugation, enzyme assays, liquid scintillation counting, gel electrophoresis, immunohistochemist histochemical staining techniques. Send cover letter and resume to Sam Weeks.

Accounts Representative IV (S7702)
Center for the Environment-Endowed
Posting Date: 7/15/93
 Process all financial transactions for busy, complex research center. Reconcile monthly accounting statements and assist with production of analysis reports for multi-functional, multi-source accounts across endowed and statutory divisions. Prepare non-exempt payroll. Primary liaison for purchasing and telecommunications. Appointment until 11/30/93.
Requirements: AAS degree in accounting or business administration. Familiarity with fund accounting required. Cornell accounting experience preferred. Experience with microcomputers and database programs required. Macintosh experience preferred. Please send cover letter and resume to Karen Raponi.

Service Analyst (PT7605)
CIT/Network Resources-Endowed
Posting Date: 7/8/93
 Provide technical resource services for service teams regarding higher-level software issues. Facilitate the work of service teams, backline development and engineering staff members in the context of project planning, problem resolution, and development of data networking specifications and standards for voice and video applications. Send cover letter and resume to Sam Weeks.
Requirements: Bachelor's degree or equivalent with some computer science courses. 2-3 yrs. experience in computer networking and computing, with some experience in LAN administration or design and implementation. Advanced communication skills with ability to communicate ideas and plans effectively, both verbally and in writing.

Casual Administrative Aide (S7309)
President's Council of Cornell Women
Posting Date: 6/24/93
Casual Position
 Provide secretarial/administrative support to the director of the President's Council of Cornell Women. Answer, screen and direct telephone calls. Coordinate revision, editing, publication and distribution of member directory. Assist with planning of semi-annual membership meeting; assist with membership process including meeting materials, gathering biographical information, etc.
Requirements: AAS in secretarial science/business or equivalent. Progressive responsibility in an office environment. Word processing skills (MAC). Microsoft Word and FileMaker a must. Good oral and written communication skills. Excellent interpersonal skills. Ability to work independently. Position to start as soon

as suitable candidate is found and will last until June 30, 1994. 19 hours per week, hours to be arranged. Please send a cover letter and resume to Karen Raponi, Employment Services, 20 Thornwood Drive.

Back to School Fair Assistant (S7301)
CIT/Sales and Support-Endowed
Posting Date: 6/17/93
Part-time Position
 Under general direction of contracts manager, help coordinate Cornell information technologies back-to-school fair for August 1993. Responsibilities will include operational and administrative support for the project. 20hr/week including some weekends. Position begins July, 1993 through October, 1993.
Requirements: Associates degree or equivalent coursework. Knowledge of university purchasing and prior event coordination experience helpful. Must have knowledge of Word, Excel, FileMaker Pro on Macintosh. Must be able to work in an extremely hectic and fast-paced environment. Light typing. Send cover letter and resume to Karen Raponi, 20 Thornwood Drive, Ithaca, NY 14850.

Senior Technician (PT6809)
Mammalian Cell Culture/Animal Sci.
Posting Date: 5/13/93
 Provide technical support in mammalian cell culture research involving studies on the role of a novel peptide, found in mammary tissue and milk, that effects cell proliferation and differentiation.
Requirements: Skilled in cell culture, immunocytochemistry and various analytical techniques such as PAGE, Western, Northern and Southern blotting. Experience in confocal microscopy and cell cycle analysis is preferred. Send Curriculum vitae, work history and names of 3 references to Dr. R.C. Gorewit, Department of Animal Science, Cornell University, Ithaca, NY 14853.

Boyce Thompson Institute

Part-time Library Assistant for small Special Library
Location: Tower Road, Ithaca, NY
(20 hours/ M-F 1:00-5:00 pm daily with some flexibility)
Salary: \$6.00/hour
 Duties include: recording receipt of serial publications, claiming unreceived issues, assisting Librarian in sending out ILL requests, shelving Library materials, retrieval of materials for patrons, and inputting data into applications software.
Requirements: High school diploma; must be detail oriented. Good interpersonal and communication skills. Accurate typing, computer experience desirable. Previous library experience preferred. Contact Anne Zienteck, 254-1239.

Academic

Senior Research Associate I
Soil, Crop and Atmospheric Sciences
Posting Date: 7/22/93
 Available immediately to study the mechanism of paraquat resistance in Hordeum glaucum. Project involves paraquat and putrescine flux experiments in purified plasmalemma and tonoplast vesicles isolated from leaf tissue of resistant and susceptible biotypes. Preference will be given to applicants with Ph.D. in weed or herbicide physiology and with previous postdoctoral experience. Relevant research experience in membrane transport processes, electrophysiology, and cell tissue culture is required. Funding is available for 1yr and includes a competitive salary and full benefits. Send cover letter, curriculum vitae, and names and telephone numbers of three references to Dr. Joseph M. DiTomaso, Department of Soil, Crop and Atmospheric Sciences, Cornell University, Bradfield Hall, Ithaca, NY 14853. Applications should be sub-

mitted no later than August 15.

PRESERVATION LIBRARIAN/SELECTION

Albert R. Mann Library, Cornell University Library
Posting Date: 7/22/93
 The Albert R. Mann Library seeks a librarian with experience in both collection development and preservation management. Collection development responsibilities include selection for preservation, and, using expertise in full text digital publications, selection of full text electronic publications in agriculture, biology, and human ecology. Management of preservation requires leadership, creativity, and experience in library preservation and conservation. Mann's program is staffed by 5 FTE.
Responsibilities include: 1. national preservation planning for the literature of those disciplines served by Mann Library; 2. participation in sophisticated bibliographic projects (such as core literature identification) to set priorities for preservation of the literature of these disciplines; 3. writing funding proposals; 4. managing multiple grant-funded reformatting projects (producing microform, paper facsimile, and digital copies); 5. formulating preservation policies; 6. managing minor repair operations and expanding conservation treatment capabilities; and 7. acting as liaison to Cornell's central Department of Conservation and Preservation.

REQUIREMENTS: MLS; minimum 3 years preservation experience; demonstrated supervisory and management skills, including experience managing reformatting projects; excellent written, oral communication and interpersonal skills; experience with information management software. Desirable qualifications: subject background in agriculture, biology, or human ecology; experience with use of digital technology in preservation; knowledge of conservation treatments; successful proposal writing; experience with cooperative and commercial contracts. Salary dependent upon qualifications and experience. Screening of applicants will begin August 18 and continue until the position is filled. Submit a letter of application, list of 3 references, and resume to: Ann Dyckman, Personnel Director, 201 Olin Library, Cornell University, Ithaca, N.Y. 14853.

Instructor-Intro Statistics Courses City and Regional Planning

Posting Date: 7/8/93
 Seek and instructor to teach an introductory course in statistical applications in planning at the undergraduate and/or graduate level during the Fall 93' semester. Primary objective of the course is to familiarize students with fundamental statistical concepts and skills as they are utilized in the social sciences.
Requirements: Ph.D. in appropriate area or Master's degree in appropriate area plus relevant experience. Salary to be negotiated. Contact Richard S. Boot, Chair, City and Regional Planning, Cornell University, 105 W. Sibley Hall, Ithaca, NY. (607) 255-4332.

Research Associate II Human Development & Family Studies

Posting Date: 7/8/93
 Collect, code, and analyze observation data on young people learning in workplaces and interview data from them, their parents, and the adults who work with them. Use these data as a basis for internal reports, feedback to participants, and scholarly papers.
Requirements: A doctorate in a relevant field of education or social science and evidence of advanced ethnographic research skills. Familiarity with program evaluation, adolescent development and education, and youth employment is desirable. Contact: Dr. Mary Agnes Hamilton, Human Development and Family Studies, MVR Hall, Cornell University, Ithaca, NY 14853.

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services



THE Bulletin Board

UHRS Closed Friday Afternoon

University Human Resource Services will be closed this Friday, July 30, after 1:00 p.m. Staff and faculty with emergencies are asked to call 5-3936. The office will re-open Monday, August 2, for normal business hours.

Office Professionals Program

The Office Professionals Program is designed specifically to enhance and develop professional skills and knowledge for Cornell's office professionals. It is an 80-hour program leading to certification for participants who complete the program requirements. Classes are held each week for two hours from September to May. The curriculum covers oral and written communication, math, working relationships, computer presentations, and other professional skills.

An Advisory Board of past graduates was established and their input, along with a questionnaire sent to all graduates of the program, have helped to revise and update the program. This interactive process will be on-going so that we may be able to continuously improve the program. Some of the revisions are procedural changes for efficiency and clarification for participants. Other revisions are in curriculum content; for example, making sure that writing includes the skills necessary for all office professionals. Some tools such as a writing handbook and a newsletter designed specifically for office professionals will be included. An orientation for supervisors of participants has also been added to inform them about the program and the importance of their support.

The cost of the entire program is \$350 and the deadline for registration is **August 20, 1993**. Please note that this is a change from previous years. There will be no waiting list and registrations will not be accepted after 8/20/93. Please make sure all information on registration is complete before mailing. (\$350 charge to dept.) Class size is limited. You may request a registration form from HRR&D at 160 Day Hall (255-1713).

Room for Mothers Who Wish To Continue Nursing

When most of us think about the challenge of balancing work and family responsibilities, we probably think in terms of child care, elder care, errands and appointments, transportation needs, and dealing with the stresses that arise from having too much to do in too little time. But there is another aspect of this challenge that often goes unnoticed and unrecognized. In this day of dual career families, where it is often necessary for women to return to work shortly after being out on maternity leave—and when a woman might choose for a variety of reasons to continue to breastfeed her child—finding a place within a worksite that is appropriate for this natural and health way of feeding a young child is also challenging.

As part of Cornell's ongoing effort to support women who wish to continue nursing while working or studying on campus, the Family Member Care Committee, which is a subcommittee of the Advisory Committee on Work and Family Services, has identified several rooms on campus that are currently available:

Locations:

A.D. White House, Room 214
Baker Lab, B-59 Baker
Day Hall, Women's Restroom 445
Phillips Hall, Room 218
Olin Hall, Room 142

The above is only a partial listing of the space available, and some of these spaces are more private than others. Many other rooms have also been identified through the Family Member Care Committee. These rooms need screens to make their setting comfortable. If you have screens, and you would like to donate them to the program, or if you need a room in order to provide nursing care for your child, please call Work and Family Services at 255-3649.

Select Benefits Claims Schedule 1993

The cut off dates for remitting claims for reimbursement under the Select Benefits program are listed below. Your claim form with supporting information must be re-

40-Year Awardees

Correction: The July 22, 1993 Service Awards special insert to *The Cornell Workplace* incorrectly identified the 40-year awardees. The correct names are below.



Left to right: Sherman Tobey, Pat Underwood, Joseph Buttino, and Jerry Henderson

ceived by either the endowed or statutory benefits office no later than the dates shown below. Reimbursement will be delayed until the next two week cycle is completed if materials are not in our office by the cut off date.

7/30	9/24	11/18*
8/13	10/8	12/3
8/27*	10/22	12/16*
9/10	11/5	

* Early deadlines due to Labor Day, Thanksgiving and winter holiday.

Upcoming Planned CRC Trips

The Cornell Recreation Club (CRC) promotes fellowship among staff, faculty, and retirees at Cornell University. The CRC provides social, cultural, and recreational activities and is now **open to all Cornell employees and retirees with no membership fees**.

If you would like more information on the CRC or you would like to organize an event, contact the CRC Office at 165 Day Hall or call 255-7565.

A sampling of upcoming Cornell Recreation Community events includes:

August 7 - Thousand Islands

September 18-19 - Toronto: Phantom of the Opera; Miniature Village/Cullen Gardens

October 2 - Pork Roast/Square Dance

October 3 - Buffalo Bills vs. Giants, 8:00 p.m.

October 16 - Employee/Family Day

October 22-28 - Cancun, Mexico

October 31 - Family Halloween Party

November 1 - Buffalo Bills vs. Redskins, 9:00 p.m.

November 6 - Franklin Mills Outlet Shopping, Philly, PA

November 20 & 21 - Niagara Falls: Festival of Lights

December - Children's Holiday Party

December - Salvation Army Kettle Bell Ringing

Layoff Support Group

UHRS Employment Services is sponsoring a support group for university staff who are on layoff status or who have been informed of impending layoff. Activities will be determined based upon the participants needs, and may include guest speakers on assessing personal and professional options, developing networks inside and outside of Cornell, and other topics relating to re-employment strategies. The next meeting will be held on Thursday, August 12, 3:00-4:30 p.m. in Room 101, 20 Thornwood Drive.

Please call Esther Smith (4-8367) or Wendy Manzanares (4-8368) for more information.

CAREER Opportunities

Employment Services, 20 Thornwood Drive, Cornell University, Ithaca, NY 14850-1265 (607) 254-8370

- Cornell University is an equal opportunity, affirmative action educator and employer.
- Please note that some searches are limited to current Cornell University employees; external candidates will not be considered for these vacancies.
- Cornell University employees may apply for any posted position with an employee transfer application (available through University Human Resource Services). In addition to the transfer application, we recommend a resume and cover letter, specifying the job title, department and job number.
- Employment Services consultants are available by appointment to meet with employees to discuss career planning issues or concerns.
- Employment Services or the hiring department will acknowledge receipt of all materials by mail. Hiring supervisors will contact individuals selected for an interview by telephone, so it is helpful to include more than one telephone number.
- Interviews are conducted by appointment only.
- If you are currently available for employment, you may wish to consider temporary opportunities at the university. Please write to Karen Raponi, Temporary Services, 20 Thornwood Drive, Ithaca, New York 14850-1265.
- The Cornell Workplace, including Career Opportunities, can be found each week on CUINFO.

Please note the new format for "Career Opportunities," which reflects and supports the changes introduced as a result of the compensation research study. Posted positions are sorted by their Job Family, rather than by the "Professional," "Technical," "Office Professionals," etc., categories as was done in the past. The Job Family designation relates to a broad grouping of positions with common functions or skills sets.

For each position, the first title you will see will be the *working title*—the title designated by the department as representative of the responsibilities of the position. The title printed in italicized type underneath the working title is the *university job title*—the title that represents a group of highly similar positions which share similar responsibilities and education, skill and experience requirements.

Next to the university job title is the pay band to which the university job title is assigned. The annualized minimum salary for each pay band, and the minimum bi-weekly gross pay rate (assumes full time) are printed below for your reference. For each position posted, you will see the designation, "OPE" or "OPI" which will indicate whether the position is eligible for overtime pay (OPE) or not eligible for overtime pay (OPI).

Pay Band	Minimum Annualized	Minimum Bi-Weekly Gross
A	\$15,375	\$ 589.72
B	\$16,600	\$ 636.71
C	\$17,925	\$ 687.53
D	\$19,350	\$ 742.19
E	\$22,775	\$ 873.56
F	\$26,875	\$1,030.82
G	\$31,725	\$1,216.84
H	\$40,550	\$1,555.34
I	\$51,800	\$1,986.84

General service/bargaining unit positions, academic/faculty positions, and positions for the Boyce Thompson Institute are not included within the scope of the new staff compensation program. Please refer to the position listing for details on the position's pay rate, or contact the consultant/recruiter listed.

Academic Support

Extension Support Aide (PT7801) Extension Support Aide; Band D; OPI Family Life Development Center- Statutory Posting Date: 7/22/93

Provide logistical, program and administrative support to the child protective services training institute program managers and project director for all training programs. Plan, arrange and manage all logistics for conferences and workshops. Oversee registration for various projects. Develop and maintain communication file for potential consumers. Write, edit and assemble publicity materials. Respond to phone and mail inquiries.

Requirements: Associates degree; technical/vocational school degree required. Bachelor's degree preferred or equivalent in education and experience. 2-3yrs. experience in training/academic environment. Strong oral communication and writing skills required. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT7902)

Research Support Specialist I; Band E; OPI

Communications-Statutory Posting Date: 7/29/93

Part-time Position

Act as general coordinator and communications specialist. Participate in a team working on the design, production and research of networked interactive communication systems. Set up communication systems and networked multimedia computing environments for experiments. Collaborate with staff of Theory Center and CIT on plans. Make recommendations for collaborative groupware systems and help install systems. Assist director with routine operations including writing proposals and popular articles. Participate in designing experiments and applications using networked multimedia computing systems. Help design and develop multimedia tools for research programs.

Requirements: BA preferred, AAS degree in design or graphic arts. 3-5yrs. related experience. Proficiency

in computer draw/graphics packages. Familiarity with Excel's hypermedia options. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6705)

Research Support Specialist I; Band E; OPI

Nutritional Sciences-Statutory

Posting Date: 5/6/93

Take charge of running a lab involved in biopsychology (cognitive testing) research. Supervise and integrate the activities of 10-12 undergrads, grads and post docs. Participate in testing 100 animals daily. Troubleshoot the 11 computer operated testing chambers. Perform data management and analysis. Participate in designing experiments.

Requirements: BS degree or equivalent. Biopsychology background desirable. 2-3yrs. related experience. Be able to work under pressure and meet deadlines. Accuracy a must. Excellent interpersonal, communication and organizational skills. Ability to work independently and prioritize work. Supervisory experience helpful. Experience with computers for data analysis, knowledge of electronics and statistics are all desirable. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6306)

Research Support Specialist I; Band E; OPI

Food Science-Statutory

Posting Date: 4/8/93

Provide technical support to an extensive research project in the area of high pressure and/or extrusion processing of food and other related biomaterials.

Requirements: M.S. in food science/engineering or equivalent. Minimum 2yrs. of related experience. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6902)

Research Support Specialist I; Band E; OPI

Veterinary Pathology-Statutory

Posting Date: 5/20/93

Provide investigative assistance, technological support in biological and flow

cytometry lab. Plan/execute experiments; supervise staff; and perform data analysis. Order supplies. Conduct literature surveys.

Requirements: BS degree or equivalent required. 2-3yrs. related lab experience required. Knowledge of related techniques to flow cytometry, biochemistry and tissue culture. Skills in interpersonal communications and supervision. Send cover letter and resume to Sam Weeks.

Administration

Administrative Assistant I (C7901)

Administrative Assistant I; Band A; OPE

Development-Endowed

Posting Date: 7/29/93

Assist administrative assistants in coordination of daily work flow in the director's office. Assist business manager in administrative functions. Xerox and distribute materials, assist with large mailings, maintain files, act as switchboard backup, organize and maintain records on Macintosh PC, log in commitment forms, update and maintain computer mailing lists/labels, type purchase orders.

Requirements: High school diploma or equivalent required. Good interpersonal skills and telephone techniques. 6months-1yr prior office experience required. Familiarity with office equipment, including Dictaphone. Knowledge of Macintosh PC helpful. Ability to work under pressure. Must respect privilege of confidential materials and pay attention to detail. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant I (C7708)

Administrative Assistant I; Band A; OPE

JGSM-Endowed

Posting Date: 7/15/93

Responsible for maintaining, under supervision, the journal's subscription list by sorting and coding deposits, setting up new subscriptions, updating accounts, preparing invoices and mailing labels, and handling related correspondence.

Requirements: High school diploma or equivalent required. 6months-1yr. work experience required. Strong organizational, interpersonal and communication (written and oral) skills. Experience working with computers essential. Working knowledge of Macintosh preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Telephone/Word Processor (C7702)

Administrative Assistant I; Band A; OPE

Financial Aide/Student Employment- Endowed

Posting Date: 7/15/93

Perform office receptionist duties by providing information and referrals requiring routine/standard responses to inquiries, word processing and/or data input on computer. Other duties as assigned.

Requirements: High school diploma or equivalent required. 6 months - 1 year related experience required. Excellent organizational, interpersonal and communication (telephone) skills. Experience working with computers. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

SAC/Front Office Receptionist (C7613)

Administrative Assistant I; Band A; OPE

Veterinary Medical Teaching Hospital-Statutory

Posting Date: 7/8/93

Front Desk reception for the small animal clinic. Gather patient history, client information; operate computer terminal for medical records; discharge and cashiering of patients. Monday-Saturday, 39hrs/week.

Requirements: High school diploma or equivalent required. Some college or medical background desirable. Knowledge of medical terminology 1yr. related experience strongly desirable. Strong organizational/interpersonal and communication skills. Ability to work independently in an active complex environment. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7909)
*Administrative Assistant II; Band B; OPE***Cooperative Extension-Statutory**
Posting Date: 7/29/93

Provide confidential administrative support services for 2 program leaders in the cooperative extension program unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension Program.

Requirements: Formal training beyond high school of 6months-1yr duration required. 2yr secretarial sciences degree preferred. 1-2yrs. of office experience required. Knowledge of computer software essential, ie WordPerfect, spreadsheets such as Quattro pro, databases such as PC-File+, and electronic mail. Must be able to set priorities, work independently and as a team member in a complex, active environment. Maintain confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Secretary (C7908)*Administrative Assistant II; Band B; OPE***Cooperative Extension-Statutory****Posting Date: 7/29/93**

Provide confidential administrative support services for a program leader and 2 extension support specialists in the Cooperative Extension Program Unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension Program.

Requirements: Formal training beyond high school of 6months-1yr duration required. 2yr secretarial science degree preferred. 1-2yrs. of office experience required. Must be proficient with computer software, i.e. WordPerfect, Paradox or other similar database software, spreadsheets such as Quattro Pro, and Electronic Mail. Must be able to set priorities, work independently and as a team member in a complex, active environment. Maintain confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7902)*Administrative Assistant II; Band B; OPE***Alumni Affairs-Endowed****Posting Date: 7/29/93**

Provide administrative support to the director of alumni affairs and the associate director of Alumni Programs while serving as the office receptionist.

Requirements: Formal training beyond high school of 6 months-1yr duration required. Excellent interpersonal, typing and communication skills. Must be well organized and have the ability to work under pressure and independently. Attention to detail and mature judgment; knowledge of computers. Macintosh experience preferred. 2-4yrs related experience required. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Secretary (C7907)*Administrative Assistant II; Band B; OPE***Cooperative Extension-Statutory****Posting Date: 7/29/93**

Provides essential confidential support for a program leader, extension specialist and associate director in the cooperative extension program unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension program.

Requirements: Formal training beyond high school of 6months-1yr duration required. 2yr secretarial science degree preferred. 1-2yrs. office experience required. Must be proficient with computer software, i.e. WordPerfect, paradox or other similar

database software, spreadsheets such as lotus 1-2-3, and electronic mail. Must be able to set priorities, work independently. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Assistant to Program Director (C6308)*Administrative Assistant II; Band B; OPE***Nutritional Sciences/CFNPP-Statutory****Posting Date: 7/15/93 Repost**

Serve as assistant to the program director of Cornell food and nutrition policy program. Assume responsibility for all administrative tasks relating to director's activities in a program which conducts research and training activities in Africa, Asia, and Latin America.

Requirements: AAS degree or equivalent. 2-3yrs of progressively responsible office experience. Excellent word processing skills (80+wpm). experience with technical manuscripts preferred. Software expertise with particular knowledge of WP 5.1, Lotus required. Quattro Pro, Notebook preferred. Working knowledge of IBM PC compatible equipment and DOS 3.1 + necessary. Proven ability to work independently, prioritize, take initiative, work under pressure, and work creatively under tight deadlines vital. Ability to work as team player, organizational and people skills a must. Experience with research office, international work, and fluency in a foreign language (French preferred) useful. Strong communication (written and verbal) a must. External applicants send cover letter and resume to Esther Smith. Employees include employee transfer application.

Administrative Assistant II (C7706)*Administrative Assistant II; Band B; OPE***Institute for Public Affairs-Endowed****Posting Date: 7/15/93**

Provide overall administrative support for the institute for public affairs office. Organize and monitor application process and advise students of application status; maintain data base files; act as liaison between CIPA and the grad school; maintain calendar and perform all secretarial duties for the professional staff as needed.

Requirements: Formal training beyond high school diploma of 6months-1yr. 1-2yrs. job related experience or equivalent combination of education and work experience. Knowledge of Macintosh computers with familiarity in Microsoft Word, File, Excel, Filemaker Pro preferred. Excellent organizational, interpersonal and communication (written and oral) skills. Ability to work independently. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees send employee transfer application.

Secretary (C6601)*Administrative Assistant II; Band B; OPE***CISER-Endowed****Posting Date: 7/8/93 Repost***Part-Time Position**Cornell Employees Only*

Provide clerical and administrative support to the CISER staff and members. M-F, 12pm-4pm.

Requirements: High school diploma or equivalent required. Formal training of 1-2yrs. College coursework preferred. Position requires exemplary communication and interpersonal skills. Familiarity with C.U. accounting system. Computing experience to include extensive use of IBM PC, WordPerfect, and familiarity with mainframe basics is essential. Dbase III+ and basic knowledge of the Mac desirable. Medium typing. Send cover letter, resume, and transfer application to Esther Smith.

Administrative Assistant II (C7608)*Administrative Assistant II; Band B; OPE***Academic Programs and Campus Affairs-Endowed****Posting Date: 7/8/93***Part-time Position*

Provide clerical and administrative support to professional staff of the public service center. 10months, 30hrs/week, until 5/31/94.

Requirements: Formal training of 6months to 1yr beyond High school diploma. Minimum 2yrs. relevant experience. Excellent interpersonal, organizational, and communication skills. Strong writing and editing skills. Knowledge of Macintosh computer desirable. Previous experience working with students. Knowledge of CU desirable. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7510)*Administrative Assistant II; Band B; OPE***Ornithology-Statutory****Posting Date: 7/1/93**

Provide secretarial and administrative support to the director of education and information services and program staff, including drafting correspondence, answer telephones, arranging travel and coordinating meetings. Provide wordprocessing support for Living Bird magazine and other publications. Answer and screen calls related to ornithology from the general public. Coordinate publicity for Monday night seminars. Manage administrative aspects of Living Bird magazine including receipt of manuscripts and slides and payment for same. Monitor accounts and reconcile income and expenditures. Develop computerized applications for monitoring program activities.

Requirements: High school diploma with advanced secretarial training or equivalent. AAS in secretarial science preferred or equivalent work experience. Computer experience (Macintosh preferred) especially in wordprocessing and database management. Desktop publishing skills a plus. Excellent telephone and interpersonal skills required. Ability to work independently without close supervision required. Good organizational skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7503)*Administrative Assistant II; Band B; OPE***Institute for European Studies-Endowed****Posting Date: 7/1/93***Cornell Employees Only*

Responsible for daily operations of Slavic and East European studies program. Coordinate and arrange program events, visitors, meeting, and conferences; serve as contact person for information/source/referral; special projects as assigned.

Requirements: High school diploma or equivalent required. Some college coursework preferred. Related office experience (1-2yrs). IBM computer skills (WordPerfect 5.1, Q&A data base). Some accounting skills and working knowledge of Cornell endowed accounting system helpful. Excellent interpersonal and organizational skills needed. Medium typing. Send transfer application, cover letter, and resume to Esther Smith.

Administrative Assistant II (C7809)*Administrative Assistant II; Band B; OPE***Economics-Endowed****Posting Date: 7/22/93**

Receptionist for the department. Assistant to the department executive officer and director of undergraduate studies and internal accounts coordinator.

Requirements: Formal training beyond high school diploma of 6months - 1 year duration required. 1-2 years related experience required. Technical typing. Knowledge of IBM-PC using WordPerfect 5.2. Accounting experience. Heavy typing. External applicants send cover letter, resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C7505)*Administrative Assistant II; Band B; OPE***Nutritional Sciences-Statutory****Posting Date: 7/1/93***Part-time Position*

Provide administrative support for a multinational research group; assist in overall management of office; design promotional literature and slides; compose correspondence; type and edit manuscripts and grants; order supplies; maintain accounts; other duties as assigned.

Requirements: AAS degree or equivalent required. 3yrs. office experience. Experience on Macintosh with experience in word processing (Microsoft Word), Spreadsheets (Microsoft Excel), automated references (End Note Plus), database management (Filemaker Pro), Presentation (Aldus Persuasion) and drawing and graphing (MacDraw and Cricket Graph) software strongly preferred as is ability/willingness to learn new software package. Familiarity with electronic mail; knowledge of Cornell library system helpful; work independently; oral and written communication and interpersonal skills required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Corporate Relations Assistant (C7906)*Administrative Assistant III; Band C; OPE***JGSM-Endowed****Posting Date: 7/29/93**

Under general supervision, provide administrative support to the corporate relations department; assist with stewardship to supporting firms; assist with the coordination and implementation of corporate events; maintain corporate and foundation information in the database; and assist with scheduling, maintaining, and follow-up on corporate contacts. 9-months position, September-June.

Requirements: Formal training beyond high school diploma of 6months-1yr duration required. Strong communication, interpersonal, organizational skills. Finesse with confidential and sensitive information are important requirements. 2-4 years administrative/secretarial experience required. Experience with word processing; Macintosh experience helpful. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Annual Fund Assistant (C7904)*Administrative Assistant III; Band C; OPE***JGSM-Endowed****Posting Date: 7/29/93**

Provide secretarial/administrative support for the director of development and the associate director of annual funds. Execute/coordinate all aspects of direct mail campaigns, class mailings, and provide administrative support for the annual fund team, including phonathons, class programs, annual fund, leadership gift/tower club programs. Generate IRIS reports/bio info as needed via public affairs system; update alumni database. Assist with accounting/recordkeeping of the annual fund and class budgets.

Requirements: Formal training beyond high school diploma of 6months-1yr duration. Strong communication, interpersonal and organizational skills. 2-4yrs. administrative/secretarial experience required. Familiarity with fund raising helpful. Computer literate

and expert knowledge of the public affairs data system required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7412)
Administrative Assistant III; Band C; OPE

JGSM-Endowed
Posting Date: 7/29/93 Repost

Under general supervision. Provide administrative and secretarial support for career services. Key responsibility for start to finish block of recruiting and presentation events.

Requirements: Associate's degree or equivalent required. Good interpersonal and communication (oral and written) skills. Requires extreme detail-orientation, follow-through abilities, and high energy levels. Overtime hours required during peak activity periods. Word processing ability a must. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer applications.

Administrative Assistant III (C7810)
Administrative Assistant III; Band C; OPE

Neurobiology and Behavior-Endowed
Posting Date: 7/22/93

Cornell Employees Only

Provide accounting and administrative support for Section. Process APPS orders, prepare payroll, maintain computer databases, generate monthly financial reports. Assist with correspondence, grant renewals. Supervise 1 Administrative Assistant.

Requirements: Formal training in accounting beyond high school diploma of 6 months to 1 year duration required. 2-4 years related experience. Knowledge of Macintosh desirable. Extensive Cornell accounting experience essential (statutory and endowed preferred). Eye for accuracy essential, ability to handle highly confidential information with discretion. Heavy typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C7707)
Administrative Assistant III; Band C; OPE

Cornell-in-Washington-Endowed
Posting Date: 7/15/93

Primary contact in Ithaca for the Cornell-in-Washington program and the American Studies program. Coordinate Ithaca activities of two programs working with students, faculty, staff and appropriate administrative offices.

Requirements: Formal training beyond high school diploma of 6months-1yr duration. 2-3yrs. secretarial/office experience. Familiarity with word processing/microcomputers (Macintosh). Strong communication and interpersonal skills. Excellent typing skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7003)
Administrative Assistant III; Band C; OPE

Biotechnology Program-Endowed
Posting Date: 7/15/93 Repost

Part-time Position
Provide administrative support to executive director of national agricultural biotech council. Handle correspondence; arrange travel; distribute reports and maintain computer databases. 20hrs/week, to be arranged.

Requirements: 2yrs. college coursework or Associates degree. 2-4yrs. administrative experience, including computer usage (preferably MAC). Must have excellent organizational and telephone skills. Research information via computer. Editing and writing a plus. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7607)
Administrative Assistant III; Band C; OPE

CRSR/Astronomy/NAIC-Endowed
Posting Date: 7/8/93

Share responsibility for the daily operation of the main business office of CRSR/Astronomy. Process academic and non-academic appointments, prepare payroll vouchers, verify paychecks and generally be responsible for the payroll process. Maintain personnel files. Act as key operator for photocopy machines and postage meter. Act as secretary to administrative director.

Requirements: Formal training beyond high school diploma of 6months-1yr. required. Solid word processing skills required. More than 2yrs. experience in a responsible office position, preferably at Cornell. Ability to handle a variety of sensitive documents and information maintaining their confidentiality. Excellent organizational and interpersonal skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7602)
Administrative Assistant III; Band C; OPE

John S. Knight Writing Program-Endowed
Posting Date: 7/8/93

Cornell Employees Only

Provide administrative support to director of the writing workshop and clerical support to six faculty. Responsible for maintaining office accounts and personnel records and for payroll and purchasing. Coordinate office and class schedule and conduct student enrollment in workshop classes.

Requirements: High school diploma or equivalent. At least six months experience with Cornell work environment. Experience with Cornell accounting, payroll, personnel, and on-line systems. Excellent computer skills, especially Microsoft Word, SuperPaint, and Works. Excellent writing and interpersonal communication, ability to work closely with faculty and students and to work independently. Medium typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C7311)
Administrative Assistant III; Band C; OPE

Plant Breeding and Biometry-Statutory
Posting Date: 6/17/93

Provide extensive administrative and secretarial support to executive director, center director, and executive staff assistant of International Service for the Acquisition of Agri-Biotech Applications. Prepare complex reports; edit and finalize format of documents; compose correspondence; arrange travel; schedule appointments; assist in planning and coordination of events and in budget preparation; develop/maintain computer database; answer telephones and take messages; maintain telecommunications. M-TH, 8-4:30, F 8-3:30.

Requirements: Associates degree or equivalent required. 2-3yrs. experience in office environment using PC's or Mac's. Bilingual English/Spanish preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Supervisor I (PA7904)
Administrative Supervisor I; Band D; OPI

Philosophy-Endowed
Posting Date: 7/29/93

Coordinate the administrative, human resources, business, and/or facilities operations of the philosophy department; provide staff assistance to the chair and professors in the department; perform administrative and student record-keeping; coordinate the daily unit work flow; order services

and materials from vendors; perform financial transactions such as billing clients, paying bills, and monitoring account expenditures and payroll reports; prepare monthly operating reports for review; assist in development of procedures for the department; coordinate the acquisition/installation of equipment; assist in coordinating and developing budgets; schedule and coordinate meetings; plan and schedule travel arrangements; counsel students on departmental policies, procedures, and guidelines; supervise and coordinate program activities such as seminars and conferences; prepare reports for the director; prepare and process human resource appointment forms, job descriptions, payroll vouchers, and related accounting forms.

Requirements: Associate's degree or equivalent. Technical/vocational school degree required. 1-2yrs related experience with WordPerfect 4.2 and 5.1; office procedures; purchasing; supervision; accounting and book-keeping required. Send cover letter and resume to Cynthia Smithbower.

