

# CORNELL CHRONICLE

Volume 21 Number 37 June 28, 1990



3  
Town-Gown  
Relations

7  
Bottomless  
bird feeder

8  
Workplace  
substance abuse

## Dreaming of tomorrow's world?

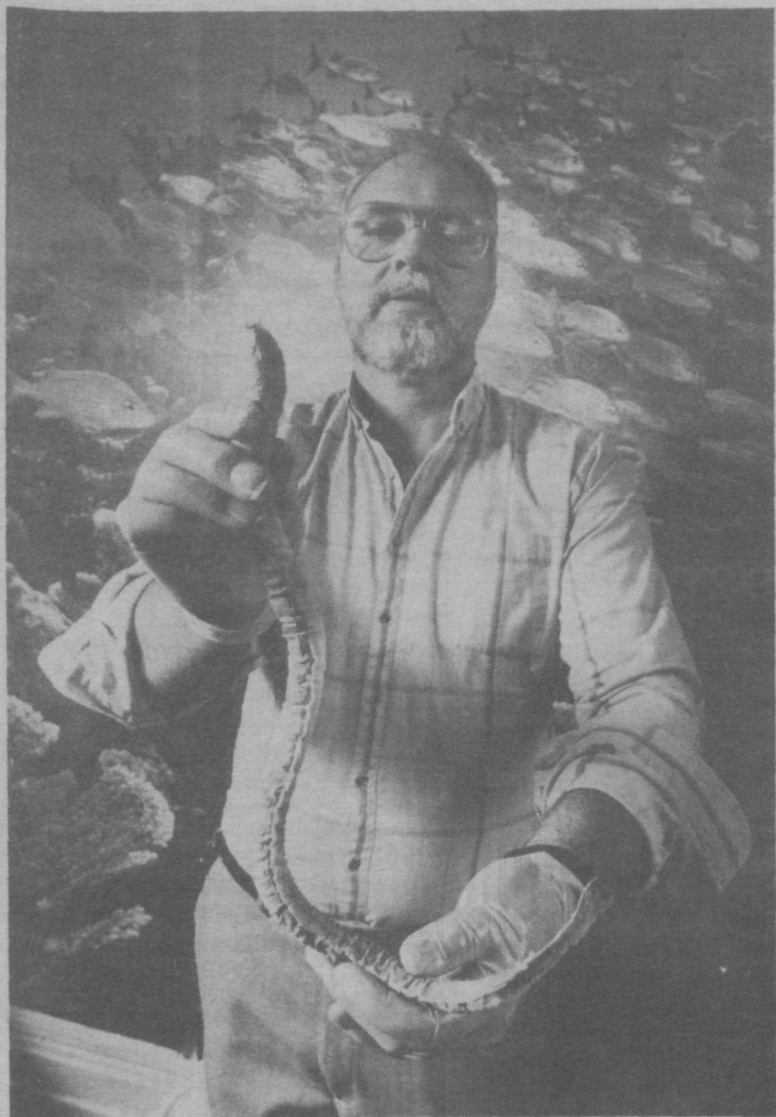


Tim Moersh

Barbara Pang, a graduate student in hotel administration, takes in the view from the Uris Library Extension overlook.

## 'Yuppie leather'

### Slime eels could help rescue fishing industry



Tim Moersh

John B. Heiser holds "one of the most disgusting animals in the sea," the hagfish or slime eel.

One of the most disgusting animals in the sea, the hagfish, or slime eel, could become a commercially valuable species to New England fishermen as a source of "eel" skin, according to Cornell marine biologists.

The researchers are trying to aid rational commercialization by answering some basic biological questions — such as how many hagfish there are, how they reproduce and why they're so incredibly slimy.

Catching slime eels in commercial quantities requires hundreds of specially constructed, baited traps — an investment that New England fishermen would not be wise to make if slime eels are quickly fished out of the Gulf of Maine, as they have been from British Columbia's Barkley Sound, the scientists say.

