

CORNELL Chronicle

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CORNELL LIFE

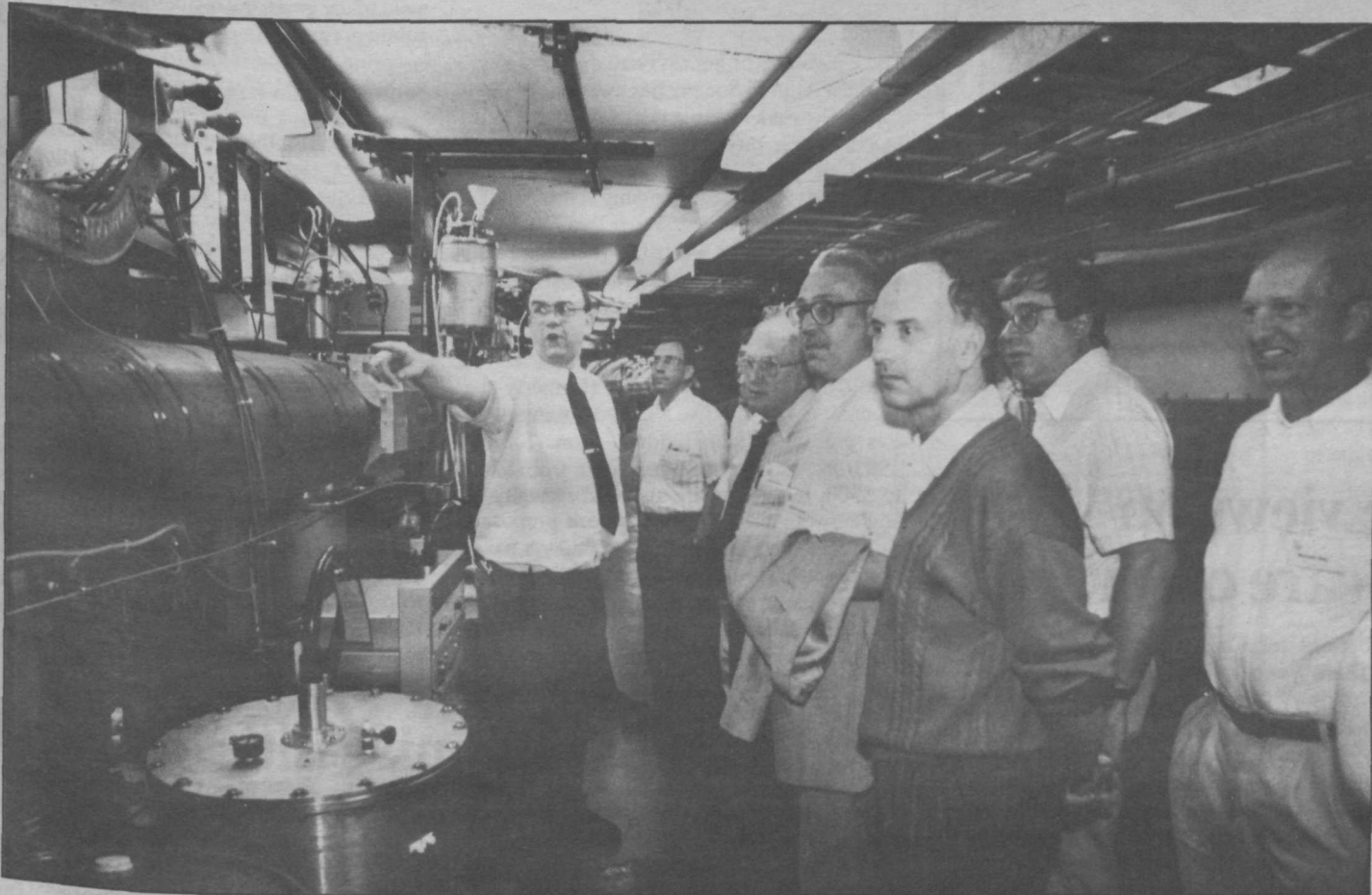
Remember the seven-year-itch? It's a four-year-itch, and it's real, according to Helen Fisher, who spoke June 30 in the first of an intriguing series of Summer Sessions lectures.

COMMENTARIES

Members of the campus community share their views on dining facilities, honoring Ph.D. graduates, and AIDS and the 'religious right.'

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Michael G. Billing, senior research support specialist in nuclear studies, leads members of a federal panel reviewing Cornell's proposal for a B factory on a tour of the Cornell Electron-positron Storage Ring last week.

Peter Morenus/University Photography

Federal panel reviews B factory proposal

By Larry Bernard

Cornell's proposal to build a so-called B factory for high-energy physics is about \$100 million less expensive than a competing proposal from Stanford, and that should be a significant factor in deciding where to build it, Karl Berkman, director of Cornell's Laboratory of Nuclear Studies, told a federal panel here last week.

"It's clear that both Cornell and SLAC [Stanford Linear Accelerator Center] could build a B factory. Each has made design choices that involve risks, but the Cornell risks have been minimized by experience and research and development. Cost is an important factor in the choice of which B factory to build, and there is a real difference in cost," said Berkman, professor of physics and nuclear studies.

Cornell and Stanford are vying for a particle accelerator, to be funded through the U.S. Department of Energy, that would produce large numbers of B mesons — fundamental particles of matter — to study the origins of the universe. A joint committee of the DOE and National Science Foundation, examining the technical merits of each proposal, was on

campus for five days last week to hear Cornell's proposal; the committee was at Stanford the previous week.

The comprehensive technical review, due today (July 8) to the respective federal agencies, will produce no recommendation but will analyze the proposals' capabilities, feasibility and completeness of the collider design, detector design, flexibility, and the ability to do the research, development and construction on schedule and within budget, as well as overall costs and value to the nation's science programs. Congress and the administration will choose the site, if the project is funded.

President Clinton's 1994 budget recommends \$36 million to the DOE for the project, but with the provision that the technical review be completed before funds are allocated.

Cornell proposes to upgrade the Cornell Electron-positron Storage Ring, CESR, in the Wilson Laboratory. CESR is a particle collider 50 feet under the campus, with a ring that accelerates particles to collision so that the decays of the particles they produce can be studied. The upgrade to a B factory, CESR-B, would add a second ring, with one high-energy and one low-energy. The detector, called

CLEO, also would be upgraded.

Cornell's proposal of about \$125 million is about \$100 million less than Stanford's, Berkman said. Annual operating costs would be lower as well. The difference in cost is due primarily to the detector and ring size. While both proposals require addition of an accelerator ring, Cornell already has a detector in place, and the ring circumference is smaller than Stanford's, so it costs less to build.

On the committee's first day here (June 28), President Frank H.T. Rhodes told members of the virtues of Cornell. "We have a university research budget of \$285 to \$300 million, and we're always in the top half-dozen in the country. We have a solid track record of research support." He added that Cornell provides an "educational linkage" as well as one of the nation's leading producers of high-energy physicists, and he cited the interdisciplinary nature of research here.

Norman R. Scott, vice president for research and advanced studies, described the seven national research centers at Cornell and told the panel that Cornell does more than 20 percent of the academic research in New York.

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Dean named, VP promoted

Cohen to lead Graduate School

By Sam Segal

Walter Cohen, a professor of comparative literature who joined the Cornell faculty in 1980, has been elected to a five-year term as dean of the Graduate School, beginning Aug. 1.

Cohen's election was endorsed by the Graduate Faculty and approved June 24 by the Board of Trustees, following a three-month internal search for a successor to Alison P. Casarett, who is winding up 14 years as dean.

The search was chaired by Provost Malden C. Nesheim, and Cohen's recommendation was presented to the trustees by President Frank H.T. Rhodes.

Cohen says his overarching goal is to "preserve and enhance the intellectual vitality" of student and faculty life associated with study in the 89 graduate fields. He sees more effective democratic processes as a principal means to accomplish that.

"I'm strongly committed to graduate students' involvement in shaping the policies that govern their lives," he says. He adds that he wants the newly approved Graduate Student Assembly, which may seat its first members next spring, to be an effective body.

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Cohen

Craft to head facilities, services

By Sam Segal

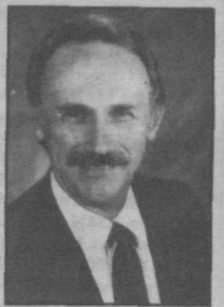
Harold D. Craft Jr., a 22-year Cornell employee, has been elected by the Board of Trustees to the new position of vice president for facilities and campus services.

The title, effective July 1, absorbs two positions — the one he himself has held since 1985, associate vice president for facilities and business operations, and that of the recently retired Paul Griffen, who since 1987 had been associate vice president for facilities planning and construction.

Griffen's units of Construction, Campus Planning, Contracts Management, Architectural Services, Statutory Facilities and Transportation Services will be added to those reporting to Craft; and, as President Frank H.T. Rhodes told the trustees' Executive Committee on June 24, the merger and reorganization should reduce costs while also improving quality of service.

Units already reporting to Craft were Utilities, Facilities Engineering, Maintenance and Service Operations, Maintenance Management, Care of Buildings, Care of Grounds, Environmental Health, Public and Life Safety.

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Craft

Iraqi nuclear effort disabled, professor testifies

By Carole Stone

Despite persistent non-cooperation and even harassment by Iraqi authorities, the International Atomic Energy Agency and the United Nations Special Commission monitoring the Gulf War cease-fire have been "remarkably successful" in identifying and disabling the Iraqi nuclear weapons program, Professor Lawrence Scheinman said in testimony before a joint subcommittee of the House Foreign Affairs Committee on June 29.

While it is impossible to guarantee that the Iraqis will be unable to build new weapons of mass destruction, the IAEA has conducted 20 missions to Iraq and identified and effectively dismantled the Iraqi program, said Scheinman,

professor of government and associate director of the Peace Studies Program.

In response to a question concerning certainty about these matters, Scheinman underscored that there can be no absolute assurance that nuclear material or even a reactor might not still be hidden.

"The only certainty is uncertainty," Scheinman said, adding that this reality should be the guide to long-term monitoring of Iraq's nuclear activities.

An expert on nuclear arms proliferation, Scheinman was a special adviser to the IAEA from 1986 to 1988 and was an official in the Ford and Carter administrations.

The Congressional subcommittees that heard testimony from Scheinman were con-

cerned with Iraq's nuclear capability and the IAEA's effectiveness in monitoring it.

Members of the subcommittees also heard testimony from Robert Gallucci, assistant secretary of state for political and military affairs; Wisconsin Project on Nuclear Arms Control Director Gary Milhollin; Jay Davis of Lawrence Livermore National Laboratory; and Jules Kroll, president of Kroll Associates, a private investigative firm employed by the Kuwaitis.

Since the Persian Gulf War, critics of the IAEA have charged that in the current international environment, the agency cannot determine whether signatories to the Nuclear Non-Proliferation Treaty are abiding by their agree-

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Visitor from Sydney



Peter Morenus/University Photography

Dame Leonie Kramer (right), chancellor of the University of Sydney, chats with Graduate School Dean Allison P. Casarett (left) and Professor David Fraser (center) of the University of Sydney during a visit to campus in June. Kramer participated with President Frank H.T. Rhodes and College of Veterinary Medicine Dean Robert Phemister in a leadership seminar during her visit.

CU gets employee views on changes in health care coverage

By Sam Segal

In its effort to expand health care options, Cornell has begun discussion sessions to find out what kinds of changes employees would favor.

The discussions and the groundwork that preceded them concern health plans for endowed employees, but the university also has initiated discussions with the state to explore the availability of additional options for statutory employees.

Whatever kinds of managed-care options may eventually be offered, they would supplement — not replace — the current endowed plan, says Jean Samuelson, director of employee benefits in University Human Resource Services.

The current Cornell plan, called managed indemnity, leaves doctor selection entirely to employees and, for expenses that are covered, generally pays 80 percent, with employees paying 20 percent. Such out-of-pocket employee payments cannot, however, exceed \$1,000 a year for individual coverage or \$2,000 for family coverage.

Almost two years ago, the university began inviting the views of health care providers who might be interested in offering additional

options for Cornell's endowed employees. There was help from the Employee Benefits Advisory Committee, which 18 months ago formed a Managed Care Subcommittee.

Samuelson says that the range of new alternatives covers preferred-provider plans, point-of-service plans and health maintenance organizations, which, in that order, tend to be progressively less costly to employee and employer than the current plan. All three are managed care in that they "manage" the range of both patient choices and doctors' fees.

Preferred-provider plans allow employees to go directly to any of the participating doctors who, by prior negotiation, have agreed to discounted rates for plan participants.

Point-of-service plans also prenegotiate fees with the doctors who participate in their networks. But the employee cannot go directly to any participating doctor; he or she must first visit a regular primary-care doctor who acts as the "gatekeeper" to the system. That gatekeeper, usually an internist or family practice physician, advises the employee if a specialist visit is necessary and, if so, offers names of participating doctors. The employee may also go to a non-participating doctor, but the plan's coverage is sharply reduced.

Health maintenance organizations also use a gatekeeper primary-care doctor, but if an employee chooses to use a non-participating doctor, he or she receives even less coverage — or none at all.

While a point-of-service plan available through Aetna has received much attention at the employee discussion sessions, Samuelson says there is as yet no decision either on new options or the providers of such options.

"We are determined to widen the health-care options by offering some kind of managed-care plan as well," Samuelson says, "but we are still gathering facts and seeking the views of our faculty and staff."

She said employees would be advised by public announcement of further meetings.

CORRECTION

A caption on Page 3 of the June 24 *Chronicle* incorrectly identified a participant in the news conference announcing that students from the Medical College will receive training at Tompkins Community Hospital. Pictured was Dr. D. Rob MacKenzie of Tompkins Community Hospital.

Chronicle schedule

The next issue of the *Cornell Chronicle* will be published July 22. Calendar notices must be received by July 12.

NOTABLES

Graduate student **Jeffrey Willits** recently was awarded a Biomedical Engineering Fellowship from The Whitaker Foundation. Willits was one of 29 winners out of 233 applicants for the awards, intended to help outstanding engineering students develop the skills required for a successful career in biomedical engineering research. All winners have a grade point average of 3.9 and will be receiving fellowships paying up to \$28,000 annually for three to five years.

The University of Pennsylvania's Veterinary Medical Alumni Society has awarded Professor **Katherine A. Houpt** its Award of Merit. Houpt is the director of Cornell's Animal Behavior Clinic and the first woman to be appointed to a full professorship at the College of Veterinary Medicine. She is the author of a book and numerous scientific articles and also serves as editor of the international journal *Applied Animal Behavior Science*.

The **Council for the Arts** (formerly the Council of the Creative and Performing Arts) has presented 24 individual grants for the 1993-94 year. Ranging in amount from \$200 to \$500, the grants are awarded annually to students, staff and faculty whose proposals were reviewed and recommended by a panel composed of faculty members and directors of arts programs on campus. Recipients of the grants are Rose Mendez, Jorge Otero Pailos, David Nim and Rafael Herrin (architecture);

Lisa Park and Dana Dykes (apparel design); Laura Robert (book/performance art); Jan Holland Cuning, David Sloan, Barrett Kle Wolcott Sprague and Karl Staven (film/video); Nina Cooke, Petrina Dacres, Maremi Ho and Kenny Berger (mixed media); Aly Norton, Linda Price and Lui Yuen (painting); Brett Schwartz, Bill Staffeld, Adra Valer and Gwendelyn Daniels (photography); topher Lang (musical theater); and Jon Owen and Sarah Pierce (sculpture). In fulfillment of the grant, the recipients will prepare a public presentation of their work in fall 1993 or spring 1994.

The Council for the Arts has honored **Josh Owen**, a 1993 graduate of the College of Architecture, Art and Planning, with its Alumni Emerging Artist Award. The \$500 grant will be given annually to one of the individual awards recipients in recognition of excellence in the arts. Owen, who will return to Cornell in fall to complete his double major in the College of Arts and Sciences, will use the funds to create bronze sculptures of nudes.

Moncrieff Cochran, professor of human development and family studies in the College of Human Ecology, has been elected to the board of directors of the Family Resource Coalition, a not-for-profit national membership organization that leads the family support field. The coalition provides education, research, training and other services.

Mail bombs put universities on alert

Public Safety is advising Cornell faculty, staff and students to be alert to packages in light of two mail bombings at Yale University and the University of California in June.

Scott Hamilton, senior investigator in Public Safety, said that people in the university community should call Public Safety at 255-1111 if they receive a suspicious package.

"People should be a little more cautious about opening the mail," Hamilton said. "If it's unexpected, or suspicious for some reason, call Public Safety."

Warning signs of a possible mail bomb include:

- Excessive postage. (FBI experts advise that mail bombers want to be sure a package gets to its destination and that it is not weighed or handled by post office personnel.)
- A package with an unfamiliar return address, or no return address.
- An unexpected package.
- A package unevenly weighted, with one end heavier than another.
- A stained package.
- Protruding wires.
- The package may be addressed to the attention of an individual.

If such a package arrives, Hamilton said, "Don't do anything to it. Don't submerge it in water or put it in a metal trash can — just sit down and walk away, and keep a safe distance."

The warning comes after two universities were injured by mail bombs during the past week: a computer science professor at Yale University on Thursday, June 3, and a geneticist at the University of California at San Francisco on Tuesday, June 22.

OBITUARY

John C. Condry, professor of human development and family studies in the College of Human Ecology and a national expert on the psychology of television and television's effects on children, died on June 27 of a heart attack at Tompkins Community Hospital. He was 54.

A member of the faculty since 1966, Condry was director of the Center for Research on the Effects of Television (CRETV), an archive of more than 3,800 hours of television content, including more than 5,800 programs and 100,000 commercials; the archive is a joint project of the College of Human Ecology and of Ithaca College. Since the early 1970s, Condry conducted research on the content and effects of television on children, such as the influence of programs and advertising on children and the educational content of children's programming. He was frequently consulted by federal and private organizations concerning the effects of television on children. He taught courses on social development, motivation and the psychology of television.

Condry was project director of the National Institute of Mental Health Training Program in Human Development and Family Studies. He was also a member of the graduate fields of psychology, communications and cognitive studies at Cornell.

A developmental psychologist, Condry was author of *The Psychology of Television* (1989, Lawrence Erlbaum Associates) and an assistant author to Cornell Professor Urie

Bronfenbrenner of *Two Worlds of Children* (1970, Russell Sage). He also was the author or co-author of numerous articles in scientific journals and chapters of books on the topics of intrinsic motivation, social cognition and the influence of television on children and adults.

Condry had testified before the Federal Communications Commission and served as a consultant for the Federal Trade Commission, the Society for Research in Child Development, the Children's Television Workshop, the National Institute of Mental Health and the Department of Education, among others.

The recipient of the 1991 Amaco Teaching Award and a fellow of the American Psychological Association, Condry was on the editorial boards of numerous journals, including the *Journal of Applied Developmental Psychology*, *Motivation and Emotion* and *Journal of Personality and Social Psychology*, among others.

He attended West Virginia University from 1956 to 1962, where he earned bachelor's and master's degrees in psychology. He received his Ph.D. from the University of California at Los Angeles in 1966.

Born in Cincinnati in 1938, Condry was survived by his wife of 28 years, Sally McConnell Condry of Freeville, a son, daughter-in-law, Ian and Margo Condry of New Haven, Conn., and two daughters, Kristina Condry of Minneapolis and Jennifer Condry of Middletown, Conn.

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.

Morley named nation's top business officer

By Nancy Rosen

Senior Vice President James E. Morley Jr. has received the National Association of College and University Business Officers (NACUBO) 1993 Distinguished Business Officer Award. In its 10th year, the award is the highest honor the NACUBO bestows on a business officer in higher education.