Executive Staff Assistant I (PC7612)
Executive Staff Assistant I; Band D; OPI

CRSR-Endowed

Posting Date: 7/8/93

Responsible for the administration of the SIRTIF IRS project office, including the preparation of monthly progress reports, tracking costs and progress, maintaining project documentation and assisting the project manager with review presentations and budget preparation.

Requirements: Technical or trade school or specialized training beyond high school but short of community college degree required. 2-3yrs. of job related experience required. Solid word processing skills. Experience with IBM PC or compatible hardware. Very good writing and communicating skills are essential. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrator II (PA7806)

Administrator II; Band E; OPI

Academic Programs/Ag and Life Sciences-Statutory

Posting Date: 7/22/93

Manage department budget, purchasing, and human resource operations. Process appointments, purchase orders, and payrolls. Maintain equipment and space inventory. Administer human resource policies and procedures. Monitor account balances and analyze expenditures. Serve as liaison with human resources, purchasing, accounting and maintenance and service departments.

Requirements: Associate's degree or equivalent in office administration or related area required. 2-3yrs. experience (in statutory accounting at Cornell) preferred. Basic computer skills. Familiarity with human resource policies and procedures. Ability to handle confidential information and supervise accounts assistant. Send

cover letter and resume to Cynthia Smithbower.

Assistant to the Director (PC7401)
Administrative Assistant V; Band E; OPE

C.U. Press-Endowed

Posting Date: 6/24/93

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

Requirements: B.A. degree or equivalent required. 3yrs. experience in publishing, preferably at a university press required. Excellent communication (verbal) skills. Basic computer skills. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Athletics

Assistant Coach (PA7901)

Assistant Coach; Band E; OPI

Athletics-Endowed

Posting Date: 7/29/93

Assist in the planning and operation of the men's intercollegiate wrestling program. Duties include coaching, recruiting, scouting and other administrative matters relative to the program. Instruct physical education classes as assigned.

Requirements: Bachelor's degree or equivalent in physical education or related field required. 1-2yrs. related experience required. Credentials should reflect proven success in coaching wrestling, recruiting and working with student athletes. Send cover letter and resume to Cynthia Smithbower.

Communications

Publications Assistant IV (T7901)
Publications Assistant IV; Band D; OPE

Music/Music Library-Endowed

Posting Date: 7/29/93

Part-time Position

Solicit abstracts. Correspond with authors, editors and publishers. Edit abstracts. Identify scholarly music publications that should be included in RILM. Acknowledge receipt of materials. Maintain database files. Work with the international office to publish data.

Requirements: Advanced degree in music desirable, BA required. 2yrs. related experience. Familiarity with Mac computer. Experience with Filemaker pro desirable. Send cover letter and resume to Sam Weeks.

Production Associate I (PC7905)
Production Associate I; Band D; OPI

C.U. Press-Endowed

Posting Date: 7/29/93

Part-time Position

Assist in estimating, obtaining bids, work with freelance designers, prepare manuscripts for typesetting, assist designers in preparing printing and binding orders, assist in scheduling, and design 2-6 books per year.

The Cornell Workplace

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

20hrs/week, flexible.

Requirements: Bachelor's degree or equivalent required. 2-3yrs. experience in book production, book design, estimating, and printing. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Book Designer (PC7812)

Graphic Designer I; Band D; OPI

CU Press-Endowed

Posting Date: 7/22/93

Part-Time Position

Design books, jackets, covers, and miscellaneous form and cards. Handle production on books and jackets. Monday-Friday, 6hrs./day. Indefinite

Requirements: Associate's degree or technical/vocational school degree required. 1-2 years of book and jacket design experience required. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Graphic Designer II (PC7813)

Graphic Designer II; Band E; OPI

Plantations-Statutory

Posting Date: 7/22/93

Part-Time Position

Responsibilities include concept development, design, graphics, and layout support for publications, interpretive projects, and development mailing produced by Cornell Plantations. Generate imaginative concepts for projects (publications, development mailings, interpretive pieces), incorporating and understanding of pertinent criteria; e.g. purpose, audience, budget. Provide creative approaches to a variety of 2-D and 3-D design and layout needs, and contribute to the production process. Using computer assisted design and by freehand, provide graphics and illustrations for publications and interpretive pieces. 20-24 hrs./wk to be arranged.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years of related job experience. Must be experienced with all aspects of design (typesetting, layout, mockups, etc.). Must be experienced in all aspects of production of Printed media (Printing procedures, mechanicals, camera-ready art, printer specs., etc.). Must be familiar with desktop publishing (e.g. PageMaker) and computer-generated graphics (e.g. Freehand). Individual must be creative, detail oriented, and able to meet deadlines. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Communications Specialist III (PA7812)

Communications Specialist III; Band F; OPI

Plantations-Statutory

Posting Date: 7/22/93

Take leadership for the development of plantations publications and communications programs and for providing an interface between plantations, the university, and the community. Ensure that the image of plantations created by publications, development mailings, interpretive pieces, and other communications is consistent with the educational mission and overall image of the organization. Establish a communications unit to provide a mechanism for exchange of ideas among communications staff and others. Work to develop effective relationships between Cornell Plantations and the university, the local community, and other external audiences. Explore ways to increase Plantations visibility with key audience groups.

Requirements: Bachelors degree or equivalent required. 3-5yrs. related job experience required. Must have extensive experience with all aspects of production of printed media, including desktop publishing, design, layout,

and writing. Must also be experienced with the creation of displays and singage. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. Send cover letter and resume to Cynthia Smithbower.

Director of Communication Strategies (PA7903)

Communication Manager II; Band H; OPI

University Relations-Endowed

Posting Date: 7/29/93

Direct and supervise the operations of an internal consulting unit dedicated to the planning and implementation of effective communication strategies for both academic and administrative units. Working with client department, initiate, recommend, and coordinate communications, programs, and policies to achieve a strong and positive image for Cornell University.

Requirements: Bachelor's degree or equivalent required. 5-7yrs. of marketing/agency/or corporate communication experience, preferably in an educational or other non profit environment. Masters degree in marketing research or related field preferred. Knowledge of desktop publishing skills a plus. Facility with marketing research strategies and methodologies. Superlative writing skills and demonstrable creativity in communication. Strong leadership skills and ability to manage creative teams. Strong verbal communication and client development skills for promoting unit's work, as unit is primarily an enterprise operation. Knowledge of research university climate highly desirable. Send cover letter and resume to Cynthia Smithbower.

Computers and Networks

Computer Operations Supervisor (PT7903)

Information Technologies Area Supervisor; Band E; OPI

Civil and Environmental Engineering-Endowed

Posting Date: 7/29/93

Part-time Position

Under general supervision, operate and maintain instructional, office, and electronic classroom computing facilities, the equipment installed there, and the software used there. Facility is under the direction of Civil and Environmental Engineering but operated as a college facility. Monday-Friday, 20hrs/week. May involve evenings and weekends.

Requirements: Bachelor's degree or equivalent required. 2yrs. experience in applications and systems programming under MS-DOS and windows. Knowledge of MS-DOS, Microsoft windows, Local area networking (Novell Netware, Ethernet hardware), PC hardware and peripherals. Excellent communications and interpersonal skills. Must be highly responsible and reliable. Familiarity with Macintosh and UNIX computing also desirable. Send cover letter and resume to Sam Weeks.

Consultant/Advisor II (PC7601)

Consultant/Advisor II; Band E; OPI

University Registrar-Endowed

Posting Date: 7/8/93

Under general supervision, provide analysis, written documentation and training for modifications and maintenance involving a large scale, on-line administrative database and related interactive systems in the office of the university registrar. Maintenance of user access to this system throughout the university and system security will be directly related to all projects. Act as office systems coordinator/network administrator.

Requirements: Bachelor's degree or equivalent with computer related courses. Working knowledge of UNIX/AIX and Macintosh networks. 2-3yrs. related experience preferably in higher education student services, consulting or systems analysis. Strong analytical skills, systems orientation and a pro-active service attitude essential. External applicants send cover

letter and resume to Esther Smith. Employees should include employee transfer application.

Program Analyst Senior (PT7803)

Program Analyst Senior; Band F; OPI

CISER-Endowed

Posting Date: 7/22/93

Provide systems programming and systems support for numeric data files of the CISER data archive. Responsible for applications programming in the development, optimization, and the maintenance of software to support ant interface to text and numeric data files using microcomputers, workstations, and mainframe interface. Create guides and documentation for systems work.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. related experience. Knowledge of UNIX/AIX, C, C++, VM/SP, CMS, IBM DOS necessary. SAS, FORTRAN desirable. Work as part of a team, communicate effectively. Send cover letter and resume to Sam Weeks.

Consultant/Advisor III (PT7603)

Consultant/Advisor III; Band F; OPI

Fruit and Vegetable Science-Statutory

Posting Date: 7/8/93

Provide broad computing support for faculty, staff and grad students including troubleshooting, repair, purchasing, installation and training. Administer the department's Ethernet LAN running Netware 3.11. Develop and manage applications and strategies to enhance administrative functions within the department. Provide advice on the design and analysis of agricultural experiments; and on the potential of new technology. Serve as a liaison with CIT and the biometrics unit.

Requirements: BS degree or equivalent in an agricultural related field with coursework in statistics. 2-3yrs. related experience in computer administration and support. Proven ability to communicate with users with a wide range of computer skills. Ability to prioritize numerous tasks. Capable of troubleshooting, replacing/installing drive systems, RAM memory, power supplies, etc. Experience with PC and Mac Hardware. Experience with DOS, Microsoft Windows, Macintosh System 7 OS. Software experience with word processing, spreadsheets, databases, statistical analyses and communications. Familiarity with design and implementation of LAN. Novell Netware 3.11 experience highly desired as is practical experience in the design and analysis of agricultural experiments. CMS and UNIX experience desirable. Send cover letter and resume to Sam Weeks.

Finance/Budget/Planning

Accounts Representative II (C7801)

Accounts Representative II; Band B; OPE

Payroll-Statutory

Posting Date: 7/22/93

Provide a broad range of administrative/organizational support to coordinator for tax reporting and account reconciliation. Primary duties include control and maintenance of garnishes, other state tax withholding/tax payments, preparation of federal and state tax payments, federal levies, auto allowances, and special projects.

Requirements: High school diploma or equivalent required. Associates degree or equivalent preferred. 1-2yrs. experience with accounting/administrative/clerical support. Excellent interpersonal and organizational skills. Macintosh or PC computer skills desirable. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Financial Aid Assistant I (C7701)

Financial Aid Assistant I; Band B; OPE

Financial Aid/Student Employment-Endowed

Posting Date: 7/15/93

Respond to inquiries from students, parents, staff, scholarship donors, and lenders regarding student's financial aid and bursar bills. Other duties as assigned.

Requirements: Formal training beyond high school diploma of 6 months - 1 year required. 6 months - 1 year related experience required. Excellent organizational, interpersonal, and communication (written and oral) skills. Experience working with computers. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Human Resources

Administrative Assistant (C7709)

Human Resource Assistant II; Band B; OPE

University Human Resource Services-Endowed

Posting Date: 7/15/93

Provide office support for Human Resource Relations and Development. Provide general clerical assistance for calendar and QIP programs, materials design, development and preparation; provide general reception and office support function. Responsible for the coordination and response to a variety of inquiries from staff and faculty regarding staff development programs, QIP activities, and employee relations issues.

Requirements: Formal training beyond high school diploma of 6months-1yr. 1-2yrs related experience required. Excellent communication, word processing, and interpersonal skills. Must be able to work independently on multiple concurrent projects while demonstrating initiative and problem-solving skills. Experience with Macintosh computers, Microsoft Word, Excel and Filemaker essential. Ability to handle confidential information with discretion. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Associate Director CITE (PA7902)

Human Resource Associate IV; Band G; OPI

Associate VP Human Relations-Endowed

Posting Date: 7/29/93

Help plan, develop and implement Cornell Interactive Theater Ensemble (CITE) human relations programs for faculty and staff on campus and for corporate, off-campus clients. Consult with clients, facilitate programs, help develop scripts. Responsibility for client relations and marketing. Assure effective operation of the theater ensemble.

Requirements: Bachelor's degree or comparable experience required. Master's degree preferred. 5-7yrs. related experience required. Experience facilitating training sessions required. Considerable experience in intercultural communication and educating about harassment, climate. Skill in educational needs of faculty, staff, students, and corporate clients. Professional presence. Scripting, business, supervisory, and human resource management experience desirable. Considerable travel. Send cover letter and resume to Cynthia Smithbower.

Library/Museum

Serials Assistant (C7805)

Collections Assistant II; Band B; OPE

Physical Sciences Library-Endowed

Posting Date: 7/22/93

Part-time Position

Manage the serials collection in the physical sciences library. Provide information services to library users. Monday-Friday, 20hr/week.

Requirements: Formal training beyond high school diploma of 1-2yrs. duration; 2yrs. college coursework or associates degree required. 6months-

1yr previous library experience desired. Demonstrated ability to interact with all levels of the academic environment. Good interpersonal skills. Must be able to handle large amount of details effectively with out supervision or quality checking. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Night Supervisor, Current Awareness Manager (C7803)

Public Services Assistant III; Band C; OPE

Hotel Administration-Endowed

Posting Date: 7/22/93

Part-Time Position

Independently oversees library circulation/reserve services during evenings and on weekends. Establishes and maintains a high level of cordial, cooperative service to library patrons. Manages current awareness program interlibrary loan (lending), and assists with the maintenance of stacks and periodical shelves. In the absence of other staff is responsible for all library operations and facilities, including shared responsibility of closing binenkorb microcomputer center on evenings and weekends.

Requirements: Formal training beyond high school diploma of 1-2yrs; 2yrs. college Coursework or associates degree required. 1-2yrs. previous library, public service and/or supervisory experience required. Medium data entry/typing is required. Experience with work-processing program is required. Working experience with basic office machines. Strong interpersonal and communication skills required. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Coordinator for School/Children's Programs (PA7811)

Museum Associate I; Band F; OPI

Johnson Art Museum-Endowed

Posting Date: 7/22/93

Part-Time Position

Develop, teach, document, and evaluate the museums programs for area schools and community children and families. Promote programs with educators. Develop and instruct workshops for teachers. Establish workshop and program timetables. Develop exhibition-related lesson plans for targeted age groups. 10 months, flexible nights and weekends.

Requirements: Bachelors degree or equivalent in art history, fine arts, museum studies or related field required. 2-3 yrs. full-time teaching experience in museum environment required. General knowledge of art history including prior art history coursework mandatory. Excellent communication skills, both oral and written. Experience in grant planning and writing strongly preferred. Working knowledge of Macintosh computers necessary. **MUST BE ABLE TO START BY 9/1/93.** Send cover letter and resume to Cynthia Smithbower.

Public Affairs

Public Affairs Officer I (PA7808)

Public Affairs Officer I; Band E; OPI

Lab of Ornithology-Statutory

Posting Date: 7/22/93

Coordinate Lab's Capital Campaign activities, including identification, cultivation and solicitation of prospect donors. Manage the lab's prospect donor tracking system & liaison with cornell's public affairs/development systems. Assist with the planning, development and implementation of the lab's public affairs program. Develop & manage the corporate & foundation sponsorship program. Provide leadership for new program development including donor recognition events & dedications.

Requirements: Bachelor's degree required. 2-3 yrs. fundraising & development experience, preferably with

Cornell or other institution required. Excellent writing, grammar & proof-reading skills. Familiarity with computers & word processing skills. Time management skills & refined organizational skills. Able to work well with a wide range of people. Able to motivate people and work creatively with volunteer-team players. Willingness to travel. Sincere interest in promoting the goals of the lab. Send cover letter and resume to Cynthia Smithbower.

Director of Alumni Relations (PA7802)

Alumni Affairs Officer II; Band F; OPI

Johnson Graduate School of Management-Endowed

Posting Date: 7/22/93

Responsible for developing, implementing and marketing the alumni activities for the Johnson School. Schedule and plan the School's Life-long Learning programs at 6 metropolitan locations, Johnson Club events, combined Johnson and Cornell Club events, faculty lectures, Reunion, Homecoming, receptions and other programs for alumni and friends both on and off campus. Seek corporate support to sponsor events, when appropriate.

Requirements: Bachelor's degree or equivalent combination of education and experience required. 3-5yrs. experience in university alumni and donor relations. Strong interpersonal skills. Excellent writing and communication skills. Experience with maintenance/use of computer-based records and good organizational skills. Self-motivation and the ability to work independently essential. Must be able to use discretion in the handling of confidential information. Send cover letter and resume to Cynthia Smithbower.

Student Services

Dining/Retail Supervisor (PA7905)

Dining Associate I; Band E; OPI

Campus Life/Dining-Endowed

Posting Date: 7/29/93

Supervise the daily operations of a dining unit and/or retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associate's degree; technical/vocational school required. 2-3yrs. related experience required. Some knowledge of food service and health codes desirable. Basic computer skills. Skills and point of sale systems familiarity. Send cover letter and resume to Cynthia Smithbower.

Dining Supervisor (PA7809)

Dining Associate I; Band E; OPI

Campus Life/Dining-Endowed

Posting Date: 7/22/93

Supervise the daily operations of a dining unit and/or retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years related experience required. One year food service supervisory experience preferred. Some knowledge of food service and health codes desirable. Basic computer skills and point of sale systems preferred. Send cover letter and resume to Cynthia Smithbower.

Collection Officer (PC7704)

Student Service Associate I; Band E; OPI

Bursar's Office-Endowed

Posting Date: 7/15/93

Supervision and coordination of centralized collection program for delinquent student accounts and student loan accounts. Provide supervision for four full-time staff members, develop work plans, policies and procedures, and provide training for collections effort. Initiate direct collection activities, including researching accounts,

skip tracing, and communicating with debtors via the telephone and in writing. Ensure due diligence requirements are kept current and are followed. Position requires the ability to effectively represent the university's position to debtors with diplomacy and tact. Prepare statistical progress reports. Job requires 11:30 to 8:00pm shift on Mondays, 8am-4:30PM Tuesday-Friday.

Requirements: Bachelor's degree or equivalent required. 1-2yrs. related experience. College or university collections helpful. Ability to interpret and implement state and government loan regulations and to prepare statistical reports. Strong supervisory skills required, and the ability to represent the university's position to debtors with diplomacy and tact. Microcomputer skills necessary. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Residence Hall Director (PA7803,4)

Student Services Associate I; Band E; OPI

Campus Life-Endowed

Posting Date: 7/22/93

12month, live-in position. Overall administrative and programmatic responsibility or a residential complex of 500 students and supervision of 14 resident advisors, a programming assistant and a fitness center manager. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Bachelor' degree or equivalent required. Master degree in student development or personnel administration, counseling or related field preferred. 1-2yrs. previous residence life and supervisory experience preferred. Desire to work in a collegial atmosphere, to be actively engaged with students, faculty and university staff. Strong organizational skills are essential. Send cover letter and resume to Cynthia Smithbower.

Production Chef (PA7801)

Chef I; Band E; OPI

Statler Hotel-Endowed

Posting Date: 7/22/93

Responsible for the food production prep for the statler hotel's food and beverage outlets and the supervision of the student production staff.

Requirements: Associate's degree in culinary arts or equivalent experience in a similar position; ability to train and supervise people effectively; good organizational skills. 5-7yrs. experience required. Send cover letter and resume to Cynthia Smithbower.

Community Center/Faculty Program Director (PA7908)

Student Services Associate II; Band F; OPI

Campus Life-Endowed

Posting Date: 7/29/93

Responsible for coordination and leadership of faculty programs. Provide the coordination and integration of community centers in the overall development of the community-based program serving a diverse student population.

Requirements: Bachelor's degree or equivalent required. Master's degree in student development preferred. 2-3yrs. experience. Send cover letter and resume to Cynthia Smithbower.

Executive Dietitian (PA7906)

Dining Associate II; Band F; OPI

Campus Life/Dining-Endowed

Posting Date: 7/29/93

Plan and manage all service, production, human resources, and financial aspects of dining operations. Design and coordinate nutrition and education programs.

Requirements: Bachelor's degree and 2-3yrs. of related experience, or the equivalent. Registered dietitian (R.D.) required American Dietetic Association membership preferred. Knowledge of food and health codes is required. Send cover letter and resume to Cynthia Smithbower.

Assistant Director Student Activities (PA7810)

Student Services Associate II; Band F; OPI

Student Life Union-Endowed

Posting Date: 7/22/93

Oversee day-to-day workings of reservations office; advise student programming boards and develop and administer their budgets in conjunction with student volunteers. Program development & implementation, contract negotiation, major event planning. Develop, interpret & administer university & developmental policies & procedures related to activities on the Cornell campus. Some nights and weekends.

Requirements: Bachelor's or equivalent required. Masters degree preferred. 2-3 years related experience required. Must be innovative, creative, highly flexible, organized & enthusiastic. Excellent written & oral communications skills. Experience negotiating entertainment contracts highly useful. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Operations Marketing (PA7805)

Student Services Associate II; Band F; OPI

JGSM/Career Services-Endowed

Posting Date: 7/22/93

Responsible for operation of the on-campus recruiting/marketing program. Assist in developing marketing strategies to attract companies to campus and to develop broad an deep relationships between them and the Johnson school. Provide technical support and expertise to upgrade career-related computer service to students and staff.

Requirements: Bachelor's degree or equivalent required. Master's degree and/or student counseling background preferred. 2-3yrs. experience in a placement or corporate setting. Knowledge of careers/industries/function pursued by MBA's preferred. Excellent organizational supervisory and communication skills. Willing to work evenings during the recruiting season. Familiar with Macintosh and software packages. Send cover letter and resume to Cynthia Smithbower.

Assistant Director of Career Services (PA7807)

Student Services Associate II; Band F; OPI

Hotel Administration-Endowed

Posting Date: 7/22/93

Assist in the overall administration of the career services office, including, but not limited to, industry/alumni relations, career counseling, on-campus recruiting, and the industry residency program. Coordinate career development workshops. Assist undergraduate students, graduate students, and alumni with career development needs. Act as the primary contact concerning career development for the professional master's degree students.

Requirements: Bachelor's degree required. Master's degree preferred. Cornell University, School of Hotel Administration degree desirable. Hospitality industry experience and previous experience working directly with college-level students in a counseling role highly desirable. Past supervisory experience preferred, as well as experience in human resources, training, and conducting/coordinating career development workshops. A strong team orientation is essential, with excellent interpersonal, organizational and written skills required. Computer literacy required. Knowledge of Macintosh preferred. Send cover letter and resume to Cynthia Smithbower.

Area Program Director (PA7907)

Student Services Associate III; Band G; OPI

Campus Life-Endowed

Posting Date: 7/29/93

Responsible for supervision of professional residence hall directors, imple-

mentation of staff training, ensuring program development/implementation including the integration of faculty within all program efforts, coordinating the management of policies, procedures and communication in a residential area of between 1600 and 2000 students.

Requirements: Bachelor's degree or equivalent required. Master's degree or equivalent combination of education and experience is preferred. 3-5yrs. experience in student services in higher education, including supervision, administration, residence hall program development, residence hall staff selection, training and development, counseling is required. Considerable understanding of human development/learning in an educational setting is essential. Send cover letter and resume to Cynthia Smith-bower.

Technical

Technician I (T7804)

Technician I; Band A; OPE

Biochemistry-Statutory

Posting Date: 7/22/93

Part-Time Position

Prepare culture media. Order supplies and equipment. Follow radiation safety precautions and perform lab inspections. Maintain strains, plasmids and equipment. 25hrs/wk.

Requirements: Formal training beyond high school of 6months-1yr required, including radiation safety courses. 6months related experience. Send cover letter and resume to Sam Weeks.

Technical II (T7602)

Technical II; Band B; OPE

Food Science-Statutory

Posting Date: 7/8/93

Provide support for dairy research projects. Perform routine chemical and physical analyses of dairy products. Use Lotus 1-2-3 for computer entry and summarization of data. Provide general lab maintenance including clean-up, wash glassware, and prepare reagents.

Requirements: Formal training beyond high school diploma of 1-2 yrs., 2yrs. college coursework of Associate's degree in Dairy Technology or Food Science required. Minimum 1 year related experience, course and lab class, training in routine dairy product analyses (i.e. Kjeldahl, Babcock, Mojonnier). Send cover letter and resume to Sam Weeks.

ICU Veterinary Technician (T5612)

Veterinary Technician; Band B; OPE

Veterinary Medical Teaching Hospital-Statutory

Posting Date: 2/18/93

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to veterinary students assigned to ICU duty. Maintain and monitor critically ill patients (IV fluids, drug therapy, life sustaining equipment, and vital signs). Rotating shifts.

Requirements: A.A.S. in animal health technology, NYS licensure or eligibility. Experience working with small animals and an interest in teaching critical care. Send cover letter and resume to Sam Weeks.

Technician III (T7805)

Technician III; Band C; OPE

Plant Breeding and Biometry-Statutory

Posting Date: 7/22/93

Prepare plant material for culture and execute transformation and regeneration procedures. Transfer and maintain plants that produce seed on transformed plantlets. Prepare buffers and stock solutions. Perform southern and northern analysis; and radiolabel probes. Order supplies, prepare reports.

Requirements: Bachelor's degree or other formal training program of 4 years in related scientific area required. 1-2yrs related experience required. Send cover letter and resume to Sam Weeks.

Technician III (T7502)

Technician III; Band C; OPE

James A. Baker Institute-Statutory

Posting Date: 7/1/93

Provide technical assistance in carrying out various experiments using molecular biological and biochemical techniques e.g. DNA/RNA isolation, transformation, transfection, northern and southern blotting, DNA sequencing, PCR, SDS-PAGE etc. Assist with routine lab organization, experimental planning and maintenance of lab supply.

Requirements: B.S./B.A. in biochemistry, biology, chemistry or molecular biology or equivalent required. A good working knowledge of standard laboratory procedures including working with radioactive isotopes along with knowledge of fairly complex molecular biological techniques. Interest and ability in learning new procedures will be supported by on-the-job training. Send cover letter and resume to Sam Weeks.

Medical Technologist I (T5504)

Medical Technologist I; Band D; OPE

Diagnostic Laboratory/VET-Statutory

Posting Date: 6/17/93 **Repost**

Maintain and supervise research parasitology lab. Supervise work-study students. Perform routine parasitological tests, including microscopy, on research samples. Perform ELISA tests. Modify/develop new diagnostic tests as needed. Keep lab records up to date, including computer entry. Maintain equipment, perform library searches and xeroxing.

Requirements: BA or BS in biology, animal science or related field required. 2-3yrs. related experience required. Knowledge of and experience with routine biological lab techniques. Potentially infectious materials will be handled. Basic knowledge of computers (WP,D-Base) necessary. NYS driver's license required. Send cover letter and resume to Sam Weeks.

Technician IV (T7501)

Technician IV; Band D; OPE

Center for Advanced Imaging Technology/Veterinary Medicine-Statutory

Posting Date: 7/1/93

Assist in the operation and maintenance of the center for advanced imaging technology (CAIT) at the NYSCVM. Train, supervise and assist, as needed, faculty, staff, students and visitors involved in research, teaching and diagnostic activities in techniques of scanning and transmission electron microscopy including: general specimen preparation, chemical fixation, ultramicrotomy, critical point drying, metal coating techniques, immunoelectron microscopic and autoradiographic studies.

Requirements: Bachelor's of science degree or equivalent in biological or physical sciences required; technical/vocational school degree in light and electron microscopy. Minimum 5yrs. related experience required. Demonstrated knowledge of and ability to use light and electron microscopy, high quality photographic and graphics experience. Basic knowledge and skill in using commercial and custom computer programs. Effective communication skills, excellent hand/eye coordination. Ability to develop new procedures. Send cover letter and resume to Sam Weeks.

General Service

Orchard Worker SO07 (B7801)

Fruit and Vegetable Science-Statutory

Hiring Rate: \$8.66

Posting Date: 7/22/93

Operate and perform orchard cultural practices as required to facilitate research, teaching and extension programs of faculty, students and technicians. Operate, monitor and maintain fruit storage facilities. Inventory, transport, and assess fruit, and assist in salesroom. Conduct an integrated pest management program including scouting and pesticide applications. Assist with maintenance of general orchard facilities.

Requirements: High school diploma or equivalent. Pesticide applicators certification. Substantial experience: general farm operations, with emphasis on fruit crops; fruit handling, storage and care; equipment operation, maintenance and minor repair; coordinating seasonal manual labor and general maintenance. Send cover letter and resume to Cynthia Smith-bower.

Vehicle Mechanic SO09 (G7401)

Fruit and Vegetable Science-Statutory

Hiring Rate: \$9.52

Posting Date: 6/24/93

Responsible for all aspects of equipment maintenance and repair for Cornell Orchards. Help to evaluate fruit crop and determine logistical aspects of fruit harvest, work with researchers and fellow orchard workers to grow, harvest and store fruits. Supervise temporary workers as needed. operate farm equipment on a daily basis. Hours may fluctuate during harvest and spray season. Monday-Friday, 7am-3:30pm, overtime as needed.

Requirements: High school diploma or equivalent. Have or obtain NYS Pesticide Applicators license. Commercial truck operators license and mechanical training preferred. Lift up to 100lbs. Minimum 6yrs. experience as farm and/or auto equipment mechanic. 5yrs. experience as farm equipment operator. Fork lift experience helpful. Excellent interpersonal and public relations skills necessary. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Temporary Office Professional Positions

The temporary service at Cornell University is presently recruiting individuals who are interested in being considered for temporary office professional opportunities. The University has on-going needs for Receptionists, Office Assistants, Data Entry Clerks, Administrative Assistants, and Accounts Representatives. A minimum of one year office experience is necessary and individuals need to be proficient in the use of the Macintosh and/or IBM computers. Knowledge of the following programs is highly desirable: Microsoft Word, Filemaker Pro, Excel, Pagemaker, Dbase, WordPerfect and Lotus 1-2-3. A typing speed of 45-60 wpm is preferred. If you are not presently employed and would consider temporary opportunities, please send a resume and cover letter stating your availability and interest to Wendy Manzanares, Employment Services, 20 Thornwood Drive.

Temporary Administrative Assistant (S7906)

Theory Center -Endowed

Posting Date: 7/29/93

Perform extensive and complex administrative and secretarial functions for the Associate Director of Scientific Computational Support. Using on-line calendar, schedule meetings and appointments; prepare agendas and materials for meetings. Draft and prepare documents, reports, and correspondence; maintain files; arrange travel; and answer/screen phone calls.

Requirements: Associate's degree or equivalent in education and experience. Three to four years related administrative secretarial experience. Experience with Macintosh applications required. Experience with UNIX a plus. Strong interpersonal, organizational, and communication skills. Position to begin August 19, 1993 - Dec. 24, 1993. Full-time M-F 8:00a.m. - 4:30p.m. Send cover letter and resume to Wendy Manzanares, Employment Services, 20 Thornwood Drive.

Laboratory Assistant (S7905)

Pathology

Posting Date: 7/29/93

Casual Position

Daily maintenance of the pathology tissue block and microscope slide archives. Daily washing of glassware used in the histology laboratory. Additionally responsible for filling containers with deionized water and other non-technical duties as assigned. Monday-Friday 1pm-4pm.

Requirements: High school diploma or equivalent. Must be able to lift 50lbs and stand for extended periods of time. Must receive pre-exposure rabies vaccination upon hire. Send cover letter and resume to Wendy Manzanares.

Temporary Custodian

Building Care

Rate \$5.50

Posting Date: 7/22/93

On going recruitment will be done in the department of Building Care for temporary custodians. Providing general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Friday 5:00am-9:00am. Occasionally second and third shift hours are needed.

Requirements: Basic reading and writing skills (English). Able to operate a variety of heavy power equipment, lift 50lbs, and climb an eight foot ladder. Please submit application to Karen Raponi, Employment Services, 20 Thornwood Drive.

Administrative Assistant I (S7712)

East Asia Program

Rate \$7.56

Part-time 20 hours/week, 9:00-1:00

6 month assignment

Posting Date: 7/22/93

Provide routine clerical support to four office staff, including receptionist duties, gathering data, light typing, data entry, xeroxing, mailings, filing and other duties as assigned.

Requirements: Experience with IBM computers and IBM compatibles. WordPerfect 5.1 is required. Service oriented, and willingness to handle a variety of tasks. Attention to detail required. Familiarity with Cornell is desirable. Please submit a cover letter and resume to Karen Raponi.

Nutritionist (T7704)

Nutritional Sciences

Posting Date: 7/15/93

Part-time position

Maintaining up-to-date subject matter files. Prepare three issues of the division of nutritional sciences alert, a newsletter for Cornell Cooperative Extension agents with food and nutritional program responsibilities. Assist with responses to agent, professional, media and consumer requests. 10-15hrs/week

Requirements: Master's degree in consumer foods and/or nutrition. Must be knowledgeable of food-nutrient and diet-disease relationships. Experience working with other professionals desirable. Knowledge of Cooperative Extension is desirable. Send cover letter and resume to Sam Weeks.

Teaching Support Specialist I (PT7703)

Physiology-Statutory

Posting Date: 7/15/93

Organize and participate in the teaching of the lab part of the course BS316, Cellular Physiology. In the spring '94 offering of this course, three lab sessions/week will be organized. Main responsibilities will be the organization of the labs and to provide teaching support during the laboratories. Position starts January 1994 and lasts until May 1994.

Requirements: Bachelor's degree or equivalent in biological sciences. Experience in cell and organ culture preferred. Working knowledge of various biochemical techniques, including ultracentrifugation, enzyme assays, liquid scintillation counting, gel electrophoresis, immunohistochemist

histochemical staining techniques. Send cover letter and resume to Sam Weeks.

**Accounts Representative IV (S7702)
Center for the Environment-Endowed
Posting Date: 7/15/93**

Process all financial transactions for busy, complex research center. Reconcile monthly accounting statements and assist with production of analysis reports for multi-functional, multi-source accounts across endowed and statutory divisions. Prepare non-exempt payroll. Primary liaison for purchasing and telecommunications. Appointment until 11/30/93.

Requirements: AAS degree in accounting or business administration. Familiarity with fund accounting required. Cornell accounting experience preferred. Experience with microcomputers and database programs required. Macintosh experience preferred. Please send cover letter and resume to Karen Raponi.

**Service Analyst (PT7605)
CIT/Network Resources-Endowed
Posting Date: 7/8/93**

Provide technical resource services for service teams regarding higher-level software issues. Facilitate the work of service teams, backline development and engineering staff members in the context of project planning, problem resolution, and development of data networking specifications and standards for voice and video applications. Send cover letter and resume to Sam Weeks.

Requirements: Bachelor's degree or equivalent with some computer science courses. 2-3 yrs. experience in computer networking and computing, with some experience in LAN administration or design and implementation. Advanced communication skills with ability to communicate ideas and plans effectively, both verbally and in writing.