That concern puts population studies at the top of the research list planned by scientists John B. Heiser and Ric Martini. This summer, they are tagging and releasing slime eels and then will chronicle their movements when they are recaptured in the future.

The entrepreneurial scientists, acting in the interest of the depressed New England fishing industry, also are trying to introduce South Korean tanneries to the variety of slime eel found along the East Coast. Skins of hagfish, which are not true fish or eels at all but an evolutionary predecessor of backboneed animals, are in great demand for "eel skin" leather goods.

"We laughed when we found out that what's been called 'yuppie leather,' which is supposedly made of skins of the conger eel, is really slime eel," said Heiser, a Cornell biologist and director of Shoals Marine Laboratory, an undergraduate education and research field station that is run by Cornell on Maine's Appledore Island.

Heiser carries a hagfish wallet and can vouch for the material's durability. He knows enough about the creature to appreciate why manufacturers of slime eel products don't advertise the fact:

"Slime eels feed on dead fish by entering some orifice — such as the gills, mouth or anus — and eating everything inside except the bones," Heiser explained. "When they're through, there's nothing left but a fish skin with a fat slime eel inside. They're the most disgusting, interesting organism I know of."

Hagfish are a living remnant of a period of evolution before animals with backbones appeared, according to the bi-

Continued on page 6

## \$7.5 million gift launches effort to aid Third World

The College of Agriculture and Life Sciences has received the largest gift in its history to establish a new institute to combat poverty, malnutrition and hunger facing hundreds of millions of people in poor countries in Africa, Latin America and Asia.

The Cornell International Institute for Food, Agriculture and Development (CIIFAD) will be funded for the next five years with a \$7.5 million gift from anonymous donors, said David L. Call, dean of the college.

Call characterized the institute as a multidisciplinary, problem-oriented organization, saying that the institute will draw on faculty throughout Cornell to help less-developed countries boost their standards of living through agricultural and rural development.

Commenting on the university's new initiative in international development, Barber B. Conable, president of the World Bank and a Cornell graduate, said, "Anyone who travels knows that Cornell is a global institution. The new institute adds a new dimension to the university's presence abroad for technical assistance, education and development of underprivileged and poverty-stricken developing countries."

Call said that the institute's major thrust will be to help needy countries develop their human resources to enable them to cope with their own problems through improved agricultural productivity and rural development.

"Cornell has a long tradition of training students from the less-developed world and of working with academics and professionals from those regions to strengthen their capacities to attack problems facing their countries," he noted. "The institute will play a major role by educating people as to the nature of problems confronting developing countries."