"This is the highlight of my professional career to be recognized by my peers. It is like the Academy Awards for a business officers society. I am very excited, and frankly I did not expect to receive this honor, as I'm still very actively involved in my career," Morley said.

Morley was presented with the award July 3. He was a member of the board of directors in the national organization for four years and is past president of the Eastern Association of College and University Business Officers.

"I appreciate the opportunity that at Cornell I've been allowed, with support of the president, provost and my own staff, to participate in NACUBO and in other activities that have provided access to a broader arena of higher education," he added.

To take his mind off his work, Morley said, he enjoys jogging, rowing and hiking. He is currently reading *Groups, Theory, and Experience* by Napier and Girshenfeld. In addition, he keeps abreast of current topics in general science and astronomy.

Morley came to Cornell in 1987 as vice president for finance and treasurer. Prior to joining Cornell, he was vice president for finance and administration at Rensselaer Polytechnic Institute, vice president for business and finance and treasurer at Rider College (1976-78), comptroller at Syracuse University (1972-76) and on the audit staff (1969-70) and with the consulting group (1971-72) at Ernst and Ernst in New York City, now Ernst and Whinney.

Morley is on the board of directors and was a past president of Challenge Industries and, among other affiliations, is currently president and a member of the board of directors of the



Sharon Bennett/University Photography
Senior Vice President James E. Morley Jr. chats with members of a facilitators team at a recent Quality Improvement Program reception.

Tompkins County Foundation; director and chairman of the School, College and University Underwriters Ltd.; and a board member of the United Educators Risk Retention Group.

He recently retired from being a colonel in the U.S. Marine Corps Reserves; he was on active duty and flew helicopters in the Marines from 1962-67.

He holds a bachelor's degree in engineering from RPI (1962) and a master's degree in accounting from Syracuse (1970).

Grad wins prestigious Churchill scholarship

By Nancy Rosen

Peter Mucha, a 1993 Cornell graduate from Bethlehem, Pa., has won the Winston Churchill Foundation Scholarship, a prestigious award granted annually to only 10 students across the United States. The award provides for a year of graduate study in engineering, mathematics and science at Churchill College, Cambridge University.

The selection criteria call for candidates who have shown excellence in academic work as demonstrated in their undergraduate record and the GRE exams. Candidates are selected for their superior personal characteristics as well.

The scholarship covers all tuition and fees charged by Cambridge and also provides a living allowance and travel

grant. At the current exchange rate, the value of a Churchill Scholarship approaches \$20,000.

Mucha graduated with distinction this past January from the College of Engineering with a B.S. in engineering physics and a cumulative GPA above 4.0. He scored in the 97th percentile on the physics subject test of the GRE. In addition to the Churchill Scholarship, he has earned a National Science Foundation Fellowship to continue his graduate study after Cambridge.

"It's been an absolute pleasure working with him and just knowing him. I couldn't say enough. Words fail me; he is a truly outstanding individual," said Vaclav O. Kostroun, associate professor in the department of nuclear engineering and applied engineering physics.

Mucha is conducting student research under Kostroun at Ward Laboratory this summer. He does computational work primarily and hopes to be published.

"He clearly is among the very few of the top students I've seen and worked with over the last 25 years. He is outstanding not only in his main forte of applied math, but also in his knowledge and understanding of physics. He is highly productive and quick in switching between various projects. A joy to work with. Truly exceptional," said Hans H. Fleischman, professor of engineering physics, who also works with Mucha on problems of controlled fusion and atomic collisions that will be published.

Mucha plays the violin and was a member of Cornell's orchestra. To relax, he spends time with friends or picks up a good book. The last book he read was *Fool on the Hill*, a fantasy novel by 1987 Cornell graduate Matt Ruff.

Mucha said he enjoyed his undergraduate experience and eagerly looks ahead to graduate school.

"I've never been to England. I'm looking forward to traveling and seeing the sights," he added.



Peter Morenus/University Photography
Peter Mucha, a 1993 graduate who is conducting research at Ward Laboratory this summer, will study at Churchill College, Cambridge University, beginning this fall.

CORNELL Life

Summer nights

Remember the seven-year-itch? It's a four-year-itch, and it's no figment of a Hollywood producer's imagination. It's a real biological phenomenon, according to Helen Fisher, an anthropologist with the American Museum of Natural History, who spoke here on June 30 on "Evolution and the Future of Human Sexual Values."

Fisher's talk was from her book, *Anatomy of Love: The Natural History of Monogamy, Adultery and Divorce*. It was the first of an intriguing series of Summer Sessions lectures on Wednesday nights.

Upcoming speakers include Lynn Payer, author of *Disease-Mongers: How Doctors, Drug Companies and Insurers are Making You Feel Sick*; Barbara Everitt Bryant, a Cornell alum and the last director of the Census Bureau; Amy Dacyczyn, author of *The Tightwad Gazette* and publisher of a newsletter of the same name; and Ken Blanchard, another Cornell alum and an emeritus trustee, whose topic will be the power of ethical management.

Ethics

What all these people have in common is an interest in values, ethics and morality — Summer Sessions' theme this year.

Fisher titled her talk "Can We Behave?" We can, she said, but it goes against the grain. Men and women are predisposed to meet, mate and cohabitate, then divorce, and start again, she said.

Why is this? First of all, animals are monogamous if they have to be — if the female needs the male to provide for her during the infancy of their offspring, Fisher said, adding that only about 3 percent of all animal species are monogamous.

Now, when our ancestors came down out of the trees some 3 million to 4 million years ago and started walking upright on the grasslands of East Africa, females began to carry infants in their arms. Unable to carry them on their backs, as apes do, our great-great-great-greats depended on male members of the species to feed and protect them while their young passed through infancy and toddlerhood.

When toddlers were able to fend for themselves, the couples separated and looked for new sexual partners to vary the genetic heritage of offspring, thus increasing their chances of reproductive success.

Human beings have a predisposition to bond in pairs and then cheat on each other or divorce, Fisher said. This explains much of the sexual behavior we see today. And it also accounts for the fact that most divorces occur during or around the fourth year of marriage. Fisher said she has looked at divorce across 42 societies in the last 50 years, and there is a pattern: The fourth year is fateful.

The 50 percent divorce rate and the 50 percent rate of adultery in America today — which are lower than the worldwide average — and many other aspects of our sexual behavior, including the incest taboo, probably emerged millions of years ago from early reproductive strategies, she said.

As American society becomes more nomadic again and less like a fixed, hierarchically defined agricultural society with strict male-female divisions of labor, society's sexual values will more resemble our prehistoric patterns, she predicted.

Demographics

To give an assessment of changes in American society in the last 10 years, Bryant will address the Summer Sessions audience on July 14. She will talk about changing demographics in the United States and the implications of those changes.

In the 1980s, the nation's population grew 10 percent. One-third of that was immigration, predominantly from Latin American and Asian countries. Other factors changing the population profile are aging, job migration, the increasing number of women in the work force and new family structures.

On July 21, Dacyczyn will talk about the way Americans spend their money. She will challenge the notion that frugality is a lifestyle only of the poor; that it indicates economic failure; that it is bad for our national economy; that it is a less-powerful economic tool than investing; that it is a lifestyle of deprivation.

Finally, on July 28, Blanchard will explore how we can sort out right from wrong in work situations despite widespread ethical deterioration. Blanchard is co-author of *The One-Minute Manager*.

Summer Sessions' Wednesday night lectures: 7:45 p.m. in Alumni Auditorium, Kennedy Hall.

— Carole Stone

Minority students explore careers as schoolteachers

By Nancy Rosen

Twenty-one college students from across the country met at Cornell June 26 through July 1 to discuss possible effects of race, gender and ethnicity in the classroom as part of a workshop designed to encourage talented minority students to enter teaching.

"The have-nots have always had to struggle to get in. That's as American as apple pie," William E. Cross Jr., associate professor of Africana studies, told the workshop participants.

Poor and minority schools are underfunded, he said. Extracurricular activities that would engage minority students especially have been cut, he added.

Christine Di Bernardino, a senior at the University of California at Berkeley and a participant in the workshop, agreed. "Large amounts of money are taken away from education. Children are not a valued resource," she said.

The workshop, titled "Teaching for the 21st Century," was funded by the Andrew Mellon Foundation and sponsored by Cornell's department of education. Throughout the week the participants discussed the problems associated with being a person of color in the classroom.

When asked how important a component ethnicity is from her experience as a child, on a scale of one to 10, Estralla Valdez, sophomore at Sacramento City College replied, "Really important; 10." The distinction is significant enough that she said that she plans to teach in a poor urban area because her experiences do not relate to the upper middle class.

"A lot of the way school is structured disempowers some kids," said Deborah Trumbull, associate professor of science edu-

cation and organizer, with Susie Slack, of the workshop. Trumbull said that, minority or not, some students can become disenfranchised early on because they don't conform to the idea of what a good student should be.

This situation is made more complex if the student is a person of color. Cross said that minority students can be perpetually angry and confused over their identity and place in the classroom. They may think being good in math is a "white thing."

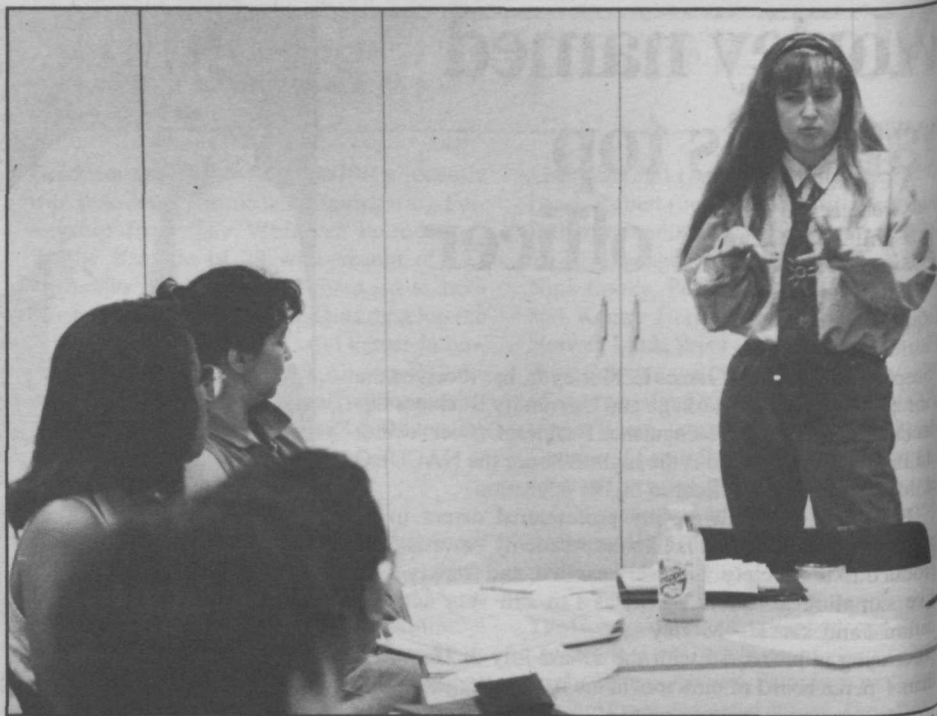
"There is nothing anti-black or anti-Chicano about being the best in a math class," he told the students. Cross warned that teachers have to feed the cultural identity of minority students but at the same time they have to prevent children from becoming opposed to being in school.

Irma Padamsee, director of minority affairs at Ithaca College and a former second grade teacher, said that many minority students know the value of school. "Everybody knew that education was the key to going forward," she said, speaking of her teaching experiences and of growing up in the South Bronx and then attending Brandeis University.

"The way in which my major, American civilization, was taught didn't incorporate my experiences — me and my family," added Padamsee, who described herself as Latina/Cuban/Indian.

Participants were able to question Padamsee and other lecturers as well as a panel of practicing teachers about their experiences, and they practiced teaching during videotaping sessions. They kept a record of their activities, and their journals later served as references for their final synthesis project.

In one exercise, the participants cited what they thought the characteristics of an ideal



Peter Morenus/University Photography
Cindy Ramirez of Redlands, Calif., a student at the University of California at San Diego, leads a lesson during a workshop on "Teaching for the 21st Century."

learning situation should be. One group of students said that teachers should show humility, competence, patience and professionalism. Another group said that students should be motivated, capable, disciplined and be able to voice their opinions and speak for themselves.

A stubborn, pompous teacher with inconsistent attitudes was linked with unsatisfactory learning experiences. One group named a large lecture or three-hour classes as undesirable.

The participants came from Harvard, Swarthmore, Williams, University of California-Berkeley, Binghamton and the University of Virginia, among other colleges. Some attended the workshop to see if they were "cut out" for teaching, while others, who returned to help out on this year's conference, have had experience.

"I'll be teaching regents chemistry and general chemistry. I'm not really concerned that they learn all the constants and such. I'm more concerned that they'll walk away realizing the value of science," said Kathy Liu, who recently graduated from Cornell with a bachelor's degree in chemistry and a master's degree from the teacher education in science and mathematics program.

Good teachers and principals, Cross emphasized, have "an unabashed, irrational commitment to the kids themselves."

"Why should you go into teaching?" Padamsee asked. "My god, it is the most wonderful thing in the world to explain something to someone and to see the light bulb go off. . . . All I can say is that if you're thinking of being a teacher, go for it, go for it."

Study shows black universities are not filling faculty pipeline

By William Holder

A new study by Cornell researchers shows that graduates from doctoral programs at historically black universities are not filling the pipeline to teaching and research jobs at the nation's leading research universities and liberal arts colleges.

Most doctoral degrees granted to black students from these historically black institutions are in education. Moreover, among the set of new Ph.D.s who entered academic careers between 1987 to 1991, only 4 percent of those from historically black institutions gained positions at leading research universities or liberal arts colleges, compared to 31 percent of their peers who obtained their doctoral degrees from major research universities, say Ronald G. Ehrenberg, the Irving M. Ives Professor of Industrial and Labor Relations and of economics at Cornell, and graduate student Donna S. Rothstein.

Black doctorates

From 1987 through 1991, no new doctoral graduates from the eight historically black universities that grant doctorates took positions at major research universities in the physical sciences, engineering, social sciences, psychology or the humanities. To the extent that new black doctorates filled such positions, they came from graduate programs in leading research universities. The historically black universities grant a relatively small number of doctorates — 188 in 1991, and two-thirds of those were granted by Howard and Clark Atlanta universities.

Thus the best way to increase the number of blacks into teaching and research positions at leading liberal arts colleges and research universities, the researchers suggest, is to vigorously recruit high-achieving bachelor-degree graduates from historically black colleges and from predominantly black northern urban universities into doctoral programs at the major research universities.

The researchers presented their results at a conference on Contemporary Policy Issues in Education, held May 21 here and sponsored jointly by the Institute for Labor Market Policies at the School of Industrial and Labor Relations and the Princeton University Industrial Relations Section.

Statistics drawn from the National Research Council's Survey of Earned Doctorates (1987-1991) show that 9 percent of black doctorates during that period were granted by historically black institutions, 45 percent by major research universities, and 47 percent by other doctoral institutions.

The researchers also found a tendency for students who attend historically black institutions as undergraduates to remain within that milieu for graduate work.

In part, this difference "may reflect [students'] personal preferences to remain for graduate study in what they perceive to be a supportive environment," they write.

They add: "It may reflect ignorance about historically black institutions (HBIs), discriminatory attitudes towards the graduates of HBIs, or the failure of faculty in the elite graduate programs to aggressively recruit potential graduate students from HBIs."

The researchers also found that average test scores tend to be lower among undergraduate students at the historically black colleges. During a recent seven-year period, only 20 percent of National Science Foundation Black Minority Fellowship winners were from these institutions, while 25 to 31 percent of black undergraduates attend historically black colleges. Nearly half of those fellowship winners from historically black colleges came from Howard University, suggesting that the higher-achieving students are concentrated in just a few institutions, the authors point out.

But they recommend against aggressively recruiting all high-achieving black students into elite liberal arts and major research institutions for their undergraduate degrees. Such recruitment, they argue, may simply be inappropriate for predominantly black communities and for some black students whose needs may be best served by historically black colleges.

Cornell's first Clark Professors are named

By Sam Segal

Ramona Heck of the College of Human Ecology and Theresa Welbourne of the School of Industrial and Labor Relations have been named Cornell's first J. Thomas Clark Professors of Entrepreneurship and Personal Enterprise.

A special Clark award has also been announced for history Professor Stuart Blumin of the College of Arts and Sciences.

The Clark Professorships, announced in January, are a key element of the Entrepreneurship and Personal Enterprise (EPE) Program, a cross-college effort to make Cornell a national leader in small-business and entrepreneurship education.

The professorships, which took effect July 1, are intended to support faculty in developing or revising courses, developing outreach programs for small businesses, or conducting applied research — all with a small-business or entrepreneurial focus.

Heck, an associate professor in the Department of Consumer Economics and Housing, titled her two-year project "A Study of Families in Business Over Time." It involves examining the people and financial-success factors in family businesses, as well as the development of two new undergraduate

courses based on the research.

Welbourne, assistant professor of industrial and labor relations, called her project "Human Resource Strategies for Small and Medium-sized Firms."

Over three years, she will develop undergraduate and graduate courses addressing the personnel decisions that start-up businesses face. Based on field trips to businesses, she also will generate research on how important that decision-making is to the success of new businesses.

Blumin will receive funding this summer and next to help him develop, then evaluate, a new, two-semester course on "Capitalism and Society in the United States." The fall segment will be called "Developing America and the Ethos of Entrepreneurialism, 1607-1877"; the spring segment, "The Corporate Reconstruction of American Society, 1840-2000." Clark said he was "delighted with the choices" and thinks the efforts "will move Cornell's Entrepreneurship and Personal Enterprise Program forward in an important way — linking various colleges and schools together to provide a truly distinctive interdisciplinary experience for students interested in achieving entrepreneurial success."

Auditioning



Sharron Bennett/University Photography
Nine-year-old Laura Miller reads to Bruce Levitt, chair of theater arts, during auditions for children's parts in this fall's production of "The Strange Case of Dr. Jekyll and Mr. Hyde." She was auditioning to play the role of Dr. Henry Jekyll's niece.

More research needed on pesticides and diet: expert

By William Holder

A Cornell expert on diet and cancer says that "remarkably limited" knowledge about what children eat makes it difficult to know how much pesticides they consume.

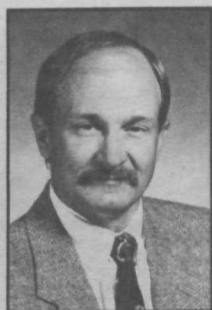
Commenting on a report released June 29 from the National Academy of Sciences called *Pesticides in the Diets of Infants and Children*, Joseph Hotchkiss, professor of food science, said there is nevertheless "no credible evidence that pesticide residues in the diets of children are responsible for disease, either in childhood or later in life."

Hotchkiss, who served as a reviewer for the report, criticized calls for more sampling of produce to test for pesticide residues. Extensive sampling already is carried out at the national and state levels as well as in the food processing industry, he pointed out, and less than 1 percent of samples are found to be in

violation of legal limits on residues. More sampling would be a waste of time, he said.

Instead, Hotchkiss recommends that the federal government and scientists improve their knowledge of children's diets and devote more time to examining residues in products as they are consumed—not just in the fields. Children eat large amounts of processed fruits and vegetables.