**Back to School Fair Assistant (S7301)
CIT/Sales and Support-Endowed
Posting Date: 6/17/93**

Part-time Position

Under general direction of contracts manager, help coordinate Cornell information technologies back-to-school fair for August 1993. Responsibilities will include operational and administrative support for the project. 20hr/week including some weekends. Position begins July, 1993 through October, 1993.

Requirements: Associates degree or equivalent coursework. Knowledge of university purchasing and prior event coordination experience helpful. Must have knowledge of Word, Excel, FileMaker Pro on Macintosh. Must be able to work in an extremely hectic and fast-paced environment. Light typing. Send cover letter and resume to Karen Raponi, 20 Thornwood Drive, Ithaca, NY 14850.

**Senior Technician (PT6809)
Mammalian Cell Culture/Animal
Science**

Posting Date: 5/13/93

Provide technical support in mammalian cell culture research involving studies on the role of a novel peptide, found in mammary tissue and milk, that effects cell proliferation and differentiation.

Requirements: Skilled in cell culture, immunocytochemistry and various analytical techniques such as PAGE, Western, Northern and Southern blotting. Experience in confocal microscopy and cell cycle analysis is preferred. Send Curriculum vitae, work history and names of 3 references to Dr. R.C. Gorewit, Department of Animal Science, Cornell University, Ithaca, NY 14853.

Boyce Thompson Institute

**Part-time Library Assistant for small
Special Library**

**Location: Tower Road, Ithaca, NY
(20 hours/ M-F 1:00-5:00 pm daily
with some flexibility)**

Salary: \$6.00/hour

Duties include: recording receipt of serial publications, claiming unreceived issues, assisting Librarian in sending out ILL requests, shelving Library materials, retrieval of materials for patrons, and inputting data into applications software.

Requirements: High school diploma; must be detail oriented. Good interpersonal and communication skills. Accurate typing, computer experience desirable. Previous library experience preferred. Contact Anne Zienteck, 254-1239.

Academic

Research Associate (non-tenure position)

Entomology

Posting Date: 7/29/93

Initially has funding for 3yrs. Reappointment will be annual and will be contingent upon performance. Extension of the position beyond 3yrs will be dependent on the availability of funding. Conduct laboratory and field studies focused on the biological control of alfalfa snout beetle (ASB), *otiorhynchus ligustici*, utilizing entomopathogenic nematodes and pathogens. Additional research foci include ASB biology, ecology and behavior. Goal is to improve the management of ASB.

Requirements: Ph.D. degree in entomology or related field. Preference will be given to individuals with training and/or experience in insect pathology or biological control. Demonstrated success in designing and completing independent research highly desired. Background in agricultural production, pest management and computer literacy desired but not required. Salary competitive and commensurate with experience. Available November 1, 1993. Please send letter of application, curriculum vitae, statement of research interest, transcripts, reprints and the names and phone numbers of 3 references by October 1, 1993 to: Dr. Elson J. Shields, Entomology, Comstock Hall, Cornell University, Ithaca, NY 14853-0999. (607) 255-8428.

**Assistant Professor or beginning
Associate Professor**

(Tenure-track Position)

Vet Medicine/Pathology

Posting Date: 7/29/93

Desired candidate holds a DVM and Ph.D. in cellular and/or molecular biology and is expected to establish a rigorous, extramurally funded research program that complements ongoing departmental projects in cell proliferation and differentiation, cell-cell and cell-substrate interactions, transmembrane signaling, protein-protein interactions, and molecular genetics. Participate in teaching of DVM and graduate students, and residents, as well as contribute to general departmental academic activities. Submit curriculum vitae, a summary of their present and future interests and three letters of reference from persons familiar with their research and teaching abilities to Dr. Andrew Yen, Chairman, Faculty Search Committee, Department of Pathology, Cornell University College of Veterinary Medicine, Ithaca, NY 14853. Applications will be reviewed starting September 15, 1993.

**Senior Research Associate I
Soil, Crop and Atmospheric Sciences**

Posting Date: 7/22/93

Available immediately to study the mechanism of paraquat resistance in *Hordeum glaucum*. Project involves paraquat and putrescine flux experiments in purified plasmalemma and tonoplast vesicles isolated from leaf tissue of resistant and susceptible biotypes. Preference will be given to applicants with Ph.D. in weed or herbicide physiology and with previous postdoctoral experience. Rel-

evant research experience in membrane transport processes, electrophysiology, and cell tissue culture is required. Funding is available for 1yr and includes a competitive salary and full benefits. Send cover letter, curriculum vitae, and names and telephone numbers of three references to Dr. Joseph M. DiTomaso, Department of Soil, Crop and Atmospheric Sciences, Cornell University, Bradfield Hall, Ithaca, NY 14853. Applications should be submitted no later than August 15.

PRESERVATION LIBRARIAN/SELECTION

**Albert R. Mann Library, Cornell
University Library**

Posting Date: 7/22/93

The Albert R. Mann Library seeks a librarian with experience in both collection development and preservation management. Collection development responsibilities include selection for preservation, and, using expertise in full text digital publications, selection of full text electronic publications in agriculture, biology, and human ecology. Management of preservation requires leadership, creativity, and experience in library preservation and conservation. Mann's program is staffed by 5 FTE.

RESPONSIBILITIES include: 1. national preservation planning for the literature of those disciplines served by Mann Library; 2. participation in sophisticated bibliographic projects (such as core literature identification) to set priorities for preservation of the literature of these disciplines; 3. writing funding proposals; 4. managing multiple grant-funded reformatting projects (producing microform, paper facsimile, and digital copies); 5. formulating preservation policies; 6. managing minor repair operations and expanding conservation treatment capabilities; and 7. acting as liaison to Cornell's central Department of Conservation and Preservation.

REQUIREMENTS: MLS; minimum 3 years preservation experience; demonstrated supervisory and management skills, including experience managing reformatting projects; excellent written, oral communication and interpersonal skills; experience with information management software. Desirable qualifications: subject

background in agriculture, biology, human ecology; experience with use of digital technology in preservation knowledge of conservation treatments successful proposal writing; experience with cooperative and commercial contracts.

Salary dependent upon qualifications and experience. Screening of applicants will begin August 18 and continue until the position is filled. Submit a letter of application, list of 3 references, and resume to: Ann Dyckman, Personnel Director, 201 Olin Library, Cornell University, Ithaca, N.Y. 14853.

**Instructor-Introductory Statistical
Courses**

City and Regional Planning

Posting Date: 7/8/93

Seek and instructor to teach an introductory course in statistical applications in planning at the undergraduate and/or graduate level during the Fall 93' semester. Primary objective of the course is to familiarize students with fundamental statistical concepts and skills as they are utilized in the social sciences.

Requirements: Ph.D. in appropriate area or Master's degree in appropriate area plus relevant experience. Salary to be negotiated. Contact Richard S. Boot, Chair, City and Regional Planning, Cornell University, 105 W. Sibley Hall, Ithaca, NY. (607) 255-4332.

**Research Associate II
Human Development and Family
Studies**

Posting Date: 7/8/93

Collect, code, and analyze observation data on young people learning in workplaces and interview data from them, their parents, and the adults who work with them. Use these data as a basis for internal reports, feedback to participants, and scholarly papers.

Requirements: A doctorate in a relevant field of education or social science and evidence of advanced ethnographic research skills. Familiarity with program evaluation, adolescent development and education, and youth employment is desirable. Contact: Dr. Mary Agnes Hamilton, Human Development and Family Studies, MVR Hall, Cornell University, Ithaca, NY 14853.

THE
CORNELL

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services

Retiree Benefits Update

An Open Letter to the Cornell Community

August 5, 1993

Dear Colleagues:

We have received many calls and inquiries as a result of the redesign of the healthcare program for endowed retirees that was announced in the May 27, 1993 issue of *The Cornell Workplace* and was further explained by a letter to retirees and a follow-up article in the June 17, 1993 issue of *The Cornell Workplace*. Although many of these inquiries were prompted because people could not believe that the changes being made were as minimal as they are, and therefore wanted to make sure that they had read their information correctly, some of these inquiries questioned the need for making any changes to the endowed retiree healthcare program, in spite of the rising costs of this program and of healthcare costs in general. I write this open letter today to address this very valid question and concern.

The recent changes to the Cornell University Healthcare Program for Retirees were made after many hours of discussion both within the university and in consultation with other Cornell retirees through their roles in the Benefits Advisory Committee, and involved many compli-

make some difficult decisions, balancing the financial realities that have forced us to fund this accrued liability (if we are to recoup any portion of the expense from federal grants and contracts) and the obligation we feel to continue providing a responsible level of benefits to

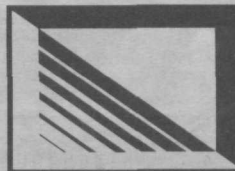
following modifications were made based on these principles:

Sick Leave Credit

The ways in which sick leave credit is calculated had to be re-examined:

- As you may or may not be aware, those who retired prior to 1983 did not receive a sick leave credit. These people represent our more elderly retirees, whose income has been subject to erosion by inflation. The recent changes in the ways sick leave credit is calculated result in more equitable treatment of those who retired before and those who retired after 1983.
- Until now, inequities existed among those who retired after 1983 and received sick leave credit, because the calculation of sick leave credit is based on salary. Those retiring with a rela-

(continued on p. 2)



REFLECTIONS

On The Horizon

cated and difficult issues from both a financial and a philosophical perspective.

One of the issues prompting these discussions had to do with a new federal financial standard (FAS 106), which became effective July 1, 1993. FAS 106 requires that retiree health coverage be funded over each employee's working career. Consequently, the university had to

both active and retired faculty/staff.

Throughout our deliberations, one of the university's concerns was that any modifications to the endowed retiree healthcare program provide more equitable and consistent benefits across the endowed retiree population and the active faculty/staff, and further, that it promote equitable treatment across those who have already retired. The

Annual Cornell Recreation Community Picnic Enjoyed by Many

The Cornell Recreation Community (CRC) kicked off the summer with its annual June picnic, held Saturday, June 19, 1993 at the CRC Park on Monkey Run Road.

A total of approximately 275 Cornell staff, administrators, retirees, and their parents, children and grandchildren participated in the

all-day event, enjoying a wide range of activities. Those who were inclined toward physical activity participated in sports such as volleyball, horseshoes, and kickball, or in dancing to the sounds of the band "Sweetwater Junction," which played throughout the afternoon. Others sat quietly and enjoyed

sharing conversation. The children received balloons and prizes for the games they played. And everyone chose from among the hot dogs, hamburgers, and hot sausages, which were served all day long, and the chicken barbecue, served at 2:00 p.m.

Effective July 1, 1993, all Cornell faculty, staff, and retirees automatically became members of the Cornell Recreation Community. There are no longer any dues for membership, though special trips and activities require a "per event" charge to cover costs.

The CRC was established in 1982 for the purpose of building a sense of community by providing social, cultural, and recreational activities for members of the Cornell community. Early this summer, it became aligned

with University Human Resource Services because they share the goals of promoting social and recreational activities.

(continued on p. 2)



The art of chicken barbecue: Ray Sears, left, and Al Reed



Julie Delay and Annelise Delay-Schuepbach

Retiree Benefits

(continued from p. 1)

tively high salary received a much more valuable benefit than retirees with the same service but with lower paying jobs. By now limiting the sick leave credit and recalculating it annually, we hope to adjust for this inequity as well.

Contribution Rates Changes

- The modifications in contribution rates result in less disparity between single and family con-

tributions. Until now, single coverage under the Medicare Supplement plan required no contribution, thereby creating a situation wherein the contribution for family coverage was subsidizing single coverage.

- The changes in the contribution rates for all endowed retirees have been as minimal as possible. While some endowed retirees have experienced an increase in the monthly premium for coverage, others have experienced a substantial reduction.
- The Medicare Supplement Plan will continue to be available to those currently enrolled in it, and

newly retired endowed faculty and staff who will reach age 65 by June 30, 1994. Under this plan, single coverage increases to \$12.46 and family coverage decreases from \$76.14 to \$51.92.

- Under the new 80/20 Plan for Retirees, single coverage is \$10.05 and family coverage is \$41.09. Early retirees (those who are under age 65 when they retire) will be enrolled in the 80/20 Plan, and their rates are \$6.83 for single coverage and \$66.99 for family coverage.

I do hope this information assists you in more fully understanding

the need for these changes. We will continue to monitor the impact of the changes on our retirees and strive to reach the best balance we can. Should you have any further questions about the endowed retiree healthcare program, I hope that you will feel free to call our Benefits Service Team, at 255-3936.

Sincerely yours,

Beth I. Warren

Beth I. Warren

Associate Vice President for Human Resources

CRC

(continued from p. 1)

ational health and recognizing the interlocking worlds of work and family. The CRC is governed by a board of directors, and its activities are carried out by the many Cornell volunteers who give of their time, their energy, and their ideas. If you are interested in participating in one of the events listed below or in serving on one of the CRC committees, please call Janet Beebe at 255-7565.

Upcoming Planned CRC Trips

A sampling of upcoming Cornell Recreation Community events includes:

August 7 - Thousand Islands

September 18-19 - Toronto: Phantom of the Opera; Miniature Village/Cullen Gardens

October 2 - Pork Roast/Square Dance

October 3 - Buffalo Bills vs. Giants, 8:00 p.m.

October 16 - Employee/Family Day

October 22-28 - Cancun, Mexico

October 31 - Family Halloween Party

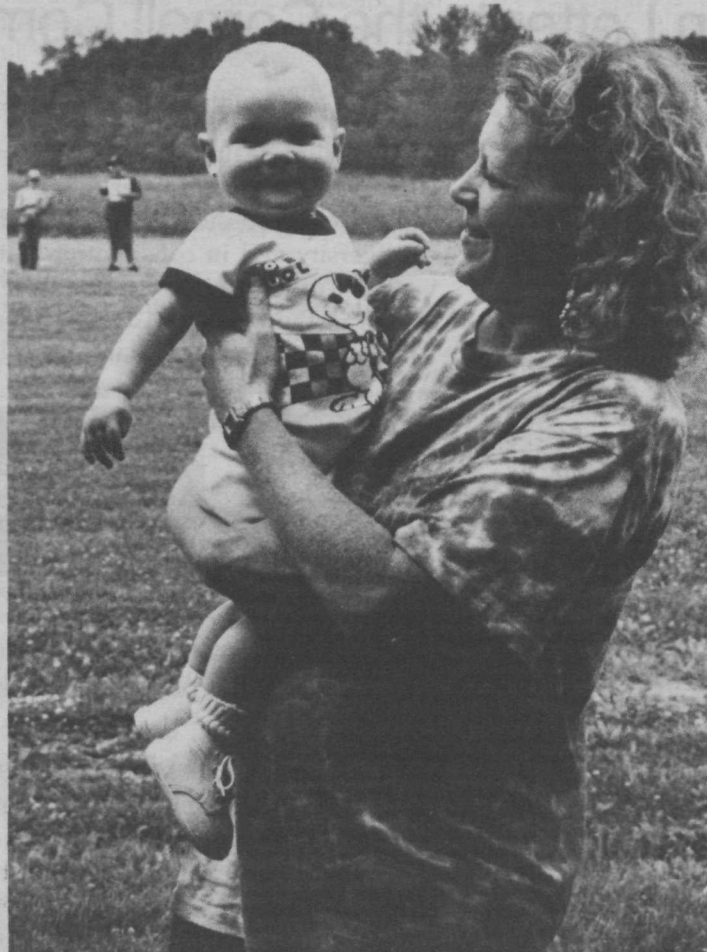
November 1 - Buffalo Bills vs. Redskins, 9:00 p.m.

November 6 - Franklin Mills Outlet Shopping, Philadelphia, PA

November 20 & 21 - Niagara Falls: Festival of Lights

December - Children's Holiday Party

December - Salvation Army Kettle Bell Ringing



Jackie and Kyle Armstrong enjoy the CRC Picnic



Art Bell's children, Heidi, Yumeng, and Konqwei, enjoy the balloons



Rick Guardiola, CRC Board of Directors



Left-to-right: Al Reed, Eric Fields, Ray Sears, and Bill Dougherty

A wide variety means food for all.



Leadership, Management, and Quality Improvement:

The Fall 1993 Calendar Focuses on Continual Improvement and Continual Education

The Fall 1993 Calendar of Workshops and Seminars will soon be mailed to all Cornell staff and faculty. In keeping with its evolving focus on enhancing the quality of work and the quality of life, several new series of workshops and seminars have been designed in addition to the many programs that are "back by popular demand." Programs address issues in:

- **management and supervisory development**
- **leadership development**
- **human relations development**
- **Quality Improvement tools**
- **family and life skills**
- **support networks and lunch series**
- **policies and procedures**
- **health, wellness, and safety.**

As we look to incorporating quality in all we do, the following programs address the ways we can improve the quality of our leadership, management, and work endeavors.

Management, Supervisory, and Leadership Development

Of special note are several new programs in management development:

- **The Seven Habits of Highly Effective People.** An intensive three-day program that deepens and expands upon the principles presented in the bestselling book by the same name, this seminar is based on the premise that the total leadership potential of any individual or organization is a process that begins on the inside or personal level and grows through the interpersonal, the managerial, and then the organizational levels.
- **New Role of Management in the Total Quality Era.** As more and more emphasis is placed on quality, the role of management in the workplace is changing to enable all employees to effectively take charge of the quality of their own work. This workshop will examine the role of the manager as a leader, change agent, facilitator, coach, trainer, and counselor.
- **Excellence in Supervision.** Designed to take the place of the former Resulted Oriented Supervision Program offered in past years, Excellence in Supervision presents some of the new approaches to supervision that have arisen as a result of the changing Cornell culture, new federal and state laws and regulations, changing workforce expectations, and other factors. This highly interactive program provides supervisors the fundamental knowledge, skills, and confidence necessary to supervise effectively in the 1990's. There will be ample opportunity to dialogue with talented and expert facilitators. Through case study analysis and role-playing, participants will develop timely

skills immediately transferable to the work situation.

Excellence in Supervision was designed and developed by Human Resource Relations and Development staff with input from a focus group consisting of experienced Cornell managers. The focus group members will be asked to audit the revised program and give feedback so that continuous quality improvements to this program can be made.

Those individuals who complete the full program will be granted a certificate of completion. Enrollment will be limited for this initial pilot program to the first 20 enrollees. The dates of this program will be: October 22, 29; November 5, 12, 19; December 3 and 10. Each session will be 9:00-4:00.

Office Professionals Program

The **Office Professionals Program** is designed specifically to enhance and develop professional skills and knowledge for Cornell's office professionals. An intensive program leading to certification for participants who complete the program requirements, the curriculum covers oral and written communication, math, working relationships, computer presentations, and other professional skills.

The Office Professionals Program has been revised as a result of extensive feedback from a newly formed advisory board and past program graduates. Some of the revisions are procedural changes; others are in curriculum content, ensuring, for instance, that writing includes the skills necessary for all office professionals, and providing a writing handbook and newsletter designed specifically to address the needs of office professionals. An orientation for supervisors of participants has also been added to inform them about the importance of the program and of their support.

The deadline for registration in the Office Professionals Program is August 20, 1993. There will be no waiting list. You may request a registration form in advance of receiving the Calendar of Workshops and Seminars from HRR&D at 160 Day Hall (255-1713).

Quality Improvement

The following new programs provide tools for effectively implementing quality improvement at Cornell:

- **Process Management.** This three-day interactive workshop is designed to provide individuals and functional units with a systematic approach to identifying, prioritizing, and improving their key job functions and work processes. It shows how to map and improve business and academic processes.
- **Quest for the Best: The Benchmarking Workshop.** The objective of this workshop is to provide benchmarking teams with the tools, structures, and skills

needed to effectively conduct benchmarking studies, compare our efforts with the best practices in industry and other institutions, and make improvements.

- **Introduction to Business Modeling.** This workshop is designed to introduce senior and mid-level managers and staff to specific business modeling methods; demonstrating the practical benefits of using business models; facilitating teamwork; improving the quality

of business operations and customer service; and increasing the productivity of information technology resources.

University Human Resource Services encourages all staff and faculty to carefully review their career development objectives and to consider enrolling in one of the many courses that will be offered through The Fall 1993 Calendar of Workshops and Seminars.



THE Bulletin Board

Layoff Support Group

UHRS Employment Services is sponsoring a support group for university staff who are on layoff status or who have been informed of impending layoff. Activities will be determined based upon the participants needs, and may include guest speakers on assessing personal and professional options, developing networks inside and outside of Cornell, and other topics relating to re-employment strategies. The next meeting will be held on Thursday, August 12, 3-4:30 p.m. in Room 101, 20 Thornwood Drive.

For more information call Esther Smith, 4-8367, or Vicki Boles, 4-8372.

Clarification

To clarify the information presented in the last issue of *The Cornell Workplace* on nursing mothers: the article's purpose was to advise the Cornell community that private spaces are available for nursing mothers. We did not intend to implicate that infants should be present in the workplace on a full time basis. The appropriate use of these rooms would be to express milk for later use or to feed an infant brought on campus for scheduled feedings. We remind everyone that this is a natural and healthy way of providing nourishment to a young child, and that flexibility and sensitivity be used in this regard. If you have questions or need information please contact Work and Family Services at 255-3649.

Official Notification for a Modification to the Cornell University Life Insurance Program

In the past, life insurance rate increases due to aging have always taken place annually on July 1 of each year. Due to a change in the life insurance contract renewal date, the rate increases for aging will now take effect as of September 1.

Listed below are two examples of how this change in date may or may not affect you as a Cornell employee:

Example 1: Mary is 54 years old and will be turning 55 on August 12. With the old renewal date of July 1, Mary's life insurance rate would not have increased as of July 1. With the new renewal date of September 1, Mary will have to pay her increased bi-weekly rate as of September 1.

Example 2: Joe turned 55 on June 10. Using the old renewal date of July 1, Joe would have been paying the increased premium as of July 1. With the new renewal date of September 1, Joe will be paying the increased rate as of September 1.

The following is a chart for life insurance rates and age groups. If you have any questions regarding this change of renewal dates, please contact Benefit Services, 255-3936.

Supplemental Coverage		Dependent Coverage	
Employee's Age Group	Biweekly Rate Per \$1,000	Employee's Age Group	Biweekly Rate
Under age 35	.02	Under age 35	1.51
35-39	.03	35-49	2.93
40-44	.04	50 and over	8.24
45-49	.07		
50-54	.11		
55-59	.19		
60-64	.19		
65-69	.26		
70-74	.37		
75 and over	.43		

CAREER Opportunities

Employment Services, 20 Thornwood Drive, Cornell University, Ithaca, NY 14850-1265 (607) 254-8370

- Cornell University is an equal opportunity, affirmative action educator and employer.
- Please note that some searches are limited to current Cornell University employees; external candidates will not be considered for these vacancies.
- Cornell University employees may apply for any posted position with an employee transfer application (available through University Human Resource Services). In addition to the transfer application, we recommend a resume and cover letter, specifying the job title, department and job number.
- Employment Services consultants are available by appointment to meet with employees to discuss career planning issues or concerns.
- Employment Services or the hiring department will acknowledge receipt of all materials by mail. Hiring supervisors will contact individuals selected for an interview by telephone, so it is helpful to include more than one telephone number.
- Interviews are conducted by appointment only.
- If you are currently available for employment, you may wish to consider temporary opportunities at the university. Please write to Karen Raponi, Temporary Services, 20 Thornwood Drive, Ithaca, New York 14850-1265.
- The Cornell Workplace, including Career Opportunities, can be found each week on CUINFO.

Please note the new format for "Career Opportunities," which reflects and supports the changes introduced as a result of the compensation research study. Posted positions are sorted by their Job Family, rather than by the "Professional," "Technical," "Office Professionals," etc., categories as was done in the past. The Job Family designation relates to a broad grouping of positions with common functions or skills sets.

For each position, the first title you will see will be the working title—the title designated by the department as representative of the responsibilities of the position. The title printed in italicized type underneath the working title is the university job title—the title that represents a group of highly similar positions which share similar responsibilities and education, skill and experience requirements.

Next to the university job title is the pay band to which the university job title is assigned. The annualized minimum salary for each pay band, and the minimum bi-weekly gross pay rate (assumes full time) are printed below for your reference. For each position posted, you will see the designation, "OPE" or "OPI" which will indicate whether the position is eligible for overtime pay (OPE) or not eligible for overtime pay (OPI).

Pay Band	Minimum Annualized	Minimum Bi-Weekly Gross
A	\$15,375	\$ 589.72
B	\$16,600	\$ 636.71
C	\$17,925	\$ 687.53
D	\$19,350	\$ 742.19
E	\$22,775	\$ 873.56
F	\$26,875	\$1,030.82
G	\$31,725	\$1,216.84
H	\$40,550	\$1,555.34
I	\$51,800	\$1,986.84

General service/bargaining unit positions, academic/faculty positions, and positions for the Boyce Thompson Institute are not included within the scope of the new staff compensation program. Please refer to the position listing for details on the position's pay rate, or contact the consultant/recruiter listed.

Academic Support

Research Support Aide (PT8005)
Research Support Aide; Band D; OPI
Horticultural Science/Geneva-Statutory
Posting Date: 8/5/93
Off-Campus Position
Provide technical lab support on identification, testing and implementation of molecular methods applicable to the quantification of genetic variation. Support application of approaches and techniques which can be employed in a gene bank where large numbers of accessions must be precisely characterized with a minimum of expense and time. Perform nucleic acid extraction and purification; DNA electrophoresis; Southern blotting; DNA and RNA labeling; DNA hybridization; and DNA amplification techniques. Perform and interpret literature searches. Collect, harvest and maintain long-term storage of plant tissue. Maintain greenhouse plots, microorganism stocks, lab records, lab equipment and supplies.
Requirements: AAS degree or equivalent, BS preferred with experience in a molecular biology lab. Some experience and ability with the above procedures. Skill in handling and precise measurement of very small quantities. Send cover letter and resume to Sam Weeks.

Extension Support Aide (PT7801)
Extension Support Aide; Band D; OPI
Family Life Development Center-Statutory
Posting Date: 7/22/93
Provide logistical, program and administrative support to the child protective services training institute program managers and project director for all training programs. Plan, arrange and manage all logistics for conferences and workshops. Oversee registration for various projects. Develop and maintain communication file for potential consumers. Write, edit and assemble publicity materials. Respond to phone and mail inquiries.
Requirements: Associates degree; technical/vocational school degree required. Bachelor's degree preferred or equivalent in education and experience. 2-3yrs. experience in training/academic environment. Strong oral communication and writing skills required. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT7902)
Research Support Specialist I; Band E; OPI
Communications-Statutory
Posting Date: 7/29/93
Part-time Position
Act as general coordinator and communications specialist. Participate in a team working on the design, production and research of networked interactive communication systems. Set up communication systems and networked multimedia computing environments for experiments. Collaborate with staff of Theory Center and CIT on plans. Make recommendations for collaborative groupware systems and help install systems. Assist director with routine operations including writing proposals and popular articles. Participate in designing experiments and applications using networked multimedia computing systems. Help design and develop multimedia tools for research programs.
Requirements: BA preferred, AAS degree in design or graphic arts. 3-5yrs. related experience. Proficiency in computer draw/graphics packages. Familiarity with Excel's hypermedia options. Send cover letter and resume to Sam Weeks.

Research Support Specialist I (PT6902)
Research Support Specialist I; Band E; OPI
Veterinary Pathology-Statutory
Posting Date: 5/20/93
Provide investigative assistance, technological support in biological and flow cytometry lab. Plan/execute experiments; supervise staff; and perform data analysis. Order supplies. Conduct literature surveys.
Requirements: BS degree or equivalent required. 2-3yrs. related lab experience required. Knowledge of related techniques to flow cytometry, biochemistry and tissue culture. Skills in interpersonal communications and supervision. Send cover letter and resume to Sam Weeks.

Administration

Front Office Receptionist (C8005)
Office Assistant; Band A; OPE
Vet Medical Teaching Hospital-Statutory
Posting Date: 8/5/93
Part-Time Position
Front desk reception for the Small Animal Clinic. Gather patient history/client information; operate computer terminal for medical records; discharge and cashiering of clients/patients. Monday-Saturday, 25hrs/week.
Requirements: HS diploma or equivalent required, some college or medical background desirable. Knowledge of medical terminology, 6 months related experience required. Strong organizational/interpersonal and communication skills. Able to work independently in an active, complex environment. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant I (C7901)
Administrative Assistant I; Band A; OPE
Development-Endowed
Posting Date: 7/29/93
Assist administrative assistants in coordination of daily work flow in the director's office. Assist business manager in administrative functions. Xerox and distribute materials, assist with large mailings, maintain files, act as switchboard backup, organize and maintain records on Macintosh PC, log in commitment forms, update and maintain computer mailing lists/labels, type purchase orders.
Requirements: HS diploma or equivalent required. Good interpersonal skills and telephone techniques. 6months-1yr prior office experience required. Familiarity with office equipment, including Dictaphone. Knowledge of Macintosh PC helpful. Ability to work under pressure. Must respect privilege of confidential materials and pay attention to detail. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant I (C7708)
Administrative Assistant I; Band A; OPE
JGSM-Endowed
Posting Date: 7/15/93
Responsible for maintaining, under supervision, the journal's subscription list by sorting and coding deposits, setting up new subscriptions, updating accounts, preparing invoices and mailing labels, and handling related correspondence.
Requirements: HS diploma or equivalent required. 6months-1yr. work experience required. Strong organizational, interpersonal and communication (written and oral) skills. Experience working with computers essential. Working knowledge of Macintosh preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Telephone/Word Processor (C7702)
Administrative Assistant I; Band A; OPE
Financial Aide/Student Employment-Endowed
Posting Date: 7/15/93
Perform office receptionist duties by providing information and referrals requiring routine/standard responses to inquiries, word processing and/or data input on computer. Other duties as assigned.
Requirements: HS diploma or equivalent required. 6 months - 1 year related experience required. Excellent organizational, interpersonal and communication (telephone) skills. Experience working with computers. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administration Assistant I (C8011)
Administration Assistant I; Band A; OPE
University Development-Endowed
Posting Date: 8/5/93
The Administration Assistant works closely with the Public Affairs Assistant and Director of Leadership Gifts in the operation of the Tracking System, thereby insuring appropriate communication and management

involving Leadership Gifts Prospects. Organize, maintain, and input information pertaining to Leadership Gifts Prospects into the Tracking System. Develop, analyze and act on matters pertaining to the Tracking System.
Requirements: HS diploma or equivalent required. 6month-1yr. related experience required. Ability to work without supervision and institute new procedures. Strong organizational, interpersonal, communication (written and verbal) skills. Ability to work under pressure and meet deadlines. Knowledge of Macintosh computer systems. Constant accuracy a must. Ability to maintain an extreme degree of confidentiality. Medium typing. External applicants send cover letter, resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C8004)
Administrative Assistant II; Band B; OPE
Student Life Union-Endowed
Posting Date: 8/5/93
Program support for Empathy Assistance and Referrals (EARS) and Student Training and Leadership Development. Administrative support to the Advisor of EARS and the Assistant Dean of Students for Training and Leadership Development.
Requirements: Formal training beyond HS diploma of 6 months-1yr. duration required. Minimum of 1-2yrs experience required. Excellent skills needed in communication (oral and written), administration and organization. Strong human relations and computer skills required. Understanding of the importance of confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C8007)
Administrative Assistant II; Band B; OPE
University Development-Endowed
Posting Date: 8/5/93
Provide secretarial support and administrative assistance to the Assistant Director and Director in the Office of Real Estate & Property Gifts and the Director in the Office of Planned Giving. Type, edit and proofread materials. Assist in preparation of publications. Conduct research and schedule appointments. Coordinate President letters. Prepare mailings.
Requirements: Formal training beyond HS diploma of 6 months-1yr. duration required. 1-2yrs. work experience. Good typing skills. Knowledge of Macintosh computer, Filemaker Pro and IRIS desirable. Good organizational and interpersonal skills. Ability to work independently and handle multiple projects simultaneously. Good command of written and spoken English. Knowledge of dictaphone equipment. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include and employee transfer application.

Administrative Assistant II (C7909)
Administrative Assistant II; Band B; OPE
Cooperative Extension-Statutory
Posting Date: 7/29/93
Provide confidential administrative support services for 2 program leaders in the cooperative extension program unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension Program.
Requirements: Formal training beyond HS of 6months-1yr duration required. 2yr secretarial sciences degree preferred. 1-2yrs. of office experience required. Knowledge of computer software essential, ie WordPerfect, spreadsheets such as Quattro pro, databases such as PC-File+, and electronic mail. Must be able to set priorities, work independently and as a team member in a complex, active environment. Maintain confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Secretary (C7908)
Administrative Assistant II; Band B; OPE
Cooperative Extension-Statutory
Posting Date: 7/29/93
Provide confidential administrative support services for a program leader and 2 extension support specialists in the Cooperative Extension Program Unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension Program.

Requirements: Formal training beyond HS of 6months-1yr duration required. 2yr secretarial science degree preferred. 1-2yrs. of office experience required. Must be proficient with computer software, i.e. WordPerfect, Paradox or other similar database software, spreadsheets such as Quattro Pro, and Electronic Mail. Must be able to set priorities, work independently and as a team member in a complex, active environment. Maintain confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7902)
Administrative Assistant II; Band B; OPE
Alumni Affairs-Endowed
Posting Date: 7/29/93
Provide administrative support to the director of alumni affairs and the associate director of Alumni Programs while serving as the office receptionist.
Requirements: Formal training beyond HS of 6 months-1yr duration required. Excellent interpersonal, typing and communication skills. Must be well organized and have the ability to work under pressure and independently. Attention to detail and mature judgment, knowledge of computers. Macintosh experience preferred. 2-4yrs related experience required. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Secretary (C7907)
Administrative Assistant II; Band B; OPE
Cooperative Extension-Statutory
Posting Date: 7/29/93
Provides essential confidential support for a program leader, extension specialist and associate director in the cooperative extension program unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension program.
Requirements: Formal training beyond HS of 6months-1yr duration required. 2yr secretarial science degree preferred. 1-2yrs. office experience required. Must be proficient with computer software, i.e. WordPerfect, paradox or other similar database software, spreadsheets such as lotus 1-2-3, and electronic mail. Must be able to set priorities, work independently. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C7706)
Administrative Assistant II; Band B; OPE
Institute for Public Affairs-Endowed
Posting Date: 7/15/93
Provide overall administrative support for the institute for public affairs office. Organize and monitor application process and advise students of application status; maintain data base files; act as liaison between CIPA and the grad school; maintain calendar and perform all secretarial duties for the professional staff as needed.
Requirements: Formal training beyond HS diploma of 6months-1yr. 1-2yrs. job related experience or equivalent combination of education and work experience. Knowledge of Macintosh computers with familiarity in Microsoft Word, File, Excel, Filemaker Pro preferred. Excellent organizational, interpersonal and communication (written and oral) skills. Ability to work independently. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees send employee transfer application.

Secretary (C6601)
Administrative Assistant II; Band B; OPE
CISER-Endowed
Posting Date: 7/8/93 Repost
Part-Time Position
Cornell Employees Only
Provide clerical and administrative support to the CISER staff and members. M-F, 12pm-4pm.
Requirements: HS diploma or equivalent required. Formal training of 1-2yrs. College coursework preferred. Position requires exemplary communication and interpersonal skills. Familiarity with C.U. accounting system. Computing experience to include extensive use of IBM PC, WordPerfect, and familiarity with mainframe basics is essential. Dbase III+ and basic knowledge of the Mac desirable. Medium typing. Send cover letter, resume, and transfer application to Esther Smith.

Administrative Assistant II (C7608)*Administrative Assistant II; Band B; OPE***Academic Programs and Campus Affairs-Endowed****Posting Date:** 7/8/93**Part-time Position**

Provide clerical and administrative support to professional staff of the public service center. 10months, 30hrs/week, until 5/31/94.

Requirements: Formal training of 6months to 1yr beyond HS diploma. Minimum 2yrs. relevant experience. Excellent interpersonal, organizational, and communication skills. Strong writing and editing skills. Knowledge of Macintosh computer desirable. Previous experience working with students. Knowledge of CU desirable. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7503)*Administrative Assistant II; Band B; OPE***Institute for European Studies-Endowed****Posting Date:** 7/1/93**Cornell Employees Only**

Responsible for daily operations of Slavic and East European studies program. Coordinate and arrange program events, visitors, meeting, and conferences; serve as contact person for information/source/referral; special projects as assigned.

Requirements: HS diploma or equivalent required. Some college coursework preferred. Related office experience (1-2yrs), IBM computer skills (WordPerfect 5.1, Q&A data base). Some accounting skills and working knowledge of Cornell endowed accounting system helpful. Excellent interpersonal and organizational skills needed. Medium typing. Send transfer application, cover letter, and resume to Esther Smith.

Administrative Assistant II (C7809)*Administrative Assistant II; Band B; OPE***Economics-Endowed****Posting Date:** 7/22/93

Receptionist for the department. Assistant to the department executive officer and director of undergraduate studies and internal accounts coordinator.

Requirements: Formal training beyond HS diploma of 6months - 1 year duration required. 1-2 years related experience required. Technical typing. Knowledge of IBM-PC using WordPerfect 5.2. Accounting experience. Heavy typing. External applicants send cover letter, resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C7505)*Administrative Assistant II; Band B; OPE***Nutritional Sciences-Statutory****Posting Date:** 7/1/93**Part-time Position**

Provide administrative support for a multinational research group; assist in overall management of office; design promotional literature and slides; compose correspondence; type and edit manuscripts and grants; order supplies; maintain accounts; other duties as assigned.

Requirements: AAS degree or equivalent required. 3yrs. office experience. Experience on Macintosh with experience in word processing (Microsoft Word), Spreadsheets (Microsoft Excel), automated references (End Note Plus), database management (Filemaker Pro), Presentation (Aldus Persuasion) and drawing and graphing (MacDraw and Cricket Graph) software strongly preferred as is ability/willingness to learn new software package. Familiarity with electronic mail; knowledge of Cornell library system helpful; work independently; oral and written communication and interpersonal skills required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C8006)*Administrative Assistant III; Band C; OPE***ILR Ext & Public Service, NYC-Endowed****Posting Date:** 8/5/93**Off Campus Position**

Provide administrative support for Construction Industry Programs. Act as registrar for workshops, seminars, and conferences. Word processing of letters, memoranda, lesson plans, proposals, training manuals and reports. Respond to mail and telephone inquiries. Maintain budget and financial records. Coordinate scheduling for meetings and other program events. Prepare vouchers for staff travel, purchase of books, supplies, and materials. Prepare contact hours and other required reports.

Requirements: Formal training beyond a HS diploma of 6 months-1yr. duration required. 2-4 years administrative aide experience required. Accurate typing, proficiency in WordPerfect 5.1 required. Ability to accurately perform work involving many details. Good customer relations and telephone skills. Medium typing. External applicants send cover letter and resume to Luke Farmer, ILR/Cornell, 15 East 26th Street, New York, NY 10010. Employees should include an employee transfer application.

Conference Services Supervisor (C8015)*Administrative Assistant III; Band C; OPE***Statler Hotel-Endowed****Posting Date:** 8/5/93**Cornell Employees Only**

Directs, coordinates and assists in the activities of the conference service department.

Requirements: Formal training beyond HS diploma of 6 months - 1 year duration required. Drivers license required; prefer some hospitality industry or equivalent background. Supervisory experience; good communication skills. 2-4 years related experience. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C8016)*Administrative Assistant III; Band C; OPE***Field and International Study Program-Statutory****Posting Date:** 8/5/93

Supports the academic and internship-related activities of the Director of the Urban Semester Program. Responsible for administrative and business operations of program office, administration of internship placements, and coordination of program events.

Requirements: Formal training beyond HS diploma of 6 months - 1 year duration. Macintosh computers, word processing, spreadsheet, database software. Strong organizational & communication skills required. 2-4 years related experience required. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Corporate Relations Assistant (C7906)*Administrative Assistant III; Band C; OPE***JGSM-Endowed****Posting Date:** 7/29/93

Under general supervision, provide administrative support to the corporate relations department; assist with stewardship to supporting firms; assist with the coordination and implementation of corporate events; maintain corporate and foundation information in the database; and assist with scheduling, maintaining, and follow-up on corporate contacts. 9-months position, September-June.

Requirements: Formal training beyond HS diploma of 6months-1yr duration required. Strong communication, interpersonal, organizational skills. Finesse with confidential and sensitive information are important requirements. 2-4 years administrative/secretarial experience

required. Experience with word processing; Macintosh experience helpful. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Annual Fund Assistant (C7904)*Administrative Assistant III; Band C; OPE***JGSM-Endowed****Posting Date:** 7/29/93

Provide secretarial/administrative support for the director of development and the associate director of annual funds. Execute/coordinate all aspects of direct mail campaigns, class mailings, and provide administrative support for the annual fund team, including phonathons, class programs, annual fund, leadership gift/tower club programs. Generate IRIS reports/bio info as needed via public affairs system; update alumni database. Assist with accounting/recordkeeping of the annual fund and class budgets.

Requirements: Formal training beyond HS diploma of 6months-1yr duration. Strong communication, interpersonal and organizational skills. 2-4yrs. administrative/secretarial experience required. Familiarity with fund raising helpful. Computer literate and expert knowledge of the public affairs data system required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7412)*Administrative Assistant III; Band C; OPE***JGSM-Endowed****Posting Date:** 7/29/93 Repost

Under general supervision. Provide administrative and secretarial support for career services. Key responsibility for start to finish block of recruiting and presentation events.

Requirements: Associate's degree or equivalent required. Good interpersonal and communication (oral and written) skills. Requires extreme detail-orientation, follow-through abilities, and high energy levels. Over-time hours required during peak activity periods. Word processing ability a must. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer applications.

Administrative Assistant III (C7810)*Administrative Assistant III; Band C; OPE***Neurobiology and Behavior-Endowed****Posting Date:** 7/22/93**Cornell Employees Only**

Provide accounting and administrative support for Section. Process APPS orders, prepare payroll, maintain computer databases, generate monthly financial reports. Assist with correspondence, grant renewals. Supervise 1 Administrative Assistant.

Requirements: Formal training in accounting beyond HS diploma of 6 months to 1 year duration required. 2-4 years related experience. Knowledge of Macintosh desirable. Extensive Cornell accounting experience essential (statutory and endowed preferred). Eye for accuracy essential, ability to handle highly confidential information with discretion. Heavy typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C7003)*Administrative Assistant III; Band C; OPE***Biotechnology Program-Endowed****Posting Date:** 7/15/93 Repost**Part-time Position**

Provide administrative support to executive director of national agricultural biotech council. Handle correspondence; arrange travel; distribute reports and maintain computer databases. 20hrs/week, to be arranged.

Requirements: 2yrs. college coursework or Associates degree. 2-4yrs. administrative experience, including computer usage (preferably MAC). Must have excellent organizational and telephone skills. Research information via computer. Editing and writing a plus. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7607)*Administrative Assistant III; Band C; OPE***CRSR/Astronomy/NAIC-Endowed****Posting Date:** 7/8/93

Share responsibility for the daily operation of the main business office of CRSR/Astronomy. Process academic and non-academic appointments, prepare payroll vouchers, verify paychecks and generally be responsible for the payroll process. Maintain personnel files. Act as key operator for photocopy machines and postage meter. Act as secretary to administrative director.

Requirements: Formal training beyond HS diploma of 6months-1yr. required. Solid word processing skills required. More than 2yrs. experience in a responsible office position, preferably at Cornell. Ability to handle a variety of sensitive documents and information maintaining their confidentiality. Excellent organizational and interpersonal skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7311)*Administrative Assistant III; Band C; OPE***Plant Breeding and Biometry-Statutory****Posting Date:** 6/17/93

Provide extensive administrative and secretarial support to executive director, center director, and executive staff assistant of International Service for the Acquisition of Agri-Biotech Applications. Prepare complex reports; edit and finalize format of documents; compose correspondence; arrange travel; schedule appointments; assist in planning and coordination of events and in budget preparation; develop/maintain computer database; answer telephones and take messages; maintain telecommunications. M-TH, 8-4:30, F 8-3:30.

Requirements: Associates degree or equivalent required. 2-3yrs. experience in office environment using PC's or Mac's. Bilingual English/Spanish preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Supervisor I (PA7904)*Administrative Supervisor I; Band D; OPI***Philosophy-Endowed****Posting Date:** 7/29/93

Coordinate the administrative, human resources, business, and/or facilities operations of the philosophy department; provide staff assistance to the chair and professors in the department; perform administrative and student record-keeping; coordinate the daily unit work flow; order services and materials from vendors; perform financial transactions such as billing clients, paying bills, and monitoring account expenditures and payroll reports; prepare monthly operating reports for review; assist in development of procedures for the department; coordinate the acquisition/installation of equipment; assist in coordinating and developing budgets; schedule and coordinate meetings; plan and schedule travel arrangements; counsel students on departmental policies, procedures, and guidelines; supervise and coordinate program activities such as seminars and conferences; prepare reports for the director; prepare and process human resource appointment forms, job descriptions, payroll vouchers, and

related accounting forms.

Requirements: Associate's degree or equivalent. Technical/vocational school degree required. 1-2yrs related experience with WordPerfect 4.2 and 5.1; office procedures; purchasing; supervision; accounting and bookkeeping required. Send cover letter and resume to Cynthia Smithbower.

Executive Staff Assistant I (PC7612)*Executive Staff Assistant I; Band D; OPI***CRSR-Endowed****Posting Date:** 7/8/93

Responsible for the administration of the SIRTf IRS project office, including the preparation of monthly progress reports, tracking costs and progress, maintaining project documentation and assisting the project manager with review presentations and budget preparation.

Requirements: Technical or trade school or specialized training beyond HS but short of community college degree required. 2-3yrs. of job related experience required. Solid word processing skills. Experience with IBM PC or compatible hardware. Very good writing and communicating skills are essential. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant (C8002)*Administrative Assistant V; Band E; OPE***African Studies & Research Center-Endowed****Posting Date:** 8/5/93

Provide secretarial and administrative support to the Director and Administration Manager. Responsible for department and grant account maintenance. Prepare and maintain student appointment files. Monitor and coordinate faculty searches. Backup to Administration Manager.

Requirements: Associate Degree or equivalent required. 6 years secretarial, Cornell accounting experience desirable. Experience with Macintosh computers. Working knowledge of Microsoft work and Excel software. Must be able to work under pressure and tight deadlines. Excellent communication and interpersonal skills. CONFIDENTIALITY A MUST!! Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrator II (PA7806)*Administrator II; Band E; OPI***Academic Programs/Ag & Life Sciences-Statutory****Posting Date:** 7/22/93

Manage department budget, purchasing, and human resource operations. Process appointments, purchase orders, and payrolls. Maintain equipment and space inventory. Administer human resource policies and procedures. Monitor account balances and analyze expenditures. Serve as liaison with human resources, purchasing, accounting and maintenance and service departments.

Requirements: Associate's degree or equivalent in office administration or related area. required. 2-3yrs. experience (in statutory accounting at Cornell) preferred. Basic computer skills. Familiarity with human resource policies and procedures. Ability to handle confidential information and supervise accounts assistant. Send cov letter & resume to Cynthia Smithbower.

Assistant to the Director (PC7401)*Administrative Assistant V; Band E; OPE***C.U. Press-Endowed****Posting Date:** 6/24/93

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

Requirements: B.A. degree or equivalent required. 3yrs. experience in publishing, preferably at a university press required. Excellent communication (verbal) skills. Basic computer skills. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Athletics

Assistant Coach (PA7901)*Assistant Coach; Band E ; OPI***Athletics-Endowed****Posting Date:** 7/29/93

Assist in the planning and operation of the men's intercollegiate wrestling program. Duties include coaching, recruiting, scouting and other administrative matters relative to the program. Instruct physical education classes as assigned.

Requirements: Bachelor's degree or equivalent in physical education or related field required. 1-2yrs. related experience required. Credentials should reflect proven success in coaching wrestling, recruiting and working with student athletes. Send cover letter and resume to Cynthia Smithbower.

Auxiliary Service

Sales Assistant II (C8012)*Sales Assistant II; Band B; OPE***Dining-Endowed****Posting Date:** 8/5/93

Provide customer service by processing sales transactions and monitoring and maintaining stock levels.

Requirements: HS diploma or equivalent required. 1-2 yrs. related experience. Basic reading and computation skills. Good interpersonal and communication skills

The Cornell Workplace

Mission of University Human Resource Services: "to advance the practice of human resource management in the Cornell workplace."

EDITOR: Nancy Doolittle, 255-3541

PHOTOGRAPHY: University Photography

required. External applicants submit application with posting number. Employees should include an employee transfer application.

Maitre'D (C8017)*Restaurant Service Coordinator; Band C; OPE***Statler Hotel-Endowed****Posting Date:** 8/5/93**Cornell Employees Only**

Helps the fine dining manager schedule, coordinate and manage the waitstaff to insure that proper etiquette and service is maintained in Banfi's (with the exception of SHA class operations), to provide maximum guest satisfaction.

Requirements: HS education; AAS degree in restaurant management preferred; 3-4 years experience in similar position required; must be familiar with all types of service; must take pride in self and in position and be committed to high standards. Send employee transfer application, cover letter and resume to Esther Smith.

Communications

Production Associate I (PC7905)*Production Associate I; Band D; OPI***C.U. Press-Endowed****Posting Date:** 7/29/93**Part-time Position**

Assist in estimating, obtaining bids, work with freelance designers, prepare manuscripts for typesetting, assist designers in preparing printing and binding orders, assist in scheduling, and design 2-6 books per year. 20hrs/week, flexible.

Requirements: Bachelor's degree or equivalent required. 2-3yrs. experience in book production, book design, estimating, and printing. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Book Designer (PC7812)*Graphic Designer I; Band D; OPI***CU Press-Endowed****Posting Date:** 7/22/93**Part-Time Position**

Design books, jackets, covers, and miscellaneous form and cards. Handle production on books and jackets. Monday-Friday, 6hrs./day. Indefinite

Requirements: Associate's degree or technical/vocational school degree required. 1-2 years of book and jacket design experience required. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Graphic Designer II (PC7813)*Graphic Designer II; Band E; OPI***Plantations-Statutory****Posting Date:** 7/22/93**Part-Time Position**

Responsibilities include concept development, design, graphics, and layout support for publications, interpretive projects, and development mailing produced by Cornell Plantations. Generate imaginative concepts for projects (publications, development mailings, interpretive pieces), incorporating and understanding of pertinent criteria: e.g. purpose, audience, budget. Provide creative approaches to a variety of 2-D and 3-D design and layout needs, and contribute to the production process. Using computer assisted design and by freehand, provide graphics and illustrations for publications and interpretive pieces. 20-24 hrs./wk to be arranged.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years of related job experience. Must be experienced with all aspects of design (typesetting, layout, mockups, etc.). Must be experienced in all aspects of production of Printed media (Printing procedures, mechanicals, camera-ready art, printer specs., etc.). Must be familiar with desktop publishing (e.g. PageMaker) and computer-generated graphics (e.g. Freehand). Individual must be creative, detail oriented, and able to meet deadlines. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Communications Specialist III (PA7812)*Communications Specialist III; Band F; OPI***Plantations-Statutory****Posting Date:** 7/22/93

Take leadership for the development of plantations publications and communications programs and for providing an interface between plantations, the university, and the community. Ensure that the image of plantations created by publications, development mailings, interpretive pieces, and other communications is consistent with the educational mission and overall image of the organization. Establish a communications unit to provide a mechanism for exchange of ideas among communications staff and others. Work to develop effective relationships between Cornell Plantations and the university, the local community, and other external audiences. Explore ways to increase Plantations visibility with key audience groups.

Requirements: Bachelors degree or equivalent required. 3-5yrs. related job experience required. Must have extensive experience with all aspects of production of printed media, including desktop publishing, design, layout, and writing. Must also be experienced with the creation of displays and singage. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. Send cover letter and resume to Cynthia Smithbower.

Director of Communication Strategies (PA7903) Communication Manager II; Band H; OPI University Relations-Endowed Posting Date: 7/29/93

Direct and supervise the operations of an internal consulting unit dedicated to the planning and implementation of effective communication strategies for both academic and administrative units. Working with client department, initiate, recommend, and coordinate communications, programs, and policies to achieve a strong and positive image for Cornell University.

Requirements: Bachelor's degree or equivalent required. 5-7yrs. of marketing/agency/or corporate communication experience, preferably in an educational or other non profit environment. Masters degree in marketing research or related field preferred. Knowledge of desktop publishing skills a plus. Facility with marketing research strategies and methodologies. Superlative writing skills and demonstrable creativity in communication. Strong leadership skills and ability to manage creative teams. Strong verbal communication and client development skills for promoting unit's work, as unit is primarily an enterprise operation. Knowledge of research university climate highly desirable. Send cover letter and resume to Cynthia Smithbower.

Computers and Networks

Network Operator (T8004) Network Technician I; Band B; OPE CIT/Network Resources-Endowed Posting Date: 8/5/93

Operate the campus voice switchboard. Use online database to route caller connections; and use switchboard capabilities to set up conference calls. Provide assistance for emergency calls. Monitor and functioning of voice/video/data communications networks. Identify and refer operational anomalies. Document data network trouble calls using online system. Track responses to these calls to insure appropriate resolution.

Requirements: Formal training beyond HS diploma of 1-2yrs of college coursework or AAS degree. 6months to a year of related experience. Send cover letter and resume to Sam Weeks.

Network Administration Team Leader (PT8009) Consultant/Advisor II; Band E; OPI Library Technology/University Library-Endowed Posting Date: 8/5/93

Directly provide/facilitate a variety of information, installation, and trouble-related services for library workstations and networks located in endowed libraries (except Hotel); provide support for centrally maintained software services for all libraries; act as primary communications interface for network administrators, the service team and customers on a routine basis.

Requirements: Bachelor's degree or equivalent required. Minimum of 1 but less than 2yrs. of related experience required, including the providing of network administrator support to a diverse environment. Supervisory experience preferred. Send cover letter and resume to Sam Weeks.

Computer Operations Supervisor (PT7903) Information Technologies Area Supervisor; Band E; OPI Civil and Environmental Engineering-Endowed Posting Date: 7/29/93

Part-time Position
Under general supervision, operate and maintain instructional, office, and electronic classroom computing facilities, the equipment installed there, and the software used there. Facility is under the direction of Civil and Environmental Engineering but operated as a college facility. Mon-Fri, 20hrs/week. May involve evenings and weekends.

Requirements: Bachelor's degree or equivalent required. 2yrs. experience in applications and systems programming under MS-DOS and windows. Knowledge of MS-DOS, Microsoft windows, Local area networking (Novell Netware, Ethernet hardware), PC hardware and peripherals. Excellent communications and interpersonal skills. Must be highly responsible and reliable. Familiarity with Macintosh and UNIX computing also desirable. Send cover letter and resume to Sam Weeks.

Consultant/Advisor II (PC7601) Consultant/Advisor II; Band E; OPI University Registrar-Endowed Posting Date: 7/8/93

Under general supervision, provide analysis, written documentation and training for modifications and maintenance involving a large scale, on-line administrative database and related interactive systems in the office of the university registrar. Maintenance of user access to this system throughout the university and system security will be directly related to all projects. Act as office systems coordinator/network administrator.

Requirements: Bachelor's degree or equivalent with computer related courses. Working knowledge of UNIX/AIX and Macintosh networks. 2-3yrs. related experience preferably in higher education student services, consulting or systems analysis. Strong analytical skills, systems orientation and a pro-active service attitude essential. External applicants send cov ltr & resume to Esther Smith. Employees should include employee transfer application.

Scientific Applications Consultant (PT8002) Consultant/Advisor Senior; Band F; OPI Cornell Theory Center-Endowed Posting Date: 8/5/93

Provide highly specialized and complex consulting and scientific applications support to the Theory Center's national and international scientific and research community. Provide in-depth consulting and advice to researchers in enabling scientific applications on parallel architecture's, analyzing program execution, and optimizing performance. Work closely with users in analyzing problems and developing solutions. Investigate, resolve, or refer reported problems.

Requirements: Bachelor's degree in a scientific or engineering discipline or equivalent combination of education, research, and experience required. Master's degree preferred. 3-5yrs. FORTRAN or C programming experience in a scientific environment. Demonstrated ability to work with researchers using high performance computing. Scientific applications, parallel programming, and UNIX experience highly desirable. Excellent interpersonal, communication, and organizational skills. Send cover letter and resume to Sam Weeks.

Program Analyst Senior (PT7803) Program Analyst Senior; Band F; OPI CISER-Endowed Posting Date: 7/22/93

Provide systems programming and systems support for numeric data files of the CISER data archive. Responsible for applications programming in the development, optimization, and the maintenance of software to support ant interface to text and numeric data files using microcomputers, workstations, and mainframe interface. Create guides and documentation for systems work.

Requirements: Bachelor's degree or equiv. required. 3-5yrs. related experience. Knowledge of UNIX/AIX, C, C++, VM/SP, CMS, IBM DOS necessary. SAS, FORTRAN desirable. Work as part of a team, communicate effectively. Send cover letter & resume to Sam Weeks.

Consultant/Advisor III (PT7603) Consultant/Advisor III; Band F; OPI Fruit and Vegetable Science-Statutory Posting Date: 7/8/93

Provide broad computing support for faculty, staff and grad students including troubleshooting, repair, purchasing, installation and training. Administer the department's Ethernet LAN running Netware 3.11. Develop and manage applications and strategies to enhance administrative functions within the department. Provide advice on the design and analysis of agricultural experiments; and on the potential of new technology. Serve as a liaison with CIT and the biometrics unit.

Requirements: BS degree or equivalent in an agricultural related field with coursework in statistics. 2-3yrs. related experience in computer administration and support. Proven ability to communicate with users with a wide range of computer skills. Ability to prioritize numerous tasks. Capable of troubleshooting, replacing/installing drive systems, RAM memory, power supplies, etc. Experience with PC and Mac Hardware. Experience with DOS, Microsoft Windows, Macintosh System 7 OS. Software experience with word processing, spreadsheets, databases, statistical analyses and communications. Familiarity with design and implementation of LAN. Novell Netware 3.11 experience highly desired as is practical experience in the design and analysis of agricultural experiments. CMS and UNIX experience desirable. Send cover letter and resume to Sam Weeks.

Programmer/Analyst Specialist (PT8008) Programmer/Analyst Specialist; Band G; OPI Computer Science-Endowed Posting Date: 8/5/93

Provide systems programming expertise for the development of a system for the electronic distribution of technical reports. Develop and implement databases and network protocols for the representation and network transfer of page image and bibliographic information. Assist in the development, modifications and use of software to do full-text retrievals on technical reports. Assist in the process of scanning, recognizing and indexing technical report information.

Requirements: BS degree in computer science or equivalent experience. 5yrs. experience with software development in a UNIX/C environment. Experience with computer networks and distributed computing is essential. Ability to work with and understand the problems of graduate level researchers in computer science is essential. Experience with information retrieval, database systems, and/or network protocol design is extremely valuable. Send cover letter and resume to Sam Weeks.

Finance/Budget/Planning

Accounts Representative II (C7801) Accounts Representative II; Band B; OPE Payroll-Statutory Posting Date: 7/22/93

Provide a broad range of administrative/organizational support to coordinator for tax reporting and account reconciliation. Primary duties include control and maintenance of garnishees, other state tax withholding/tax payments, preparation of federal and state tax payments, federal levies, auto allowances, and special projects.

Requirements: HS diploma or equivalent required. Associates degree or equivalent preferred. 1-2yrs. experience with accounting/administrative/clerical support. Excellent interpersonal and organizational skills. Macintosh or PC computer skills desirable. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Financial Aid Assistant I (C7701) Financial Aid Assistant I; Band B; OPE Financial Aid/Student Employment-Endowed Posting Date: 7/15/93

Respond to inquiries from students, parents, staff, scholarship donors, and lenders regarding student's financial aid and bursar bills. Other duties as assigned.

Requirements: Formal training beyond HS diploma of 6 months - 1 year required. 6 months - 1 year related experience required. Excellent organizational, interpersonal, and communication (written and oral) skills. Experience working with computers. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Accounts Coordinator (C8001) Accounts Representative IV; Band D; OPE Sponsored Funds Accounting-Statutory Posting Date: 8/5/93

The primary responsibilities of this position includes setting up new accounts on grants and contracts, monitoring expenditures for allow ability and applicability, preparation of monthly, quarterly, and annual reports specified by the agreement. Also to prepare or approve invoices or letter of credit draw downs to reimburse Cornell for expenses on grants and contracts.

Requirements: Formal training beyond HS diploma of 6 months - 1 year duration required. 2-4 years related experience required. Working knowledge of LOTUS 1-2-3 and/or Excel software in a PC environment is required. A high level of organizational skills are required and a demonstrated ability to control heavy workloads. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Human Resources

Administrative Assistant (C7709) Human Resource Assistant II; Band B; OPE University Human Resource Services-Endowed Posting Date: 7/15/93

Provide office support for Human Resource Relations and Development. Provide general clerical assistance for calendar and QIP programs, materials design, development and preparation; provide general reception and office support function. Responsible for the coordination and response to a variety of inquiries from staff and faculty regarding staff development programs, QIP activities, and employee relations issues.

Requirements: Formal training beyond HS diploma of 6months-1yr. 1-2yrs related experience required. Excellent communication, word processing, and interpersonal skills. Must be able to work independently on multiple concurrent projects while demonstrating initiative and problem-solving skills. Experience with Macintosh computers, Microsoft Word, Excel and Filemaker essential. Ability to handle confidential information with discretion. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Associate Director CITE (PA7902) Human Resource Associate IV; Band G; OPI Associate VP Human Relations-Endowed Posting Date: 7/29/93

Help plan, develop and implement Cornell Interactive Theater Ensemble (CITE) human relations programs for faculty and staff on campus and for corporate, off-campus clients. Consult with clients, facilitate programs, help develop scripts. Responsibility for client

relations and marketing. Assure effective operation of the theater ensemble.

Requirements: Bachelor's degree or comparable experience required. Master's degree preferred. 5-7yrs. related experience required. Experience facilitating training sessions required. Considerable experience in intercultural communication and educating about harassment, climate. Skill in educational needs of faculty, staff, students, and corporate clients. Professional presence. Scripting, business, supervisory, and human resource management experience desirable. Considerable travel. Send cover letter and resume to Cynthia Smithbower.

Library/Museum

Public Services Assistant I (C8013) Public Services Assistant I; Band A; OPE Access Services/Physical Sciences Library-Endowed Posting Date: 8/5/93

Part-Time Position
Responsible for the security, maintenance, and provision of all access services of the Physical Sciences Library. Responsible for providing circulation, reserve, and stack maintenance. 20 hrs/wk. Monday-Thursday 9:00am to 2:30pm

Requirements: Formal training beyond a HS diploma of 6 months to 1 year. 6 months related experience. Demonstrated ability to communicate effectively with the public. Ability to work with all levels of the academic community required. Good interpersonal skills. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Public Services Assistant II (C8010) Public Services Assistant II; Band B; OPE Uris Library-Endowed Posting Date: 8/5/93

Under the direction of the reserve supervisor, work at the circulation/reserve desk and process all photocopied and personal copy reserve materials. Responsible for the circulation and reserve desks when ever the evening supervisor is away from the desks. Mon.-Thurs. 1:00pm - 10:00pm, Fri. 1:00pm - 9:00pm.

Requirements: Formal training beyond HS diploma of 1-2 years. 2 years of college coursework, or Associate's degree required. Ability to work effectively with a variety of people in a public service setting. Aptitude for detailed work. Ability to work under pressure, including multiple simultaneous demands. Excellent communication and organizational skills. 6 months - 1 year experience with a detailed record keeping system. Light typing. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Data Entry/Searcher (C8009) Technical Services Assistant II; Band B; OPE University Library-Endowed Posting Date: 8/5/93

Create and upgrade preliminary bibliographic records for material received or to be orders. Basic searching in local and national databases and card catalogs. Transfer records from national to local database. Assist in backlog storage and retrieval.

Requirements: Formal training beyond a HS diploma of 1-2 years. 2 years of college coursework or Associate's degree. 6 months - 1 year previous library experience required. Familiarity with computer terminals and searching techniques. Ability to perform highly detailed and repetitive work accurately and independently. Familiarity and aptitude with foreign languages. Good interpersonal skills. Medium typing. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Serials Assistant (C7805) Collections Assistant II; Band B; OPE Physical Sciences Library-Endowed Posting Date: 7/22/93

Part-time Position
Manage the serials collection in the physical sciences library. Provide information services to library users. Monday-Friday, 20hr/week.

Requirements: Formal training beyond HS diploma of 1-2yrs. duration; 2yrs. college coursework or associates degree required. 6months-1yr previous library experience desired. Demonstrated ability to interact with all levels of the academic environment. Good interpersonal skills. Must be able to handle large amount of details effectively with out supervision or quality checking. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Catalog Assistant III (C8014) Technical Services Assistant III; Band C; OPE Albert R. Mann Library-Statutory Posting Date: 8/5/93

Under the general direction of the Principal Cataloger, handles a variety of duties related to cataloging and database management. Performs descriptive cataloging for university theses, soil surveys and some government publications. Creates catalog and authority records for monographs following "fast cataloging" procedures. Processes transfers, withdrawals and added locations for the library. Responsible for cataloging support functions such as searching, filing shelflists, and locating in process material. Coordinates bookmarking work flow and supervises student assistants in bookmarking. Trains student assistants and handles some secretarial duties for the department.

Requirements: Associate's degree plus 1-2 years of previous library or records keeping experience. Additional related experience may be substituted for formal degree. Medium typing/data input (40 - 60 wpm). Ability to use microcomputer and some applications software. Strong organizational skills and ability to prioritize. Good interpersonal and communication skills. Some foreign language skills desirable. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Night Supervisor, Current Awareness Manager (C7803) Public Services Assistant III; Band C; OPE Hotel Administration-Endowed Posting Date: 7/22/93

Part-Time Position
Independently oversees library circulation/reserve services during evenings and on weekends. Establishes and maintains a high level of cordial, cooperative service to library patrons. Manages current awareness program interlibrary loan (lending), and assists with the maintenance of stacks and periodical shelves. In the absence of other staff is responsible for all library operations and facilities, including shared responsibility of closing binenkorb microcomputer center on evenings and weekends.

Requirements: Formal training beyond HS diploma of 1-2yrs; 2yrs. college Coursework or associates degree required. 1-2yrs. previous library, public service and/or supervisory experience required. Medium data entry/typing is required. Experience with work-processing program is required., Working experience with basic office machines. Strong interpersonal and communication skills required. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Evening Supervisor (C8008) Public Services Assistant V; Band E; OPE Circulation/Uris Library-Endowed Posting Date: 8/5/93

Part-time Position
Responsible for the Uris library building during evening when senior staff are absent. Supervise work of staff and student assistants at the circulation reserve and security desks. 25hrs/week, evening weekends.

Requirements: Bachelor's degree or equivalent, other formal training program of 4yrs. 2-4yrs. related experience required. Dependability and punctuality absolutely essential. Supervisory experience desirable. Ability to work well with a variety of people in a public service setting. Excellent interpersonal and communication skills. Sound judgement and ability to work exclusively in emergency situations. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Coordinator for School/Children's Programs (PA7901) Museum Associate I; Band F; OPI Johnson Art Museum-Endowed Posting Date: 7/22/93

Part-Time Position
Develop, teach, document, and evaluate the museum programs for area schools and community children's families. Promote programs with educators. Develop and instruct workshops for teachers. Establish workshop and program timetables. Develop exhibits and related lesson plans for targeted age groups. 10-15 months, flexible nights and weekends.

Requirements: Bachelors degree or equivalent in history, fine arts, museum studies or related field required. 2-3 yrs. full-time teaching experience in museum environment required. General knowledge of art history including prior art history coursework mandatory. Excellent communication skills, both oral and written. Experience in grant planning and writing strongly preferred. Working knowledge of Macintosh computers necessary. MUST BE ABLE TO START 9/1/93. Send cover letter and resume to Cynthia Smithbower.

Public Affairs

Public Affairs Officer I (PA7808) Public Affairs Officer I; Band E; OPI Lab of Ornithology-Statutory Posting Date: 7/22/93

Coordinate Lab's Capital Campaign activities, including identification, cultivation and solicitation of prospective donors. Manage the lab's prospect donor tracking system & liaison with cornell's public affairs/development system systems. Assist with the planning, development and implementation of the lab's public affairs program. Develop & manage the corporate & foundation sponsorship program. Provide leadership for new program development including donor recognition events and dedications.

Requirements: Bachelor's degree required. 2-3 yrs. fundraising & development experience, preferably with Cornell or other institution required. Excellent written grammar & proofreading skills. Familiarity with computers & word processing skills. Time management & refined organizational skills. Able to work well with a wide range of people. Able to motivate people to work creatively with volunteer-team players. Willingness to travel. Sincere interest in promoting the goals of the lab. Send cover letter and resume to Cynthia Smithbower.

Director of Alumni Relations (PA7802) Alumni Affairs Officer II; Band F; OPI Johnson Graduate School of Management-Endowed Posting Date: 7/22/93

Responsible for developing, implementing and managing the alumni activities for the Johnson School. Schedule and plan the School's Lifelong Learning programs at 6 metropolitan locations, Johnson Club events, combined Johnson and Cornell Club events, faculty lectures, Reunion, Homecoming, receptions and other programs for alumni and friends both on and off campus. Seek corporate support to sponsor events when appropriate.