Canning, freezing, drying and home preparation most often decrease the pesticide content of foods, he said. In a limited number of cases, processing can increase pesticide con-



Hotchkiss

tent, particularly in the separation of crude oils or in dehydration. Subsequent processing, however, can remove these residues. Nonetheless, "we need to know more about what happens to pesticides in foods as they are altered," he said.

"We focus almost all our attention on enforcing tolerances," he added. "But we also need to know, for instance, how much of apple products a 3-year-old eats."

Hotchkiss predicts that the U.S. Environmental Protection Agency will act on the report by increasing the amount of toxicology data on young animals required for a pesticide to be registered and improving its tolerance assessment system, which provides information about how much people eat.

"These changes, though, will make very little difference in the health of children's foods since pesticide residues are simply not a significant factor," he said.

"When the known tobacco-related cancers are excluded, our overall cancer incidence or mortality is not increasing significantly," Hotchkiss wrote in a 1992 article published in *Critical Reviews in Food Science and Nutrition*. "This is despite that fact that pesticide use went from essentially zero in the late 1940s to 1.04 billion pounds of active ingredients in 1987."

IPM

Hotchkiss advocates that pesticide use be reduced through methods such as integrated pest management, but not because he believes a reduction will contribute to human health.

Far more detrimental to the health of youngsters, in his opinion, is improper nutrition. "All you need to do is to visit a high school cafeteria and watch the high-fat foods being gobbled down to be convinced that foods are used improperly," he said.

Use of BST will reduce dairy profits

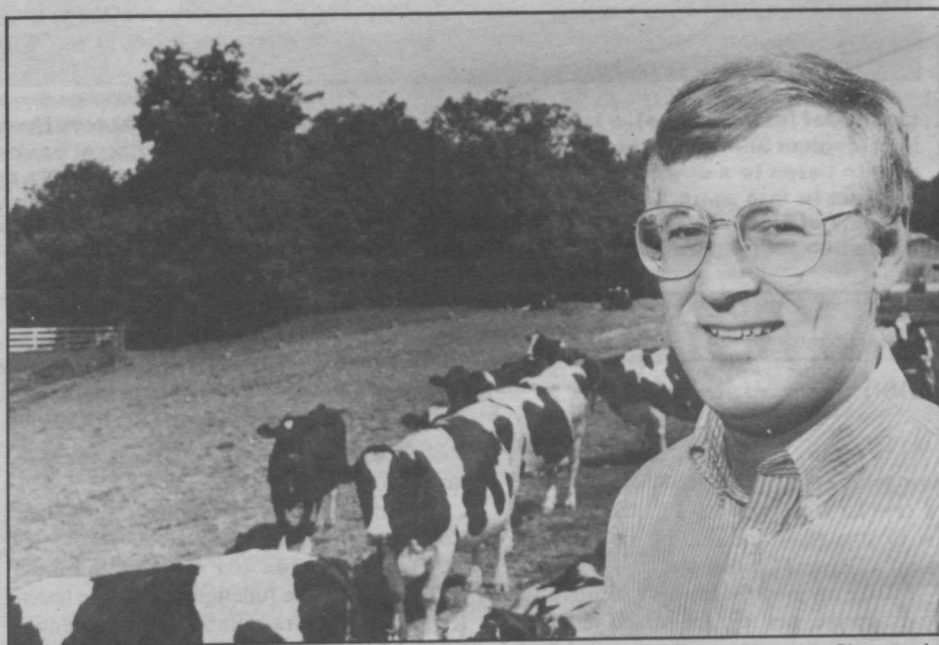
By William Holder

Bovine growth hormone may help cows increase their milk, but it will decrease the long-run profits of dairy farmers if it is approved, according to a Cornell agricultural economist.

"Consumers will benefit because use of bovine growth hormone will increase the supply of milk and drive down prices," said Loren Tauer, professor of agricultural economics in the College of Agriculture and Life Sciences. "But farmers as a group will lose for the same reason. This phenomenon is not unique to bovine growth hormone and, in fact, occurs with most technological changes in the dairy sector."

"Only those farmers who are positioned to benefit from continuous technological change stand to gain from increased milk production," he said, adding that few small dairy farms are in such a position.

Tauer dismisses the argument that the hormone, which is expected to receive approval from the U.S. Food and Drug Administration, can be used just as advantageously by as many small dairy farmers as by large ones. Research has shown that bovine growth hormone (BST) does not have as much effect on low-yielding cows as on higher-yielding cows found on better managed farms. While some small farmers have high-producing herds, a 1989 survey



Peter Morenus/University Photography

"Consumers will benefit because use of bovine growth hormone will increase the supply of milk and drive down prices," says Loren Tauer, professor of agricultural economics in the College of Agriculture and Life Sciences. "But farmers as a group will lose for the same reason."

by the Wisconsin Agricultural Statistics Service showed that, on average, large herds of 150 or more cows are substantially more efficient than herds of 40 or fewer cows.

The likely result of BST approval is that fewer cows will produce the nation's milk supply, and some small farms may be eliminated before milk demand and supply are balanced, he said. Tauer, who teaches a course in production economics, advanced his views in a chapter in a recent book, *Bovine Somatotropin and Emerging Issues: An Assessment* (Westview Press, 1992). Bovine somatotropin is the scientific name for the growth hormone, which is produced through recombinant DNA technology.

Adoption of BST, Tauer contended, also will accelerate a trend already in place: the consolidation of dairy farming into fewer regions. The milk industry is headed the way of the broiler industry, in which the raising of

chickens, once widely dispersed, is now carried out primarily in just a few areas.

"There will always be some regional dispersal for fluid milk because it's expensive to transport," he said. But much of the nation's milk is used for processed products that can be transported easily. Dairy farmers in isolated areas increasingly will find that they cannot obtain input supplies at prices they need to remain competitive, he predicted, adding: "The farming infrastructure won't be there for them."

Three surveys carried out during the 1980s showed that large dairy farmers are more likely to adopt BST more quickly than small farmers, many of whom said they would wait several years or might never use the technology. The larger farmers, Tauer pointed out, are the ones who try to stay ahead of the pack by always adopting the latest technology. These are the dairy farmers who will be able to increase profits by using BST.

CUMC studies stress caused by bombing

By Jonathan Weil

The bombing of the World Trade Center in New York City in February is giving Cornell researchers a unique opportunity to study post traumatic stress disorder (PTSD).

The condition, usually connected to veterans and prisoners of war and once referred to as "shell shock" or "battle fatigue," can occur with anyone who undergoes severe mental or physical trauma, such as victims of terrorism.

The New York Hospital-Cornell Medical Center has become a referral center for survivors of the World Trade Center bombing who still experience post-traumatic reactions: difficulty sleeping or concentrating, nightmares, flashbacks, fear, guilt, anxiety, panic attacks or depression. Medical College researchers are trying to learn about a disorder that has had little study in connection to terrorism.

"Very few studies have conducted comprehensive assessments of survivors of terrorist attacks," said Dr. JoAnn Difede, a Cornell psychologist who is leading the team evaluating and treating PTSD patients at New York-Cornell. "Usually, there are very small numbers of people affected by any one terrorist act. Thus, the World Trade Center disaster provides a unique and concentrated opportunity to learn about PTSD following terrorism, particularly in the United States."

At risk

Among the questions researchers would like to answer: Can people at risk of developing PTSD be identified? Who and how many people develop delayed PTSD? And what's the most effective treatment?

Three sets of variables are important to identify when assessing the impact of a disaster on mental health: specific characteristics of the disaster (duration, speed of onset, natural or man-made); individual differences among disaster victims (personal characteristics, extent affected, aspects of recovery environment); and the psychological response to disaster over time.

The World Trade Center disaster provides its own laboratory. Of the building's 55,000 occupants, 1,000 or so were trapped for up to nine hours, six were killed, and about 700 who were trapped suffered smoke inhalation and minor injuries. Those trapped did not know that it was safe to evacuate, and any escape attempt "was fraught with the uncertainty of whether the victim was moving toward safety or greater danger," Difede said.

Cornell researchers also hope to identify the psychiatric and somatic illnesses that accompany PTSD following a terrorist act. And they want to determine the most appropriate intervention strategies for PTSD victims of terrorism. Individual or group therapies usually are required to treat PTSD. While medication can help control the person's anxieties, it is rarely enough by itself, Difede noted.

Collaborating on the research are Dr. Marylene Cloitre, assistant professor of psychiatry, and Dr. William Apfeldorf, a psychiatrist and director of the Anxiety Disorders Clinic at New York-Cornell.

CORNELL
Research

Cause of 'lazy eye' still puzzles researchers

By Roger Segelken

Thousands of starry-eyed baby pictures later, researchers in the Infant Vision Project at Cornell are still looking for the cause of the lifelong defect called amblyopia, or "lazy eye." But the screening tests used in the Cornell research have become so routine that child care workers can now detect some preschoolers' vision problems before permanent damage occurs.

Detection and correction of amblyopia has been a concern of the Infant Vision Project, headed by Howard C. Howland, professor of neurobiology and behavior, because the impairment is a key factor in accidental blindness. Unless treated in early childhood, amblyopia's reduced visual acuity in one eye becomes permanent. Those with amblyopia lose stereoscopic vision and are prone to eye-injuring accidents—with a 50-50 chance of damaging or losing their "good eye."

Howland's 13-year study of infant vision, funded by the National Institutes of Health, was aided by a novel method of photorefractive

He invented the technique with his brother, Bradford Howland, an engineer at Massachusetts Institute of Technology. Eyes of children as young as 2 months are photographed with a low-powered flash and a special lens on a 35mm camera. Children with astigmatism, or irregular curvature of the corneas, show up on film as having four-pointed stars in their eyes. Computer analysis of the film determines the type and extent of astigmatism.

However, most people outgrow early childhood astigmatism, studies at Cornell and elsewhere have shown. So Howland's laboratory turned to another possible cause of amblyopia—the failure of both eyes to focus in the same plane, which is called anisometropia. Researchers here screened more than 2,000 children. Their battery of tests found a lower-than-expected level of anisometropia in infants—about 1 in 1,000—compared to amblyopia, which affects about 1 in 100 adults.

"Now," Howland said, "research must consider other possible causes of amblyopia, including strabismus at an early age." That muscle-coordination problem prevents both

eyes from gazing at the same point—because the child is either cross-eyed or wall-eyed—and can be treated if it is detected in time. But the best angle-of-gaze tests only detect deviation greater than 2 degrees, not the 0.5 degree deviations that would also indicate early strabismus, said Howland, who teaches sensory physiology and the visual system. "There is still a lot of mystery about amblyopia."

Parallel experiments at the Cornell laboratory used baby chickens (as animal models for young humans) to demonstrate the eyes' ability to change shape and compensate for vision defects while they are still growing—all the more reason, Howland and his colleagues believe, to encourage early vision tests.

So the Infant Vision Project is lending equipment and training Head Start personnel to administer screening tests. If vision problems are found, the children are referred to eye doctors for further examination.

"Unfortunately, most children don't get visual exams in the early years, when defects must be found," said Lani Peck, a researcher in the project.

CU to hold Philly event

Cornellians from around the world will gather in Philadelphia Nov. 18 through 21 to celebrate the academic, cultural, athletic and social achievements of Cornell.

There will be breakfasts with the college deans, and a lunch with President Frank H.T. Rhodes and University of Pennsylvania President Sheldon Hackney, who is President Clinton's nominee to head the National Endowment for the Humanities.

Faculty speakers will include:

Carl Sagan, the David Duncan Professor of Astronomy and Space Sciences, on "Is There Life On Earth?"; **Walter LaFeber** and **Karen Brazell** on "The United States and Japan in a Collapsing World Order"; **Alfred Phillips Jr.** and **Anthony Ingraffea** on "Engineering Diversity into Engineering Education"; **Phyllis Moen** and **James Maas** on "Creating the Future: The 24-Hour Society"; **Lynn Jelinski** and **Peter Bruns** on "A Blueprint for Biological Sciences for the 21st Century"; **Avner Arbel** and **Jonathan Macey** on "The Changing World of Stock Market Investments: Opportunities and Legal Implications"; and **Richard Polenberg** and **Theodore Lowi** on "Political Ideas and Institutions in the 1990s."

For more information, call 255-0645 or write to Philadelphia '93, 303 Day Hall.

Learning by doing



Peter Morenus/University Photography
Linda Klei (at left above), a laboratory technician in animal science, shows (from left) Meghan Sheradin of Walton, Ann Schwab of Gasport and Polly Doing of Bovina how to listen to a dog's heart during 4-H science and career discovery events on campus in late June. Other 4-H'ers (at right) drop a parachute out a third-floor window of Martha Van Rensselaer Hall as part of a course on fabrics and flight. Some 500 teen-agers from throughout New York participated in the programs.



Sharron Bennett/University Photography

Craft continued from page 1

Materials Management and Campus Services, and the Campus Store.

Operations under the new vice presidency now employ approximately 1,100 people with an annual budget of \$135 million.

"The new organization has been developed with the intent of improving our overall efficiency," Craft said, adding, "I'm optimistic that the new structure will help us achieve all those ends. But while structure is important, what really matters to colleagues and customers is the way we do business. Clearly this is where our greatest challenge lies and where the bulk of our effort must be focused."

Craft received a bachelor's degree in electrical engineering from Cornell in 1961 and a master's degree in the same field from New York University and returned to Cornell, where in 1970 he received a Ph.D. in radio astronomy, astrophysics and communications theory.

In 1971, he became technical coordinator during Cornell's upgrading of the Arecibo Radio Telescope; subsequently, he was director of the Arecibo Observatory, then director of the National Astronomy and Ionosphere Center and adjunct professor of astronomy. He directed telecommunications at Ithaca from 1982 to 1984 and oversaw the installation of a new university telecommunication system.

Scheinman continued from page 1

ment not to build nuclear weapons.

The IAEA was created in 1957 to promote and safeguard peaceful uses of nuclear energy. In 1968 the agency was charged with responsibility to apply comprehensive safeguards in all non-nuclear weapons states party to the non-proliferation treaty.

Confidence in its ability to effectively monitor national nuclear programs has generally been high, but the end of the Cold War and the discovery of an extensive nuclear weapons development program in Iraq in the wake of the Gulf War has shaken confidence not only in safeguards but in the whole non-proliferation regime.

The cease fire that ended the Persian Gulf War, United Nations Resolution 687, invested the IAEA with significant additional responsibilities and greater authority.

"The consensus among objective viewers is that IAEA performed very competently in meeting its responsibilities under RES 687," Scheinman said.

In his Congressional testimony Scheinman also recommended several steps to strengthen the agency:

- Ensure that the IAEA has the national intelligence information it needs, with the United States taking the lead in regularizing this flow of information to the Vienna-based

Cohen continued from page 1

As to faculty, he favors "increasing their role in setting policies for graduate education" and says he will begin talks this summer on how to strengthen the role of the Graduate School's General Committee.

"I'd like my job to be mainly executive and administrative, not legislative and judicial," he says.

Cohen hopes to refine the job not only through more effective democratic process but also by naming a new associate dean to manage day-to-day affairs. He says filling that job will be a high priority in the fall, along with efforts to work with the new assembly and to enhance the General Committee.

All three of those priorities were favored by the Provost's Task Force on Graduate Education, which was appointed last October and which reported to Nesheim in March. The 26-member group, led by former Senior Provost Robert Barker, said that "graduate studies [should] be represented more strongly in the strategic councils and planning process of the university" and that a streamlined deanship should be filled by "a distinguished senior member of the faculty."

Nesheim has not made the Barker report binding on the new dean, but Cohen says that he has sympathy with much of it and that

"obviously it will be an important document in my thinking."

Among the report's recommendations that Cohen says he will pursue are:

- When possible and efficient, business and administrative functions should be transferred out of the Graduate School to the central administration, the colleges or graduate fields.
- Equitable policies for charging tuitions to grants and contracts should be developed.
- The dean, colleges and vice president for research and advanced studies should collaborate to secure the quality and fiscal viability of those interdisciplinary fields that may lack core funding.
- Efforts should be considered to stimulate

B factory proposal continued from page 1

The remainder of the presentation focused on technical issues. Maury Tigner, professor of physics and nuclear studies and project manager for the upgraded facility, detailed the project for the committee, describing the technology, the resources, and labor.

"This is not 'ground-up' construction, it's a continuation of an ongoing upgrade project," Tigner said. "We've already installed two rings and lots of equipment around them, so we already have the needed experience. It's already a factory. We're anxious to turn this factory into an even more productive factory for worldwide use."

Berkelman, the lab director, outlined previous upgrades at the Wilson Laboratory: The synchrotron, CESR and the CESR upgrade all came in under budget and on time, he said. In fact, after the synchrotron was completed Cornell returned \$500,000 to the U.S. Treasury for money received but not needed for its construction.

In his final comments, Berkelman told the committee that Cornell should build the B factory "because we're already closer to a B factory" than is Stanford. While Cornell needs to upgrade luminosity by "a factor of 12, and we have a plan for that, PEP (Stanford's B factory) has much farther to go, by a factor of about 50," he said. Further, he added, CESR is the first priority of the Laboratory of Nuclear Studies, and would do no other project but B particle physics. SLAC is used for a wide variety of physics projects, he said. Finally, "all major design issues at CESR have been resolved," he said.

The joint federal committee of 16 members is chaired by Stanley Kowalski, a physicist at the Massachusetts Institute of Technology. Additionally, there are six observers, three each from the NSF and DOE. Committee members and their affiliations are:

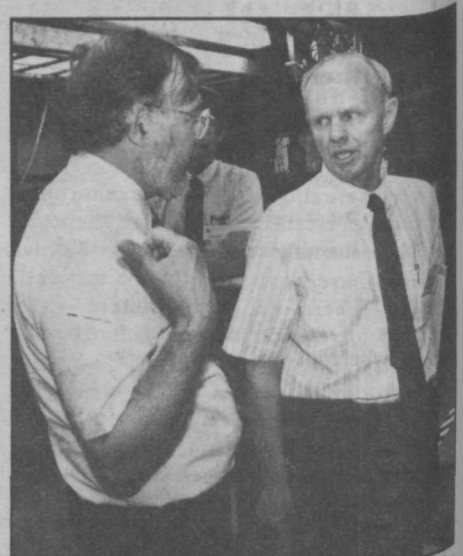
Stanley Kowalski, chairman, Massachu-

more giving by alumni of graduate programs, with special interest in fellowships.

Cohen said a top priority over the full course of his term will be extending affirmative-action efforts — for women as well as minority groups — with an eye to retention and job placement as well as to recruitment.

One of the Barker group's suggestions was that deans be able to continue as active scholars. Cohen, whose specialty is Renaissance drama in England and Spain, will not have time to teach for at least the first year of his deanship; but he is working, with three other editors, on a September 1995 deadline for a major scholarly project — a new Norton edition of the complete works of Shakespeare.

setts Institute of Technology; Bernard Aune, Saclay (near Paris); Daniel Boussard, CERN, Geneva, Switzerland; Ralph Eichler, ETH/PSI, Zurich; Michael May, Fermi National Accelerator Laboratory; Fred Mills, Argonne National Laboratory; Alain Poncet, CERN, Abraham Seiden, University of California at Santa Cruz; Michael Shaevitz, Columbia University; Gustav-Adolf Voss, DESY, Hamburg, Germany; Ferdinand Willeke, DESY; Mike Witherell, University of California at Santa Barbara; Dan Lehman, Department of Energy; L. Edward Temple, Argonne; Hsiao-Chaun Hseuh, Brookhaven National Laboratory; and John T. Keane, Brookhaven.



Peter Morenus/University Photography
Stanley Kowalski (right), physicist from MIT and chair of the federal committee reviewing proposals for a B factory, and Maury Tigner, Cornell physicist and B factory project manager, discuss the Cornell Electron-positron Storage Ring in the ring tunnel last week.

COMMENTARIES

Closing WSH dining ignores staff...

By Lisa Sharfstein

As calm settles over the weary campus during these early weeks of summer, a feeling of exasperation threatens to disquiet this traditionally tranquil time.

For the staff, summer usually represents a less hectic time where work eases, and catching up on past semesters or planning for future ones becomes possible. Some consider summer as the most productive time of the year. Yet the university administration darkens these brighter summer months by removing one of the few benefits available to its employees.

The issue at hand concerns the closing of the Willard Straight Hall dining facilities for the summer.

During the school year, many employees are forced to eat lunch at their desks for lack of a break room or cafeteria. Those who venture outside the office to campus dining areas must contend with hordes of students because, after all, the facilities were built for them.

The size of the campus prohibits lunch excursions off campus, as employees have a limited amount of time for lunch. Driving to lunch is not an option because not many employees are able to park near their workplaces. Thus, many look forward to the summer when the Straight is less crowded, and employees can enjoy lunch out of the office for a reasonable cost.

Frustration

Therein lies the frustration and aggravation Cornell employees feel upon discovering the Ivy Room is closed for the summer. The closing of the Willard Straight dining areas effectively isolates both the employees of the Arts and Engineering Quads, as no open dining facility exists on either quad.

Not only does this inconvenience these staff members, but also Summer Sessions' students who need to dine on campus and graduate students assisting with summer instruction.

Keeping the Straight open for lunch would also employ Cornell Dining workers who are usually displaced during the slow summer months.

A call to Willard Straight dining did not explain this rationale. "It was decided" to close the Straight and leave the Trillium open — decided by whom? Did "they" choose to

survey any of the people affected before making this decision? "There would not be enough business for them both to stay open."

Perhaps if Cornell Dining promoted the use of the dining facilities during the summer, more employees would know about and enjoy places like the Ivy Room. During winter recess, the Straight's Ivy Room was seen as a "discovery." When one staffer from our office told the rest about lunch at the Ivy Room, the news quickly spread. Soon the majority of our office enjoyed lunches at the Ivy Room during winter break.

Just a little promotion from Cornell Dining would inform employees about summer dining availabilities, and soon they would find an immense untapped market, supplying plenty of "business" for both dining halls.

Direct answer

This issue highlights the current Statler Club controversy which asks, "Where can employees comfortably dine on campus?"

The honest and direct answer is *nowhere*. It is ironic that while some wish to exclude a segment of the employee population from the Statler Club, they exacerbate the problem by closing off an alternative dining area available to that population.

How can the faculty and administration of this university conscientiously deny its employees access to any dining facility without providing adequate alternatives?

My contact with university employees finds the majority of them to be intelligent, diligent and dedicated to the faculty and students of this institution. They are the mortar between the bricks of this Ivy-covered school. Yet employee needs and concerns are consistently overlooked or ignored in regard to policy decisions that concern them.

Administrators would be wise to note that this kind of treatment contributes to dissatisfied employees, which cripples the productivity of the entire institution.

But most sadly of all, it does a great disservice to the Cornell University employees who quite certainly deserve more.

Lisa Sharfstein works in the mathematics department. Her letter was signed by eight other staff and faculty from that department.

... Other facilities are open in summer

By Patricia Bando

Thank you for your letter regarding the closing of the Ivy Room for the summer.

I recognize your frustration with the changes that must be made due to the decreased population on campus during the summer. I am sorry that our decision to close the Ivy Room again this summer is adding to your frustration and aggravation.

At Cornell Dining we know that the dining units at Willard Straight Hall are convenient eateries for both students and staff in the central campus; therefore, a decision to close the Ivy Room does not come easily. The Ivy Room underwent a renovation during the summer of 1992. A major component of this project included replacement of portions of the ventilation system, which held up completion of the entire job within the original project calendar. Rather than further delay the Ivy Room opening last fall, we chose to complete the project this summer during the Ivy Room's slow summer months.

Compensating for the Ivy Room's closing, the Trillium was chosen to remain open for the summer based upon location, menu flexibility and room capacity of unit. Also we will be featuring a more diverse menu at the Big Red Barn and opening its doors at dinner.

The following central campus dining units are open this summer: Straight Scoop, Trillium/Sprinkles, Big Red Barn, Malott, Alfalfa Room, Theory Center and Dial Lunch. In addition, we will have two food carts stationed at Day Hall. For dining on the periphery of campus, Robert Purcell began service on June 14, and Jansen's at Noyes Community Center opened on June 26.

Your letter helped to confirm the importance of our dining facilities not only to students, but also the staff at Cornell. I hope you and your many work associates will try the Trillium, Big Red Barn or any of the other Cornell Dining alternatives open during the 1993 summer. Thank you for your loyal patronage.

Patricia Bando is associate director of Campus Life, Dining and Retail Services.

Rogers' AIDS talk, Chronicle story were unfair to 'religious right'

By David R. Kidd

In the April 8 issue of the *Chronicle* there was an article entitled "Rogers answers questions about AIDS." Excerpted for the article was the question, "In community education in the last couple years, we've noticed an increasing campaign of misinformation by the religious right through churches and rural communities. At a national level is there any way to counteract that?"

In his answer, Rogers seemed to agree with this stating, "It doesn't take very much of that to put the community way back

First of all, since questions asked of Rogers were excerpts from the exchange he had with those in attendance, it is apparent that this particular question was selectively chosen for the article.

Are we who are part of the Cornell community, and have a conservative religious upbringing, supposed to roll over and accept such a blatant and unfounded bias against conservative denominations, churches and rural communities?

Should we mutely accept the assumption that the leaders of our churches and religious organizations are ignorant, dishonest perpetrators of false information, and are thereby guilty of contributing to the spread of AIDS?

On what basis is such a generalized accusation made?

Bigotry

Such bigotry would not be publicized in the *Chronicle*, nor would it be tolerated by the Cornell community, were it aimed at Jews, blacks, gays or any other recognized minority group. Don't religious people deserve the same consideration?

Secondly, I would like to address the assumption that when the "religious right" speaks about AIDS it is propagating misinformation.

I recently took material on AIDS that I acquired from a religious organization, and which advocated abstinence, to a library to verify some of the documentation. Sure enough it was there, just as the material cited it; research reports and study findings in professional journals with results that clearly question the wisdom of using condoms to protect from HIV.

Ironically, in the same article, and in other articles in the same journal, was conflicting information that would lead the reader to believe that this practice will afford a reasonable measure of protection. Therefore, each side can cite evidence from

the same source to prove their respective and opposing views.

I have never heard anyone make a good argument against the fact that abstinence is the surest way to prevent the sexual transmission of AIDS.

Although Rogers is quoted in the April 8 article as saying, "You only get it because of specific sexual behavior" (I don't think that's entirely true.), not once is refraining from sexual activity even given passing consideration! Is Rogers so fearful of sounding "religious" that he will not even address this safest of lifestyle choices?

The fundamental message of the religious right on the AIDS issue is that absti-

nence until marriage, and then faithfulness within marriage is the surest way to reduce the risks of contracting HIV.

That may be old-fashioned, but it is hardly misinformation. Rejecting this advice is certainly an individual choice, but it is irresponsible on the part of educators, national spokespersons and the *Cornell Chronicle* to lead people to believe that simply because a religious view may not conform to common practice, it should be dismissed, and its advocates labeled as misinformed.

David R. Kidd is a technician at the Geneva Agricultural Experiment Station.

Ph.D.s should be recognized at commencement ceremony

To the editor:

The *Cornell Chronicle* described or referred to the new Ph.D. Recognition Ceremony several times in recent issues. (e.g., Vol. 24, No. 34, Page 1; Vol. 24, No. 35, Page 6). Every reference, however, was misleading in that the *Cornell Chronicle* never made it clear that this ceremony is, in fact, a replacement of another tradition. This ceremony is an *exchange* not "an addition to the commencement ceremony" (*Cornell Chronicle*, Vol. 24, No. 35, Page 6, emphasis added). Although Ph.D. degrees are still conferred during the Sunday commencement ceremony, names of individual Ph.D.

recipients are no longer called. The omission of recognizing Ph.D. students individually at the commencement ceremony is noticeable and disappointing to many Ph.D. recipients. This omission was not included in the articles about graduation that appeared in the *Chronicle*. I feel that the *Cornell Chronicle* misrepresented the changes that were implemented in commencement this year and should try harder to fulfill the obligation to present accurate information to the Cornell community.

Sincerely,
Anita DeStefano

Members of the Cornell community are invited to submit "Commentary" articles for consideration by the *Chronicle*. Topics should be of importance to higher education in general or, specifically, to Cornell faculty, staff or students.

Submissions — typed and double-spaced — should be sent to Chronicle Commentary, Cornell News Service, 840 Hanshaw Road.

The fundamental message of the religious right on the AIDS issue is that abstinence until marriage, and then faithfulness within marriage is the surest way to reduce the risks of contracting HIV. That may be old-fashioned, but it is hardly misinformation.

where it was five years ago."

To underscore the point he said, "The religious right scares me."

I immediately sent a letter to the ombudsman's office expressing my concern over the *Chronicle* including such an undocumented accusation against a particular religious group.

On June 17 I received a courteous response from Ombudsman Thomas W. Scott along with an invitation to write this letter to the *Cornell Chronicle*. Therefore, I am writing now regarding an article that appeared in April.

CALENDAR

July 8
through
July 22

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 277-3638.

July 9 and 16: Bethel Grove Community Center, 1825 Slaterville Road (Route 79). A small donation is requested to help defray the cost of renting the hall. As always, events are free for Cornell students. Request dancing: 7 to 8 p.m. and 8:30 to 10 p.m.; Teaching, 8 to 8:30 p.m.

July 11: Picnic at Stewart Park, 5 to 9:30 p.m. Bring a dish to pass; a small donation will be appreciated.

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 July 21, Martie Young, curator of Asian art, will give a talk on "Japanese Screen Paintings and the Art of Japan" 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 15 and 29, and Aug. 12.

• **Articipation:** The museum is sponsoring "Articipation on the Commons" July 8, 9 and 10 from 11 a.m. to 3 p.m. at the main pavilion and "Articipation at the Museum" on July 17 from 11 a.m. to 3 p.m. Printmaking techniques, including woodblock, linocut, silkscreen, letter printing, rubber stamping and more, will be offered in these free hands-on workshops open to adults and children. Special guests will be featured each day at noon, both on the Commons and at the museum, and a tour of prints from the museum's permanent collection will be given July 17.

• **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. This workshop provides the opportunity for those who knit, crochet, weave and spin by wheel to master the skills of Andean spinning and plying. A

fee of \$45 for museum members and \$50 for non-members will be charged. Materials are included. Registration is requested by July 12.

• **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 in the Cornell Costume Collection showcase outside G19A MVR Hall. The exhibit lasts through July.

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). All films are held in Willard Straight Theatre except where noted.

Thursday, 7/8

"Lady Windermere's Fan" (1925), directed by Ernst Lubitsch, with Irene Rich, May McAvoy and Bert Lytell, with live musical accompaniment by David Borden, 7:20 p.m.

"Aladdin" (1992), directed by John Musker and Roger Clements, with the voices of Robin Williams and Gilbert Gottfried, 10 p.m.

Friday, 7/9

"A Room with a View" (1986), directed by James Ivory, with Helena Bonham Carter, Julian Sands and Daniel Day Lewis, 7:15 p.m.

"Aladdin," 9:30 p.m.

Saturday, 7/10

"Close to Eden" (1991), directed by Nikita Mikhalkov, with Badema, Bayaertu and Vladimir Gostukhin, 7:15 p.m.

"Aladdin," 9:55 p.m.

Sunday, 7/11

"Aladdin," 4:30 p.m.

"The African Queen" (1951), directed by John Huston, with Humphrey Bogart and Katharine Hepburn, 9:25 p.m.

Monday, 7/12

"Faed" (1992), directed by Kevin Rafferty and James Ridgeway, with special guest Brian Springer, 7:15 p.m.

"Aladdin," 10:10 p.m.

Tuesday, 7/13

"White Hunter, Black Heart" (1990), directed by Clint Eastwood, with Eastwood, Jeff Fahey and Charlotte Cornwell, 7:10 p.m.

"The African Queen," 9:40 p.m., \$2 off with "White Hunter, Black Heart."

Wednesday, 7/14

"Strictly Ballroom" (1992), directed by Baz Luhrman, with Paul Mercurio, Tara Morice and Gia Carides, 7:30 p.m.

"Falling Down" (1993), directed by Joel Schumacher, with Michael Douglas, Barbara Hershey and Robert Duvall, 9:40 p.m.

Thursday, 7/15

"Falling Down," 7:30 p.m.

"Strictly Ballroom," 9:55 p.m.

Friday, 7/16

"La Discrete" (1990), directed by Christian Vincent, with Fabrice Luchini and Judith Henry, 7:30 p.m.

"Strictly Ballroom," 9:45 p.m.

Saturday, 7/17

"L'Avventura" (1960), directed by Michelangelo Antonioni, with Monica Vitti, Lea Massari and Gabriele Ferzetti, b&w, 7:10 p.m.

"Falling Down," 10:05 p.m.

Sunday, 7/18

"Do the Right Thing" (1989), directed by Spike Lee, with Danny Aiello, Ossie Davis and John Turturro, 9:35 p.m.

Monday, 7/19

"La Discrete," 7:30 p.m.

"Falling Down," 9:45 p.m.

Tuesday, 7/20

"Making 'Do the Right Thing'" (1989), directed by St. Clair Boume, with Spike Lee, Danny Aiello and Ossie Davis, 7:30 p.m.

"Do the Right Thing," 9:05 p.m., \$2 off with "Making 'Do the Right Thing.'" "

Wednesday, 7/21

"Viridiana" (1961), directed by Luis Bunuel, with Francisco Rabal, Silvia Pinal and Fernando Rey, 7:30 p.m.

"Basic Instinct" (1992), directed by Paul

Verhoeven, with Michael Douglas and Sharon Stone, 9:40 p.m.

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.

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.

Dissertation and thesis seminars will be held in the Morison Seminar Room, Corson/Mudd Hall, 1 to 2 p.m., Wednesday, July 14, for master's theses and Friday, July 16, for doctoral dissertations. The thesis adviser will discuss preparing and filing theses and dissertations; students, faculty and typists are encouraged to attend.

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

lectures

Summer Sessions

"A Changing United States," Barbara Everitt Bryant, University of Michigan, July 14, 7:45 p.m., Alumni Auditorium, Kennedy Hall.

"The Value of Value: Frugality and Self-Determination," Amy Dacyczyn, author of *The Tightwad Gazette*, July 21, 7:45 p.m., Alumni Auditorium, Kennedy Hall.

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 9:** Cow punk/new wave, Neon Baptist, 7:30 p.m., Arts Quad (rain location: Alumni Auditorium, Kennedy Hall).

• **July 13:** Classical Spanish guitar, David Burgess, 7:30 p.m., Barnes Hall auditorium.

• **July 16:** Contemporary jazz, Cayuga Jazz Ensemble with Chris White on electric cello, 7:30 p.m., Arts Quad (rain location: Alumni Auditorium, Kennedy Hall).

• **July 20:** Voice and fortepiano, Andrea Folan and Andrew Willis, 7:30 p.m., Barnes Hall.

Bound for Glory

July 11: Jamie Brockett will return to Bound for Glory after a 20-year absence. His music is on the country side of folk.

July 18: Culvert and Swale, a lively ragtime duo, will take you back to the age of the jugbands.

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.

religion

Sage Chapel

The Rev. J. Gurdon Brewster, Episcopal university chaplain, will give the sermon July 11 at 11 a.m., and The Rev. Roger Badham, assistant director of Cornell United Religious Work, will speak July 18. 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 8, 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.

miscellaneous

Caregivers' Support Group

A meeting will be held July 12 from noon to 1 p.m. in 163 Day Hall.

Christian Science Monitor

The *Christian Science Monitor* Resource Files will be in the Willard Straight Hall lobby July 14 and 15 from 10 a.m. to 4 p.m. The files contain free up-to-the-minute newspaper articles on more than 150 topics to assist in research and studies. Also, free copies of the *Monitor* will be available.

Computer Workshops

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

- Advanced Database Searching on ABI, Agricola, BIOSIS and ERIC, July 15, 8:40 a.m.
- CARL and RLIN, July 8, 12:20 p.m.
- DIALOG's 140 Databases, July 14, 1:25 p.m.
- Newspapers Database, July 21, 10:10 a.m.
- Online Classroom, First Floor, Mann Library.
- EndNote: Create a Database of References, July 13, 1:25 to 3:25 p.m.

Cornell Cooperative Extension

Call 272-2292 to register for the following Cooperative Extension gardening classes:

• "Savor the Flavor of Summer Small Fruits" offers tips for growing fruits like strawberries, raspberries, blueberries and gooseberries in any yard. July 17, 9:30 a.m. to noon, Cornell Orchards, Route 366, \$6.

• 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.

Cornell on Television

Three upcoming WSKG-TV programs will feature two Cornell faculty. Tonight, July 8, at 8 p.m., Roger Battistella, professor of health policy and management, will be a guest on a "Direct Line" call-in program to discuss health care reform. On July 9 he will be among panelists on a television town meeting on "Health Care Reform: The Public Pulse," which will begin at 9 p.m.

On July 15 at 8 p.m., Susan Stehman, extension associate in the Veterinary College, is scheduled to be on a "Direct Line" to answer viewers' questions about rabies.

Plantations

A workshop, "Gardening in Water," will be held July 10 (raindate July 17) from 1 to 5 p.m. Learn to plant a low-maintenance water garden, to encourage fish and aquatic life in a natural or man-made pond, and to divide water lilies and other water-loving plants. Advance registration is necessary; call 255-3020 for information.

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services

Editor's Overview

Over a year ago in her introductory remarks to the Cornell community, Beth I. Warren, associate vice president for human resources, called for strategic partnerships between what was then called the Office of Human Resources and its many constituents across campus: "Any endeavor in the human resource field must be an endeavor undertaken by partners, by fluid, collaborative, team-based networks spun out across campus and beyond, committed not just to improving efficiency, but to achieving true quality and lasting excellence" (see *Cornell Employment News*, May 21, 1992 issue). Communication, she noted then, is key to this partnership: "Multidirectional communication in both vertical and horizontal directions will be critical as we try to synthesize the needs and feedback I've received from across campus into meaningful and realistic programmatic directions."

During the past year, strategic partnerships between University Human Resource Services and many university committees and small groups of Cornell faculty and staff have been formed or strengthened,

while *The Cornell Workplace* has served as the primary vehicle for communicating with the Cornell community at large. With a stated purpose of "sharing human resource perspectives," *The Cornell Workplace* has been used to set a tone and to establish some of the conceptual underpinnings—to define some of the issues—that are central to the endeavors of University Human Resource Services of advancing the practice of human resource management in the Cornell workplace.

With much of this foundation now in place, the need for multidirectional communication as we continue to synthesize the needs and feedback of the Cornell community into meaningful and realistic programmatic directions has become increasingly important. While *The Cornell Workplace* will continue to set forth a conceptual framework for Cornell's human resource endeavors, there is a great need for it to be supplemented by further meetings with the Cornell community, both at-large and at the college and unit level, so that a true dialogue can occur.

The open meetings that were held in May 1993 between the Cornell community, Beth Warren, and the staff of University Human Resource Services on the Compensation Research Study were but the beginning of this intensified communication effort. As can be seen from today's lead article, these meetings are being followed up by a "post-implementation" meeting on July 12, 10:00 a.m. to 12:00 noon in the Alumni Auditorium in Kennedy Hall. This meeting will be held by University Human Resource Services for all staff and faculty interested in further discussing the Compensation Research Study.