Requirements: Bachelor's degree or equivalent combination of education and experience required. 3-5yrs. experience in university alumni and donor relations. Strong interpersonal skills. Excellent writing and communication skills. Experience with maintenance/use of computer-based records and good organizational skills. Self-motivation and the ability to work independently essential. Must be able to use discretion in the handling of confidential information. Send cover letter and resume to Cynthia Smithbower.

Services/Facilities

Director of Planning, Design & Construction (PA7900) Director, Facilities II; Band I; OPI Planning, Design and Construction-Endowed Posting Date: 8/5/93

Reporting to the Vice President for Facilities and Campus Services, the Director will lead, promote and support a comprehensive, customer sensitive department representing Cornell University's facility planning, design and construction functions. Responsible for every aspect of the management of capital projects, coordination of all internal and external architectural and engineering services, and the in-house management and small construction operation. Represent the university's interest in facility matters with senior administrators, the Board of Trustees, local officials, faculty, union officials and others. The Director will model positive and dynamic relationships with five constituencies; customers, the university administration, staff, colleagues, and the community at large.

Requirements: Bachelor's degree in engineering, architecture, or related field and at least 10 years construction and operations experience including large professional and skilled labor force. Experience working closely with senior corporate officers, entrepreneurial activity a plus, and should have proven negotiation skills with contracts, unions, community leaders. Proven success in directing capital projects \$10-30M or larger. Excellent communications skills. Experience in a TQM and team based environment preferred. Send a letter and resume to Cynthia Smithbower.

Student Services

Dining/Retail Supervisor (PA7905) Dining Associate I; Band E; OPI Campus Life/Dining-Endowed Posting Date: 7/29/93

Supervise the daily operations of a dining unit and retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associate's degree; technical/vocational school required.. 2-3yrs. related experience required. Some knowledge of food service and health codes desirable. Basic computer skills. Skills and point of sale systems familiarity. Send cover letter and resume to Cynthia Smithbower.

Dining Supervisor (PA7809)
Dining Associate I; Band E; OPI
Campus Life/Dining-Endowed
Posting Date: 7/22/93

Supervise the daily operations of a dining unit and/or retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years related experience required. One year food service supervisory experience preferred. Some knowledge of food service and health codes desirable. Basic computer skills and point of sale systems preferred. Send cover letter and resume to Cynthia Smithbower.

Collection Officer (PC7704)
Student Service Associate I; Band E; OPI
Bursar's Office-Endowed
Posting Date: 7/15/93

Supervision and coordination of centralized collection program for delinquent student accounts and student loan accounts. Provide supervision for four full-time staff members, develop work plans, policies and procedures, and provide training for collections effort. Initiate direct collection activities, including researching accounts, skip tracing, and communicating with debtors via the telephone and in writing. Ensure due diligence requirements are kept current and are followed. Position requires the ability to effectively represent the university's position to debtors with diplomacy and tact. Prepare statistical progress reports. Job requires 11:30 to 8:00pm shift on Mondays, 8am-4:30PM Tuesday-Friday.

Requirements: Bachelor's degree or equivalent required. 1-2yrs. related experience. College or university collections helpful. Ability to interpret and implement state and government loan regulations and to prepare statistical reports. Strong supervisory skills required, and the ability to represent the university's position to debtors with diplomacy and tact. Microcomputer skills necessary. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Residence Hall Director (PA7803,4)
Student Services Associate I; Band E; OPI
Campus Life-Endowed
Posting Date: 7/22/93

12month, live-in position. Overall administrative and programmatic responsibility or a residential complex of 500 students and supervision of 14 resident advisors, a programming assistant and a fitness center manager. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Bachelor' degree or equivalent required. Master degree in student development or personnel administration, counseling or related field preferred. 1-2yrs. previous residence life and supervisory experience preferred. Desire to work in a collegial atmosphere, to be actively engaged with students, faculty and university staff. Strong organizational skills are essential. Send cover letter and resume to Cynthia Smithbower.

Production Chef (PA7801)
Chef I; Band E; OPI
Statler Hotel-Endowed
Posting Date: 7/22/93

Responsible for the food production prep for the statler hotel's food and beverage outlets and the supervision of the student production staff.

Requirements: Associate's degree in culinary arts or equivalent experience in a similar position; ability to train and supervise people effectively; good organizational skills. 5-7yrs. experience required. Send cover letter and resume to Cynthia Smithbower.

Community Center/Faculty Program Director (PA7908)
Student Services Associate II; Band F; OPI
Campus Life-Endowed
Posting Date: 7/29/93

Responsible for coordination and leadership of faculty programs. Provide the coordination and integration of community centers in the overall development of the community-based program serving a diverse student population.

Requirements: Bachelor's degree or equivalent required. Master's degree in student development preferred. 2-3yrs. experience. Send cover letter and resume to Cynthia Smithbower.

Executive Dietitian (PA7906)
Dining Associate II; Band F; OPI
Campus Life/Dining-Endowed
Posting Date: 7/29/93

Plan and manage all service, production, human resources, and financial aspects of dining operations. Design and coordinate nutrition and education programs.

Requirements: Bachelor's degree and 2-3yrs. of related experience, or the equivalent. Registered dietitian (R.D.) required American Dietetic Association membership preferred. Knowledge of food and health codes is required. Send cover letter and resume to Cynthia Smithbower.

Assistant Director Student Activities (PA7810)
Student Services Associate II; Band F; OPI
Student Life Union-Endowed
Posting Date: 7/22/93

Oversee day-to-day workings of reservations office; advise student programming boards and develop and administer their budgets in conjunction with student volunteers. Program development & implementation, contract negotiation, major event planning. Develop, interpret & administer university & developmental policies & procedures related to activities on the Cornell campus. Some nights and weekends.

Requirements: Bachelor's or equivalent required. Masters degree preferred. 2-3 years related experience required. Must be innovative, creative, highly flexible, organized & enthusiastic. Excellent written & oral communications skills. Experience negotiating entertainment contracts highly useful. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Operations/Marketing (PA7805)
Student Services Associate II; Band F; OPI
JGSM/Career Services-Endowed
Posting Date: 7/22/93

Responsible for operation of the on-campus recruiting/marketing program. Assist in developing marketing strategies to attract companies to campus and to develop broad and deep relationships between them and the Johnson school. Provide technical support and expertise to upgrade career-related computer service to students and staff.

Requirements: Bachelor's degree or equivalent required. Master's degree and/or student counseling background preferred. 2-3yrs. experience in a placement or corporate setting. Knowledge of careers/industries/function pursued by MBA's preferred. Excellent organizational supervisory and communication

skills. Willing to work evenings during the recruiting season. Familiar with Macintosh and software packages. Send cover letter and resume to Cynthia Smithbower.

Assistant Director of Career Services (PA7807)
Student Services Associate II; Band F; OPI
Hotel Administration-Endowed
Posting Date: 7/22/93

Assist in the overall administration of the career services office, including, but not limited to, industry/alumni relations, career counseling, on-campus recruiting, and the industry residency program. Coordinate career development workshops. Assist undergraduate students, graduate students, and alumni with career development needs. Act as the primary contact concerning career development for the professional master's degree students.

Requirements: Bachelor's degree required. Master's degree preferred. Cornell University, School of Hotel Administration degree desirable. Hospitality industry experience and previous experience working directly with college-level students in a counseling role highly desirable. Past supervisory experience preferred, as well as experience in human resources, training, and conducting/coordinating career development workshops. A strong team orientation is essential, with excellent interpersonal, organizational and written skills required. Computer literacy required. Knowledge of Macintosh preferred. Send cover letter and resume to Cynthia Smithbower.

Field Study Coordinator (PA8002)
Coordinator Program III; Band G; OPI
Human Ecology-Statutory
Posting Date: 8/5/93

Works with faculty and students to enhance undergraduate involvement in field study that links theory and practice in content areas across all majors in the college of Human Ecology.

Requirements: Master's degree or equivalent in social science discipline including fields such as gerontology, education, health and human services required. Background in experiential learning. Strong organizational and communication skills. 3-5yrs. related experience required. Send cover letter and resume to Cynthia Smithbower.

Area Program Director (PA7907)
Student Services Associate III; Band G; OPI
Campus Life-Endowed
Posting Date: 7/29/93

Responsible for supervision of professional residence hall directors, implementation of staff training, ensuring program development/implementation including the integration of faculty within all program efforts, coordinating the management of policies, procedures and communication in a residential area of between 1600 and 2000 students.

Requirements: Bachelor's degree or equivalent required. Master's degree or equivalent combination of education and experience is preferred. 3-5yrs. experience in student services in higher education, including supervision, administration, residence hall program development, residence hall staff selection, training and development, counseling is required. Considerable understanding of human development/learning in an educational setting is essential. Send cover letter and resume to Cynthia Smithbower.

Technical

Animal Technician I (T8003)
Animal Technician I; Band A; OPE
Physiology-Statutory
Posting Date: 8/5/93

Assist in general farm management duties related to a flock of pregnant and non-pregnant sheep. Assist with breeding program. Feed sheep and clean pens and barns. Administer medications and collect blood samples. Keep records.

Requirements: HS diploma, AAS strongly preferred. Minimum of 6months experience with sheep management or general farm experience. Accurate record keeping. Ability to lift 80lbs. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician I (T7804)
Technician I; Band A; OPE
Biochemistry-Statutory
Posting Date: 7/22/93

Part-Time Position

Prepare culture media. Order supplies and equipment. Follow radiation safety precautions and perform lab inspections. Maintain strains, plasmids and equipment. 25hrs/wk.

Requirements: Formal training beyond HS of 6months-1yr required, including radiation safety courses. 6months related experience. Send cover letter and resume to Sam Weeks.

Large Animal Vet Technician (T8007)
Veterinary Technician; Band B; OPE
Vet Medical Teaching Hospital-Statutory
Posting Date: 8/5/93

Assist with emergency & surgical procedures. Manufacture, compound, dispense & administer prescriptions & treatments. Supervise Sr. Vet Students on emergency rotations. Admit out-of-hours patients. Prepare operating rooms for surgery.

Requirements: AAS in Vet Technology-NYS licenser or NYS licenser eligible. 2-5 years experience working with large animals, handling & restraining. Basic knowledge of emergency & surgical procedures. Materials should be received or post marked by 9/15/93. Send cover letter and resume to Sam Weeks.

Technical II (T7602)
Technical II; Band B; OPE
Food Science-Statutory
Posting Date: 7/8/93

Provide support for dairy research projects. Perform routine chemical and physical analyses of dairy products. Use Lotus 1-2-3 for computer entry and summarization of data. Provide general lab maintenance including clean-up, wash glassware, and prepare reagents.

Requirements: Formal training beyond HS diploma of 1-2 yrs., 2 yrs. college coursework of Associate's degree in Dairy Technology or Food Science required. Minimum 1 year related experience, course and lab class, training in routine dairy product analyses (i.e. Kjeldahl, Babcock, Mojonnier). Send cover letter and resume to Sam Weeks.

ICU Veterinary Technician (T5612)
Veterinary Technician; Band B; OPE
Veterinary Medical Teaching Hospital-Statutory
Posting Date: 2/18/93

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to veterinary students assigned to ICU duty. Maintain and monitor critically ill patients (IV fluids, drug therapy, life sustaining equipment, and vital signs). Rotating shifts.

Requirements: A.A.S. in animal health technology, NYS licensure or eligibility. Experience working with small animals and an interest in teaching critical care. Send cover letter and resume to Sam Weeks.

Technician III (T8006)
Technician III; Band C; OPE
Vet Clinical Sciences-Statutory

Posting Date: 8/5/93

Coordinate and participate in the administrative laboratory, clinical, teaching, research and animal handling responsibilities for the section of theriogenology. Major emphasis on the coordination and administration of the theriogenology courses. Maintain inventory of lab supplies. Supervise preparation and revision of course handouts. Coordinate equipment and areas for courses.

Requirements: Bachelor's degree or other formal training of 4yrs. required. 2yrs. or more experience processing biological specimens. Experience handling large animals, specifically stallions and bulls. Computer competency. Send cover letter and resume to Sam Weeks.

Technician III (T7805)
Technician III; Band C; OPE
Plant Breeding and Biometry-Statutory
Posting Date: 7/22/93

Prepare plant material for culture and execute transformation and regeneration procedures. Transfer and maintain plants that produce seed on transformed plantlets. Prepare buffers and stock solutions. Perform southern and northern analysis; and radiolabel probes. Order supplies, prepare reports.

Requirements: Bachelor's degree or other formal training program of 4 years in related scientific area required. 1-2yrs related experience required. Send cover letter and resume to Sam Weeks.

Technician III (T7502)
Technician III; Band C; OPE
James A. Baker Institute-Statutory
Posting Date: 7/1/93

Provide technical assistance in carrying out various experiments using molecular biological and biochemical techniques e.g. DNA/RNA isolation, transformation, tranfection, northern and southern blotting, DNA sequencing, PCR, SDS-PAGE etc. Assist with routine lab organization, experimental planning and maintenance of lab supply.

Requirements: B.S./B.A. in biochemistry, biology, chemistry or molecular biology or equivalent required. A good working knowledge of standard laboratory procedures including working with radioactive isotopes along with knowledge of fairly complex molecular biological techniques. Interest and ability in learning new procedures will be supported by on-the-job training. Send cover letter and resume to Sam Weeks.

Technician IV (T6703)
Technician IV; Band D; OPE
Psychology-Endowed
Posting Date: 8/5/93 **Repost**

Assume operation and supervision of infant research center. Plan, conduct, and analyze data from research with human infants. Explain research to parents and summarize experimental findings. Supervise 10 undergrad assistants. **Required:** B.A. or B.S. degree or equivalent required. 2-4yrs. related research experience required. Experience with statistics and database software preferred. Must have good supervisory, organizational and interpersonal skills. Must like working with infants. Send cover letter and resume to Sam Weeks.

Medical Technologist I (T5504)
Medical Technologist I; Band D; OPE
Diagnostic Laboratory/VET-Statutory
Posting Date: 6/17/93 **Repost**

Maintain and supervise research parasitology lab. Supervise work-study students. Perform routine parasitological tests, including microscopy, on research samples. Perform ELISA tests. Modify/develop new diagnostic tests as needed. Keep lab records up to date, including computer entry. Maintain equipment, perform library searches and xeroxing.

Requirements: BA or BS in biology, animal science or related field required. 2-3yrs. related experience required. Knowledge of and experience with routine biological lab techniques. Potentially infectious materials will be handled. Basic knowledge of computers (WP,D-Base) necessary. NYS driver's license required. Send cover letter and resume to Sam Weeks.

Technician IV (T7501)
Technician IV; Band D; OPE
Center for Advanced Imaging Technology/Veterinary Medicine-Statutory
Posting Date: 7/1/93

Assist in the operation and maintenance of the center for advanced imaging technology (CAIT) at the NYS-CVM. Train, supervise and assist, as needed, faculty, staff, students and visitors involved in research, teaching and diagnostic activities in techniques of scanning and transmission electron microscopy including: general specimen preparation, chemical fixation, ultramicrotomy, critical point drying, metal coating techniques, immunoelectron microscopic and autoradiographic studies.

Requirements: Bachelor's of science degree or equivalent in biological or physical sciences required; technical/vocational school degree in light and electron microscopy. Minimum 5yrs. related experience required. Demonstrated knowledge of and ability to use light and electron microscopy, high quality photographic and graphics experience. Basic knowledge and skill in using commercial and custom computer programs. Effective communication skills, excellent hand/eye coordination. Ability to develop new procedures. Send cover letter and resume to Sam Weeks.

General Service

Food Service Worker (G8002,07,08)
Dining-Endowed
Hiring Rate: \$6.63
Posting Date: 8/5/93

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: Knowledge of food preparation and presentation preferred. Good customer relations skills. Basic reading and computational skills required. External applicants submit general application with posting # to Esther Smith. Employees should include employee transfer application.

Dish Machine Operator SO02 (G8012)
Dining-Endowed
Hiring Rate: \$6.90
Posting Date: 8/5/93

Part-time Position

Wash dishes utensils, pots and pans. Monday-Friday, 30hrs/week.

Requirements: Basic reading and writing skills. Ability to learn the proper use of dishwashing equipment and cleaning agents. Ability to lift 35lbs. External applicants submit general application with posting #. Employees should send employee transfer application.

Food Service Worker SO02 (G8003,09)
Dining-Endowed
Hiring Rate: \$6.90
Posting Date: 8/5/93

Prepare, present and serve food items for co-op, cash, catering, or special events.

Requirements: 1yr related experience. Knowledge of food preparation and presentation preferred. Good customer relations skills. Basic reading and computational skills required. External applicants submit general application with posting # to Esther Smith. Employees send employee transfer application.

Dish Machine Operator SO02 (G8001)

Dining-Endowed
Hiring Rate: \$6.90
Posting Date: 8/5/93

Wash dishes utensils, pots & pans. Mon-Fri, 40hrs/wk. **Requirements:** Basic reading and writing skills. Ability to learn the proper use of dishwashing equipment and cleaning agents. Ability to lift 35lbs. External applicants submit general application with posting #. Employees should send employee transfer application.

Clinic Aide SO03 (B8001)
Vet Medical Teaching Hospital-Statutory
Hiring Rate: \$7.18
Posting Date: 8/5/93

Maintain housekeeping responsibilities in the small animal admission area, examination rooms and client waiting room. Responsible for the inventory and stocking of the small animal clinic linen supply. Some weekends and holidays required.

Requirements: HS diploma or equivalent. Experience with housekeeping techniques, aseptic cleaning procedures, working around small animals, snakes, turtles, birds etc. Experience with surgical linen packs and sterilization techniques required. Send application materials to Cynthia Smithbower.

Short Order Cook SO04 (G8004,5 & G8010,11)
Dining-Endowed
Hiring Rate: \$7.52/hr.
Posting Date: 8/5/93

Prepare and serve food directly to customers from short order area. Shift subject to change.

Requirements: HS diploma or equivalent. 6-12 months related experience. Familiar with short order equipment. Able to prepare a variety of short preparation foods under pressure. Good customer relations skills. External applicants submit general application with posting # to Esther Smith, employees should include an employee transfer application.

Vehicle Mechanic SO04 (G8013)
Transportation Services-Endowed
Hiring Rate: \$7.52
Posting Date: 8/5/93

Responsible for the fueling, cleaning and minor service work on all transit vehicles. Removes and installs fare vaults. Park buses in the service storage area.

Requirements: Must possess a valid NYS drivers license. Commercial license with air brake and passenger endorsement preferred. Must meet 19A certification. HS diploma or equivalent. Basic mechanical skills necessary with the ability to use some tools. Must have the ability to work independently. External applicants submit general application with posting #. Employees include employee transfer application.

Orchard Worker SO07 (B7801)
Fruit and Vegetable Science-Statutory
Hiring Rate: \$8.66
Posting Date: 7/22/93

Operate and perform orchard cultural practices as required to facilitate research, teaching and extension programs of faculty, students and technicians. Operate, monitor and maintain fruit storage facilities. Inventory, transport, and assess fruit , and assist in salesroom. Conduct an integrated pest management program including scouting and pesticide applications. Assist with maintenance of general orchard facilities.

Requirements: HS diploma or equivalent. Pesticide applicators certification. Substantial experience: general farm operations, with emphasis on fruit crops; fruit handling, storage and care; equipment operation, maintenance and minor repair; coordinating seasonal manual labor and general maintenance. Send cover letter and resume to Cynthia Smithbower.

Cook SO08 (G8006)
Dining-Endowed
Hiring Rate: \$9.08/hr.
Posting Date: 8/5/93

Prepare and present a full variety of foods including soups, sauces, casseroles, meats and vegetables through own efforts and through supervision of staff.

Requirements: HS diploma or equivalent. 3-5 years experience in preparing full range of entrees; knowledge of food cooking processes (grilling, frying, roasting, steaming) in an institutional environment preferred. Working knowledge of use and maintenance of charbroilers, steam jacket kettles, pressure steamers, ovens, slices, mixers, choppers and various hand tools. Supervisory skills desirable only. External applicants submit a general application with posting # to Esther Smith, employees send employee transfer application.

Vehicle Mechanic SO09 (G7401)
Fruit and Vegetable Science-Statutory
Hiring Rate: \$9.52
Posting Date: 6/24/93

Responsible for all aspects of equipment maintenance and repair for Cornell Orchards. Help to evaluate fruit crop and determine logistical aspects of fruit harvest, work with researchers and fellow orchard workers to grow, harvest and store fruits. Supervise temporary workers as needed. operate farm equipment on a daily basis. Hours may fluctuate during harvest and spray season. Mon-Friday, 7am-3:30pm, overtime as needed.

Requirements: HS diploma or equivalent. Have or obtain NYS Pesticide Applicators license. Commercial truck operators license and mechanical training preferred. Lift up to 100lbs. Minimum 6yrs. experience as farm and/or auto equipment mechanic. 5yrs. experience as farm equipment operator. Fork lift experience helpful. Excellent interpersonal and public relations skills necessary. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Temporary Office Professional Positions

The temporary service at Cornell University is presently recruiting individuals who are interested in being considered for temporary office professional opportunities. The University has on-going needs for Receptionists, Office Assistants, Data Entry Clerks, Administrative Assistants, and Accounts Representatives. A minimum of one year office experience is necessary and individuals need to be proficient in the use of the Macintosh and/or IBM computers. Knowledge of the following programs is highly desirable: Microsoft Word, Filemaker Pro, Excel, Pagemaker, Dbase, WordPerfect and Lotus 1-2-3. A typing speed of 45-60 wpm is preferred. If you are not presently employed and would consider temporary opportunities, please send a resume and cover letter stating your availability and interest to Wendy Manzanares, Employment Services, 20 Thornwood Drive.

Temporary Administrative Assistant (S7906)
Theory Center-Endowed
Posting Date: 7/29/93

Perform extensive and complex administrative and secretarial functions for the Associate Director of Scientific Computational Support. Using on-line calendar, schedule meetings and appointments; prepare agendas and materials for meetings. Draft and prepare documents, reports, and correspondence; maintain files; arrange travel; and answer/screen phone calls.

Requirements: Associate's degree or equivalent in education and experience. Three to four years related administrative secretarial experience. Experience with Macintosh applications required. Experience with UNIX a plus. Strong interpersonal, organizational, and communication skills. Position to begin August 19, 1993 - Dec. 24, 1993. Full-time M-F 8am-4:30pm. Send cover letter and resume to Wendy Manzanares, Employment Services, 20 Thornwood Drive.

Laboratory Assistant (S7905)

Pathology

Posting Date: 7/29/93

Casual Position

Daily maintenance of the pathology tissue block and microscope slide archives. Daily washing of glassware used in the histology laboratory. Additionally responsible for filling containers with deionized water and other non-technical duties as assigned. Mon-Fri 1-4pm.

Requirements: HS diploma or equivalent. Must be able to lift 50lbs and stand for extended periods of time. Must receive pre-exposure rabies vaccination upon hire. Send cover letter and resume to Wendy Manzanares.

Temporary Custodian

Building Care

Rate \$5.50

Posting Date: 7/22/93

On going recruitment will be done in the department of Building Care for temporary custodians. Providing general custodial care of buildings and grounds in immediate vicinity of assigned area. Mon-Fri 5am-9am. Occasionally second and third shift hours are needed. **Requirements:** Basic reading and writing skills (English). Able to operate a variety of heavy power equipment, lift 50lbs, and climb an eight foot ladder. Please submit application to Karen Raponi, Employment Services, 20 Thornwood Drive.

Administrative Assistant I (S7712)

East Asia Program

Rate \$7.56

Part-time 20 hours/week, 9:00-1:00

6 month assignment

Posting Date: 7/22/93

Provide routine clerical support to four office staff, including receptionist duties, gathering data, light typing, data entry, xeroxing, mailings, filing and other duties as assigned.

Requirements: Experience with IBM computers and IBM compatibles. WordPerfect 5.1 is required. Service oriented, and willingness to handle a variety of tasks. Attention to detail required. Familiarity with Cornell is desirable. Please submit a cover letter and resume to Karen Raponi.

Nutritionist (T7704)

Nutritional Sciences

Posting Date: 7/15/93

Part-time position

Maintaining up-to-date subject matter files. Prepare three issues of the division of nutritional sciences alert, a newsletter for Cornell Cooperative Extension agents with food and nutritional program responsibilities. Assist with responses to agent, professional, media and consumer requests. 10-15hrs/week

Requirements: Master's degree in consumer foods and/or nutrition. Must be knowledgeable of food-nutrient and diet-disease relationships. Experience working with other professionals desirable. Knowledge of Cooperative Extension is desirable. Send cover letter and resume to Sam Weeks.

Teaching Support Specialist I (PT7703)

Physiology-Statutory

Posting Date: 7/15/93

Organize and participate in the teaching of the lab part of the course BS316, Cellular Physiology. In the spring '94 offering of this course, three lab sessions/week will be organized. Main responsibilities will be the organization of the labs and to provide teaching support during the laboratories. Position starts January 1994 and lasts until May 1994.

Requirements: Bachelor's degree or equivalent in biological sciences. Experience in cell and organ culture preferred. Working knowledge of various biochemical techniques, including ultracentrifugation, enzyme assays, liquid scintillation counting, gel electrophoresis, immunohistochemist histochemical staining techniques. Send cover letter and resume to Sam Weeks.

Accounts Representative IV (S7702)

Center for the Environment-Endowed

Posting Date: 7/15/93

Process all financial transactions for busy, complex research center. Reconcile monthly accounting statements and assist with production of analysis reports for multi-functional, multi-source accounts across endowed and statutory divisions. Prepare non-exempt payroll. Primary liaison for purchasing and telecommunications. Appointment until 11/30/93.

Requirements: AAS degree in accounting or business administration. Familiarity with fund accounting required. Cornell accounting experience preferred. Experience with microcomputers and database programs required. Macintosh experience preferred. Please send cover letter and resume to Karen Raponi.

Service Analyst (PT7605)

CIT/Network Resources-Endowed

Posting Date: 7/8/93

Provide technical resource services for service teams regarding higher-level software issues. Facilitate the work of service teams, backline development and engineering staff members in the context of project planning, problem resolution, and development of data networking specifications and standards for voice and video applications. Send cover letter and resume to Sam Weeks.

Requirements: Bachelor's degree or equivalent with some computer science courses. 2-3 yrs. experience in computer networking and computing, with some experience in LAN administration or design and implementation. Advanced communication skills with ability to communicate ideas and plans effectively, both verbally and in writing.

Senior Technician (PT6809)

Mammalian Cell Culture/Animal Science

Posting Date: 5/13/93

Provide technical support in mammalian cell culture research involving studies on the role of a novel peptide, found in mammary tissue and milk, that effects cell proliferation and differentiation.

Requirements: Skilled in cell culture, immunocytochemistry and various analytical techniques such as PAGE, Western, Northern and Southern blotting. Experience in confocal microscopy and cell cycle analysis is preferred. Send Curriculum vitae, work history and names of 3 references to Dr. R.C. Gorewit, Department of Animal Science, Cornell University, Ithaca, NY 14853.

of commercial horticulture and related environmental education programs in Rockland County. Provide educational programming to targeted audiences in landscape and greenhouse management, integrated pest management, and business management through classes, technical bulletins, personal consultations, regional and multi-county programs. Work as a team member in addressing local, regional and statewide programming priorities. Utilize Cornell program resources in order to address identified clientele needs and to select program materials. Analyze and evaluate programs, make recommendations to supervisor and program committee for strengthening and improving programs.

Requirements: Master's degree or progress toward the acquisition of a Master's degree in horticulture. Educational emphasis in ornamental horticulture or related plant science areas (eg. integrated pest management, plant pathology, entomology, general plant culture, pesticides) is desirable. 3yrs. of professional work experience as a cooperative extension agent or comparable work experience in allied horticulture fields. Pesticide certification preferred. Salary: \$23,000, commensurate with qualification. Apply by September 1, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

PA #34 Animal Science

Location: St. Lawrence County, Canton, NY

Posting Date: 8/5/93 Repost

Responsible for providing leadership in planning, implementing, and evaluating new and established educational programs in dairy and livestock management (90%) for St. Lawrence County Cooperative Extension. Also responsible for participating in efforts that address issues involving farm families, agribusiness organizations and agencies, and other related groups (10%). Provide education in animal nutrition, health and disease, animal housing, and general farm management. Interpret Association and Cornell program directions, communicate statewide directions to clientele and foster acceptance of innovative programs, methods and policies to address priority issues. Prepare and support the development and compilation of educational materials such as training aids, exhibits and demonstration projects. Seek out, prepare, and submit proposals to secure additional program funding, actively involving the Association Director, Program Committee, Board of Directors, Cornell faculty and Extension Administration. Confer with program participants, Association committees, Cornell Program Coordinators, and faculty, and county and community leaders to obtain their evaluation of programs.

Requirements: Bachelor's degree in agriculture with major course work in animal science; coursework in education is highly recommended. At least three years of progressively responsible experience in Cooperative Extension or equivalent professional experience in an academic, human service, or industry setting. Master's degree in animal science, education or communication and coursework in agriculture engineering is desirable. Salary: \$23,200, commensurate with qualification. Apply by August 9, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

PA#35 Farm Business Management

Location: St. Lawrence County, Canton, NY

Posting Date: 8/5/93 Repost

Responsible for providing leadership in planning, implementing and evaluating new and established educational programs in farm business management (80%) for St. Lawrence County Cooperative Extension. Also responsible for participating in team efforts that address farm families and youth including stress management, youth employment and farm family finances (20%). Provide advice and education in financial, labor, tax, and general farm management. Interpret Association and Cornell program directions, communicate statewide directions to clientele and foster acceptance of innovative programs, methods and policies to address priority issues. Prepare and support development and compilation of educational materials such as training aids, exhibits and demonstration projects. Seek out, prepare, and submit proposals to secure additional program funding, actively involving the Program Team, Program Committee, Association Director, Board of Directors, Cornell Faculty and Extension Administration.

Requirements: Bachelor's degree in agriculture with major coursework in farm business management/agriculture economics; coursework in the area of education is also preferred. At least three years of progressively responsible experience in Cooperative Extension or equivalent professional experience in an academic, human service, or industry setting. Master's degree in farm business management, education or communication and coursework in agriculture engineering highly desirable. Salary: \$23,200, commensurate with qualifications. Apply by August 12, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

PA #32 Human Ecology Program Leader

Location: Cortland County, Cortland, NY

Posting Date: 8/5/93 Repost

Responsible for providing in-depth program leadership for the planning, implementation, and evaluation of an Extension Human Ecology Program for both youth and adults. Participate as an active member of the association program management team in developing an integrated overall association educational effort. Responsible for effective management of personnel and resources and for assuring that accountability and affirmative action requirements are met. Responsible for programs in human development (including program leadership for positive youth development) and financial management. Promote support within the association and county at large of quality programs, delivery strategies, and policies to address individual and community needs that consider diverse audiences. Interpret Cornell program direction to association committee members and provide for interaction with Cornell program units, faculty and administration. Utilize effective marketing strategies in the planning and promotion of programs, and in interpreting results and conveying impact.

Requirements: Master's degree in Human Ecology or related field with concentration in one or more of the following: human development, child development, early childhood education, financial management or consumer economics. At least three years of progressively responsible experience in Cooperative Extension or equivalent professional education experience in academic, human service, or industry setting. Coursework in human development, financial management, education and experience in management is highly desirable. Salary: \$26,300. Apply by August 9, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

Senior Extension Associate, Animal Waste Management

Location: Cornell University, Ithaca, NY

Posting Date: 8/5/93

The individual filling this position will develop a statewide extension and applied research program in the engineering aspects of animal waste management. Primary effort will be in handling modification/treatment and storage aspects of utilization/disposal plans for animal wastes. The individual will be a member of multi-disciplinary issue-related team that will develop and incorporate efficient and sustainable manure management practices into animal and crop production

systems. Improved water quality, nutrient management, and air quality are critical concerns. Worker and animal health and safety must be addressed. On-farm applied research will be a significant part of the program. A high priority must be placed on working with producers. Other audiences include: consultants, equipment dealers, farm builders, other agribusiness managers, and soil and water conservation agency representatives.

Requirements: Master's degree in agricultural, environmental or related engineering discipline with training in agricultural waste management (treatment, storage, and handling), and soil and water management. Background in livestock and crop production and economics is desirable. Applicant must demonstrate the ability to communicate effectively (both spoken and written) with client groups. Six years experience is required. Engineering in training/professional engineering licensing is encouraged. Salary is competitive and commensurate with education and experience. Apply by October 1, 1993 to: Dr. David C. Ludington, 425 Riley-Robb Hall, Cornell University, Ithaca, NY 14853.

PA#38 Food and Nutrition Agent (Half-time)

Location: Onondaga County, Syracuse, NY

Posting Date: 8/5/93

Leadership for planning, implementing, and evaluating innovative and comprehensive educational programs in nutrition and health. Focus is on nutritious diet, healthy lifestyle, and food safety programs for limited resource families, food handlers, and families with pre-adolescent youth. Utilize a wide variety of educational delivery methods for dealing with these issues. Represent the association to the public, community leaders, nutrition and health professionals, and government officials in Onondaga county and relate the nutrition concerns of these groups to Cornell Cooperative Extension and faculty at Cornell University. Work as a team member in addressing local, regional and statewide program priorities. Direct responsibility for the supervision and management of the expanded food and nutrition extension program (EFNEP).

Requirements: Master's degree in nutrition and 1yr experience in cooperative extension or related employment. Registered dietitian preferred. Supervisory experience desirable. Salary: \$14,000, commensurate with qualifications. Apply by August 9 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853

Academic

Post-Doctoral Associate

Agricultural and Biological Engineering

Posting Date: 8/5/93

Establish oocyte collection procedures and set up specialized equipment for electroporation. Perform microscopy studies with image processing software.

Requirements: Ph.D. degree in animals sciences or biological sciences, or engineering discipline with appropriate laboratory experience. Apply to: R.E. Pitt, Ag and Bio Engineering, 318 Riley Robb Hall, Cornell University, Ithaca, NY 14853.

Lecturer

Office of Instructional Support

Part-Time Temporary

Posting Date: 8/5/93

The lecturer will instruct international teaching assistants (ITA's) in American English pronunciation, cross-cultural classroom dynamics, a video practicum, an conduct individual review sessions with ITA's. Additional responsibilities include participating in weekly staff meetings, rating ITA oral proficiency assessment interviews, and preparing end of semester evaluations for ITA's.