Multidirectional communications about benefits issues are also ongoing and intensifying, as the article describing the results of the advisory meetings on managed care shows. These advisory meetings were held in early June to discuss the concept of managed care and to review a managed care option that has recently become available in the central New York area. A number of those who participated in these advisory meetings did so in response to an open invitation for

community participation announced in the May 27, 1993 issue of *The Cornell Workplace*. Another series of advisory meetings will be announced in August, and these, too, will be open to interested Cornell faculty and staff and announced in *The Cornell Workplace*.

So—stay tuned. As Beth Warren said, over a year ago, "we must consistently be committed to being relevant to the current needs of the community, to being flexible in responding to the changing needs of the organization, and to addressing those needs in ways that foster positive, constructive work relationships that enhance the mission of Cornell. . . . [We will] work with the university community in exploring those ideas, practices, and trends that are considered on a national level to be state-of-the-art in the human resources arena. Together we will determine which of these should be tailored for practical application to the specific challenges that are facing the university today."

—Nancy J. Doolittle

Compensation Research Study: Open Meeting July 12, Alumni Auditorium

An open meeting for all interested members of the Cornell community to further discuss the Compensation Research Study will be held on Monday, July 12, from 10:00 a.m. to 12:00 noon in the Alumni Auditorium, Kennedy Hall. This meeting has been scheduled as the result of a request made during the open meetings held in May for subsequent open meetings about the Compensation Research Study with Associate Vice President for Human Resources Beth I. Warren and the staff of University Human Resource Services.

**Questions on Overtime Pay
Eligible/Overtime Pay
Ineligible Issues;
Compression; and Appeals**

**Overtime Pay Eligible/Ineligible
Issues**

*I have an exempt employee on my
staff who now, according to the*

*study, is going to be nonexempt.
How can this be? Can't we
"grandfather" him?—he's a great
employee.*

First of all, exempt or nonexempt status is determined by the guidelines of the Fair Labor Standards Act which, among other things, establishes protections in terms of minimum wage and overtime pay for hours worked beyond 40 in a work week for certain types of positions. "Exempt" is the shorthand expression for "exempt from coverage of the Fair Labor Standards Act; "nonexempt" means that the position is not exempt from the provisions of the Act. For positions covered by the provisions of the Act, organizations are required to keep accurate records of hours worked, and to pay overtime for any hours worked beyond 40 in a work week. An organization cannot opt out of this obligation, nor can an employee in a position which is covered by the provisions waive his or her right to overtime.

An important aspect of evaluating a position is determining the position's status under the Act. As we reviewed the position descriptions, we found a number of positions which, due to changes in the position since they were originally described, needed to be redesignated as "overtime pay eligible" (nonexempt) or "overtime pay ineligible" (exempt). These changes will take effect on June 24, with the implementation of the new compensation program.

It is important to remember that these changes are not promotions or demotions—and have nothing to do with the performance of the person in the position.

As a closing note, we have chosen to stop using the terms "exempt" and "nonexempt" to describe positions, and move toward using "overtime pay eligible" and "overtime pay ineligible," in the hopes that this community will eventually stop attributing a status differential

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Focus Groups Indicate Community Interest in Managed Care

Almost ninety Cornell faculty and staff participated in a series of eleven advisory meetings in early June to discuss the concept of managed care, and to review a managed care option that has recently become available in our area. Managed care programs not only help contain the costs of health care, but they also are being considered as part of a national approach to healthcare issues. It therefore makes sense for the university to begin to research the feasibility of managed care in regards to Cornell both as an institution and as individual faculty and staff members. (See related *Cornell Chronicle* article this week.)

Reasons for the Meetings

The advisory meetings were co-sponsored by University Human

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Research Study

(continued from p. 1)

which was not the intention of the Act.

If a position is changing to overtime pay eligible under the new compensation program, what will happen to the person in the position?

Under our new compensation program, positions changing to the overtime pay eligible category will be eligible for overtime pay as of June 24, 1993. Since the administrative systems changes necessary to implement these types of changes will not be in place immediately, the staff member will continue to receive his or her pay check on the overtime pay ineligible schedule for the month of July (July 8 and July 22). As of June 24, 1993, however, the staff member will need to complete a timecard to record all hours worked, as he or she will be entitled to straight pay for reportable time in excess of standard hours and overtime (one and one-half times the standard hourly rate) for all hours worked in excess of 40 in a pay week. As of August 12, 1993, the staff member will begin receiving a paycheck on the new cycle. Since there will be one additional week between the July 22 paycheck and the August 12 paycheck, staff members affected by this transition may wish to consider the effect of having to wait an extra week for a paycheck. If this transition causes any financial difficulty, the staff member should contact the college/unit HR representative to discuss options for transitional financial assistance.

If a position is changing to overtime pay ineligible under the new compensation program, what will happen to the person in the position?

Under our new compensation program, some positions will be ineli-

gible for overtime pay as of June 24, 1993. Since the systems changes necessary to implement these types of changes will not be in place immediately, the staff members affected by this transition will continue to receive a pay check on the overtime pay eligible schedule (July 15 and July 29) until August 5, 1993, when they will begin receiving their paychecks on the new cycle.

Salary Compression/Equity

My 1993-1994 salary rate is above the pay band minimum, but I am close to the minimum. If the university is going to be hiring people into positions in my pay band who are new, are there going to be adjustments made to longer service employees? Was length of service considered in making pay adjustments?

This question refers to "compression," meaning that certain staff with some Cornell service are at or near the band minimum, while newly hired staff may be paid at or near the band minimum.

Length of service was not considered, because the study focused on positions, rather than the people in the positions. Within-band salary equity analyses were not performed at this time due to the lack of consistent employee-specific data on a university-wide basis detailing relevant education, previous related work experience, previous and current performance assessments, etc. We will continue to investigate compression reduction strategies in the coming months.

Appeal Process

Is there going to be an appeal process?

Yes, there will be a window period for appeals, as described below:

July 1-July 31: Employees or supervisors wishing to appeal the results file an appeal through the process developed within their college or unit.

August 1-August 31: College/unit representatives review the appeal requests and evaluate whether the appeal is denied or forwarded to the Review Panel for evaluation. Denied appeals will be handled within the college or unit, and appeals recommended for evaluation by the Review Panel will be forwarded with the college/unit's recommendation and supporting documentation.

September 1-September 30: The Review Panel will review all college/unit recommendations for appeal and make a final determination. Appeals which are granted will be made retroactive to June 24, 1993.

What if I want to appeal my position but my supervisor doesn't agree?

Since each college or unit is going to manage the appeal process internally, check with your college or unit human resource representative if you have concerns. Remember, however, that management has the right to establish the scope and responsibilities of positions.

My job has changed since I completed the red/gray book. . . .

Some jobs have changed since the original materials were submitted, but many of these changes were captured by working with the colleges and units through three intensive review processes, the most recent of which ended in May of this year. If you are unsure as to whether or not your position was updated during the course of the study, check with your supervisor.

Index of Job Summaries and the "6,000 List" Now Available at Central Libraries

For reference by any interested Cornell staff or faculty member, the following materials are now available for review at each of the college or unit administrative offices and on reserve in Olin, Mann, Law, Physical Sciences, ILR, and Geneva libraries:

baries:

- **The Index of Job Summaries**, which includes the general responsibilities and evaluation factors for each university job title. When referring to this index, staff and supervisors should keep in mind that this index includes a general, "broad-brush stroke" to describe the level of duties and responsibilities of each university job title; individual positions and position descriptions will oftentimes be much more specific, and may include all, some, or additional responsibilities than those listed in the Index.

- **The "6,000 List,"** which is a master listing of all staff positions, sorted by job family, and listing all individual incumbents included in the study, their university job titles and their pay band assignments (not their individual salaries). This list can be used constructively for staff to get a sense of the "system" and of figuring out possible career paths and colleagues. It is least constructive when staff or supervisors use it to make their own private "judgement calls" on staff outside their own line of supervision, as seldom do any of us truly know what the specific responsibilities and duties of any of the rest of us really are.

Employment Services Phone Numbers

In most cases staff will want to contact their supervisors or college or unit HR representatives with any questions they may have about the Compensation Research Study. However, you may wish to contact Employment Services with questions about the positions listed in *Career Opportunities* or with general questions about the Compensation Research Study. Employment Services staff can be reached by calling 254-8370 or through QuickMail, E-Mail, and Audix. There is also a "drop-box" in 130 Day Hall.

Managed Care

(continued from p. 1)

Resource Services and the Employee Benefits Advisory Committee (EBAC) to review the new health-care option for managed care as an additional choice for Cornell's healthcare program. **If Cornell were to add managed care as an option, the current 80/20 Plan would continue.** The results of these meetings and of the surveys that were distributed at the end of each meeting indicate that there is strong interest in the concept of managed care, and that further exploration of some kind of managed care option for both endowed and statutory employees would be considered an enhancement of existing programs.

The Advisory Group Process

The 87 people who attended these advisory meetings were informally selected by their colleges or units or volunteered for the meetings after reading the open invitation for community participation in the May 27, 1993 issue of *The Cornell Workplace*. Advisory meetings were held with members of the Employee Assembly, the bargaining units, faculty, staff and executive staff.

The meetings lasted one-and-one-half hours and covered a broad array of issues related to managed care. A formal presentation was designed by Benefit Services and a group of professional benefits consultants to look at national and state developments, at our local healthcare environment and at a "model" program for Cornell University.

Following the presentation, participants discussed their reactions to

the model program, and provided input on how its design could better meet faculty and staff needs and on how an additional healthcare option could most effectively be communicated.

What Is Managed Care?

Managed care plans have the following similar characteristics:

- they are designed to manage and coordinate the number of medical services, the intensity (inpatient vs. outpatient) of service, and the price of service provided to plan participants;
- they include a network of contracted healthcare providers who must meet strict quality measures as part of a comprehensive credentialing process; whose practice patterns are subject to ongoing monitoring; and who contract for negotiated fees.

Reasons for Considering a Managed Care Option

Over the past year and a half, the managed care subcommittee of the Employee Benefits Advisory Committee has been reviewing managed care alternatives that are currently available for the Ithaca area. The committee wanted a healthcare plan that would:

- restore choice to Cornell employees by providing a second program as an alternative to the 80/20 Plan;
- offer lower out-of-pocket expenses and reduced paperwork to provide incentives for faculty and staff to seek treatment early in the course of illness and utilize a wider range of preventive healthcare benefits;
- control the growth of healthcare plan costs for the university and

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Managed Care

(continued from p. 3)

- for faculty and staff;
- improve the quality of healthcare in the Ithaca area; and
- position the university to support national healthcare reform efforts.

Reactions to the Sessions

The advisory meeting participants were enthusiastic about the managed care model presented and reacted very positively to being involved early in the process of reviewing new employee benefits programming.

The survey results indicated:

- Ninety percent of all survey respondents believe choice in healthcare coverage is very important;
- Participants were enthusiastic about the managed care model (some were familiar with a similar program implemented by Ithaca College).
- Questions about managed care centered on quality of care, access to and choice of doctors, and emergency care access and procedures. Once these questions were addressed in the discussion, approximately 68% of the participants indicated they would choose a plan like Aetna's managed care option over the 80/20 Plan (16% said they would stay

with the 80/20 Plan and 15% said they would be undecided. One percent did not answer this question.)

- Communication will be critical to explain any option Cornell might consider, to elicit input and gather information from members of the Cornell community on any considered option, and to explain any managed care option that might eventually be offered. Participants noted that there should be ample time for all employees to have their questions answered prior to any enrollment period.
- Presentations, meetings, and other non-print media will be needed to supplement written plan descriptions, should Cornell decide to offer a managed care option.
- Faculty and staff would appreciate the opportunity to include family members in the presentations, since they are significantly involved in the decision-making process.

Healthcare and Quality Issues

Issues of quality within our local healthcare community were paramount to the advisory meeting participants, with over 96% of the survey respondents indicating that quality of care is important to them.

Managed care addresses quality in a number of ways:

- strict credentialing criteria for providers to assure that provid-

ers who do not meet quality standards are screened out;

- ongoing monitoring of practice patterns to assure that each provider is practicing in a manner that conforms with others in his or her specialty;
- recognition that care should be provided locally, when feasible, to maintain the quality and integrity of our local medical services;
- availability of "centers of excellence" for those complex or complicated procedures that cannot be handled locally.

On a local level, Ithaca is already experiencing a number of changes that are addressing quality issues within our healthcare community. The local hospital and physician's group have undertaken substantial recruiting efforts that will result in at least seven new physicians joining our medical community by summer's end. Services at the convenient care center (on Warren Road) have been expanded to provide more comprehensive service and increased access through expanded hours of operation.

The local hospital has also recently announced a partnership with Cornell's medical school (New York Hospital) that will bring residents and fourth-year medical students into our community. This mutually beneficial relationship allows Cornell Medical College to provide community-based family practice experience to medical students and

gives our medical community access to the current research that is available through a major teaching and research medical facility.

Where We Are Now

In addition to the meetings that have been held during the past year by a subcommittee of the Employee Benefits Advisory Committee, meetings with health care providers and vendors, and with various Cornell administrators, faculty, and campus groups are already under way (see this week's issue of *The Cornell Chronicle*). The month of July will be spent working out various pricing strategies for the preliminary "model" and in continuing meetings with Aetna and the medical community. Beginning in August, another series of advisory meetings including all Cornell faculty and staff will be announced. *The Cornell Workplace* will provide details on these meetings once the schedule had been finalized.

Conclusion

The advisory meetings served to focus attention on the concept of managed care as an additional option for Cornell employees, and to begin an informed campus discussion about the issues that managed care presents. It is expected that this discussion will continue into the months ahead, as Cornell continues to improve its healthcare programs, striving to manage healthcare costs while meeting faculty and staff healthcare needs.



Single Parents Support Network

Single Parents Support Network will meet on Tuesday, July 13 from 12:00 noon-1:00 p.m. in 163 Day Hall. This lunch time network is free and open to the entire Cornell community. Come share your ideas and concerns about single parenting and just feel better knowing that you are not alone. Facilitated by Linda Starr of the Employee Assistance Program. For more information call Linda at 255-6276 or Marilee Bell at 255-3649.

Caregivers Support Network

Caregivers Support Network will meet on Monday, July 12 from 12:00 noon-1:00 p.m. in 163 Day Hall. This lunch time network is free and open to the entire Cornell community. Our next meeting will be an informal session of sharing our experiences and concerns. Our June meeting had a small attendance and we decided to meet in July and skip August. This network is facilitated by Evelyn Kalish of the Tompkins County Office for the Aging. For more information call Evelyn at 274-5482 or Marilee Bell at 255-3649.

Juggling Work and Personal Life Network

Juggling Work and Personal Life Network will meet on Wednesday, July 14 from 12:00 noon-1:00 p.m. in 163 Day Hall. This lunch time network is free and open to the entire Cornell community. A good time share your situations and coping strategies and a wonderful way to get new ideas. Facilitated by Donna Bugliari of University Human Resource Services. For more information call Marilee Bell or Cindy Wright at 255-3649.

Help Provide a Work and Learning Experience for Tompkins County Youth

Volunteer managers and supervisors are needed to provide job work experience for the Summer Challenge program that is developed and managed by SILR Extension—Program on Employment and Disability in collaboration with the Tompkins County Office of Employment and Training (OE&T). This project will provide a meaningful job/work experience and basic workplace skills training for 75 disadvantaged youth in Tompkins County.

Program participants are qualified by OE&T, hired as Cornell employee trainees and placed at host worksites. Employment is for 6 weeks, 24 hours per week, 6 hours per day, and skills training for 6 hours per week. Minimum wage plus a training stipend are paid to the trainee, both from the project funds.

The project staff will support managers and supervisors for personnel administration, monitoring trainees' performance, counseling, workplace skills training, and supervisor training. Managers and supervisors are expected to attend *Supervising Disadvantage Youth* workshop, write a brief job description, integrate the trainee into the work group, mentor and coach the trainee, and work with the job monitor to manage the trainee's work experience.

To meet the project objectives, 75 jobs are needed by Friday, July 9. In no case should the trainee take the job of an employee or a planned hire.

For more information contact Del Boss or Thomas Golden, Program on Employment and Disability, 106 SILR Extension, 255-2731 or 5-7727.

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.

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.

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 5 (July 26) is due Tuesday, July 12. Please send via campus mail to 130 Day Hall or use the drop box located in Risley Hall.

CAREER Opportunities

Employment Services, 20 Thornwood Drive, Cornell University, Ithaca, NY 14850-1265

- 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 (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. Trouble shoot 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.

Research Support Specialist II (PT7201) *Research Support Specialist II; Band F; OPI* **Agricultural Economics-Statutory** **Posting Date: 6/10/93**

Work independently in extension and research projects in the areas of food industry management and marketing. Design and prepare survey instruments used in the data collection process; and select and apply statistical techniques to analyze the data collected. Travel and participate in seminars.

Requirements: B.S. degree in agricultural economics, marketing or business. Experience with microcomputers and basic software and mainframe applications. Good written and oral communication skills. Send cover letter and resume to Sam Weeks.

Administration

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.

CRT Operator/Secretary (C7506) *Administrative Assistant I; Band A; OPE* **Veterinary Pathology-Statutory** **Posting Date: 7/1/93**

Provide support for necropsy and surgical pathology service office (personal and telephone contacts, processing data for case reports, maintaining files on various media and retrieval data), and provide secretarial support for departmental administration and faculty in

research tower.

Requirements: High school diploma or equivalent required, plus formal training of 1-2yrs. beyond high school; secretarial/medical secretarial. 6months-1yr. using medical terminology. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application. Will consider applicants interested in part-time employment.

Secretary (C6601) *Administrative Assistant II; Band B; OPE* **CISER-Endowed** **Posting Date: 7/8/93**

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. Database 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-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 C.U. desirable. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

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

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

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 (C7508)*Administrative Assistant II; Band B; OPE***Engineering Dean's Office-Endowed****Posting Date:** 7/1/93

Receptionist and administrative aide for the dean's office. Provide administrative support to the associate dean for college affairs, to the 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, Special Gifts (C7509)*Administrative Assistant II; Band B; OPE***Development-Endowed****Posting Date:** 7/1/93

Provide administrative and secretarial support to an associate and assistant director who to coordinate stewardship and fund raising efforts for approximately 400 alumni and friends of the university in the metropolitan New York area. Primary responsibilities include assistance in the preparation of prospect briefings, coordinating high level correspondence, prospect research, assisting in arrangements for the campus visit program, setting travel arrangements and scheduling appointments. Other duties include answering telephones, distributing mail and filing.

Requirements: Associates degree or equivalent work experience. Teamwork spirit. Excellent writing and speaking abilities. Ability to work with and respect confidential material. Should enjoy working with individuals over the telephone and in person. Knowledge of Macintosh computers (Microsoft Word, Filemaker) and Cornell mainframe. Medium typing. External applicants send cover letter and 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 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 or 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 (C7610)*Administrative Assistant III; Band C; OPE***Development/Public Affairs-Endowed****Posting Date:** 7/8/93

Coordinate, maintain, and produce monthly, the prospect tracking system report for those prospects capable of making gifts to Cornell in the \$1+million range. Assist the associate director of major gifts through providing administrative support and management skills in the overall daily operations of the major gifts program of University Development. Manage the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in excess of \$1million.