Requirements: MA in Tesol or second language acquisition, strong experience working in cross-cultural contexts and university-level teaching experience. Prior experience training international teaching assistants and/or instructing matriculated university students in ESL oral skills. Strong writing skills. Familiarity with AV equipment. For consideration send cv, cover letter, names and phone numbers of 3 references to Indgrid Arnesen, Director, International TA Training Program, 14 East Ave., Ithaca, NY 14853-6201.

Postdoctoral Associate

James A. Baker Institute

Posting Date: 8/5/93

A postdoctoral associate position is now available at the James A. Baker Institute for Animal Health. Training should include experience in biochemistry, cell or molecular biology. Project involves the genetics and etiopathogenesis of canine hip dysplasia. Candidate must have a Ph.D. degree. Experience in biochemistry, cell or molecular biology. Individuals interested in the position should send their curriculum vitae and names of three referees to Dr. George Lust, J.A. Baker Institute for Animal Health, College of Veterinary medicine, Cornell Univ., Ithaca, NY 14853. Phone: 607-277-3044, Fax: 607-277-8399.

Research Associate (non-tenure position)

Entomology

Posting Date: 7/29/93

Initially has funding for 3yrs. Reappointment will be annual and will be contingent upon performance. Extension of the position beyond 3yrs will be dependent on the availability of funding. Conduct laboratory and field studies focused on the biological control of alfalfa snout beetle (ASB), *Otiorynchus ligustici*, utilizing entomopathogenic nematodes and pathogens. Additional research focus include ASB biology, ecology and behavior. Goal is to improve the management of ASB.

Requirements: Ph.D. degree in entomology or related field. Preference will be given to individuals with training and/or experience in insect pathology or biological control. Demonstrated success in designing and completing independent research highly desired. Background in agricultural production, pest management and computer literacy desired but not required. Salary competitive and commensurate with experience.

Available November 1, 1993. Please send letter of application, curriculum vitae, statement of research interest, transcripts, reprints and the names and phone numbers of 3 references by October 1, 1993 to: Elson J. Shields, Entomology, Comstock Hall, Cornell University, Ithaca, NY 14853-0999. (607) 255-8400.

Assistant Professor or beginning Associate Professor

(Tenure-track Position)

Vet Medicine/Pathology

Posting Date: 7/29/93

Desired candidate holds a DVM and Ph.D. in cell and/or molecular biology and is expected to establish a rigorous, extramurally funded research program that complements ongoing departmental projects in proliferation and differentiation, cell-cell and cell-substrate interactions, transmembrane signaling, protein-protein interactions, and molecular genetics. Participate in teaching of DVM and graduate students and residents, as well as contribute to general departmental academic activities. Submit curriculum vitae, summary of their present and future interests and letters of reference from persons familiar with their research and teaching abilities to Dr. Andrew J. Chamberlain, Faculty Search Committee, Department of Pathology, Cornell University College of Veterinary Medicine, Ithaca, NY 14853. Applications will be reviewed starting September 15, 1993.

Senior Research Associate I

Soil, Crop and Atmospheric Sciences

Posting Date: 7/22/93

Available immediately to study the mechanism of paraquat resistance in *Hordeum glaucum*. Project involves paraquat and putrescine flux experiments, purified plasmalemma and tonoplast vesicles isolated from leaf tissue of resistant and susceptible biotypes. Preference will be given to applicants with Ph.D. in weed or herbicide physiology and with previous postdoctoral experience. Relevant research experience in membrane transport processes, electrophysiology, and cell tissue culture is required. Funding is available for 1yr and includes a competitive salary and benefits. Send cover letter, curriculum vitae, references and telephone numbers of three references to Dr. Joseph M. DiTomaso, Department of Soil, Crop, and Atmospheric Sciences, Cornell University, Ithaca, NY 14853. Applications should be submitted no later than August 15.

PRESERVATION LIBRARIAN/SELECTOR

Albert R. Mann Library, Cornell University Library

Posting Date: 7/22/93

The Albert R. Mann Library seeks a librarian with experience in both collection development and preservation management. Collection development responsibilities include selection for preservation, and use of expertise in full text digital publications, selection of text electronic publications in agriculture, biology, and human ecology. Management of preservation requires leadership, creativity, and experience in library preservation and conservation. Mann's program is staffed with 5 FTE.

RESPONSIBILITIES include: 1. national preservation planning for the literature of those disciplines served by Mann Library; 2. participation in sophisticated bibliographic projects (such as core literature identification) to set priorities for preservation of the literature of these disciplines; 3. writing funding proposals for managing multiple grant-funded reformatting projects (producing microform, paper facsimile, and digital copies); 4. formulating preservation policies; 5. managing minor repair operations and expanding conservation treatment capabilities; and 7. acting as liaison between Cornell's central Department of Conservation and Preservation.

REQUIREMENTS: MLS; minimum 3 years preservation experience; demonstrated supervisory and management skills, including experience managing reformatting projects; excellent written, oral communication and interpersonal skills; experience with information management software. Desirable qualifications: substantial background in agriculture, biology, or human ecology; experience with use of digital technology in preservation; knowledge of conservation treatments; successful proposal writing; experience with cooperative commercial contracts.

Salary dependent upon qualifications and experience. Screening of applicants will begin August 18 and will continue until the position is filled. Submit a letter of application, list of 3 references, and resume to: Richard Dyckman, Personnel Director, 201 Olin Library, Cornell University, Ithaca, N.Y. 14853.

Instructor-Introductory Statistics Courses

City and Regional Planning

Posting Date: 7/8/93

Seek and instructor to teach an introductory course in statistical applications in planning at the undergraduate and/or graduate level during the Fall 93' semester. Primary objective of the course is to familiarize students with fundamental statistical concepts and skills as they are utilized in the social sciences.

Requirements: Ph.D. in appropriate area or Master's degree in appropriate area plus relevant experience. Salary to be negotiated. Contact Richard S. B. Dyckman, Chair, City and Regional Planning, Cornell University, 105 W. Sibley Hall, Ithaca, NY. (607) 255-4332.

Research Associate II

Human Development and Family Studies

Posting Date: 7/8/93

Collect, code, and analyze observation data on young people learning in workplaces and interview data on them, their parents, and the adults who work with them. Use these data as a basis for internal reports, feedback to participants, and scholarly papers.

Requirements: Doctorate in relevant field of education or social science and evidence of advanced ethnographic research skills. Familiarity with program evaluation, adolescent development & education, and employment is desirable. Contact: Dr. Mary Ann Hamilton, Human Development and Family Studies, MVR Hall, Cornell University, Ithaca, NY 14853.

Cooperative Extension

PA#31 Horticulture

Location: Rockland County, Thiells, NY

(75% time position/30hrs per week)

Posting Date: 8/5/93 Repost

Leadership for planning implementation and evaluation

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services



THE Bulletin Board

1993 Employee/Family Day Saturday, October 16

All Cornell faculty, staff, and retirees are invited to the 1993 Employee/Family Day scheduled for Saturday, October 16. Kickoff for the football game (Big Red vs. Fordham) will be 12:30 p.m. Barbecue will follow in Barton Hall.

This year Employee/Family Day is part of a week of celebration, recognition, and learning. Recognition for those involved in the Quality Improvement Process (QIP) is scheduled for October 15, and a combined Benefair and Healthfair is scheduled for October 20-21. Together all these events demonstrate the synergy that comes from healthy professional and personal interrelationships, from social and physical recreation and wellbeing, from knowing how to use the benefits and opportunities Cornell offers to enhance work and family life.

In recognition of this broadened scope, this year the suggestion has been made to rename Employee/Family Day to something like Community Festival, and also designing the three events to take advantage of their mutually reinforcing themes. As part of this effort, we will be holding the first meeting to plan for the Employee/Family Day event on Monday, August 16, in the Day Hall Boardroom (Room 316) at 12:00 noon. If you are interested in serving on the 1993 Employee/Family Day committee please contact Cheryl Bishop at 255-6890.

Correction to *The Calendar*

There is a correction to the Fall issue of *The Calendar* (Educational Workshops and Seminars): the workshop "Mediation: Conflict Resolution Skills for Managers," scheduled for October 14 and 15, has been rescheduled for December 13 and 14. The workshop will be held from 9:00 a.m. to 4:00 p.m. both days. We apologize for any inconvenience this may have caused. Please contact Human Resource Relations and Development, 5-7170, to register, or if you need further information.

Layoff Support Group

UHRS Employment Services is sponsoring a support group for university staff who are on layoff status or who have been informed of impending layoff. Activities will be determined based upon the participants needs, and may include guest speakers on assessing personal and professional options, developing networks inside and outside of Cornell, and other topics relating to re-employment strategies. The next meeting will be held on Thursday, August 12, 3-4:30 p.m. in Room 101, 20 Thornwood Drive.

For more information call Esther Smith, 4-8367, or Vicki Boles, 4-8372.

Upcoming Planned CRC Trips

The Cornell Recreation Community (CRC) promotes fellowship among staff, faculty, and retirees at Cornell University. The CRC provides social, cultural, and recreational activities and is now **open to all Cornell employees and retirees with no membership fees.**

If you would like more information on the CRC or you would like to organize an event, contact the CRC Office at 165 Day Hall or call 255-7565.

A sampling of upcoming Cornell Recreation Community events includes:

September 18-19 – Toronto: Phantom of the Opera; Miniature Village/Cullen Gardens

October 2 - Pork Roast/Square Dance

October 3 - Buffalo Bills vs. Giants, 8:00 p.m.

October 16 - Employee/Family Day

October 22-28 - Cancun, Mexico

October 31 - Family Halloween Party

November 1 - Buffalo Bills vs. Redskins, 9:00 p.m.

November 6 - Franklin Mills Outlet Shopping, Philadelphia, PA

November 20 & 21 - Niagara Falls: Festival of Lights

December - Children's Holiday Party

December - Salvation Army Kettle Bell Ringing

Select Benefits Claims Schedule 1993

The cut off dates for remitting claims for reimbursement under the Select Benefits program are listed below. Your claim form with supporting information must be received by either the endowed or statutory benefits office no later than the dates shown below. Reimbursement will be delayed until the next two week cycle is completed if

materials are not in our office by the cut off date.

8/13	10/22
8/27*	11/5
9/10	11/18*
9/24	12/3
10/8	12/16*

* Early deadlines due to Labor Day, Thanksgiving and winter holiday.

Official Notification for a Modification to the Cornell University Life Insurance Program

In the past, life insurance rate increases due to aging have always taken place annually on July 1 of each year. Due to a change in the life insurance contract renewal date, the rate increases for aging will now take effect as of September 1.

Listed below are two examples of how this change in date may or may not affect you as a Cornell employee:

Example 1: Mary is 54 years old and will be turning 55 on August 12. With the old renewal date of July 1, Mary's life insurance rate would not have increased as of July 1. With the new renewal date of September 1, Mary will have to pay her increased bi-weekly rate as of September 1.

Example 2: Joe turned 55 on June 10. Using the old renewal date of July 1, Joe would have been paying the increased premium as of July 1. With the new renewal date of September 1, Joe will be paying the increased rate as of September 1.

The following is a chart for life insurance rates and age groups. If you have any questions regarding this change of renewal dates, please contact Benefit Services, 255-3936.

Supplemental Coverage

Employee's Age Group	Biweekly Rate Per \$1,000
Under age 35	.02
35-39	.03
40-44	.04
45-49	.07
50-54	.11
55-59	.19
60-64	.19
65-69	.26
70-74	.37
75 and over	.43

Dependent Coverage

Employee's Age Group	Biweekly Rate
Under age 35	1.51
35-49	2.93
50 and over	8.24

CAREER

Opportunities

Employment Services, 20 Thornwood Drive, Cornell University, Ithaca, NY 14850-1265 (607) 254-8370

- Cornell University is an equal opportunity, affirmative action educator and employer.
- Please note that some searches are limited to current Cornell University employees; external candidates will not be considered for these vacancies.
- Cornell University employees may apply for any posted position with an employee transfer application (available through University Human Resource Services). In addition to the transfer application, we recommend a resume and cover letter, specifying the job title, department and job number.
- Employment Services consultants are available by appointment to meet with employees to discuss career planning issues or concerns.
- Employment Services or the hiring department will acknowledge receipt of all materials by mail. Hiring supervisors will contact individuals selected for an interview by telephone, so it is helpful to include more than one telephone number.
- Interviews are conducted by appointment only.
- If you are currently available for employment, you may wish to consider temporary opportunities at the university. Please write to Karen Raponi, Temporary Services, 20 Thornwood Drive, Ithaca, New York 14850-1265.
- The Cornell Workplace, including Career Opportunities, can be found each week on CUINFO.

Please note the new format for "Career Opportunities," which reflects and supports the changes introduced as a result of the compensation research study. Posted positions are sorted by their *Job Family*, rather than by the "Professional," "Technical," "Office Professionals," etc., categories as was done in the past. The Job Family designation relates to a broad grouping of positions with common functions or skills sets.

For each position, the first title you will see will be the *working title*—the title designated by the department as representative of the responsibilities of the position. The title printed in italicized type underneath the working title is the *university job title*—the title that represents a group of highly similar positions which share similar responsibilities and education, skill and experience requirements.

Next to the university job title is the pay band to which the university job title is assigned. The annualized minimum salary for each pay band, and the minimum bi-weekly gross pay rate (assumes full time) are printed below for your reference. For each position posted, you will see the designation, "OPE" or "OPI" which will indicate whether the position is eligible for overtime pay (OPE) or not eligible for overtime pay (OPI).

Pay Band	Minimum Annualized	Minimum Bi-Weekly Gross
A	\$15,375	\$ 589.72
B	\$16,600	\$ 636.71
C	\$17,925	\$ 687.53
D	\$19,350	\$ 742.19
E	\$22,775	\$ 873.56
F	\$26,875	\$1,030.82
G	\$31,725	\$1,216.84
H	\$40,550	\$1,555.34
I	\$51,800	\$1,986.84

General service/bargaining unit positions, academic/faculty positions, and positions for the Boyce Thompson Institute are not included within the scope of the new staff compensation program. Please refer to the position listing for details on the position's pay rate, or contact the consultant/recruiter listed.

Academic Support

Research Support Specialist I (PT7902)
Research Support Specialist I; Band E; OPI
Communications-Statutory
Posting Date: 7/29/93

Part-time Position
Act as general coordinator and communications specialist. Participate in a team working on the design, production and research of networked interactive communication systems. Set up communication systems and networked multimedia computing environments for experiments. Collaborate with staff of Theory Center and CIT on plans. Make recommendations for collaborative groupware systems and help install systems including writing proposals and popular articles. Participate in designing experiments and applications using networked multimedia computing systems. Help design and develop multimedia tools for research programs.

Requirements: BA preferred, AAS degree in design or graphic arts. 3-5yrs. related experience. Proficiency in computer draw/graphics packages. Familiarity with Excel's hypermedia options. Send cover letter and resume to Sam Weeks.

Research Support Specialist II (PT8105)
Research Support Specialist II; Band F; OPI
Food Science-Statutory
Posting Date: 8/12/93

Coordinate operations of a sensory testing facility including taste panel recruiting and scheduling; sample preparation; and data collection, tabulation and analysis. Analyze data using statistical packages on Mac/PC and Cornell mainframe. Maintain supplies and handle complicated finances. Survey literature and conduct library searches. Write reports.

Requirements: BS or equivalent in food science, psychology or related field. 3-5yrs. related experience. Knowledge of basic statistics and Mac computers. Must be exceedingly well organized with ability to schedule and manage multiple projects. Send cover letter and resume to Sam Weeks.

Field Study Coordinator (PA8002)
Coordinator Program III; Band G; OPI
Human Ecology-Statutory
Posting Date: 8/5/93

Works with faculty and students to enhance undergraduate involvement in field study that links theory and practice in content areas across all majors in the college of Human Ecology.

Requirements: Master's degree or equivalent in social science discipline including fields such as gerontology, education, health and human services required. Background in experiential learning. Strong organizational and communication skills. 3-5yrs. related experience required. Send cover letter and resume to Cynthia Smithbower.

Administration

Membership Assistant (C8116)
Office Assistant; Band A; OPE
Ornithology-Statutory
Posting Date: 8/12/93

Part-time Position
Provide clerical support to membership office including processing and maintaining new memberships; prepare deposits; service lab members in an efficient and friendly manner; assist other membership staff with special projects; and assist with bulk membership mailings. Monday-Friday, 8:30am-12:30pm.

Requirements: High school diploma or equivalent. 6months office experience. Accurate and efficient data entry skills required. Familiarity with computers helpful. Excellent organizational skills. Must demonstrate a sincere interest in promoting the goals and mission of the lab. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Office Assistant (C8105)
Office Assistant; Band A; OPE
Johnson Art Museum-Endowed
Posting Date: 8/12/93

Part-time Position
Operate museum reception desk in lobby. Provide information to visitors; sell cards, catalogs, and posters; answer telephone; take accurate messages for staff members; relay accurate information to weekend supervisor, provide security to museum lobby; be available to work special events during evening hours and for substituting for weekday receptionists. 9:45am-5:15pm, Saturday and Sunday plus evening special events and substitution.

Requirements: High school diploma or equivalent. 6months experience as a receptionist and/or office assistant. Interest and involvement in art or related areas preferred, as well as familiarity with the Ithaca area community. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant I (C8113)
Administrative Assistant I; Band A; OPE
Development/Public Affairs-Endowed
Posting Date: 8/12/93

Serve all departments at 55 Brown Road as building lobby receptionist and assist the business manager with secretarial support for the office of University Development. Answer telephone calls, transmit messages via Macintosh computer using quickmail; operate fax machine; assist with service requests to Telecommunications; prepare correspondence on Macintosh computer; schedule meetings; handle mail for business office; maintain conference room reservation books; provide support to 2 accounts assistants in the business office.

Requirements: High school diploma or equivalent. 6months-1yr. related experience. Good interpersonal skills. Excellent telephone techniques. 1yr. prior office experience. Knowledge of Macintosh PC.

Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Front Office Receptionist (C8005)
Office Assistant; Band A; OPE
Vet Medical Teaching Hospital-Statutory
Posting Date: 8/5/93

Part-Time Position
Front desk reception for the Small Animal Clinic. Gather patient history/client information; operate computer terminal for medical records; discharge and cashiering of clients/patients. Monday-Saturday, 25hrs/week.
Requirements: High school diploma or equivalent required, some college or medical background desirable. Knowledge of medical terminology, 6 months related experience required. Strong organizational/interpersonal and communication skills. Able to work independently in an active, complex environment. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant I (C7708)
Administrative Assistant I; Band A; ORE
JGSM-Endowed
Posting Date: 7/15/93

Responsible for maintaining, under supervision, the journal's subscription list by sorting and coding deposits, setting up new subscriptions, updating accounts, preparing invoices and mailing labels, and handling related correspondence.

Requirements: High school diploma or equivalent required. 6months-1yr. work experience required. Strong organizational, interpersonal and communication (written and oral) skills. Experience working with computers essential. Working knowledge of Macintosh preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administration Assistant I (C8011)
Administration Assistant I; Band A; OPE
University Development-Endowed
Posting Date: 8/5/93

The Administration Assistant works closely with the Public Affairs Assistant and Director of Leadership Gifts in the operation of the Tracking System, thereby insuring appropriate communication and management involving Leadership Gifts Prospects. Organize, maintain, and input information pertaining to Leadership Gifts Prospects into the Tracking System. Develop, analyze and act on matters pertaining to the Tracking System.

Requirements: High School diploma or equivalent required. 6month-1yr. related experience required. Ability to work without supervision and institute new procedures. Strong organizational, interpersonal, communication (written and verbal) skills. Ability to work under pressure and meet deadlines. Knowledge of Macintosh computer systems. Constant accuracy a must. Ability to maintain an extreme degree of confidentiality. Medium typing. External applicants send cover letter, resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C6308)
Administrative Assistant II; Band B; OPE
Nutritional Sciences/CNPP-Statutory
Posting Date: 8/12/93

Serve as assistant to the program director of Cornell food and nutrition policy program. Assume responsibility for all administrative tasks relating to director's activities in a program which conducts research and training activities in Africa, Asia, and Latin America.

Requirements: AAS degree or equivalent. 2-3yrs. of progressively responsible office experience. Excellent word processing skills (80+wpm). Experience with technical manuscripts required. Software expertise with particular knowledge of WP 5.1, Lotus, Quattro Pro, Notebook required. Working knowledge of IBM PC compatible equipment and DOS 3.1+necessary. Proven ability to work independently, prioritize, take initiative, work under pressure, and work creatively under tight deadlines vital. Ability to work as team player, organizational and people skills a must. Experience with research office, international work, and fluency in a foreign language (French preferred) useful. Strong communication (written and verbal) a must. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C8112)
Administrative Assistant II; Band B; OPE
Campus Life-Endowed
Posting Date: 8/12/93

Responsible for supervising/coordinating administrative functions in support of staff residents, departmental training, development and evaluation.

Requirements: High school diploma or equivalent. 1-2yrs. experience. Excellent communication (oral and written) skills. Office management skills. Computer experience necessary (Macintosh). Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C8119)
Administrative Assistant II; Band B; OPE
Hotel Administration-Endowed
Posting Date: 8/12/93

Provide administrative support to 2 faculty members and the 2 editors of the research section of the journal published by the college.

Requirements: High school diploma or equivalent. Secretarial school preferred. 1-2yrs. office experience. Ability to use word processing equipment and typing 50-60 wpm. Excellent organizational, interpersonal and communication skills. Ability to compose correspondence helpful. Excellent phone skills. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C8115)
Administrative Assistant II; Band B; OPE
Media Services-Statutory
Posting Date: 8/12/93

Provide clerical/administrative support to director and administrative manager of

media services. Must have experience using a Mac, know PageMaker, Microsoft Word and required to learn several presentation programs such as Delta Graph and various other packages.

Requirements: High school diploma or equivalent. 1-2yrs. related experience. Excellent people and public relations skills essential. Knowledge of PageMaker, Microsoft Word preferred. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C8117)

Administrative Assistant II; Band B; OPE

Law-Endowed

Posting Date: 8/12/93

Serve as a member of the registrar and main office staff with primary responsibility to provide secretarial support to the dean of students and the associate dean for academic affairs.

Requirements: Formal training beyond high school of 6months to 1yr. duration. 1-2yrs. related office experience. Knowledge of word processing using a micro-computer. Ability to work courteously and effectively with faculty, staff students and visitors. Ability to work independently, exercise good judgment, and work well under pressure. High level of confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C8102)

Administrative Assistant II; Band B; OPE

Sponsored Programs-Endowed

Posting Date: 8/12/93

Perform a broad range of secretarial and office administrative services in direct support of 1 or more grant and contract officers. Responsible for overall support of day-to-day heavy workload. Telephone coverage and follow-up; document generation and some writing; mail screening; prioritizing and some initiating of transactions; meeting and travel scheduling.

Requirements: High school diploma or equivalent. 1-2yrs. related experience. Knowledge of Macintosh (preferably Word). Strong interpersonal and communication skills. Strong ability to organize and prioritize disparate and competing tasks. Attention to detail. Strong proofreading and writing skills. Knowledge of university procedures preferred. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C8004)

Administrative Assistant II; Band B; OPE

Student Life Union-Endowed

Posting Date: 8/5/93

Program support for Empathy Assistance and Referrals (EARS) and Student Training and Leadership Development. Administrative support to the Advisor of EARS and the Assistant Dean of Students for Training and Leadership Development.

Requirements: Formal training beyond high school diploma of 6 months-1yr. duration required. Minimum of 1-2yrs. experience required. Excellent skills needed in communication (oral and written), administration and organization. Strong human relations and computer skills required. Understanding of the importance of confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C8007)

Administrative Assistant II; Band B; OPE

University Development-Endowed

Posting Date: 8/5/93

Provide secretarial support and administrative assistance to the Assistant Director and Director in the Office of Real Estate & Property Gifts and the Director in the Office of Planned Giving. Type, edit and proofread materials. Assist in preparation of publications. Conduct research and schedule appointments. Coordinate President letters. Prepare mailings.

Requirements: Formal training beyond high school diploma of 6 months-1yr. duration required. 1-2yrs. work experience. Good typing skills. Knowledge of Macintosh computer, Filemaker Pro and IRIS desirable. Good organizational and interpersonal skills. Ability to work independently and handle multiple projects simultaneously. Good command of written and spoken English. Knowledge of dictaphone equipment. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include and employee transfer application.

Administrative Assistant II (C7909)

Administrative Assistant II; Band B; OPE

Cooperative Extension-Statutory

Posting Date: 7/29/93

Provide confidential administrative support services for 2 program leaders in the cooperative extension program unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension Program.

Requirements: Formal training beyond high school of 6months-1yr duration required. 2yr secretarial sciences degree preferred. 1-2yrs. of office experience required. Knowledge of computer software essential, ie WordPerfect, spreadsheets such as Quattro pro, databases such as PC-File+, and electronic mail. Must be able to set priorities, work independently and as

a team member in a complex, active environment. Maintain confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Secretary (C7908)

Administrative Assistant II; Band B; OPE

Cooperative Extension-Statutory

Posting Date: 7/29/93

Provide confidential administrative support services for a program leader and 2 extension support specialists in the Cooperative Extension Program Unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension Program.

Requirements: Formal training beyond high school of 6months-1yr duration required. 2yr secretarial science degree preferred. 1-2yrs. of office experience required. Must be proficient with computer software, i.e. WordPerfect, Paradox or other similar database software, spreadsheets such as Quattro Pro, and Electronic Mail. Must be able to set priorities, work independently and as a team member in a complex, active environment. Maintain confidentiality. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant II (C7902)

Administrative Assistant II; Band B; OPE

Alumni Affairs-Endowed

Posting Date: 7/29/93

Provide administrative support to the director of alumni affairs and the associate director of Alumni Programs while serving as the office receptionist.

Requirements: Formal training beyond high school of 6 months-1yr duration required. Excellent interpersonal, typing and communication skills. Must be well organized and have the ability to work under pressure and independently. Attention to detail and mature judgment; knowledge of computers. Macintosh experience preferred. 2-4yrs related experience required. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrative Secretary (C7907)

Administrative Assistant II; Band B; OPE

Cooperative Extension-Statutory

Posting Date: 7/29/93

Provides essential confidential support for a program leader, extension specialist and associate director in the cooperative extension program unit. Function as a team member in the program unit to facilitate the Cornell Cooperative Extension program.

Requirements: Formal training beyond high school of 6months-1yr duration required. 2yr secretarial science degree preferred. 1-2yrs. office experience required. Must be proficient with computer software, i.e. WordPerfect, paradox or other similar database software, spreadsheets such as lotus 1-2-3, and electronic mail. Must be able to set priorities, work independently. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Secretary (C6601)

Administrative Assistant II; Band B; OPE

CISER-Endowed

Posting Date: 7/8/93 Repost

Part-Time Position

Cornell Employees Only

Provide clerical and administrative support to the CISER staff and members. M-F, 12pm-4pm.

Requirements: High school diploma or equivalent required. Formal training of 1-2yrs. College coursework preferred. Position requires exemplary communication and interpersonal skills. Familiarity with C.U. accounting system. Computing experience to include extensive use of IBM PC, WordPerfect, and familiarity with mainframe basics is essential. Dbase III+ and basic knowledge of the Mac desirable. Medium typing. Send cover letter, resume, and transfer application to Esther Smith.

Administrative Assistant II (C7503)

Administrative Assistant II; Band B; OPE

Institute for European Studies-Endowed

Posting Date: 7/1/93

Cornell Employees Only

Responsible for daily operations of Slavic and East European studies program. Coordinate and arrange program events, visitors, meeting, and conferences; serve as contact person for information/source/referral; special projects as assigned.

Requirements: High school diploma or equivalent required. Some college coursework preferred. Related office experience (1-2yrs), IBM computer skills (WordPerfect 5.1, Q&A data base). Some accounting skills and working knowledge of Cornell endowed accounting system helpful. Excellent interpersonal and organizational skills needed. Medium typing. Send transfer application, cover letter, and resume to Esther Smith.

Administrative Assistant II (C7809)

Administrative Assistant II; Band B; OPE

Economics-Endowed

Posting Date: 7/22/93

Receptionist for the department. Assistant to the department executive officer and director of undergraduate studies and inter-

nal accounts coordinator.

Requirements: Formal training beyond high school diploma of 6months - 1 year duration required. 1-2 years related experience required. Technical typing. Knowledge of IBM-PC using WordPerfect 5.2. Accounting experience. Heavy typing. External applicants send cover letter, resume to Esther Smith. Employees should include an employee transfer application.

Administrative Assistant II (C7505)

Administrative Assistant II; Band B; OPE

Nutritional Sciences-Statutory

Posting Date: 7/1/93

Part-time Position

Provide administrative support for a multinational research group; assist in overall management of office; design promotional literature and slides; compose correspondence; type and edit manuscripts and grants; order supplies; maintain accounts; other duties as assigned.

Requirements: AAS degree or equivalent required. 3yrs. office experience. Experience on Macintosh with experience in word processing (Microsoft Word), Spreadsheets (Microsoft Excel), automated references (End Note Plus), database management (Filemaker Pro), Presentation (Aldus Persuasion) and drawing and graphing (MacDraw and Cricket Graph) software strongly preferred as is ability/willingness to learn new software package. Familiarity with electronic mail; knowledge of Cornell library system helpful; work independently; oral and written communication and interpersonal skills required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C8103)

Administrative Assistant III; Band C; OPE

Modern Languages and Linguistics-Endowed

Posting Date: 8/12/93

Provide year-long administrative and clerical support for the faculty and staff of the full-year Asian language concentration (FALCON) program, Chinese, Japanese, and Indonesian language courses, and special summer program offerings. Liaison for continuing communication with other departments, programs, students and responsibility for maintenance of program records. Provide support services for the DMLL main office and assist with special projects.

Requirements: Associates degree or equivalent preferred. 2-4yrs. related experience required. Previous office experience required. Excellent interpersonal and organizational skills including ability to communicate with people from different cultures. Ability to work independently and under pressure. Knowledge of Macintosh programs essential. Weekly technical typing required for Japanese FALCON schedules. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Undergraduate Program Secretary (C8114)

Administrative Assistant III; Band C; OPE

Computer Science-Endowed

Posting Date: 8/12/93

Provide administrative and clerical support to the office of undergraduate programs. Manage the production and coordination of course materials, student publications and event planning. Primary supervision provided by assistant director of undergraduate programs. Serve as information resource for the undergraduate program as well as the department in general. Coordinate office activities. Use microcomputers for basic word processing and advanced formatting/editing of documents, and management of database systems. Type and/or modify on-line course materials; provide direct support to senior lecturer responsible for core course each semester.

Requirements: AA degree or equivalent. Minimum of 2yrs. related experience in a university environment. Medium typing. Excellent organization and human relations skills. Demonstrated ability to work with diverse groups. Attention to detail as well as ability to prioritize. Excellent typing and word processing skills a must. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Corporate Relations Assistant (C7906)

Administrative Assistant III; Band C; OPE

JGSM-Endowed

Posting Date: 7/29/93

Under general supervision, provide administrative support to the corporate relations department; assist with stewardship to supporting firms; assist with the coordination and implementation of corporate events; maintain corporate and foundation information in the database; and assist with scheduling, maintaining, and follow-up on corporate contacts. 9-months position, September-June.

Requirements: Formal training beyond high school diploma of 6months-1yr duration required. Strong communication, interpersonal, organizational skills. Finesse with confidential and sensitive information are important requirements. 2-4 years administrative/secretarial experience required. Experience with word processing; Macintosh experience helpful. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Annual Fund Assistant (C7904)

Administrative Assistant III; Band C; OPE

JGSM-Endowed

Posting Date: 7/29/93

Provide secretarial/administrative support for the director of development and the associate director of annual funds. Execute/coordinate all aspects of direct mail campaigns, class mailings, and provide administrative support for the annual fund team, including phonathons, class programs, annual fund, leadership gift/tower club programs. Generate IRIS reports/bio info as needed via public affairs system; update alumni database. Assist with accounting/recordkeeping of the annual fund and class budgets.

Requirements: Formal training beyond high school diploma of 6months-1yr duration. Strong communication, interpersonal and organizational skills. 2-4yrs. administrative/secretarial experience required. Familiarity with fund raising helpful. Computer literate and expert knowledge of the public affairs data system required. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7412)

Administrative Assistant III; Band C; OPE

JGSM-Endowed

Posting Date: 7/29/93 Repost

Under general supervision. Provide administrative and secretarial support for career services. Key responsibility for start to finish block of recruiting and presentation events.

Requirements: Associate's degree or equivalent required. Good interpersonal and communication (oral and written) skills. Requires extreme detail-orientation, follow-through abilities, and high energy levels. Overtime hours required during peak activity periods. Word processing ability a must. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrative Assistant III (C7810)

Administrative Assistant III; Band C; OPE

Neurobiology and Behavior-Endowed

Posting Date: 7/22/93

Cornell Employees Only

Provide accounting and administrative support for Section. Process APPS orders, prepare payroll, maintain computer databases, generate monthly financial reports. Assist with correspondence, grant renewals. Supervise 1 Administrative Assistant.

Requirements: Formal training in accounting beyond high school diploma of 6 months to 1 year duration required. 2-4 years related experience. Knowledge of Macintosh desirable. Extensive Cornell accounting experience essential (statutory and endowed preferred). Eye for accuracy essential, ability to handle highly confidential information with discretion. Heavy typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant III (C7003)

Administrative Assistant III; Band C; OPE

Biotechnology Program-Endowed

Posting Date: 7/15/93 Repost

Part-time Position

Provide administrative support to executive director of national agricultural biotech council. Handle correspondence; arrange travel; distribute reports and maintain computer databases. 20hrs/week, to be arranged.

Requirements: 2yrs. college coursework or Associates degree. 2-4yrs. administrative experience, including computer usage (preferably MAC). Must have excellent organizational and telephone skills. Research information via computer. Editing and writing a plus. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Administrator I (PA7904)

Administrator I; Band D; OPI

Philosophy-Endowed

Posting Date: 7/29/93

Coordinate the administrative, human resources, business, and/or facilities operations of the philosophy department; provide staff assistance to the chair and professors in the department; perform administrative and student record-keeping; coordinate the daily unit work flow; order services and materials from vendors; perform financial transactions such as billing clients, paying bills, and monitoring account expenditures and payroll reports; prepare monthly operating reports for review; assist in development of procedures for the department; coordinate the acquisition/installation of equipment; assist in coordinating and developing budgets; schedule and coordinate meetings; plan and schedule travel arrangements; counsel students on departmental policies, procedures, and guidelines; supervise and coordinate program activities such as seminars and conferences; prepare reports for the director; prepare and process human resource appointment forms, job descriptions, payroll vouchers, and related accounting forms.