Requirements: Formal training beyond a high school diploma of 6months to 1yr's duration. 2-4yrs. related experience required. 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 (C7102)*Administrative Assistant III; Band C; OPE***Public Affairs/Arts and Sciences-Endowed****Posting Date:** 6/3/93

Provide administrative support to the director of public affairs and director of development. Assist with tracking of gifts to the college. Act as liaison with the deans office for scheduling meetings and travel.

Requirements: Associate's degree or equivalent. 2-3yrs. related experience in a busy office. Macintosh computers, IRIS. Cornell accounting. Ability to work under pressure. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Assistant for Student and Office Operation (C7511)*Administrative Assistant III; Band C; OPE***Engineering Placement-Endowed****Posting Date:** 7/1/93

Assist with the overall administration and operation of the engineering placement office to serve the comprehensive career/employment needs of all engineering degree candidates as well as hiring organizations nationwide. Includes full organization and implementation of the day-to-day activities of the campus recruiting program, as well as substantial

administrative, advisory, and public relations responsibilities.

Requirements: Associate's degree or equivalent required. 2-3yrs. related experience required. Excellent communication, strong organizational skills, and ability to relate and coordinate with diverse publics, especially recruiters and students; detail oriented; high volume, fast-paced environment; Macintosh skills desired. 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 Assistant III (C7310)*Administrative Assistant III; Band C; OPE***Health Services-Endowed****Posting Date:** 6/17/93

Under supervision of director of health education, assists the health education staff with the coordination and administration of health education programs and manages day-to-day office operations. Provides assistance with budget planning, purchasing, and maintains up-to-date ledger; works extensively with student volunteers, work/study students and toher staff members; and makes travel arrangements.

Requirements: Associates degree or equivalent required. 2-3yrs. experience working in a busy office. Must have excellent typing skills and experience using computers (Macintosh); superior organization and communication skills (verbal and written). Must be able to work independently and make decisions. Supervisory experience, and previous work experience in health related care preferred. 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:** 6/24/93

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 (C7413)*Administrative Assistant III; Band C; OPE***JGSM-Endowed****Posting Date:** 6/24/93

Schedule and coordinate recruiting and related student activities. Responsible for bidding and sign-up programs for on-campus interviewing. Key responsibility to start to finish handling of block of recruiting/presentation events.

Requirements: Associate's degree or equivalent. Strong interpersonal and organizational skills. Ability to deal with sensitive situations and confidential material. Familiar with computers and some programming experience beneficial. Heavy 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 SIRT 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***Cornell Employees Only*

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.

Administrative Supervisor (PA7606)*Administrator II; Band E; OPI***Engineering Undergraduate Program-Endowed****Posting Date:** 7/8/93

Responsible for coordinating and directing the administrative, personnel, business, and facilities operations of the Admissions, Registrar, Advising, Women's Programs in Engineering, Engineering Minority Programs, CO-OP/Master of Engineering Programs, Placement and Associate Dean for Undergraduate Programs, Offices of the college of Engineering. Act as the Administrative Manager in support of the central administration of undergraduate programs in the college of Engineering.

Requirements: Minimum of Associates degree or equivalent combination of education and experience. 2-3 yrs. related experience. 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.

Administrative Manager (PA7501)*Administrator III; Band F; OPI***Design and Environmental Analysis-Statutory****Posting Date:** 7/1/93

Manage department and project budgets; administer grants and funds; hire, train, supervise, interview, conduct performance appraisals and coordinate evaluations of support staff; recommend and administer salary improvement program for support staff; administer academic personnel policy and procedures; write/edit department information, assist chair in program decisions and administrative functions; coordinate and supervise department special programs.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. managerial and supervisory experience required; computer skills: Macintosh and IBM. Familiarity with Cornell accounting system and policies. Send cover letter and resume to Cynthia Smithbower.

Administrative Manager (PA7307)*Administrator IV; Band G; OPI***Human Service Studies-Statutory****Posting Date:** 6/17/93

Manage department and project budgets; authorized signature on department expenditures to \$20,000; administer department grants and funds; hire, train, supervise, interview, conduct performance appraisals and evaluate non-academic personnel; recommend and administer salary improvement program for non-academic exempt and non-exempt staff; administer salary improvement program for academic staff; administer academic personnel policy and procedures; write and edit department information and catalog copy; assist chair in program decisions and other administrative functions; coordinate and supervise department special programs.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. managerial and supervisory experience; computer skills: IBM or compatible, Macintosh, LOTUS and Excel. Familiarity with Cornell accounting system and policies. Send cover letter and resume to Cynthia Smithbower.

Athletics

Assistant Coach (PA7602)*Assistant Coach; Band E; OPI***Athletics-Endowed****Posting Date:** 7/8/93

Assist head coach of men's crew in the planning and execution of IVY league intercollegiate program. Responsibilities include recruiting both on and off campus, supervising practices, organizing team meetings and races. Instruct physical education classes as assigned.

Requirements: Minimum Bachelor's degree

in physical field. Must have proven success in coaching, recruiting, and working well with college age students. Must have classroom teaching experience. Send cover letter and resume to Cynthia Smithbower.

Assistant Coach, Men's Basketball (PA7502)
Assistant Coach; Band E; OPI
Athletics-Endowed
Posting Date: 7/1/93

Assist the head men's basketball coach with the planning and execution of the intercollegiate basketball program.

Requirements: Bachelor's degree or equivalent required. Credentials should reflect proven success and potential in coaching, recruiting and working with student athletes. Send cover letter and resume to Cynthia Smithbower.

Head Coach (PA7611)

Head Coach; Band G; OPI

Athletics-Endowed

Posting Date: 7/8/93

Under direction of Assoc. Athletic Director manage Division I Wrestling Program. Plan, organize and supervise all practices, team meetings, and games. Recruit student athletes to Cornell in accordance with Ivy League and University policies. Teach Physical Education classes. Other duties as assigned.

Requirements: Bachelor's degree in Physical Education or related field required. Must have proven success in coaching wrestling at collegiate level. 3-5 yrs. related experience required. Send cover letter and resume to Cynthia Smithbower.

Auxiliary Services

Sales Assistant II (C7614)

Sales Assistant II; Band B; OPE

Campus Store-Endowed

Posting Date: 7/8/93

Provide customer service in art department and be responsible for stocking shelves and transferring merchandise. Assist buyer in preparing orders, communicate with faculty supply lists and kits, and serve as support in adjacent area (i.e., Photo, Computer and Supply departments).

Requirements: High school diploma or equivalent required. Minimum 1-2yrs. experience in customer service. Good interpersonal and communication skills. Good analytical skills. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Banquet Captain (C7606)

Restaurant Service Coordinator; Band C; OPE

Statler Hotel-Endowed

Posting Date: 7/8/93

Under the direction of the banquet, catering and fine dining manager, is responsible for supervising and coordinating the activities of the banquet service staff in providing a level of service that meets or exceeds guest expectations. Responsible for all department administrative duties, including staffing, scheduling, billing etc. Flexible nights and weekends.

Requirements: High school diploma or equivalent with 6months-1yr of formal training required. Minimum of 2yrs. experience in food and beverage operations. Broad knowledge of table service styles. Proven ability to assume responsibility, exercise authority and supervise a service staff. Superior communication and planning skills. Computer skills; capable of word processing and spreadsheets. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Communications

Publications Assistant III (C7603)

Publications Assistant III; Band C; OPE

C.U. Press-Endowed

Posting Date: 7/8/93

Assist the acquisitions coordinator in acquiring manuscripts; draft letters and memos to press advisers and authors. Maintain some department records; assist in preparation of annual reports. Major responsibilities for coordinating department workflow; some training of new employees.

Requirements: BA degree or equivalent. Excellent typing skills. Strong communication skills. Some publishing experience desirable. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Communication Manager I (PA7610)

Communication Manager I; Band G; OPI

Communications Services-Statutory

Posting Date: 7/8/93

Manage Station's Communications Services Unit in its editorial, public information, printing, photographic, graphic arts design, and publication and mailing distribution sections, including computerized word processing and phototypesetting operations. Represent Station to various Ithaca-based Cornell media departments and to local newspapers and other media services. Edit scientific manuscripts for publication in Experiment Station series; prepare news released for media; write and edit special brochures on Station's research and extension accomplishments, etc.

Requirements: Bachelor's degree in communication, preferably with some experience in agricultural journalism required. Candidate must have excellent managerial abilities and have strong interpersonal skills. 3-5 yrs. related experience. Send cover letter and resume to Charene A. Hibbard, Jordan Hall, NYSAES, P.O. Box 462, Geneva, NY 14456.

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 an 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.

Programmer/Analyst II (PT7601)

Programmer/Analyst II; Band E; OPI

CIT/Information Resources-Endowed

Posting Date: 7/8/93

Maintain; develop and install; document; and modify software (applications and systems) for the systems required by enterprise units on campus. Perform systems management consulting. Develop C programs for use with NATURAL. Perform database management consulting on UNIX systems.

Requirements: Bachelor's degree with computer courses or equivalent combination of experience and education. 1-2yrs. experience with machine architecture, programming languages, production procedures and systems utility programs. NATURAL, ADABAS and UNIX required. 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.

Consultant/Advisor (PT7002)

Consultant/Advisor; Band E; OPI

Physics-Endowed

Posting Date: 5/27/93

Part-time Position

Manage the growth and routine maintenance of 2 networks for faculty and staff. Install new equipment and integrate new user software on these networks. Provide network and user support. 1/2 time, 20hrs/week.

Requirements: BS degree or equivalent. 2-3yrs. computer support experience including network support. Familiarity with Mac and PC hardware and software. Knowledge of general networking concepts. Knowledge of Cornell's computer/networking environment helpful. Ability to diagnose and resolve network problems. Strong organization, interpersonal and communication skills essential. Send cover letter and resume to Sam Weeks.

Consultant Advisor III (PT7604)

Consultant Advisor III; Band F; OPI

Communication-Statutory

Posting Date: 7/8/93

Act as general coordinator and communications specialist. Participate in a team working on design, production and research of networked interactive communication systems. Contribute to the writing and dissemination of programs and program research. Contribute to writing of proposals. Set up communication systems and networked multimedia computing environments for experiments. Help director with routine operations.

Requirements: BS degree or equivalent required. 2-3yrs. related experience including networked communication system design and support. Some graduate study in organizational communications or related area. 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.

Information Technologies Area Manager I (PT7401)

Information Technologies Area Manager I; Band F; OPI

Campus Life-Endowed

Posting Date: 6/24/93

Responsible for effective implementation and use of information technologies. Provide functional working group leadership. Manage the development, design and application of administrative and student information systems. Establish and maintain mechanisms by which technologies can be obtained, integrated, operated and advanced. Direct and participate in the efforts aimed at maintenance, operation and evolution of all departmental mainframe and mid-range systems: Dining, housing assignment system, facilities work order system, budget and accounting, and card access. Guide micro based systems development: Summer conference system, summer college system, maintenance management, program event tracking and work/time records. Responsible for providing development, operation and support of the entire information environment: micros, mid-range, device, software and network administration for both students and staff.

Requirements: MS degree or equivalent in computer science or engineering or MBA. 5yrs. experience in a complex environment with large and small scale systems, high speed networking: IP/Ethernet, PC's, Mac's and UNIX. Demonstrated systems analysis and development. Experience on distributed systems development/integration highly desirable. Send cover letter and resume to Sam Weeks.

Finance/Budget/Planning

Accounts Rep III (C7502)

Accounts Rep III; Band C; OPE

Controller's Office-Endowed

Posting Date: 7/1/93

Act as an accounting resource person to the university departments for properly applying object codes on transactions and educating on such use. Prepare several monthly, quarterly and annual financial reports. Provide assistance to university departments in all financial transactions.

Requirements: AAS business administration or equivalent work experience required. High proficiency in Lotus/Excel and Foxbase a plus. Strong organizational skills, self-starter. Good verbal and communication skills. 2-3yrs. experience in accounting/bookkeeping or finance. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include transfer application.

Records Maintenance Assistant (C7406)

Technical Services Assistant II; Band B; OPE

Serials/CTS/Library-Endowed

Posting Date: 6/24/93

Record receipt of periodicals and serials in the appropriate online check-in record and claim overdue and missing issues. Review order/pay/receipt records and produce claim memoranda when appropriate. Update bibliographic and holding records.

Requirements: High school diploma or equivalent required. Additional academic or business training desirable. Previous technical services experience helpful. Some foreign language knowledge desirable. Ability to perform detailed work accurately. Good organizational and communication skills necessary. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Collections Assistant II (C7405)

Collections Assistant II; Band B; OPE

Reference/Olin Library-Endowed

Posting Date: 6/24/93

Part-time Position

Assist with the processing and management of the cartographic reference collection. Search local and national databases for bibliographic source records for maps. Create data entry work sheets and assign backlog filing locations. Handle basic information questions. Repair damaged maps. 20hrs/week.

Requirements: High school diploma or equivalent required. Some college coursework preferred. Excellent interpersonal, organizational, and communication skills. Flexibility in work schedule. Familiarity with microcomputers. 1-

2yrs. previous library experience desirable, especially in technical processing or bibliographic searching. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Health

Assistant Director (PA7503)

Veterinarian; Band H; OPI

Center for Research Animal Resources-Statutory

Posting Date: 7/1/93

Overseeing procedures and protocols to ensure compliance with federal and state regulations for humane animal care and use, participation on the veterinary college biohazards committee, providing advice and consultation to faculty, animal care managers, and principal investigators.

Requirements: Veterinary degree from an accredited college of veterinary medicine. License to practice in some state; acclimation board certified. Good communication skills and have a working knowledge of and experience with AAALAC accreditation. Send cover letter and resume to Cynthia Smithbower.

Library/Museum

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.

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.

Technical

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 (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.

Technician IV (T7203)

Technician IV; Band D; OPE

Psychology-Endowed

Posting Date: 6/10/93

Collect and analyze data from children at elementary area schools and preschools. Work with school and preschool authorities and the parents as required. Perform library research and assist with paper work related to this research. Arrange for maintenance of research equipment, computers and research and the research van.

Requirements: BS degree or equivalent, in psychology. Must be comfortable with and

skilled at interviewing children. Experience in research, scientific methodology and analysis. Knowledge of computers. Good math skills. NYS driver's license and ability to drive a van. Send cover letter and resume to Sam Weeks.

General Service

Bus Driver SO06 (G7601)

CU Transit, Inc.-Endowed

Hiring Rate: \$8.26

Posting Date: 7/8/93

Cornell Employees Only

Drive bus on and off campus, physical check of bus, enforce rules and regulations, provide information and directions, maintain conduct of passengers. Maintain security and keep count of passengers. Days and hours flexible. Will include weekends, night hours and split shifts. Flexible/39hrs.

Requirements: High school diploma or equivalent. Class B CDL with passengers and air brake endorsements and must be able to pass a physical and other requirements of Article 19A and of the vehicle and traffic law. Send employee transfer application, cover letter and 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. 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 Positions

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.

Course Coordinator, Health Education for Student-Athletes

Athletics

Posting Date: 7/8/93

Appointment for 1 Academic Year

Responsible to the head athletic trainer for the coordination of a nine-session health education course for variety athletes that covers topics such as nutrition, stress management, alcohol and other drugs, sexuality, sexual assault and HIV/AIDS prevention. A total of five courses are given over the fall and spring semesters. Coordinator works collaboratively with health educators from Gannett Health Center in planning, implementing and evaluating the curriculum; is responsible for teaching one to two sessions of each course, scheduling co-instructors, monitoring attendance, addressing student/instructor needs, assessing student performance and overall course administration.

Requirements: Candidates must have a bachelor's degree in health education, education, human service studies or related field; 1-2yrs experience teaching related health topics, excellent verbal communication skills. Experience working with student athletes or college students desirable. Please send cover letter and resume with a list of three references to Betsy East, Associate Athletic Director, Teagle Hall, Cornell University, Ithaca, NY 14853

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.

Technician (T6908)

Soil, Crop and Atmospheric Science

Hourly rate: \$5-6

Posting Date: 05/27/1993

Provide technical support to a cryobiology lab investigating cryopreservation of *Drosophila melanogaster* embryos. Assist with routine lab operations and maintenance; prepare media and solutions; rear insects for experiments; collect data.

Requirements: B.S. or equivalent in biology or related field. Knowledge of and experience with routine lab techniques. Previous lab work desirable, but training will be provided. Position will be part time for June and July with hours to include days and evenings. From August through April 1994 the position will be full time, hours 8:00a.m. to 4:00p.m. Send cover letter and resume to Shannon Caldwell, Soil, Crop and Atmospheric Sciences, 620 Bradford Hall, Cornell University, Ithaca, NY 14853.

Research Support Specialist (T6903)

Nutritional Sciences/CFNEPP-Statutory

Posting Date: 5/20/93

Perform research on the dynamics of micro-enterprise development data from Conkary, Guinea. Verification & reorganization of a unique 2-year panel data set for 1,100 micro-enterprises. Be responsible for matching these enterprises and then allocating returns to the main proprietors within the household.

Requirements: Bachelor's degree or equivalent. Experience may be substituted for education. Strong background in database management & knowledge of database management programs essential. Some knowledge of French preferred but not necessary. Work to be carried out in Washington, DC or Ithaca. Position available immediately, appointment up to 6 months for 39 hrs/wk. Salary commensurate w/experience and work location. Send cover letter and resume to Sam Weeks.

Research Support Specialist (PT6303)

Nutritional Sciences/CFNPP

Posting Date: 5/27/93 **Repost**

Perform research related to agricultural economics on various topics. Including the determinants of child nutrition and morbidity, labor forced participation, sectoral choice, earning and labor supply.

Requirements: Bachelor's degree or equivalent. Experience may be substituted for education. Must have strong background in health, consumer or labor economics, and possess strong econometric skills. A thorough knowledge of SAS, LIMDEP, or GAUSS is required. Options for full time registered Cornell graduate students available. Work to be carried out in Washington, DC or Ithaca.

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 affects 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

Research Assistant I or II

Environmental Biology Program

Salary: \$14,000 to \$18,000 p/year, commensurate with experience

Posting Date: 6/17/93

Support laboratory and field research in Environmental Biology. Duties will include: plant culture; set-up and maintain pollutant exposure systems in growth chambers and at field plots; measurements of physiological processes; collection and analysis of data; various analytical procedures for plant constituents; maintenance of laboratory and ordering of supplies. Some weekend work required at certain times.

Requirements: BS in plant science, biology or related field plus laboratory experience.

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.

Curator of Painting and Sculpture (PA7601)

Curator; Band G; OPI

Johnson Art Museum-Endowed

Posting Date: 7/8/93

Responsible for the permanent collection of painting and sculpture (exc. Asian Art) at the Johnson Museum. Responsible, with the museum director and other curatorial staff members, for planning for the future growth of the collection as well as its care and preservation, for researching the collection, and for generating exhibitions from the museum collection and from outside collections.

Requirements: M.A. in art history. Minimum of 5yrs. experience as a museum curator, primarily in the field of painting and sculpture with a contemporary emphasis. Experience in organizing major exhibitions - permanent collection and from loan collections - and in writing significant accompanying catalogues and publications. Grantwriting experience necessary and supervisory experience required. Send cover letter and resume to Cynthia Smithbower.

Student Services

Residence Hall Director (PA7603)

Student Service Associate I; Band E; OPI

Campus Life-Endowed

Posting Date: 7/8/93

Assumes overall administrative and programmatic responsibility for a residence hall unit of approximately 500 students. Supervision of 8-14 Resident Advisors and 1 Program Assistant. Twelve-month live-in position. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Bachelor's degree in student development or personnel administration, counseling, or related field required. Master's strongly preferred. 1-2 yrs. 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.