Requirements: Associate's degree or equivalent. Technical/vocational school degree required. 1-2yrs related experience with WordPerfect 4.2 and 5.1; office procedures; purchasing; supervision; accounting and bookkeeping required. Send cover letter and resume to Cynthia Smithbower.

Administrative Assistant (C8002)

*Administrative Assistant V; Band E; OPE
Africana Studies & Research Center-
Endowed*
Posting Date: 8/5/93

Provide secretarial and administrative support to the Director and Administration Manager. Responsible for department and grant account maintenance. Prepare and maintain student appointment files. Monitor and coordinate faculty searches. Backup to Administration Manager.

Requirements: Associate Degree or equivalent required. 6 years secretarial, Cornell accounting experience desirable. Experience with Macintosh computers. Working knowledge of Microsoft work and Excel software. Must be able to work under pressure and tight deadlines. Excellent communication and interpersonal skills. CONFIDENTIALITY A MUST!! Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Administrator II (PA7806)

Administrator II; Band E; OPI

Academic Programs/Ag and Life Sciences-Statutory

Posting Date: 7/22/93

Manage department budget, purchasing, and human resource operations. Process appointments, purchase orders, and payrolls. Maintain equipment and space inventory. Administer human resource policies and procedures. Monitor account balances and analyze expenditures. Serve as liaison with human resources, purchasing, accounting and maintenance and service departments.

Requirements: Associate's degree or equivalent in office administration or related area. required. 2-3yrs. experience (in statutory accounting at Cornell) preferred. Basic computer skills. Familiarity with human resource policies and procedures. Ability to handle confidential information and supervise accounts assistant. Send cover letter and resume to Cynthia Smith-bower.

Assistant to the Director (PC7401)

*Administrative Assistant V; Band E; OPE
C.U. Press-Endowed*

Posting Date: 6/24/93

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

Requirements: B.A. degree or equivalent required. 3yrs. experience in publishing, preferably at a university press required. Excellent communication (verbal) skills. Basic computer skills. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Athletics

Assistant Coach (PA7901)

*Assistant Coach; Band E; OPI
Athletics-Endowed*

Posting Date: 7/29/93

Assist in the planning and operation of the men's intercollegiate wrestling program. Duties include coaching, recruiting, scouting and other administrative matters relative to the program. Instruct physical education classes as assigned.

Requirements: Bachelor's degree or equivalent in physical education or related field required. 1-2yrs. related experience required. Credentials should reflect proven success in coaching wrestling, recruiting and working with student athletes. Send cover letter and resume to Cynthia Smith-bower.

Communications

Media Assistant IV (T8106)

*Media Assistant IV; Band D; OPE
Media Services-Statutory*

Posting Date: 8/12/93

Operate various types of broadcast and instructional color television cameras and related television equipment in a professional manner. Set up and strike studio and remote productions. Execute basic studio and remote lighting plots. Set up and operate audio recording equipment.

Requirements: Formal training beyond a high school diploma of 1-2yrs. 2yrs. of college coursework or associate's degree or equivalent. More than one, but less than two years of job related experience. Send cover letter and resume to Sam Weeks.

Production Associate I (PC7905)

Production Associate I; Band D; OPI

C.U. Press-Endowed

Posting Date: 7/29/93

Part-time Position

Assist in estimating, obtaining bids, work with freelance designers, prepare manuscripts for typesetting, assist designers in preparing printing and binding orders, assist in scheduling, and design 2-6 books per year. 20hrs/week, flexible.

Requirements: Bachelor's degree or equivalent required. 2-3yrs. experience in book production, book design, estimating, and printing. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Book Designer (PC7812)

*Graphic Designer I; Band D; OPI
CU Press-Endowed*

Posting Date: 7/22/93

Part-Time Position

Design books, jackets, covers, and miscellaneous form and cards. Handle production on books and jackets. Monday-Friday, 6hrs./day. Indefinite

Requirements: Associate's degree or technical/vocational school degree required. 1-2 years of book and jacket design experience required. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Graphic Designer II (PC7813)

Graphic Designer II; Band E; OPI

Plantations-Statutory

Posting Date: 7/22/93

Part-Time Position

Responsibilities include concept development, design, graphics, and layout support for publications, interpretive projects, and development mailing produced by Cornell Plantations. Generate imaginative concepts for projects (publications, development mailings, interpretive pieces), incorporating and understanding of pertinent criteria; e.g. purpose, audience, budget. Provide creative approaches to a variety of 2-D and 3-D design and layout needs, and contribute to the production process. Using computer assisted design and by freehand, provide graphics and illustrations for publications and interpretive pieces. 20-24 hrs./wk to be arranged.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years of related job experience. Must be experienced with all aspects of design (typesetting, layout, mockups, etc.). Must be experienced in all aspects of production of Printed media (Printing procedures, mechanicals, camera-ready art, printer specs., etc.). Must be familiar with desktop publishing (e.g. PageMaker) and computer-generated graphics (e.g. Freehand). Individual must be creative, detail oriented, and able to meet deadlines. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. External applicants send cover letter and resume to Esther Smith. Employees should include an employee transfer application.

Communications Specialist III (PA7812)

Communications Specialist III; Band F; OPI

Plantations-Statutory

Posting Date: 7/22/93

Take leadership for the development of plantations publications and communications programs and for providing an interface between plantations, the university, and the community. Ensure that the image of plantations created by publications, development mailings, interpretive pieces, and other communications is consistent with the educational mission and overall image of the organization. Establish a communications unit to provide a mechanism for exchange of ideas among communications staff and others. Work to develop effective relationships between Cornell Plantations and the university, the local community, and other external audiences. Explore ways to increase Plantations visibility with key audience groups.

Requirements: Bachelors degree or equivalent required. 3-5yrs. related job experience required. Must have extensive experience with all aspects of production of printed media, including desktop publishing, design, layout, and writing. Must also be experienced with the creation of displays and signage. Familiarity with horticulture, biological sciences, or plant sciences is highly desirable. Send cover letter and resume to Cynthia Smithbower.

Director of Communication Strategies (PA7903)

*Communication Manager II; Band H; OPI
University Relations-Endowed*

Posting Date: 7/29/93

Direct and supervise the operations of an internal consulting unit dedicated to the planning and implementation of effective communication strategies for both academic and administrative units. Working with client department, initiate, recommend, and coordinate communications, programs, and policies to achieve a strong and positive image for Cornell University.

Requirements: Bachelor's degree or equivalent required. 5-7yrs. of marketing/agency/ or corporate communication experience, preferably in an educational or other non profit environment. Masters degree in marketing research or related field preferred. Knowledge of desktop publishing skills a plus. Facility with marketing research strategies and methodologies. Superlative writing skills and demonstrable creativity in communication. Strong leadership skills and ability to manage creative teams. Strong verbal communication and client development skills for promoting unit's work, as unit is primarily an enterprise operation. Knowledge of research university climate highly desirable. Send cover letter and resume to Cynthia Smithbower.

Computers and Networks

Network Operator (T8004)

*Network Technician I; Band B; OPE
CIT/Network Resources-Endowed*

Posting Date: 8/5/93

Operate the campus voice switchboard. Use online database to route caller connections; and use switchboard capabilities to set up conference calls. Provide assistance for emergency calls. Monitor and functioning of voice/video/data communications networks. Identify and refer operational anomalies. Document data network trouble calls using online system. Track responses to these calls to insure appropriate resolution.

Requirements: Formal training beyond High school diploma of 1-2yrs of college coursework or AAS degree. 6months to a year of related experience. Send cover letter and resume to Sam Weeks.

Computer Operator IV (T8107)

Computer Operator IV; Band E; OPE

Nutritional Sciences-Statutory

Posting Date: 8/12/93

Provide high-level technical support to faculty, staff and graduate students in the division of nutritional sciences and college of human ecology. Serve as a senior technician installing, repairing, and troubleshooting microcomputer workstations in a 500+ node complex local area network. Provide technical support to a leading edge CAD lab facility. Diagnose and repair CAD computer equipment, graphing devices, and plotters. Interface with external vendors.

Requirements: AAS degree or equivalent form technical school or in computer technologies. 4-6 yrs. hands-on experience maintaining computer systems in a network environment required. Proven ability to communicate with users who have a wide range of computer skills. Ability to work with minimal supervision. Experience with DOS, and Macintosh System 7 operating systems essential. Familiarity with the functions of a local area network. Excellent communication skills and service orientation required. Send cover letter and resume to Sam Weeks.

Network Administration Team Leader (PT8009)

Consultant Advisor II; Band E; OPI

Library Technology/University Library-Endowed

Posting Date: 8/5/93

Directly provide/facilitate a variety of information, installation, and trouble-related services for library workstations and networks located in endowed libraries (except Hotel); provide support for centrally maintained software services for all libraries; act as primary communications interface for network administrators, the service team and customers on a routine basis.

Requirements: Bachelor's degree or equivalent required. Minimum of 1 but less than 2yrs. of related experience required, including the providing of network administrator support to a diverse environment. Supervisory experience preferred. Send cover letter and resume to Sam Weeks.

Computer Operations Supervisor (PT7903)

Information Technologies Area Supervisor; Band E; OPI

Civil and Environmental Engineering-Endowed

Posting Date: 7/29/93

Part-time Position

Under general supervision, operate and maintain instructional, office, and electronic classroom computing facilities, the equipment installed there, and the software used there. Facility is under the direction of Civil and Environmental Engineering but operated as a college facility. Monday-Friday, 20hrs/week. May involve evenings and weekends.

Requirements: Bachelor's degree or equivalent required. 2yrs. experience in applications and systems programming under MS-DOS and windows. Knowledge of MS-DOS, Microsoft windows, Local area networking (Novell Netware, Ethernet hardware), PC hardware and peripherals. Excellent communications and interpersonal skills. Must be highly responsible and reliable. Familiarity with Macintosh and UNIX computing also desirable. Send cover letter and resume to Sam Weeks.

Consultant/Advisor II (PC7601)

Consultant/Advisor II; Band E; OPI

University Registrar-Endowed

Posting Date: 7/8/93

Under general supervision, provide analysis, written documentation and training for modifications and maintenance involving a large scale, on-line administrative database and related interactive systems in the office of the university registrar. Maintenance of user access to this system throughout the university and system security will be directly related to all projects. Act as office systems coordinator/network administrator.

Requirements: Bachelor's degree or equivalent with computer related courses. Working knowledge of UNIX/AIX and Macintosh networks. 2-3yrs. related experience preferably in higher education student services, consulting or systems analysis. Strong analytical skills, systems orientation and a pro-active service attitude essential. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Scientific Applications Consultant (PT8002)

*Consultant/Advisor Senior; Band F; OPI
Cornell Theory Center-Endowed*

Posting Date: 8/5/93

Provide highly specialized and complex consulting and scientific applications support to the Theory Center's national and international scientific and research com-

munity. Provide in-depth consulting and advice to researchers in enabling scientific applications on parallel architecture's, analyzing program execution, and optimizing performance. Work closely with users in analyzing problems and developing solutions. Investigate, resolve, or refer reported problems.

Requirements: Bachelor's degree in a scientific or engineering discipline or equivalent combination of education, research, and experience required. Master's degree preferred. 3-5yrs. FORTRAN or C programming experience in a scientific environment. Demonstrated ability to work with researchers using high performance computing. Scientific applications, parallel programming, and UNIX experience highly desirable. Excellent interpersonal, communication, and organizational skills. Send cover letter and resume to Sam Weeks.

Program Analyst Senior (PT7803)

Program Analyst Senior; Band F; OPI

CISER-Endowed

Posting Date: 7/22/93

Provide systems programming and systems support for numeric data files of the CISER data archive. Responsible for applications programming in the development, optimization, and the maintenance of software to support ant interface to text and numeric data files using microcomputers, workstations, and mainframe interface. Create guides and documentation for systems work.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. related experience. Knowledge of UNIX/AIX, C, C++, VM/SP, CMS, IBM DOS necessary. SAS, FORTRAN desirable. Work as part of a team, communicate effectively. Send cover letter and resume to Sam Weeks.

Consultant/Advisor III (PT7603)

Consultant/Advisor III; Band F; OPI

Fruit and Vegetable Science-Statutory

Posting Date: 7/8/93

Provide broad computing support for faculty, staff and grad students including troubleshooting, repair, purchasing, installation and training. Administer the department's Ethernet LAN running Netware 3.11. Develop and manage applications and strategies to enhance administrative functions within the department. Provide advice on the design and analysis of agricultural experiments; and on the potential of new technology. Serve as a liaison with CIT and the biometrics unit.

Requirements: BS degree or equivalent in an agricultural related field with coursework in statistics. 2-3yrs. related experience in computer administration and support. Proven ability to communicate with users with a wide range of computer skills. Ability to prioritize numerous tasks. Capable of troubleshooting, replacing/installing drive systems, RAM memory, power supplies, etc. Experience with PC and Mac Hardware. Experience with DOS, Microsoft Windows, Macintosh System 7 OS. Experience with electronic data acquisition. Software experience with word processing, spreadsheets, databases, statistical analyses and communications. Familiarity with design and implementation of LAN. Novell Netware 3.11 experience highly desired as is practical experience in the design and analysis of agricultural experiments. CMS and UNIX experience desirable. Send cover letter and resume to Sam Weeks.

Programmer/Analyst Specialist (PT8008)

Programmer/Analyst Specialist; Band G; OPI

Computer Science-Endowed

Posting Date: 8/5/93

Provide systems programming expertise for the development of a system for the electronic distribution of technical reports. Develop and implement databases and network protocols for the representation and network transfer of page image and bibliographic information. Assist in the development, modifications and use of software to do full-text retrievals on technical reports. Assist in the process of scanning, recognizing and indexing technical report information.

Requirements: BS degree in computer science or equivalent experience. 5yrs. experience with software development in a UNIX/C environment. Experience with computer networks and distributed computing is essential. Ability to work with and understand the problems of graduate level researchers in computer science is essential. Experience with information retrieval, database systems, and/or network protocol design is extremely valuable. Send cover letter and resume to Sam Weeks.

Finance/Budget/Planning

Collection Representative II (C8104)

Collection Representative II; Band B; OPE

Bursar's Office-Endowed

Posting Date: 8/12/93

Perform duties involved in collection of delinquent student accounts receivable and student loans. Involves telephone contact and written communications with former students to arrange for debt repayment. Monday 12:30pm-9:00pm, Tuesday-Friday, 8-4:30.

Requirements: Some college coursework preferred. High school diploma or equivalent. 6months-1yr related experience. Ability to deal with sensitive issues in a

professional manner. Some collections experience desirable. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Accounts Representative II (C7801)
Accounts Representative II; Band B; OPE
Payroll-Statutory
Posting Date: 7/22/93

Provide a broad range of administrative/organizational support to coordinator for tax reporting and account reconciliation. Primary duties include control and maintenance of garnishees, other state tax withholding/tax payments, preparation of federal and state tax payments, federal levies, auto allowances, and special projects.

Requirements: High school diploma or equivalent required. Associates degree or equivalent preferred. 1-2yrs. experience with accounting/administrative/clerical support. Excellent interpersonal and organizational skills. Macintosh or PC computer skills desirable. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Accounts Coordinator (C8001)
Accounts Representative IV; Band D; OPE
Sponsored Funds Accounting-Statutory
Posting Date: 8/5/93

The primary responsibilities of this position includes setting up new accounts on grants and contracts, monitoring expenditures for allow ability and applicability, preparation of monthly, quarterly, and annual reports specified by the agreement. Also to prepare or approve invoices or letter of credit draw downs to reimburse Cornell for expenses on grants and contracts.

Requirements: Formal training beyond high school diploma of 6 months - 1 year duration required. 2-4 years related experience required. Working knowledge of LOTUS 1-2-3 and/or Excel software in a PC environment is required. A high level of organizational skills are required and a demonstrated ability to control heavy workloads. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Finance Specialist III (PA8101)
Finance Specialist III; Band F; OPI
Family Life Development Center-Statutory
Posting Date: 8/12/93

Cornell Employees Only
 Assist administrative manager for FLDC daily business in accounting, human resource and administrative systems. 55% accounting duties, some direct supervision of accounts staff; some administrative work required in developing new systems for financial and human resource management.

Requirements: Bachelor's degree or equivalent in business or related area (financial, accounting) required. 3-5yrs. in accounting. Cornell accounting required. Some supervisory experience helpful. Must be a team player. Excellent interpersonal and communication skills. Send cover letter and resume to Cynthia Smithbower.

Human Resources

Human Resource Assistant II (C8120)
Human Resources Assistant II; Band B; OPE

UHRs/Employment Services-Endowed
Posting Date: 8/12/93

Cornell Employees Only
 Provide staff support to employment consultants in the area of recruitment, referral and employment consultation. Provide backup and assistance to the temporary services coordinator.

Requirements: High School diploma or equivalent. 1-2yrs. related experience. Proficient with Macintosh. Excellent customer relations skills essential. Extreme accuracy with data entry. Strong organization and communication (written and oral) skills. Medium typing. Send employee transfer application, cover letter and resume to Esther Smith.

Administrative Assistant (C7709)
Human Resource Assistant II; Band B; OPE
University Human Resource Services-Endowed

Posting Date: 7/15/93

Provide office support for Human Resource Relations and Development. Provide general clerical assistance for calendar and QIP programs, materials design, development and preparation; provide general reception and office support function. Responsible for the coordination and response to a variety of inquiries from staff and faculty regarding staff development programs, QIP activities, and employee relations issues.

Requirements: Formal training beyond high school diploma of 6months-1yr. 1-2yrs related experience required. Excellent communication, word processing, and interpersonal skills. Must be able to work independently on multiple concurrent projects while demonstrating initiative and problem-solving skills. Experience with Macintosh computers, Microsoft Word, Excel and Filemaker essential. Ability to handle confidential information with discretion. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees

should include employee transfer application.

Associate Director CITE (PA7902)
Human Resource Associate IV; Band G; OPI

Associate VP Human Relations-Endowed
Posting Date: 7/29/93

Help plan, develop and implement Cornell Interactive Theater Ensemble (CITE) human relations programs for faculty and staff on campus and for corporate, off-campus clients. Consult with clients, facilitate programs, help develop scripts. Responsibility for client relations and marketing. Assure effective operation of the theater ensemble.

Requirements: Bachelor's degree or comparable experience required. Master's degree preferred. 5-7yrs. related experience required. Experience facilitating training sessions required. Considerable experience in intercultural communication and educating about harassment, climate. Skill in educational needs of faculty, staff, students, and corporate clients. Professional presence. Scripting, business, supervisory, and human resource management experience desirable. Considerable travel. Send cover letter and resume to Cynthia Smithbower.

Library/Museum

Public Services Assistant I (C8013)
Public Services Assistant I; Band A; OPE
Access Services/Physical Sciences Library-Endowed
Posting Date: 8/5/93

Part-Time Position

Responsible for the security, maintenance, and provision of all access services of the Physical Sciences Library. Responsible for providing circulation, reserve, and stack maintenance. 20 hrs/wk. Monday-Thursday 9:00am to 2:30pm

Requirements: Formal training beyond a high school diploma of 6 months to 1 year. 6 months related experience. Demonstrated ability to communicate effectively with the public. Ability to work with all levels of the academic community required. Good interpersonal skills. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Senior Interlibrary Services Assistant (C8107)

Public Services Assistant II; Band B; OPE
Access Services/Olin Library-Endowed
Posting Date: 8/12/93

Prepare loaned and borrowed materials for shipping. Charge material to be loaned, discharge returned materials, and compile data for statistics. Responsible for overdue, renewals, and recalls. Search interlibrary loan requests, and send requests for materials to be paged at unit libraries. Monday-Thursday, 8-4:30, Friday, 8-3:30.

Requirements: Associate's degree or equivalent. 6months-1yr. experience. Ability to work with foreign languages. Organizational ability and aptitude for detailed work. Ability to work under pressure while maintaining accuracy. Strong interpersonal and communication skills. Experience with keyboards and microcomputers. Experience in an academic library desirable. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Circulation Assistant (C8110)
Public Services Assistant II; Band B; OPE
Access Services/Olin Library-Endowed
Posting Date: 8/12/93

Part-time Position

Under general direction of the administrative supervisor of circulation, work at the circulation desk and perform a variety of circulation functions. 8:30pm to 12:30am during academic year. Hours adjusted to the library's schedule, 20hours/week.

Requirements: Associate's degree or equivalent preferred. 6months-1yr. experience preferred. Organizational skills and aptitude for detailed work; ability to work effectively with a variety of people in a public service setting. Strong interpersonal and communication skills, both oral and written. Experience with microcomputers desirable. Library experience desirable. External Applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Senior Stacks Assistant (C8109)
Public Services Assistant II; Band B; OPE
Access Services/Library Annex-Endowed
Posting Date: 8/12/93

Part-time position

Assist the annex library supervisor in managing the book, periodical and archival collections at the library annex (a collection of 422,380 volumes and more than 27,000 cubic feet of manuscript materials) and in providing public service. Oversee the operation of the library annex in the supervisor's absence. 20hrs./week, Monday-Friday, 9am-1pm.

Requirements: AAS or equivalent. 6months-1yr. experience. Experience with academic libraries. Excellent interpersonal, organizational, and communication skills. Ability to lift and move up to 50lbs. Ability to work well with a variety of people in a public services setting. Experience with microcomputers desirable. Light typing. External applicants send cover letter and resume to Esther

Smith. Employees should include employee transfer application.

Collection Management Assistant (C8108)
Public Services Assistant II; Band B; OPE
Access Services/Olin Library-Endowed
Posting Date: 8/12/93

Perform a variety of collection management duties for serials in Olin/Kroch library. Work with NOTIS circulation system, online catalog and departmental database for serials record keeping. Barcode materials and create item records for serials in NOTIS online system. Other duties also include sorting, shelving, tracing (searching), and record keeping. M-TH 8am-5pm, F 8-4.

Requirements: Associate's degree or equivalent. 6months-1yr. experience preferred. Ability to work independently; self directed. Strong communication, interpersonal, and organizational skills. Experience with microcomputers desirable. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Public Services Assistant II (C8010)
Public Services Assistant II; Band B; OPE
Uris Library-Endowed
Posting Date 8/5/93

Under the direction of the reserve supervisor, work at the circulation/reserve desk and process all photocopied and personal copy reserve materials. Responsible for the circulation and reserve desks when ever the evening supervisor is away from the desks. Mon.-Thurs. 1:00pm - 10:00pm, Fri. 1:00pm - 9:00pm.

Requirements: Formal training beyond high school diploma of 1-2 years. 2 years of college coursework, or Associate's degree required. Ability to work effectively with a variety of people in a public service setting. Aptitude for detailed work. Ability to work under pressure, including multiple simultaneous demands. Excellent communication and organizational skills. 6 months - 1 year experience with a detailed record keeping system. Light typing. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Data Entry/Searcher (C8009)
Technical Services Assistant II; Band B; OPE

University Library-Endowed
Posting Date: 8/5/93

Create and upgrade preliminary bibliographic records for material received or to be orders. Basic searching in local and national databases and card catalogs. Transfer records from national to local database. Assist in backlog storage and retrieval.

Requirements: Formal training beyond a high school diploma of 1-2 years. 2 years of college coursework or Associate's degree. 6 months - 1 year previous library experience required. Familiarity with computer terminals and searching techniques. Ability to perform highly detailed and repetitive work accurately and independently. Familiarity and aptitude with foreign languages. Good interpersonal skills. Medium typing. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Serials Searcher (C8111)

Technical Services Assistant III; Band C; OPE

Central Technical Services/University Library-Endowed

Posting Date: 8/12/93

Responsible for the pre-catalog searching of new titles received in response to orders and for change of titles. In addition, assist with solving complex searching problems occurring as part of the check-in process.

Requirements: AAS or equivalent. Relevant experience may be substituted. 1-2yrs. experience preferred. Basic knowledge of and ability to use: AACRII cataloging rules, names and series authority files, and MARC formats. Reading knowledge of one or more western European languages required. Good interpersonal and organizational skills. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Reference Assistant (C8106)

Public Services Assistant III; Band C; OPE

Reference/Uris Library-Endowed

Posting Date: 8/12/93

Hire, train, supervise, and evaluate 3-4 student assistants. Assist reference staff using computer-based word-processing, layout, and database programs to produce instruction materials. Prepare departmental statistics. Responsible for all clerical activities in department. Provide information to library users at the reference desk.

Requirements: AAS or equivalent experience. 1-2yrs. experience. Strong public service orientation required. Library experience preferred. Good organization and communication skills necessary. Ability to work with a variety of people in an academic setting. Attention to detail. Familiarity with IBM computers (WordPerfect, Pagemaker, DBase) desirable. Medium typing. Able to work without close supervision. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Catalog Assistant III (C8014)

Technical Services Assistant III; Band C; OPE

Albert R. Mann Library-Statutory

Posting Date: 8/5/93

Under the general direction of the Principal Cataloger, handles a variety of duties related to cataloging and database management. Performs descriptive cataloging for university theses, soil surveys and some government publications. Creates catalog and authority records for monographs following "fast cataloging" procedures. Processes transfers, withdrawals and added locations for the library. Responsible for cataloging support functions such as searching, filing shelflists, and locating in process material. Coordinates bookmarking work flow and supervises student assistants in bookmarking. Trains student assistants and handles some secretarial duties for the department.

Requirements: Associate's degree plus 1-2 years of previous library or records keeping experience. Additional related experience may be substituted for formal degree. Medium typing/data input (40 - 60 wpm). Ability to use microcomputer and some applications software. Strong organizational skills and ability to prioritize. Good interpersonal and communication skills. Some foreign language skills desirable. External applicants send cover letter and resume to Esther Smith, employees should include an employee transfer application.

Evening Supervisor (C8008)

Public Services Assistant V; Band E; OPE
Circulation/Uris Library-Endowed

Posting Date: 8/5/93

Part-time Position

Responsible for the Uris library building during the evening when senior staff are absent. Supervise the work of staff and student assistants at the circulation/reserve and security desks. 25hrs/week, evening and weekends.

Requirements: Bachelor's degree or equivalent of other formal training program of 4yrs. 2-4yrs. related experience required. Dependability and punctuality absolutely essential. Supervisory experience desirable. Ability to work well with a variety of people in a public service setting. Excellent interpersonal and communication skills. Sound judgement and ability to act exclusively in emergency situations. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Coordinator for School/Children's Programs (PA7811)

Museum Associate I; Band F; OPI

Johnson Art Museum-Endowed

Posting Date: 7/22/93

Part-Time Position

Develop, teach, document, and evaluate the museums programs for area schools and community children and families. Promote programs with educators. Develop and instruct workshops for teachers. Establish workshop and program timetables. Develop exhibition-related lesson plans for targeted age groups. 10 months, flexible nights and weekends.

The Cornell Workplace

Mission of University Human Resource Services: "to advance the practice of human resource management in the Cornell workplace."

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

Requirements: Bachelors degree or equivalent in art history, fine arts, museum studies or related field required. 2-3 yrs. full-time teaching experience in museum environment required. General knowledge of art history including prior art history coursework mandatory. Excellent communication skills, both oral and written. Experience in grant planning and writing strongly preferred. Working knowledge of Macintosh computers necessary. **MUST BE ABLE TO START BY 9/1/93.** Send cover letter and resume to Cynthia Smithbower.

Public Affairs

Public Affairs Officer I (PA7808) Public Affairs Officer I; Band E; OPI Lab of Ornithology-Statutory Posting Date: 7/22/93

Coordinate Lab's Capital Campaign activities, including identification, cultivation and solicitation of prospect donors. Manage the lab's prospect donor tracking system & liaison with Cornell's public affairs/development systems. Assist with the planning, development and implementation of the lab's public affairs program. Develop & manage the corporate & foundation sponsorship program. Provide leadership for new program development including donor recognition events & dedications.

Requirements: Bachelor's degree required. 2-3 yrs. fundraising & development experience, preferably with Cornell or other institution required. Excellent writing, grammar & proofreading skills. Familiarity with computers & word processing skills. Time management skills & refined organizational skills. Able to work well with a wide range of people. Able to motivate people and work creatively with volunteer-team players. Willingness to travel. Sincere interest in promoting the goals of the lab. Send cover letter and resume to Cynthia Smithbower.

Director of Alumni Relations (PA7802) Alumni Affairs Officer II; Band F; OPI Johnson Graduate School of Management-Endowed Posting Date: 7/22/93

Responsible for developing, implementing and marketing the alumni activities for the Johnson School. Schedule and plan the School's Lifelong Learning programs at 6 metropolitan locations, Johnson Club events, combined Johnson and Cornell Club events, faculty lectures, Reunion, Homecoming, receptions and other programs for alumni and friends both on and off campus. Seek corporate support to sponsor events, when appropriate.

Requirements: Bachelor's degree or equivalent combination of education and experience required. 3-5yrs. experience in university alumni and donor relations. Strong interpersonal skills. Excellent writing and communication skills. Experience with maintenance/use of computer-based records and good organizational skills. Self-motivation and the ability to work independently essential. Must be able to use discretion in the handling of confidential information. Send cover letter and resume to Cynthia Smithbower.

Services/Facilities

Director of Planning, Design & Construction (PA8007)

Director, Facilities II; Band I; OPI
Planning, Design and Construction-Endowed
Posting Date: 8/5/93

Reporting to the Vice President for Facilities and Campus Services, the Director will lead, promote, and support a comprehensive, customer sensitive department representing Cornell University's facility planning, design and construction functions. Responsible for every aspect of the management of capital projects, coordination of all internal and external architectural and engineering services, and the in-house maintenance and small construction operation. Represents the university's interest in facility matters with senior administrators, the Board of Trustees, local officials, faculty, union officials and others. The Director will model positive and dynamic relationships with five key constituencies: customers, the university administration, staff, colleagues, and the community at large.

Requirements: Bachelor's degree in engineering, architecture, or related field and at least 10 years construction and operations experience including 5 years facility management, preferably in a university setting. Successful supervisory experience in leading large professional and skilled labor force. Experience working closely with senior corporate officers, entrepreneurial activity a plus, and should have proven negotiation skills with contracts, unions, community leaders. Proven success in directing capital projects of \$10-30M or larger. Excellent communications skills. Experience in a TQM and team based environment preferred. Send a letter and resume to Cynthia Smithbower.

Student Services

Training Coordinator (PA8102) Coordinator Program I; Band E; OPI International Agriculture-Statutory Posting Date: 8/12/93

Coordinate and provide administrative and logistical support for several international education and training activities on campus. This includes AID, FAO and other sponsored and contract students, Hubert H. Humphrey Fellows, visiting scientists and scholars, short-term international visitors, short course participants, and contract participants, degree and non-degree.

Requirements: Bachelor's degree preferred. AAS or equivalent; 2-3yrs. experience. Experience with international participants in an academic environment; exceptional interpersonal skills; strong organizational ability dealing with details. Send cover letter and resume to Cynthia Smithbower.

Dining/Retail Supervisor (PA7905) Dining Associate I; Band E; OPI Campus Life/Dining-Endowed Posting Date: 7/29/93

Supervise the daily operations of a dining unit and/or retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associate's degree; technical/vocational school required. 2-3yrs. related experience required. Some knowledge of food service and health codes desirable. Basic computer skills. Skills and point of sale systems familiarity. Send cover letter and resume to Cynthia Smithbower.

Dining Supervisor (PA7809) Dining Associate I; Band E; OPI Campus Life/Dining-Endowed Posting Date: 7/22/93

Supervise the daily operations of a dining unit and/or retail outlet, including the purchase and storage of food and supplies, maintenance of equipment, menu planning, product mix and preparation and service of food.

Requirements: Associates degree or technical/vocational school degree required. 2-3 years related experience required. One year food service supervisory experience preferred. Some knowledge of food service and health codes desirable. Basic computer skills and point of sale systems preferred. Send cover letter and resume to Cynthia Smithbower.

Residence Hall Director (PA7803,4) Student Services Associate I; Band E; OPI Campus Life-Endowed Posting Date: 7/22/93

12month, live-in position. Overall administrative and programmatic responsibility or a residential complex of 500 students and supervision of 14 resident advisors, a programming assistant and a fitness center manager. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Bachelor's degree or equivalent required. Master's degree in student development or personnel administration, counseling or related field preferred. 1-2yrs. previous residence life and supervisory experience preferred. Desire to work in a collegial atmosphere, to be actively engaged with students, faculty and university staff. Strong organizational skills are essential. Send cover letter and resume to Cynthia Smithbower.

Production Chef (PA7801)

Chef I; Band E; OPI
Statler Hotel-Endowed
Posting Date: 7/22/93

Responsible for the food production prep for the statler hotel's food and beverage outlets and the supervision of the student production staff.

Requirements: Associate's degree in culinary arts or equivalent experience in a similar position; ability to train and supervise people effectively; good organizational skills. 5-7yrs. experience required. Send cover letter and resume to Cynthia Smithbower.

Community Center/Faculty Program Director (PA7908)

Student Services Associate II; Band F; OPI
Campus Life-Endowed
Posting Date: 7/29/93

Responsible for coordination and leadership of faculty programs. Provide the coordination and integration of community centers in the overall development of the community-based program serving a diverse student population.

Requirements: Bachelor's degree or equivalent required. Master's degree in student development preferred. 2-3yrs. experience. Send cover letter and resume to Cynthia Smithbower.

Executive Dietitian (PA7906)

Dining Associate II; Band F; OPI
Campus Life/Dining-Endowed
Posting Date: 7/29/93

Plan and manage all service, production, human resources, and financial aspects of dining operations. Design and coordinate nutrition and education programs.

Requirements: Bachelor's degree and 2-3yrs. of related experience, or the equivalent.

lent. Registered dietitian (R.D.) required. American Dietetic Association membership preferred. Knowledge of food and health codes is required. Send cover letter and resume to Cynthia Smithbower.

Assistant Director Student Activities (PA7810)

Student Services Associate II; Band F; OPI
Student Life Union-Endowed
Posting Date: 7/22/93

Oversee day-to-day workings of reservations office; advise student programming boards and develop and administer their budgets in conjunction with student volunteers. Program development & implementation, contract negotiation, major event planning. Develop, interpret & administer university & developmental policies & procedures related to activities on the Cornell campus. Some nights and weekends.

Requirements: Bachelor's or equivalent required. Masters degree preferred. 2-3 years related experience required. Must be innovative, creative, highly flexible, organized & enthusiastic. Excellent written & oral communications skills. Experience negotiating entertainment contracts highly useful. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Operations/Marketing (PA7805)

Student Services Associate II; Band F; OPI
JGSM/Career Services-Endowed
Posting Date: 7/22/93

Responsible for operation of the on-campus recruiting/marketing program. Assist in developing marketing strategies to attract companies to campus and to develop broad an deep relationships between them and the Johnson school. Provide technical support and expertise to upgrade career-related computer service to students and staff.

Requirements: Bachelor's degree or equivalent required. Master's degree and/or student counseling background preferred. 2-3yrs. experience in a placement or corporate setting. Knowledge of careers/industries/function pursued by MBA's preferred. Excellent organizational supervisory and communication skills. Willing to work evenings during the recruiting season. Familiar with Macintosh and software packages. Send cover letter and resume to Cynthia Smithbower.

Assistant Director of Career Services (PA7807)

Student Services Associate II; Band F; OPI
Hotel Administration-Endowed
Posting Date: 7/22/93

Assist in the overall administration of the career services office, including, but not limited to, industry/alumni relations, career counseling, on-campus recruiting, and the industry residency program. Coordinate career development workshops. Assist undergraduate students, graduate students, and alumni with career development needs. Act as the primary contact concerning career development for the professional master's degree students.

Requirements: Bachelor's degree required. Master's degree preferred. Cornell University, School of Hotel Administration degree desirable. Hospitality industry experience and previous experience working directly with college-level students in a counseling role highly desirable. Past supervisory experience preferred, as well as experience in human resources, training, and conducting/coordinating career development workshops. A strong team orientation is essential, with excellent interpersonal, organizational and written skills required. Computer literacy required. Knowledge of Macintosh preferred. Send cover letter and resume to Cynthia Smithbower.

Area Program Director (PA7907)

Student Services Associate III; Band G; OPI
Campus Life-Endowed
Posting Date: 7/29/93

Responsible for supervision of professional residence hall directors, implementation of staff training, ensuring program development/implementation including the integration of faculty within all program efforts, coordinating the management of policies, procedures and communication in a residential area of between 1600 and 2000 students.

Requirements: Bachelor's degree or equivalent required. Master's degree or equivalent combination of education and experience is preferred. 3-5yrs. experience in student services in higher education, including supervision, administration, residence hall program development, residence hall staff selection, training and development, counseling is required. Considerable understanding of human development/learning in an educational setting is essential. Send cover letter and resume to Cynthia Smithbower.

Technical

Technician I (T8101)

Technician I; Band A; OPE
Physiology-Statutory
Posting Date: 8/12/93

Assist in a laboratory doing studies on the physiological controls of food and water in young pigs. The varied duties include lab maintenance; animal care; surgery preparation and assistance; blood analysis; and

routine injections.

Requirements: Formal training beyond high school diploma of 6months-1yr experience required. A general background in the biological studies including some required chemistry. Experience with animals. Light typing and courses in physiology desired. Willingness to learn and to take on a variety of tasks. 6months related experience. Send cover letter and resume to Sam Weeks.

Animal Technician I (T8003)

Animal Technician I; Band A; OPE
Physiology-Statutory
Posting Date: 8/5/93

Assist in general farm management duties related to a flock of pregnant and non-pregnant sheep. Assist with breeding program. Feed sheep and clean pens and barns. Administer medications and collect blood samples. Keep records.

Requirements: High school diploma, AAS strongly preferred. Minimum of 6months experience with sheep management or general farm experience. Accurate record keeping. Ability to lift 80lbs. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician I (T7804)

Technician I; Band A; OPE
Biochemistry-Statutory
Posting Date: 7/22/93

Part-Time Position

Prepare culture media. Order supplies and equipment. Follow radiation safety precautions and perform lab inspections. Maintain strains, plasmids and equipment. 25hrs/wk.

Requirements: Formal training beyond high school of 6months-1yr required, including radiation safety courses. 6months related experience. Send cover letter and resume to Sam Weeks.

Technician II (T8102)

Technician II; Band B; OPE

Biochemistry, Molecular and Cell Biology-Endowed

Posting Date: 8/12/93

Carry out modeling studies of protein-carbohydrate interactions (molecular dynamics) using the IBM based, Charm program. Perform calculations. Analyze data and results. Back up computer files. Maintain records. Document, present and discuss results.

Requirements: 2yrs. of college or equivalent with a focus on science. 6months to 1yr. experience. Experience using IBM workstations and knowledge or experience with protein-carbohydrate modeling and the Charm program preferred. Send cover letter and resume to Sam Weeks.

Technical II (T7602)

Technical II; Band B; OPE

Food Science-Statutory

Posting Date: 7/8/93

Provide support for dairy research projects. Perform routine chemical and physical analyses of dairy products. Use Lotus 1-2-3 for computer entry and summarization of data. Provide general lab maintenance including clean-up, wash glassware, and prepare reagents.

Requirements: Formal training beyond high school diploma of 1-2 yrs., 2 yrs. college coursework of Associate's degree in Dairy Technology or Food Science required. Minimum 1 year related experience, course and lab class, training in routine dairy product analyses (i.e. Kjeldahl, Babcock, Mojonnier). Send cover letter and resume to Sam Weeks.

Histotechnician (T8103)

Technician III; Band C; OPE

Veterinary Pathology-Statutory

Posting Date: 8/12/93

Prepare high quality microscope slides for diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures and assist in development of advanced histopathology procedures within the laboratory.

Requirements: Bachelor's degree or equivalent with experience and coursework in histopathological technique. HT (ASCP) certification or eligibility desired. Desired 1-2yrs. experience as a histology technician in hospital or research setting. Experience in special staining techniques and immunohistochemistry desired also. Pre-exposure rabies vaccination will be required. Vaccination will be required upon hire. Send cover letter and resume to Sam Weeks.

Technician III (T8006)

Technician III; Band C; OPE

Vet Clinical Sciences-Statutory

Posting Date: 8/5/93

Coordinate and participate in the administrative, laboratory, clinical, teaching, research and animal handling responsibilities for the section of theriogenology. Major emphasis on the coordination and administration of the theriogenology courses. Maintain inventory of lab supplies. Supervise preparation and revision of course handouts. Coordinate equipment and areas for courses.

Requirements: Bachelor's degree or other formal training of 4yrs. required. 2yrs. or more experience processing biological specimens. Experience handling large animals, specifically stallions and bulls. Computer competency. Send cover letter and resume to Sam Weeks.

Technician III (T7805)

Technician III; Band C; OPE

Plant Breeding and Biometry-Statutory

Posting Date: 7/22/93

Prepare plant material for culture and execution

transformation and regeneration procedures. Transfer and maintain plants that produce seed on transformed plantlets. Prepare buffers and stock solutions. Perform southern and northern analysis; and radiolabel probes. Order supplies, prepare reports.

Requirements: Bachelor's degree or other formal training program of 4 years in related scientific area required. 1-2yrs related experience required. Send cover letter and resume to Sam Weeks.

Technician IV (T8104)

Technician IV; Band D; OPE

Fruit and Vegetable Science-Statutory

Posting Date: 8/12/93

Provide research support for orchard field experiments. Design, establish, maintain and evaluate research results in field and greenhouse plots. Some operation of lab equipment, tractors and pesticide sprayers. Prune trees and scout pests. Gather, enter and analyze data on Mac computers. Assist grad students. Occasional work in greenhouse or growth-chambers.

Requirements: BS degree or equivalent in horticulture, plant science, biology, ecology or related field. 2-4 yrs. of horticultural experience including operating tractors and spraying equipment. Mac computer skills highly desirable. Send cover letter and resume to Sam Weeks.

Technician IV (T6703)

Technician IV; Band D; OPE

Psychology-Endowed

Posting Date: 8/5/93 Repost

Assume operation and supervision of infant research center. Plan, conduct, and analyze data from research with human infants. Explain research to parents and summarize experimental findings. Supervise 10 undergrad assistants.

Required: B.A. or B.S. degree or equivalent required. 2-4yrs. related research experience required. Experience with statistics and database software preferred. Must have good supervisory, organizational and interpersonal skills. Must like working with infants. Send cover letter and resume to Sam Weeks.

Medical Technologist I (T5504)

Medical Technologist I; Band D; OPE

Diagnostic Laboratory/VET-Statutory

Posting Date: 6/17/93 Repost

Maintain and supervise research parasitology lab. Supervise work-study students. Perform routine parasitological tests, including microscopy, on research samples. Perform ELISA tests. Modify/develop new diagnostic tests as needed. Keep lab records up to date, including computer entry. Maintain equipment, perform library searches and xeroxing.

Requirements: BA or BS in biology, animal science or related field required. 2-3yrs. related experience required. Knowledge of and experience with routine biological lab techniques. Potentially infectious materials will be handled. Basic knowledge of computers (WP,D-Base) necessary. NYS driver's license required. Send cover letter and resume to Sam Weeks.

Technician IV (T7501)

Technician IV; Band D; OPE

Center for Advanced Imaging Technology/Veterinary Medicine-Statutory

Posting Date: 7/1/93

Assist in the operation and maintenance of the center for advanced imaging technology (CAIT) at the NYSCVM. Train, supervise and assist, as needed, faculty, staff, students and visitors involved in research, teaching and diagnostic activities in techniques of scanning and transmission electron microscopy including: general specimen preparation, chemical fixation, ultramicrotomy, critical point drying, metal coating techniques, immunoelectron microscopic and autoradiographic studies.

Requirements: Bachelor's of science degree or equivalent in biological or physical sciences required; technical/vocational school degree in light and electron microscopy. Minimum 5yrs. related experience required. Demonstrated knowledge of and ability to use light and electron microscopy, high quality photographic and graphics experience. Basic knowledge and skill in using commercial and custom computer programs. Effective communication skills, excellent hand/eye coordination. Ability to develop new procedures. Send cover letter and resume to Sam Weeks.

General Service

Custodian SO02 (G8105,G8106)

Building Care-Statutory

Entry Rate: \$7.25

Posting Date: 8/12/93

Cornell Employees Only

Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Friday 6am-2:30pm.

Requirements: Basic reading and writing (English) skills. Able to operate a variety of industrial power equipment, lift 50pounds and climb an 8 foot ladder. Pre-employment physical required. Send employee transfer application to Esther Smith.

Dish Machine Operator SO02 (G8103)

Statler Hotel-Endowed

Entry Rate: \$7.25

Posting Date: 8/12/93

Cornell Employees Only

Maintains a consistent supply of clean dishes, glassware, flatware, pots and silver. Keeps work area and garbage area at an acceptable level of neatness and cleanliness. 10 month position. Flexible nights and weekends.

Requirements: Must be able to read and write English. Basic math skills (counting, recording). Experience as a dish machine operator desired. Send employee transfer application.

Waitperson SO02 (G8101)

Statler Hotel-Endowed

Entry Rate: \$7.25

Posting Date: 8/12/93

Cornell Employees Only

Part-time Position

Delivers guest room food and beverage orders. Flexible nights and weekends, 21 hours/week.

Requirements: Basic reading and writing skills. Previous food service experience desirable. Send employee transfer application to Esther Smith.

Clinic Aide SO03 (B8001)

Vet Medical Teaching Hospital-Statutory

Hiring Rate: \$7.18

Posting Date: 8/5/93

Maintain housekeeping responsibilities in the small animal admission area, examination rooms and client waiting room. Responsible for the inventory and stocking of the small animal clinic linen supply. Some weekends and holidays required.

Requirements: High school diploma or equivalent. Experience with housekeeping techniques, aseptic cleaning procedures, working around small animals, snakes, turtles, birds etc. Experience with surgical linen packs and sterilization techniques required. Send application materials to Cynthia Smithbower.

Vehicle Mechanic SO04 (G8013)

Transportation Services-Endowed

Hiring Rate: \$7.52

Posting Date: 8/5/93

Responsible for the fueling, cleaning and minor service work on all transit vehicles. Removes and installs fare vaults. Park buses in the service storage area.

Requirements: Must possess a valid NYS drivers license. Commercial license with air brake and passenger endorsement preferred. Must meet 19A certification. High school diploma or equivalent. Basic mechanical skills necessary with the ability to use some tools. Must have the ability to work independently. External applicants submit general application with posting #. Employees include employee transfer application.

Short Order Cook SO06 (G8102)

Statler Hotel-Endowed

Entry Rate: \$8.61

Posting Date: 8/12/93

Cornell Employees Only

Prepares breakfast and/or lunch items to order in the club or student dining outlets. Flexible nights and weekends.

Requirements: High school diploma or equivalent. Basic reading and writing skills. 2-4yrs. cooking experience in high volume operation required. Good interpersonal skills. Send employee transfer application to Esther Smith.

Orchard Worker SO07 (B7801)

Fruit and Vegetable Science-Statutory

Hiring Rate: \$8.66

Posting Date: 7/22/93

Operate and perform orchard cultural practices as required to facilitate research, teaching and extension programs of faculty, students and technicians. Operate, monitor and maintain fruit storage facilities. Inventory, transport, and assess fruit, and assist in salesroom. Conduct an integrated pest management program including scouting and pesticide applications. Assist with maintenance of general orchard facilities.

Requirements: High school diploma or equivalent. Pesticide applicators certification. Substantial experience: general farm operations, with emphasis on fruit crops; fruit handling, storage and care; equipment operation, maintenance and minor repair; coordinating seasonal manual labor and general maintenance. Send cover letter and resume to Cynthia Smithbower.

Vehicle Mechanic SO09 (G7401)

Fruit and Vegetable Science-Statutory

Hiring Rate: \$9.52

Posting Date: 6/24/93

Responsible for all aspects of equipment maintenance and repair for Cornell Orchards. Help to evaluate fruit crop and determine logistical aspects of fruit harvest, work with researchers and fellow orchard workers to grow, harvest and store fruits. Supervise temporary workers as needed. operate farm equipment on a daily basis. Hours may fluctuate during harvest and spray season. Monday-Friday, 7am-3:30pm, overtime as needed.

Requirements: High school diploma or equivalent. Have or obtain NYS Pesticide Applicators license. Commercial truck operators license and mechanical training preferred. Lift up to 100lbs. Minimum 6yrs. experience as farm and/or auto equipment mechanic. 5yrs. experience as farm equipment operator. Fork lift experience helpful. Excellent interpersonal and public relations skills necessary. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Assistant Forman (G8104)

Facilities Design, Maintenance and Construction-Endowed

Posting Date: 8/12/93

Assist the trades supervisor in the supervision of the sheetmetal shop personnel and

the associated work. Perform duties of trades supervisor in his absence.

Requirements: Completion of the approved sheetmetal apprenticeship program. Additional 5yrs. of hands on experience. Blue print reading, sketching, estimating skills required. Must have valid NYS driver's license. Completion of approved 5yr. apprenticeship and additional 5yrs. experience. External applicants send cover letter and resume to Esther Smith. Employees include an employee transfer application.

Temporary Office Professional Positions

The temporary service at Cornell University is presently recruiting individuals who are interested in being considered for temporary office professional opportunities. The University has on-going needs for Receptionists, Office Assistants, Data Entry Clerks, Administrative Assistants, and Accounts Representatives. A minimum of one year office experience is necessary and individuals need to be proficient in the use of the Macintosh and/or IBM computers. Knowledge of the following programs is highly desirable: Microsoft Word, Filemaker Pro, Excel, Pagemaker, Dbase, WordPerfect and Lotus 1-2-3. A typing speed of 45-60 wpm is preferred. If you are not presently employed and would consider temporary opportunities, please send a resume and cover letter stating your availability and interest to Wendy Manzanares, Employment Services, 20 Thornwood Drive.

Temporary Administrative Assistant (S7906)

Theory Center-Endowed

Posting Date: 7/29/93

Perform extensive and complex administrative and secretarial functions for the Associate Director of Scientific Computational Support. Using on-line calendar, schedule meetings and appointments; prepare agendas and materials for meetings. Draft and prepare documents, reports, and correspondence; maintain files; arrange travel; and answer/screen phone calls.

Requirements: Associate's degree or equivalent in education and experience. Three to four years related administrative secretarial experience. Experience with Macintosh applications required. Experience with UNIX a plus. Strong interpersonal, organizational, and communication skills. Position to begin August 19, 1993 - Dec. 24, 1993. Full-time M-F 8:00a.m. - 4:30p.m. Send cover letter and resume to Wendy Manzanares, Employment Services, 20 Thornwood Drive.

Temporary Custodian

Building Care

Rate \$5.50

Posting Date: 7/22/93

On going recruitment will be done in the department of Building Care for temporary custodians. Providing general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Friday 5:00am- 9:00am. Occasionally second and third shift hours are needed.

Requirements: Basic reading and writing skills (English). Able to operate a variety of heavy power equipment, lift 50lbs, and climb an eight foot ladder. Please submit application to Karen Raponi, Employment Services, 20 Thornwood Drive.

Nutritionist (T7704)

Nutritional Sciences

Posting Date: 7/15/93

Part-time position

Maintaining up-to-date subject matter files. Prepare three issues of the division of nutritional sciences alert, a newsletter for Cornell Cooperative Extension agents with food and nutritional program responsibilities. Assist with responses to agent, professional, media and consumer requests. 10-15hrs/week

Requirements: Master's degree in consumer foods and/or nutrition. Must be knowledgeable of food-nutrient and diet-disease relationships. Experience working with other professionals desirable. Knowledge of Cooperative Extension is desirable. Send cover letter and resume to Sam Weeks.

Teaching Support Specialist I (PT7703)

Physiology-Statutory

Posting Date: 7/15/93

Organize and participate in the teaching of the lab part of the course BS316, Cellular Physiology. In the spring '94 offering of this course, three lab sessions/week will be organized. Main responsibilities will be the organization of the labs and to provide teaching support during the laboratories. Position starts January 1994 and lasts until May 1994.

Requirements: Bachelor's degree or equivalent in biological sciences. Experience in cell and organ culture preferred. Working knowledge of various biochemical techniques, including ultracentrifugation, enzyme assays, liquid scintillation counting, gel electrophoresis, immunohistochemist histochemical staining techniques. Send cover letter and resume to Sam Weeks.

Service Analyst (PT7605)

CIT/Network Resources-Endowed

Posting Date: 7/8/93

Provide technical resource services for service teams regarding higher-level soft-

ware issues. Facilitate the work of service teams, backlog development and engineering staff members in the context of project planning, problem resolution, and development of data networking specifications and standards for voice and video applications. Send cover letter and resume to Sam Weeks.

Requirements: Bachelor's degree or equivalent with some computer science courses. 2-3 yrs. experience in computer networking and computing, with some experience in LAN administration or design and implementation. Advanced communication skills with ability to communicate ideas and plans effectively, both verbally and in writing.

Senior Technician (PT6809)

Mammalian Cell Culture/Animal Science

Posting Date: 5/13/93

Provide technical support in mammalian cell culture research involving studies on the role of a novel peptide, found in mammary tissue and milk, that effects cell proliferation and differentiation.

Requirements: Skilled in cell culture, immunocytochemistry and various analytical techniques such as PAGE, Western, Northern and Southern blotting. Experience in confocal microscopy and cell cycle analysis is preferred. Send Curriculum vitae, work history and names of 3 references to Dr. R.C. Gorewit, Department of Animal Science, Cornell University, Ithaca, NY 14853.

Cooperative Extension

PA#31 Horticulture

Location: Rockland County, Thiells, NY (75% time position/30hrs per week)

Posting Date: 8/5/93 Repost

Leadership for planning implementation and evaluation of commercial horticulture and related environmental education programs in Rockland County. Provide educational programming to targeted audiences in landscape and greenhouse management, integrated pest management, and business management through classes, technical bulletins, personal consultations, regional and multi-county programs. Work as a team member in addressing local, regional and statewide programming priorities. Utilize Cornell program resources in order to address identified clientele needs and to select program materials. Analyze and evaluate programs, make recommendations to supervisor and program committee for strengthening and improving programs.

Requirements: Master's degree or progress toward the acquisition of a Master's degree in horticulture. Educational emphasis in ornamental horticulture or related plant science areas (eg. integrated pest management, plant pathology, entomology, general plant culture, pesticides) is desirable. 3yrs. of professional work experience as a cooperative extension agent or comparable work experience in allied horticulture fields. Pesticide certification preferred. Salary: \$23,000, commensurate with qualification. Apply by September 1, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

PA #34 Animal Science

Location: St. Lawrence County, Canton, NY

Posting Date: 8/5/93 Repost

Responsible for providing leadership in planning, implementing, and evaluating new and established educational programs in dairy and livestock management (90%) for St. Lawrence County Cooperative Extension. Also responsible for participating in efforts that address issues involving farm families, agribusiness organizations and agencies, and other related groups (10%). Provide education in animal nutrition, health and disease, animal housing, and general farm management. Interpret Association and Cornell program directions, communicate statewide directions to clientele and foster acceptance of innovative programs, methods and policies to address priority issues. Prepare and support the development and compilation of educational materials such as training aids, exhibits and demonstration projects. Seek out, prepare, and submit proposals to secure additional program funding, actively involving the Association Director, Program Committee, Board of Directors, Cornell faculty and Extension Administration. Confer with program participants, Association committees, Cornell Program Coordinators, and faculty, and county and community leaders to obtain their evaluation of programs.

Requirements: Bachelor's degree in agriculture with major course work in animal science; coursework in education is highly recommended. At least three years of progressively responsible experience in Cooperative Extension or equivalent professional experience in an academic, human service, or industry setting. Master's degree in animal science, education or communication and coursework in agriculture engineering is desirable. Salary: \$23,200, commensurate with qualification. Apply by August 9, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

PA#35 Farm Business Management

Location: St. Lawrence County, Canton, NY

Posting Date: 8/5/93 Repost

Responsible for providing leadership in planning, implementing and evaluating new

and established educational programs in farm business management (80%) for St. Lawrence County Cooperative Extension. Also responsible for participating in team efforts that address farm families and youth including stress management, youth employment and farm family finances (20%). Provide advice and education in financial, labor, tax, and general farm management. Interpret Association and Cornell program directions, communicate statewide directions to clientele and foster acceptance of innovative programs, methods and policies to address priority issues. Prepare and support development and compilation of educational materials such as training aids, exhibits and demonstration projects. Seek out, prepare, and submit proposals to secure additional program funding, actively involving the Program Team, Program Committee, Association Director, Board of Directors, Cornell Faculty and Extension Administration.

Requirements: Bachelor's degree in agriculture with major coursework in farm business management/ agriculture economics; coursework in the area of education is also preferred. At least three years of progressively responsible experience in Cooperative Extension or equivalent professional experience in an academic, human service, or industry setting. Master's degree in farm business management, education or communication and coursework in agriculture engineering highly desirable. Salary: \$23,200, commensurate with qualifications. Apply by August 12, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

PA #32 Human Ecology Program Leader
Location: Cortland County, Cortland, NY

Posting Date: 8/5/93 Repost

Responsible for providing in-depth program leadership for the planning, implementation, and evaluation of an Extension Human Ecology Program for both youth and adults. Participate as an active member of the association program management team in developing an integrated overall association educational effort. Responsible for effective management of personnel and resources and for assuring that accountability and affirmative action requirements are met. Responsible for programs in human development (including program leadership for positive youth development) and financial management. Promote support within the association and county at large of quality programs, delivery strategies, and policies to address individual and community needs that consider diverse audiences. Interpret Cornell program direction to association committee members and provide for interaction with Cornell program units, faculty and administration. Utilize effective marketing strategies in the planning and promotion of programs, and in interpreting results and conveying impact.

Requirements: Master's degree in Human Ecology or related field with concentration in one or more of the following: human development, child development, early childhood education, financial management or consumer economics. At least three years of progressively responsible experience in Cooperative Extension or equivalent professional education experience in academic, human service, or industry setting. Coursework in human development, financial management, education and experience in management is highly desirable. Salary: \$26,300. Apply by August 9, 1993 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853.

Senior Extension Associate, Animal Waste Management
Location: Cornell University, Ithaca, NY

Posting Date: 8/5/93

The individual filling this position will develop a statewide extension and applied research program in the engineering aspects of animal waste management. Primary effort will be in handling modification/treatment and storage aspects of utilization/disposal plans for animal wastes. The individual will be a member of multi-disciplinary issue-related team that will develop and incorporate efficient and sustainable manure management practices into animal and crop production systems. Improved water quality, nutrient management, and air quality are critical concerns. Worker and animal health and safety must be addressed. On-farm applied research will be a significant part of the program. A high priority must be placed on working with producers. Other audiences include: consultants, equipment dealers, farm builders, other agribusiness managers, and soil and water conservation agency representatives.

Requirements: Master's degree in agricultural, environmental or related engineering discipline with training in agricultural waste management (treatment, storage, and handling), and soil and water management. Background in livestock and crop production and economics is desirable. Applicant must demonstrate the ability to communicate effectively (both spoken and written) with client groups. Six years experience is required. Engineering in training/professional engineering licensing is encouraged. Salary is competitive and commensurate with education and experience. Apply by October 1, 1993 to: Dr. David C. Ludington, 425 Riley-Robb Hall, Cornell University, Ithaca, NY 14853.

PA#38 Food and Nutrition Agent (Half-time)

Location: Onondaga County, Syracuse, NY

Posting Date: 8/5/93

Leadership for planning, implementing, and evaluating innovative and comprehensive educational programs in nutrition and health. Focus is on nutritious diet, healthy lifestyle, and food safety programs for limited resource families, food handlers, and families with pre-adolescent youth. Utilize a wide variety of educational delivery methods for dealing with these issues. Represent the association to the public, community leaders, nutrition and health professionals, and government officials in Onondaga county and relate the nutrition concerns of these groups to Cornell Cooperative Extension and faculty at Cornell University. Work as a team member in addressing local, regional and statewide program priorities. Direct responsibility for the supervision and management of the expanded food and nutrition extension program (EFNEP).

Requirements: Master's degree in nutrition and 1yr experience in cooperative extension or related employment. Registered dietitian preferred. Supervisory experience desirable. Salary: \$14,000, commensurate with qualifications. Apply by August 9 to: Staff Development and Recruitment, Box 26, Kennedy Hall, Ithaca, NY 14853

Academic

Assistant, Associate or Full Professor ILR

Posting Date: 8/12/93

Excellent training in statistics, strong interest in theoretical research and in applications to the social sciences, and a commitment to teaching at both the undergraduate and graduate levels. Responsibilities include research, teaching and consulting. Research competence and interest is a normal expectation and will be given heavy weight in choosing applicants. Each member of the department teaches a combination of service courses of a nonmathematical character, applied courses, and advanced courses in areas of their choice. Demonstrated teaching ability and excellent classroom communication skills are required. Normal teaching load is four courses per academic year. Members of the department are part of the graduate field of statistics which comprises an active community of thirty statisticians. Economic and social statistics is the principal center at Cornell for statistics research and consulting motivated by social science applications. Particular theoretical strengths of the department include linear models, multivariate analysis, statistical computing, survival analysis, curve estimation, data analysis, applied probability, extreme value theory, and sampling. Collaboration with statisticians and others on campus is encouraged.

Requirements: Ph.D. required. Send resumes and inquiries to Professor Paul Velleman, Department of Economic and Social Statistics, ILR/Cornell, 358 Ives Hall, Ithaca, NY 14853-3901. Minority applicants are encouraged to apply.

Assistant, Associate or Full Professor ILR

Posting Date: 8/12/93

Seeking a leading Human Resource Management (HRM) scholar for a faculty position at the associate or full professor level or a person at an early career stage for a tenure track assistant professor position to: Conduct and publish scholarly research of the highest quality that specifically addresses HRM related theories and issues, supervise M.S. and Ph.D. candidates majoring and minoring in HRM, teach graduate and undergraduate courses in various aspects of HRM, participate in the research and development activities of the Center for Advanced Human Resource Studies, and contribute to the good and welfare of the ILR school, Cornell University, and the field of HRM. We are also seeking candidates for a visiting appointment for fall 1994. Starts August 1994. Interested Candidates should send a vita to Professor Barry Gerhart, Human Resource Studies, ILR/Cornell, Ithaca, NY 14853-3901. Minority applicants are encouraged to apply.

Post-Doctoral Associate
Agricultural and Biological Engineering
Posting Date: 8/5/93

Establish oocyte collection procedures and set up specialized equipment for electroporation. Perform microscopy studies with image processing software.

Requirements: Ph.D. degree in animals sciences or biological sciences, or engineering discipline with appropriate laboratory experience. Apply to: R.E. Pitt, Ag and Bio Engineering, 318 Riley Robb Hall, Cornell University, Ithaca, NY 14853.

Lecturer
Office of Instructional Support

Part-Time Temporary

Posting Date: 8/5/93

The lecturer will instruct international teaching assistants (ITA's) in American English pronunciation, cross-cultural classroom dynamics, a video practicum, an conduct individual review sessions with ITA's. Additional responsibilities include participating in weekly staff meetings, rating ITA oral proficiency assessment interviews, and

preparing end of semester evaluations for ITA's.

Requirements: MA in Tesol or second language acquisition, strong experience working in cross-cultural contexts and university-level teaching experience. Prior experience training international teaching assistants and/or instructing matriculated university students in ESL oral skills. Strong writing skills. Familiarity with AV equipment. For consideration send cv, cover letter, names and phone numbers of 3 references to Indgrid Arnesen, Director, International TA Training Program, 14 East Ave., Ithaca, NY 14853-6201.

Postdoctoral Associate
James A. Baker Institute

Posting Date: 8/5/93

A postdoctoral associate position is now available at the James A. Baker Institute for Animal Health. Training should include experience in biochemistry, cell or molecular biology. Project involves the genetics and etiopathogenesis of canine hip dysplasia. Candidate must have a Ph.D. degree. Experience in biochemistry, cell or molecular biology. Individuals interested in the position should send their curriculum vitae and names of three referees to Dr. George Lust, J.A. Baker Institute for Animal Health, College of Veterinary medicine, Cornell Univ., Ithaca, NY 14853. Phone: 607-277-3044, Fax: 607-277-8399.

Research Associate (non-tenure position)

Entomology

Posting Date: 7/29/93

Initially has funding for 3yrs. Reappointment will be annual and will be contingent upon performance. Extension of the position beyond 3yrs will be dependent on the availability of funding. Conduct laboratory and field studies focused on the biological control of alfalfa snout beetle (ASB), *otiorhynchus ligustici*, utilizing entomopathogenic nematodes and pathogens. Additional research foci include ASB biology, ecology and behavior. Goal is to improve the management of ASB.

Requirements: Ph.D. degree in entomology or related field. Preference will be given to individuals with training and/or experience in insect pathology or biological control. Demonstrated success in designing and completing independent research highly desired. Background in agricultural production, pest management and computer literacy desired but not required. Salary competitive and commensurate with experience. Available November 1, 1993. Please send letter of application, curriculum vitae, statement of research interest, transcripts, reprints and the names and phone numbers of 3 references by October 1, 1993 to: Dr. Elson J. Shields, Entomology, Comstock Hall, Cornell University, Ithaca, NY 14853-0999. (607) 255-8428.

Assistant Professor or beginning Associate Professor

(Tenure-track Position)
Vet Medicine/Pathology

Posting Date: 7/29/93

Desired candidate holds a DVM and Ph.D. in cellular and/or molecular biology and is expected to establish a rigorous, extramurally funded research program that complements ongoing departmental projects in cell proliferation and differentiation, cell-cell and cell-substrate interactions, transmembrane signaling, protein-protein interactions, and molecular genetics. Participate in teaching of DVM and graduate students, and residents, as well as contribute to general departmental academic activities. Submit curriculum vitae, a summary of their present and future interests and three letters of reference from persons familiar with their research and teaching abilities to Dr. Andrew Yen, Chairman, Faculty Search Committee, Department of Pathology, Cornell University College of Veterinary Medicine, Ithaca, NY 14853. Applications will be reviewed starting September 15, 1993.

Senior Research Associate I
Soil, Crop and Atmospheric Sciences

Posting Date: 7/22/93

Available immediately to study the mechanism of paraquat resistance in *Hordeum glaucum*. Project involves paraquat and putrescine flux experiments in purified plasmalemma and tonoplast vesicles isolated from leaf tissue of resistant and susceptible biotypes. Preference will be given to applicants with Ph.D. in weed or herbicide

physiology and with previous postdoctoral experience. Relevant research experience in membrane transport processes, electrophysiology, and cell tissue culture is required. Funding is available for 1yr and includes a competitive salary and full benefits. Send cover letter, curriculum vitae and names and telephone numbers of three references to Dr. Joseph M. DiTomaso, Department of Soil, Crop and Atmospheric Sciences, Cornell University, Bradfield Hall, Ithaca, NY 14853. Applications should be submitted no later than August 15.

PRESERVATION LIBRARIAN/SELECTION
Albert R. Mann Library, Cornell University Library

Posting Date: 7/22/93

The Albert R. Mann Library seeks a librarian with experience in both collection development and preservation management. Collection development responsibilities include selection for preservation, and, using expertise in full text digital publication, selection of full text electronic publications in agriculture, biology, and human ecology. Management of preservation requires leadership, creativity, and experience in library preservation and conservation. Mann's program is staffed by 5 FTE.

RESPONSIBILITIES include: 1. national preservation planning for the literature in those disciplines served by Mann Library; 2. participation in sophisticated bibliographic projects (such as core literature identification) to set priorities for preservation of the literature of these disciplines; 3. writing funding proposals; 4. managing multiple grant-funded reformatting projects (producing microform, paper facsimile, and digital copies); 5. formulating preservation policies; 6. managing minor repair operations and expanding conservation treatment capabilities; and 7. acting as liaison to Cornell's central Department of Conservation and Preservation.

REQUIREMENTS: MLS; minimum 3 years preservation experience; demonstrated supervisory and management skills, including experience managing reformatting projects; excellent written, oral communication and interpersonal skills; experience with information management software. Desirable qualifications: subject background in agriculture, biology, or human ecology; experience with use of digital technology in preservation; knowledge of conservation treatments; successful proposal writing experience with cooperative and commercial contracts.

Salary dependent upon qualifications and experience. Screening of applicants will begin August 18 and continue until the position is filled. Submit a letter of application, list of 3 references, and resume to Ann Dyckman, Personnel Director, 201 Old Library, Cornell University, Ithaca, NY 14853.

Instructor-Introductory Statistics Course
City and Regional Planning

Posting Date: 7/8/93

Seek and instructor to teach an introductory course in statistical applications in planning at the undergraduate and/or graduate level during the Fall 93' semester. Primary objective of the course is to familiarize students with fundamental statistical concepts and skills as they are utilized in the social sciences.

Requirements: Ph.D. in appropriate area or Master's degree in appropriate area plus relevant experience. Salary to be negotiated. Contact Richard S. Boot, Chair, City and Regional Planning, Cornell University, 105 W. Sibley Hall, Ithaca, NY. (607) 255-4332.

Research Associate II
Human Development and Family Studies

Posting Date: 7/8/93

Collect, code, and analyze observational data on young people learning in work places and interview data from them, their parents, and the adults who work with them. Use these data as a basis for internal reports, feedback to participants, and scholarly papers.

Requirements: A doctorate in a relevant field of education or social science and evidence of advanced ethnographic research skills. Familiarity with program evaluation, adolescent development and education and youth employment is desirable. Contact: Dr. Mary Agnes Hamilton, Human Development and Family Studies, 410 Hall, Cornell University, Ithaca, NY 14853.