Dining Associate I (PA7608,PA7609)

Dining Associate I; Band E; OPI

Campus Life/Dining-Endowed

Posting Date: 7/8/93

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 and 2-3 yrs. related experience, or the equivalent. One year food service supervisory experience is preferred. Some knowledge of food service and health codes is desirable. Basic computer skills and point of sale systems. Send cover letter and resume to Cynthia Smithbower.

Associate Director of Executive Education (PA7605)

Coordinator Program III; Band G; OPI

Hotel Administration-Endowed

Posting Date: 7/8/93

Provide wide-ranging administrative support to the associate dean for executive education in marketing and delivering full service, national and international management development programs. Responsibilities include directing and continuously improving promotional and programs support systems; developing budgets, marketing analyses, plans, and evaluations. Demands extensive, responsible, tactful and timely oral and written communication with faculty, managers, and executives throughout the country and the world.

Requirements: Master's degree or equivalent in hospitality or management required. 3-5yrs. industry or academic experience in management development and/or executive education required. Substantial supervisory experience required. Strongly prefer a minimum of 10yrs. of full-time professional experience beyond the Bachelor's degree. Experience in the hospitality industry a strong plus. Send cover letter and resume to Cynthia Smithbower.

Statistical analyses/computer skills highly desirable. Contact Anne Zientek, 254-1239.

**Summer Research Assistant
Environmental Biology Program
July 1993 through November 1993
Salary: \$7.50 per hour
Posting Date: 6/17/93**

Assist in the collection of environmental samples (forest floor, foliage, wood cores, and letterfall) at the Hubbard Brook Experimental Forest in New Hampshire, 70%. Process samples for analysis (drying, weighing, grinding), 30%. In addition, in the month of August, organize and process samples for analysis at the Yale School of Forestry and Environmental studies, New Haven, Connecticut. Housing will be provided in the field.

Requirements: BS in plant science, biology or related field, experience with ecological field work, careful work habits and good humor. Contact Anne Zientek at 254-1367.

**Research Assistant I
Plant Protection Program**

Salary: Commensurate with experience, minimum \$14,000

Posting Date: 6/17/93

Assist with studies on plant-insect interactions; maintain insect colonies and plants; isolate natural products; chromatography and bioassay; general laboratory support.

Requirements: Bachelor's degree in biology/chemistry or equivalent. Laboratory experience and chemistry background desirable. Some insect experience would be helpful. Anne Zientek, 254-1239.

Cooperative Extension

PA#31 Horticulture

**Location: Rockland County, Thiells, NY
(75% time position/30hrs per week)**

Posting Date: 7/8/93

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 July 22, 1993.

PA#33 Water/Environment Specialist

Location: Sullivan County, Liberty, NY

Posting Date: 7/8/93

Responsible for providing leadership in the planning, implementation, and evaluation of innovative educational programs in the issue area of "Enhancing the Environment" to include water quality, waste management, and natural resources management. Fifty percent of programming should target youth audiences and fifty percent should target the whole community. Identify local program needs with program committees, advisory groups, and program participants. Develop strategies for implementing programs that utilize a variety of proven educational methodologies and that consider the diversity of the community. Seek out, prepare, and submit proposals to secure additional funding, actively involving association director, program leaders, program committees, board of directors, Cornell faculty, and extension administration. Recruit volunteer staff and support the development of their leadership skills.

Requirements: Bachelor's degree and progress toward the acquisition of a master's degree appropriate to the responsibilities of the position, and three yrs. as a cooperative extension agent or equivalent professional experience in teaching or education in an academic, human services, or industry setting; OR a master's degree with one year relevant experience. Salary: \$28,000, commensurate with qualification. (there is a strong internal applicant for this position.) Apply by July 22, 1993.

PA #34 Animal Science

Location: St. Lawrence County, Canton, NY

Posting Date: 7/8/93

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 July 22, 1993.

PA#35 Farm Business Management

Location: St. Lawrence County, Canton, NY

Posting Date: 7/8/93

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 qualification. Apply by July 22, 1993.

PA #36 4-H Youth Development/Youth-at-Risk

Location: Saratoga County, Ballston Spa, NY

Posting: 7/8/93

Responsible for planning, implementing, and evaluating educational programs in the 4-H Youth Development Education Outreach/Youth-at-Risk program area for Cornell Cooperative Extension of Saratoga County. The person in this position will devote 80% of their time to promoting program objectives and plans within the 4-H Youth Development program with primary focus on school enrichment and special interest groups. The position will include: coordination of school programs, coordination of non-school education outreach programs, local government programs and other non-traditional youth at risk. Youth-at-Risk responsibilities to include 10% of the effort while 10% will also be devoted to management of the 4-H Training Center. Develop effective and innovative strategies and approaches for implementing programs utilizing a variety of successful educational methodologies including, but not limited to, "train the trainer", special programs for youth, newsletters, resource center, and conferences. Conduct educational programs to impact diverse audiences through a variety of deliver methods. Provide input to the 4-H Program Leader and the 4-H Program Committee in identifying funding opportunities, and preparing and submitting proposals to secure additional funding.

Requirements: Bachelor's degree with emphasis in education. Minimum of one year related experience required in Cooperative Extension, teaching or extension-type work. Experience with diverse youth audiences highly desirable. Salary: \$22,900. Apply by July 22, 1993.

PA #37 4-H Human Ecology/Youth-at-Risk

Location: Saratoga County, Ballston Spa, NY

Posting Date: 7/8/93

Responsible for planning, implementing, and evaluating established educational programs in 4-H Human Ecology/Youth-at-Risk program area for Cornell Cooperative Extension of Saratoga County. Provide coordination and leadership in the 4-H Human Ecology (80%) and Youth-at-Risk (15%) programs as identified in the plan of work. Coordinate specific 4-H subject matter in foods and nutrition, textiles and clothing, older youth programs which may include job readiness training, among others. Responsible for the 4-H club management program in Saratoga County. Recruit and orient new leaders, organize community clubs and evaluated their progress. Determine program impact and the progress toward planned outcomes. Identify program needs for late childhood, early adolescent youth through the 4-H Program Leader, 4-H Program Committee, the Human Ecology Program Committee, appropriate development committees, EFNEP nutrition teaching assistants and/or other

sources. Draw upon Cornell program resources and recommendation and coordinate activities with the 4-H Program Leader in order to address clientele needs and to select program materials. Activities to include: public presentations, clothing revue, county fair, state fair, and Cornell June Events among others. Involve, utilize, inform, and advise volunteers serving on program development committees. **Requirements:** Bachelor's degree appropriate to the needs of the position. Emphasis in education highly preferred. Minimum one year related experience required in Cooperative Extension, teaching or extension-type work. Experience with 4-H Youth Development programs and Youth-at-Risk audiences highly desirable. Salary: \$22,900. Apply by July 22, 1993.

PA #6A Human Ecology & 4-H Youth Development Program Leader

Location: Niagara County, Lockport, NY

Posting Date: 7/8/93

Responsible for providing in-depth program leadership for the planning, implementation and evaluation of the association's Human Ecology and 4-H Youth Development educational programs. Effectively develop paid and volunteer staff and seek funds to expand programming to address priority needs. Responsible for programming in the area of resource and financial management. Responsible for effective management of resources and assuring accountability and affirmative action requirements are met.

Requirements: Master's degree in Educational Administration, Human Ecology Management and/or Human Resource Management with subject matter concentration in Resource Management. Coursework in education, communication arts, organizational management is desirable. At least three years experience in staff supervision and program management. Salary: \$36,100, commensurate with qualification. Apply by July 22, 1993.

PA #23 Association Director

Location: Oswego County, Mexico, NY

Posting Date: 7/8/93

Responsible form providing overall administrative leadership and management of the Oswego County Cooperative Extension Association, a non-formal educational organization serving a rural and suburban county or 122,000 citizens with programs that extend the resource of Cornell University and the National Land Grant University system to the people, businesses and governments of the county. Provide leadership to association's program management team and in adopting overall educational and technical program efforts to address changing needs. Administer association policies, procedures, and operations; provide administrative supervision of employees and volunteers. Provide leadership for association relations with legislators, local government leaders, community leaders, funding agencies, and civic and special interest groups. Responsible for the Equal Employment Opportunity/Affirmative Action programs of the association. Provide leadership for the overall program development process, including multidisciplinary and multi-association programs, and ensure that the association Plan of Work serves as a basis for programmatic decisions (e.g. facilitating the development and implementation of the Plan of Work, program review, program evaluation, and program modification).

Requirements: Master's degree appropriate to the responsibilities of the position. At least five years of progressively responsible professional experience including at least three years in Cooperative Extension or closely related employment. Substantive coursework and/or experience in education required. At least three years of substantive management responsibilities including finance, personnel, and organization management. Marketing, and fund development experience is highly desirable. Salary: \$45,000, commensurate with qualifications.

PA #32 Human Ecology Program Leader

Location: Cortland County, Cortland, NY

Posting Date: 7/8/93

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 require-

ments 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 July 22, 1993.

Academic

**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. 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.

Extension Associate II, CA04

Center for the Environment

Posting Date: 7/1/93


Coordinate activities of an interdisciplinary team conducting in-depth applied research to support and advance the selection and adoption of best management options for watershed protection. Provide broad coordination of team efforts to design, prepare and present information and training materials to assist farmers and community leaders in evaluating watershed protection needs, and identifying, selecting and maintaining management options. Consult with state, regional and local leaders and others concerned with watershed management. Plan and conduct community based meetings. Develop and undertake training programs for professionals concerned with water resources.

Qualifications: Master's degree or equivalent combination of education, research and professional field experience in the fields of water resources, nonpoint sources (i.e., farming), hydrology and watershed management. Creativity and ability to take initiative are required, as are good writing and verbal skills, the ability to produce informational materials. Administrative experience is desirable. Start ASAP. 1yr. of funding guaranteed, with the expectation of additional funding after that time. Application materials (CV, cover letter, references) and requests for additional information should be directed to Keith Porter, Director, New York State Water Resources Institute, Center for the Environment, Cornell University, 115 Wing Hall, Ithaca, NY 14853 (607) 255-5941.

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services



THE Bulletin Board

EAP TeenLine and ELDER CARE Serving Teens and Parents

TeenLine, a phone assistance service for parents and teenagers, is available to the Cornell community. Offered through Family Enterprises, Inc., this toll-free line is staffed by professionals experienced in working with adolescents. These professionals are available to answer questions about problems teenagers are experiencing and the most appropriate method to deal with the situation. TeenLine is not a diagnostic service, but an educational resource to help parents become more aware of the range of options available. TeenLine is also a resource for teenagers. The 800 line is available for teenagers to use and ask questions on a variety of issues, including substance abuse, sexuality, school problems, communication with parents and other concerns. This service offers teens a chance to talk to someone, have questions answered, and hear about additional resources, without giving a name. Call TeenLine at 1-800-242-TEEN (8336) whenever you have questions about adolescent care. The call costs you nothing—the guidance may be invaluable.

Serving Those Dealing with Eldercare

ELDER CARE is one of the services available through the Employee Assistance Program. ELDER CARE is a consultation and referral program of Family Enterprises, Inc. which provides trained specialists to assist individuals facing the difficulties of trying to balance the needs of family and job responsibilities with those of an aging relative. This service is available free of charge and may be used as often as the employee wishes. When you call ELDER CARE, a staff member can assist with the following:

- Provide expert help in understanding aging.
- Clarify and assess your family's elder care needs.
- Conduct a search for resources to meet your elder's identified needs.
- Provide information on local service providers, including the cost and availability of services. The

same information is also mailed to you.

- Conduct follow-up with you to determine if your elder care needs have been met or if additional assistance is needed.
- Provide you with a copy of *The Family Guide to Elder Care*, which contains information about the many aspects of aging and ways to meet the related lifestyle changes. The book also contains information and check lists to help caregivers evaluate services.

The ELDER CARE consultation and referral service can be reached by calling 1-800-392-5374.

Family & Children's Service of Ithaca, Inc. and Family Enterprises, Inc. are pleased to have the opportunity to work with University Human Resource Services to provide a comprehensive Employee Assistance Program designed to serve the needs of the Cornell staff and faculty community. **For more information about the Employee Assistance Program sponsored by Cornell University, call (607) 273-1129 or contact Linda Starr, the EAP campus representative, at (607) 255-6276.**

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.

Opening still remains for the weeks of July 19-23 and 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 or call 255-7333.

Choosing a Career EOC Youth Workers

Several area high school students had an opportunity to investigate career options this year thanks to a cooperative effort between university staff and the Tompkins County Economic Opportunity Corporation (EOC) Youth Programs.

The students, age 14-18 years, were placed in various university departments offering assignments that matched their interests. EOC Youth Programs attempts to give students a variety of work experiences to help them clarify their career goals. Cornell, in its first year of participation, is one of many employers in Tompkins County to offer job sites to these students.

One of the students, Greg DiDominick, recently completed a six-month assignment in Facilities Engineering. His supervisor, Senior Architect, Art Stiers, developed an assignment that included learning basic drafting skills and working with CAD systems. Gwen Scott in University Development's Cornell Fund designed job assignments in the office professional area for two students, Mike Lisenby and Liya Sandryez. Mike left University Development to gain experience in auto mechanics. Liya is considering a position at the Tompkins Community Hospital as her next assignment. Captain Barton Ingersoll, Public Safety, gave Sherman Inman an opportunity to work in the department's crime prevention program. In Residence Life Facilities/Housekeeping, Dale Walter and Cathy Russell offered students exposure to the work involved in building maintenance and administration.

Tompkins County EOC Placement Coordinator, Tom Keenan, would like to extend a special thanks to Employment Services and Risk Management and Insurance in their collaborative efforts to make this program possible as well as to the supervisors who took time out of their busy schedules to provide our communities' youth with valuable work experience.

EOC and Employment Services are now working together to identify appropriate job sites for several summer and fall placements. If you are interested in working with a youth from EOC Youth Programs, contact Cynthia Smithbower at 254-8352.

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 Tuesday, July 20, 3:00-4:30 p.m. in Room 101, 20 Thornwood Drive.

Please call Esther Smith (4-8367) or Wendy Manzanarez (4-8372) for more information.

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.

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 6 (August 2) is due Tuesday, July 20. 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

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. Trouble shoot 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.

rience 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.

Research Support Specialist II (PT7201)

Research Support Specialist II; Band F; OPI

Agricultural Economics-Statutory

Posting Date: 6/10/93

Work independently in extension and research projects in the areas of food

industry management and marketing. Design and prepare survey instruments used in the data collection process; and select and apply statistical techniques to analyze the data collected. Travel and participate in seminars.

Requirements: B.S. degree in agricultural economics, marketing or business. Experience with microcomputers and basic software and mainframe applications. Good written and oral communication skills. 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 re-

quiring 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.

CRT Operator/Secretary (C7506)

Administrative Assistant I; Band A; OPE

Veterinary Pathology-Statutory

Posting Date: 7/1/93

Provide support for necropsy and surgical pathology service office (personnel and telephone contacts, processing data for case reports, maintaining files on various media and retrieval data) and provide secretarial support

departmental administration and faculty in research tower.

Requirements: High school diploma or equivalent required, plus formal training of 1-2yrs. beyond high school; secretarial/medical secretarial. 6months-1yr. using medical terminology. Medium typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application. Will consider applicants interested in part-time employment.

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 (C7705)
Administrative Assistant II; Band B; OPE

Public Affairs Regional Office-Endowed

Metropolitan NY Regional Office
Posting Date: 7/15/93

Off-Campus Position
Provide administrative and secretarial support to the professional staff of the Metropolitan New York Regional Office. This support includes implementing office policies and procedures and carrying out duties related to financial operations. Monday-Friday, 35hrs. week.

Requirements: Formal training beyond high school diploma of 6months-1yr duration. 1-2yrs. secretarial experience. Excellent communications skills. Experience with Macintosh computers essential. Able to work in a complex active environment. Medium typing. External applicants send cover letter and resume to Jean Emery, 708 3rd Ave., 17th floor, NY, NY, 10017-4103.

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 (C7508)
Administrative Assistant II; Band B; OPE

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

Receptionist and administrative aide for 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, Special Gifts (C7509)

Administrative Assistant II; Band B; OPE

Development-Endowed

Posting Date: 7/1/93

Provide administrative and secretarial support to an associate and assistant director who coordinate stewardship and fund raising efforts for approximately 400 alumni and friends of the university in the metropolitan New York area. Primary responsibilities include assistance in the preparation of prospect briefings, coordinating high level correspondence, prospect research, assisting in arrangements for the campus visit program, setting travel arrangements and scheduling appointments. Other duties include answering telephones, distributing mail and filing.

Requirements: Associates degree or equivalent work experience. Teamwork spirit. Excellent writing and speaking abilities. Ability to work with and respect confidential material. Should enjoy working with individuals over the telephone and in person. Knowledge of Macintosh computers (Microsoft Word, Filemaker) and Cornell mainframe. Medium typing. External applicants send cover letter and 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 Ex-

cel), 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 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 or 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.

Assistant for Student and Office Operation (C7511)

Administrative Assistant III; Band C; OPE

Engineering Placement-Endowed

Posting Date: 7/1/93

Assist with the overall administration and operation of the engineering placement office to serve the comprehensive career/employment needs of all engineering degree candidates as well as hiring organizations nationwide. Includes full organization and implementation of the day-to-day activities of the campus recruiting program, as well as substantial administrative, advisory, and public relations responsibilities.

Requirements: Associate's degree or equivalent required. 2-3yrs. related experience required. Excellent communication, strong organizational skills, and ability to relate and coordinate with diverse publics, especially recruiters and students; detail oriented; high volume, fast-paced environment; Macintosh skills desired. Medium typing. 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

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.

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 (C7610)
Administrative Assistant III; Band C; OPE

Development/Public Affairs-Endowed
Posting Date: 7/8/93

Coordinate, maintain, and produce monthly, the prospect tracking system report for those prospects capable of making gifts to Cornell in the \$1+million range. Assist the associate director of major gifts through providing administrative support and management skills in the overall daily operations of the major gifts program of University Development. Manage the cultivation and solicitation of alumni and friends of Cornell who have the potential to make gifts in excess of \$1million.

Requirements: Formal training beyond a high school diploma of 6months to 1yr's duration. 2-4yrs. related experience required. 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 Assistant III (C7412)
Administrative Assistant III; Band C; OPE

JGSM-Endowed
Posting Date: 6/24/93

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 (C7413)
Administrative Assistant III; Band C; OPE

JGSM-Endowed
Posting Date: 6/24/93

Schedule and coordinate recruiting and related student activities. Responsible for bidding and sign-up programs for on-campus interviewing. Key responsibility to start to finish handling of block of recruiting/presentation events.

Requirements: Associate's degree or equivalent. Strong interpersonal and organizational skills. Ability to deal with sensitive situations and confidential material. Familiar with computers and some programming experience beneficial. Heavy 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 SIRT 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.

Executive Staff Assistant II (PC7105)
Executive Staff Assistant II; Band E; OPI

Human Development and Family Studies-Statutory
Posting Date: 6/3/93

Responsible for coordinating and directing the administrative, business and personnel operations of the Cornell Youth and Work Program. Provide significant staff assistance to the associate director of the Cornell youth and work program.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. experience. Excellent written and oral skills. Previous proven work experience in a busy office environment. External applicants send cover letter and resume to Esther Smith. Employees include employee transfer application.

Administrative Supervisor (PA7606)
Administrator II; Band E; OPI

Engineering Undergraduate Program-Endowed
Posting Date: 7/8/93

Responsible for coordinating and directing the administrative, personnel, business, and facilities operations of the Admissions, Registrar, Advising, Women's Programs in Engineering, Engineering Minority Programs, CO-OP/Master of Engineering Programs, Placement and Associate Dean for Undergraduate Programs, Offices of the college of Engineering. Act as the Administrative Manager in support of the central administration of undergraduate programs in the college of Engineering.

Requirements: Minimum of Associates degree or equivalent combination of education and experience. 2-3 yrs. related experience. 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.

Administrative Manager (PA7307)
Administrator IV; Band G; OPI

Human Service Studies-Statutory
Posting Date: 6/17/93

Manage department and project budgets; authorized signature on department expenditures to \$20,000; administer department grants and funds; hire, train, supervise, interview, conduct performance appraisals and evaluate non-academic personnel; recommend and administer salary improvement program for non-academic exempt and non-exempt staff; administer salary improvement program for academic staff; administer academic personnel policy and procedures; write and edit department information and catalog copy; assist chair in program decisions and other administrative functions; coordinate and supervise department special programs.

Requirements: Bachelor's degree or equivalent required. 3-5yrs. managerial and supervisor experience; computer skills, IBM or compatible, Macintosh, LOTUS and Excel. Familiarity with Cornell accounting system and policies. Send cover letter and resume to Cynthia Smithbower.

Athletics

Assistant Coach (PA7602)

Assistant Coach; Band E; OPI

Athletics-Endowed
Posting Date: 7/8/93

Assist head coach of men's crew in the planning and execution of IVY league intercollegiate program. Responsibilities include recruiting both on and off campus, supervising practices, organizing team meetings and races. Instruct physical education classes as assigned.

Requirements: Minimum Bachelor's degree in physical field. Must have proven success in coaching, recruiting, and working well with college age students. Must have classroom teaching experience. Send cover letter and resume to Cynthia Smithbower.

Head Coach (PA7611)

Head Coach; Band G; OPI

Athletics-Endowed
Posting Date: 7/8/93

Under direction of Assoc. Athletic Director manage Division I Wrestling Program. Plan, organize and supervise all practices, team meetings, and games. Recruit student athletes to Cornell in accordance with Ivy League and University policies. Teach Physical Education classes. Other duties as assigned.

Requirements: Bachelor's degree in Physical Education or related field required. Must have proven success in coaching wrestling at collegiate level. 3-5 yrs. related experience required. Send cover letter and resume to Cynthia Smithbower.

Auxiliary Services

Sales Assistant II (C7614)
Sales Assistant II; Band B; OPE
Campus Store-Endowed
Posting Date: 7/8/93

Provide customer service in art department and be responsible for stocking shelves and transferring merchandise. Assist buyer in preparing orders, communicate with faculty supply lists and kits, and serve as support in adjacent area (i.e., Photo, Computer and Supply departments).

Requirements: High school diploma or equivalent required. Minimum 1-2yrs. experience in customer service. Good interpersonal and communication skills. Good analytical skills. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Banquet Captain (C7606)
Restaurant Service Coordinator; Band C; OPE

Statler Hotel-Endowed
Posting Date: 7/8/93

Under the direction of the banquet, catering and fine dining manager, is responsible for supervising and coordinating the activities of the banquet service staff in providing a level of service that meets or exceeds guest expectations. Responsible for all department administrative duties, including staffing, scheduling, billing etc. Flexible nights and weekends.

Requirements: High school diploma or equivalent with 6months-1yr of formal training required. Minimum of 2yrs. experience in food and beverage operations. Broad knowledge of table service styles. Proven ability to assume responsibility, exercise authority and supervise a service staff. Superior communication and planning skills. Computer skills; capable of word processing and spreadsheets. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Communications

Publications Assistant III (C7603)
Publications Assistant III; Band C; OPE

C.U. Press-Endowed
Posting Date: 7/8/93

Assist the acquisitions coordinator in acquiring manuscripts; draft letters and memos to press advisers and authors. Maintain some department records; assist in preparation of annual reports. Major responsibilities for coordinating department workflow; some training of new employees.

Requirements: BA degree or equivalent. Excellent typing skills. Strong communication skills. Some publishing experience desirable. Heavy typing. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Communication Manager I (PA7610)
Communication Manager I; Band G; OPI

Communications Services-Statutory
Posting Date: 7/8/93

Manage Station's Communications Services Unit in its editorial, public information, printing, photographic, graphic arts design, and publication and mailing distribution sections, including computerized word processing and phototypesetting operations. Represent Station to various Ithaca-based Cornell media departments and to local newspapers and other media services. Edit scientific manuscripts for publication in Experiment Station series; prepare news released for media; write and edit special brochures on Station's research and extension accomplish-

ments, etc.

Requirements: Bachelor's degree in communication, preferably with some experience in agricultural journalism required. Candidate must have excellent managerial abilities and have strong interpersonal skills. 3-5 yrs. related experience. Send cover letter and resume to Charene A. Hibbard, Jordan Hall, NYSAES, P.O. Box 462, Geneva, NY 14456.

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 an 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.

Programmer/Analyst II (PT7601)

Programmer/Analyst II; Band E; OPI
CIT/Information Resources-Endowed
Posting Date: 7/8/93

Maintain; develop and install; document; and modify software (applications and systems) for the systems required by enterprise units on campus. Perform systems management consulting. Develop C programs for use with NATURAL. Perform database management consulting on UNIX systems.

Requirements: Bachelor's degree with computer courses or equivalent combination of experience and education. 1-2yrs. experience with machine architecture, programming languages, production procedures and systems utility programs. NATURAL, ADABAS and UNIX required. 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 proactive service attitude essential. External applicants send cover letter and resume to Esther Smith. Employees should include employee transfer application.

Consultant Advisor III (PT7604)

Consultant Advisor III; Band F; OPI
Communication-Statutory

Posting Date: 7/8/93

Act as general coordinator and communications specialist. Participate in a team working on design, production and research of networked interactive communication systems. Contribute to the writing and dissemination of programs and program research. Contribute to writing of proposals. Set up communication systems and networked multimedia computing environments for experiments. Help director with routine operations.

Requirements: BS degree or equivalent required. 2-3yrs. related experience including networked communication system design and support. Some graduate study in organizational communications or related area. 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

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.

Accounts Rep III (C7502)

Accounts Rep III; Band C; OPE

Controller's Office-Endowed

Posting Date: 7/1/93

Act as an accounting resource person to the university departments for properly applying object codes on transactions and educating on such use. Prepare several monthly, quarterly and annual financial reports. Provide assistance to university departments in all financial transactions.

Requirements: AAS business administration or equivalent work experience required. High proficiency in Lotus/Excel and Foxbase a plus. Strong organizational skills, self-starter. Good

verbal and communication skills. 2-3yrs. experience in accounting/book-keeping or finance. Light typing. External applicants send cover letter and resume to Esther Smith. Employees should include 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 (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.

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.

Curator of Painting and Sculpture (PA7601)

Curator; Band G; OPI

Johnson Art Museum-Endowed

Posting Date: 7/8/93

Responsible for the permanent collection of painting and sculpture (exc. Asian Art) at the Johnson Museum. Responsible, with the museum director and other curatorial staff members, for planning for the future growth of the collection as well as its care and preservation, for researching the collection, and for generating exhibitions from the museum collection and from outside collections.

Requirements: M.A. in art history. Minimum of 5yrs. experience as a museum curator, primarily in the field of painting and sculpture with a contemporary emphasis. Experience in organizing major exhibitions - permanent collection and from loan collections - and in writing significant accompanying

catalogues and publications. Grantwriting experience necessary and supervisory experience required. Send cover letter and resume to Cynthia Smithbower.

Public Affairs

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

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 (PA7603)

Student Service Associate I; Band E; OPI

Campus Life-Endowed

Posting Date: 7/8/93

Assumes overall administrative and programmatic responsibility for a residence hall unit of approximately 500 students. Supervision of 8-14 Resident Advisors and 1 Program Assistant. Twelve-month live-in position. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Bachelor's degree in student development or personnel administration, counseling, or related field required. Master's strongly preferred. 1-2 yrs. 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.

Dining Associate I (PA7608, PA7609)

Dining Associate I; Band E; OPI

Campus Life/Dining-Endowed

Posting Date: 7/8/93

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 and 2-3 yrs. related experience, or the equivalent. One year food service supervisory experience is preferred. Some knowledge of food service and health codes is desirable. Basic computer skills and point of sale systems. Send cover letter and resume to Cynthia Smithbower.

Associate Director of Executive Education (PA7605)

Coordinator Program III; Band G; OPI

Hotel Administration-Endowed

Posting Date: 7/8/93

Provide wide-ranging administrative support to the associate dean for executive education in marketing and delivering full service, national and international management development programs. Responsibilities include directing and continuously improving promotional and programs support systems; developing budgets, marketing analyses, plans, and evaluations. Demands extensive, responsible, tactful and timely oral and written communication with faculty, managers, and executives throughout the country and the world.

Requirements: Master's degree or equivalent in hospitality or management required. 3-5yrs. industry or academic experience in management development and/or executive education required. Substantial supervisory experience required. Strongly prefer a minimum of 10yrs. of full-time professional experience beyond the Bachelor's degree. Experience in the hospitality industry a strong plus. Send cover letter and resume to Cynthia Smithbower.

Technical

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 pro-

cedures. 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 (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 Re-post

Maintain and supervise research parasitology lab. Supervise work-study students. Perform routine parasitological tests, including microscopy, ELISA, research samples. Perform ELISA tests. Modify/develop new diagnostic tests as needed. Keep lab records up to date, including computer library. 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 laboratory 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, microtomy, 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 or 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 handwriting, coordination. Ability to develop new procedures. Send cover letter and resume to Sam Weeks.

Technician IV (T7203)

Technician IV; Band D; OPE

Psychology-Endowed

Posting Date: 6/10/93

Collect and analyze data from children at elementary area schools and high schools. Work with school and local school authorities and the parents as required. Perform library research and assist with paper work related to

research. Arrange for maintenance of research equipment, computers and research and the research van.

Requirements: BS degree or equivalent, in psychology. Must be comfortable with and skilled at interviewing children. Experience in research, scientific methodology and analysis. Knowledge of computers. Good math skills. NYS driver's license and ability to drive a van. Send cover letter and resume to Sam Weeks.

General Service

**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 Positions

**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.

Course Coordinator, Health Education for Student-Athletes Athletics

Posting Date: 7/8/93

Appointment for 1 Academic Year

Responsible to the head athletic trainer for the coordination of a nine-session health education course for variety athletes that covers topics such as nutrition, stress management, alcohol and other drugs, sexuality, sexual assault and HIV/AIDS prevention. A total of five courses are given over the fall and spring semesters. Coordinator works collaboratively with health educators from Gannett Health Center in planning, implementing and evaluating the curriculum; is responsible for teaching one to two sessions of each course, scheduling co-instructors, monitoring attendance, addressing student/instructor needs, assessing student performance and overall course administration.

Requirements: Candidates must have a bachelor's degree in health education, education, human service studies or related field; 1-2yrs experience teaching related health topics, excellent verbal communication skills. Experience working with student athletes or college students desirable. Please send cover letter and resume with a list of three references to Betsy East, Associate Athletic Director, Teagle Hall, Cornell University, Ithaca, NY 14853.

**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.

**Research Support Specialist (T6903)
Nutritional Sciences/CFNEPP-Statutory
Posting Date: 5/20/93**

Perform research on the dynamics of micro-enterprise development data from Conkary, Guinea. Verification & reorganization of a unique 2-year panel data set for 1,100 micro-enterprises. Be responsible for matching these enterprises and then allocating returns to the main proprietors within the household.

Requirements: Bachelor's degree or equivalent. Experience may be substituted for education. Strong background in database management & knowledge of database management programs essential. Some knowledge of French preferred but not necessary. Work to be carried out in Washington, DC or Ithaca. Position available immediately, appointment up to 6 months for 39 hrs/wk. Salary commensurate w/experience and work location. Send cover letter and resume to Sam Weeks.

**Research Support Specialist (PT6303)
Nutritional Sciences/CFNPP
Posting Date: 5/27/93 Repost**

Perform research related to agricultural economics on various topics. Including the determinants of child nutrition and morbidity, labor forced participation, sectoral choice, earning and labor supply.

Requirements: Bachelor's degree or equivalent. Experience may be substituted for education. Must have strong background in health, consumer or labor economics, and possess strong econometric skills. A thorough knowledge of SAS, LIMDEP, or GAUSS is required. Options for full time registered Cornell graduate students available. Work to be carried out in Washington, DC or Ithaca.

**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 Zientek, 254-1239.

Cooperative Extension

PA#31 Horticulture

Location: Rockland County, Thiells, NY

**(75% time position/30hrs per week)
Posting Date: 7/8/93**

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 July 22, 1993.

PA#33 Water/Environment Specialist

Location: Sullivan County, Liberty, NY

Posting Date: 7/8/93

Responsible for providing leadership in the planning, implementation, and evaluation of innovative educational programs in the issue area of "Enhancing the Environment" to include water quality, waste management, and natural resources management. fifty percent of programming should target youth audiences and fifty percent should target the whole community. Identify local program needs with program committees, advisory groups, and program participants. Develop strategies for implementing programs that utilize a variety of proven educational methodologies and that consider the diversity of the community. Seek out, prepare, and submit proposals to secure additional funding, actively involving association director, program leaders, program committees, board of directors, Cornell faculty, and extension administration. Recruit volunteer staff and support the development of their leadership skills.

Requirements: Bachelor's degree and progress toward the acquisition of a master's degree appropriate to the responsibilities of the position, and three yrs. as a cooperative extension agent or equivalent professional experience in teaching or education in an academic, human services, or industry setting; OR a master's degree with one year relevant experience. Salary: \$28,000, commensurate with qualification. (there is a strong internal applicant for this position.) Apply by July 22, 1993.

PA #34 Animal Science

Location: St. Lawrence County, Canton, NY

Posting Date: 7/8/93

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 July 22, 1993.

PA#35 Farm Business Management
Location: St. Lawrence County, Canton, NY

Posting Date: 7/8/93

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 July 22, 1993.

PA #36 4-H Youth Development/Youth-at-Risk
Location: Saratoga County, Ballston Spa, NY

Posting Date: 7/8/93

Responsible for planning, implementing, and evaluating educational programs in the 4-H Youth Development Education Outreach/Youth-at-Risk program area for Cornell Cooperative Extension of Saratoga County. The person in this position will devote 80% of their time to promoting program objectives and plans within the 4-H Youth Development program with primary focus on school enrichment and special interest groups. The position will include: coordination of school programs, coordination of non-school education outreach programs, local government programs and other non-traditional youth at risk. Youth-at-Risk responsibilities to include 10% of the effort while 10% will also be devoted to management of the 4-H Training Center. Develop effective and innovative strategies and approaches for implementing programs utilizing a variety of successful educational methodologies including, but not limited to, "train the trainer", special programs for youth,

newsletters, resource center, and conferences. Conduct educational programs to impact diverse audiences through a variety of deliver methods. Provide input to the 4-H Program Leader and the 4-H Program Committee in identifying funding opportunities, and preparing and submitting proposals to secure additional funding.

Requirements: Bachelor's degree with emphasis in education. Minimum of one year related experience required in Cooperative Extension, teaching or extension-type work. Experience with diverse youth audiences highly desirable. Salary: \$22,900. Apply by July 22, 1993.

PA #37 4-H Human Ecology/Youth-at-Risk
Location: Saratoga County, Ballston Spa, NY

Posting Date: 7/8/93

Responsible for planning, implementing, and evaluating established educational programs in 4-H Human Ecology/Youth-at-Risk program area for Cornell Cooperative Extension of Saratoga County. Provide coordination and leadership in the 4-H Human Ecology (80%) and Youth-at-Risk (15%) programs as identified in the plan of work. Coordinate specific 4-H subject matter in foods and nutrition, textiles and clothing, older youth programs which may include job readiness training, among others. Responsible for the 4-H club management program in Saratoga County. Recruit and orient new leaders, organize community clubs and evaluated their progress. Determine program impact and the progress toward planned outcomes. Identify program needs for late childhood, early adolescent youth through the 4-H Program Leader, 4-H Program Committee, the Human Ecology Program Committee, appropriate development committees, EFNEP nutrition teaching assistants and/or other sources. Draw upon Cornell program resources and recommendation and coordinate activities with the 4-H Program Leader in order to address clientele needs and to select program materials. Activities to include: public presentations, clothing revue, county fair, state fair, and Cornell June Events among others. Involve, utilize, inform, and advise volunteers serving on program development committees.

Requirements: Bachelor's degree appropriate to the needs of the position. Emphasis in education highly preferred. Minimum one year related experience required in Cooperative Extension, teaching or extension-type work. Experience with 4-H Youth Development programs and Youth-at-Risk audiences highly desirable. Salary: \$22,900. Apply by July 22, 1993.

PA #6A Human Ecology & 4-H Youth Development Program Leader
Location: Niagara County, Lockport, NY

Posting Date: 7/8/93

Responsible for providing in-depth program leadership for the planning, implementation and evaluation of the association's Human Ecology and 4-H Youth Development educational programs. Effectively develop paid and volunteer staff and seek funds to expand programming to address priority needs. Responsible for programming in the area of resource and financial management. Responsible for effective management of resources and assuring accountability and affirmative action requirements are met.

Requirements: Master's degree in Educational Administration, Human Ecology Management and/or Human Resource Management with subject matter concentration in Resource Management. Coursework in education, communication arts, organizational management is desirable. At least three years experience in staff supervision and program management. Salary: \$36,100, commensurate with qualification. Apply by July 22, 1993.

PA #23 Association Director
Location: Oswego County, Mexico, NY

Posting Date: 7/8/93

Responsible for providing overall administrative leadership and management of the Oswego County Cooperative

Extension Association, a non-formal educational organization serving a rural and suburban county or 122,000 citizens with programs that extend the resource of Cornell University and the National Land Grant University system to the people, businesses and governments of the county. Provide leadership to association's program management team and in adopting overall educational and technical program efforts to address changing needs. Administer association policies, procedures, and operations; provide administrative supervision of employees and volunteers. Provide leadership for association relations with legislators, local government leaders, community leaders, funding agencies, and civic and special interest groups. Responsible for the Equal Employment Opportunity/Affirmative Action programs of the association. Provide leadership for the overall program development process, including multi-disciplinary and multi-association programs, and ensure that the association Plan of Work serves as a basis for programmatic decisions (e.g. facilitating the development and implementation of the Plan of Work, program review, program evaluation, and program modification).

Requirements: Master's degree appropriate to the responsibilities of the position. At least five years of progressively responsible professional experience including at least three years in Cooperative Extension or closely related employment. Substantive coursework and/or experience in education required. At least three years of substantive management responsibilities including finance, personnel, and organization management. Marketing, and fund development experience is highly desirable. Salary: \$45,000, commensurate with qualifications.

PA #32 Human Ecology Program Leader
Location: Cortland County, Cortland, NY

Posting Date: 7/8/93

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 administration. Utilize effective marketing strategies in the planning, promotion of programs, and in interpreting results and conveying information. **Requirements:** Master's degree in Human Ecology or related field with concentration in one or more of the following: human development, 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 and education and experience in management is highly desirable. Salary: \$26,300. Apply by July 22, 1993.

Academic

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 93' semester. Primary objective of 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 Boot, Chair, City and Regional Planning, Cornell University, 105 W. S. 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 various places and interview data from 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: Mary Agnes Hamilton, Human Development and Family Studies, MVR Hall, Cornell University, Ithaca, NY 14853