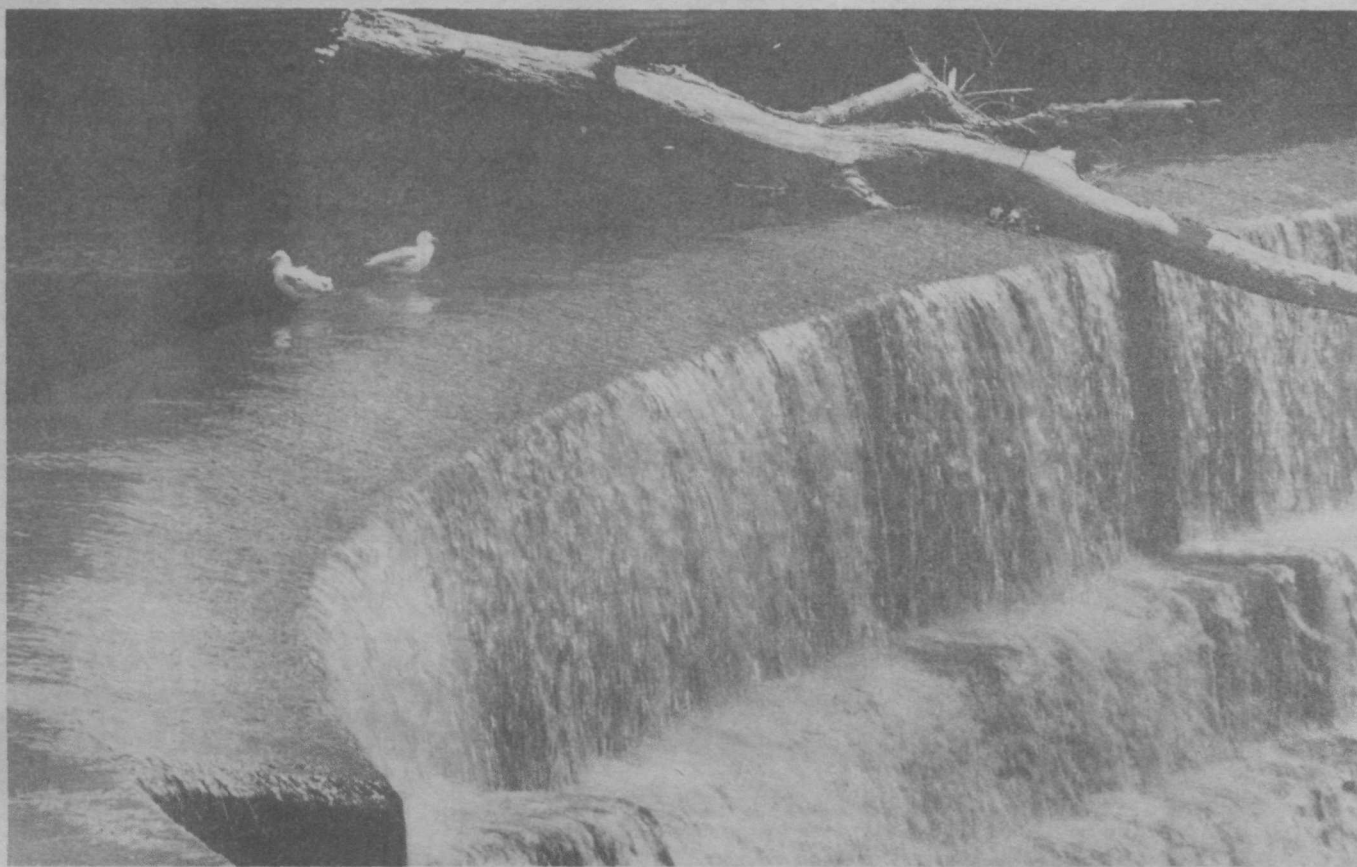
Call cited rural poverty, malnutrition, Continued on page 6



David L. Call



## Sun gulls



Two sea gulls cool their feet in the water at the Beebe Lake dam.

Tim Moersch

## News Service names Segal acting director

Sam Segal, senior education editor and assistant to the vice president for university relations, has been named acting director of the Cornell News Service, effective July 1.

"We're very proud that Sam has agreed to assume this important responsibility while we conduct a national search for a director," said Donald R. Eastman III, executive director of university communications. Segal succeeds Barry Gross, who is leaving the university.

The News Service helps generate news media attention for the university and publishes the Cornell Chronicle and publications for alumni and prospective students.

A graduate of Princeton University and the Columbia University Graduate School of Journalism, Segal worked as a journalist in Asia, Washington and New York City and taught college journalism before joining Cornell in 1977 as director of communications for its Cooperative Extension programs in New York City. He came to Ithaca in 1987.

## Trustee committees will meet today

The Executive Committee of the Board of Trustees will meet in New York City today at 2 p.m. in the Cornell Club, 6 E. 44th St. The Buildings and Properties Committee will meet at 8:30 a.m.

## CU launches \$1 million effort to strengthen family life

Cornell is using a five-year, \$1 million federal grant to strengthen family life in Chemung County, one of nine communities nationwide selected for the development of demonstration programs.

The Family Life Development Center here has created a program model that supports local coordination of services to families and education for positive parenting.

The Chemung project was selected in a national competition among more than 100 applicants. The other winning applications were from Philadelphia; Pittsburgh; Boston; Chicago; Columbus, Ohio; Portland, Maine; Fairfax County, Va.; and Puerto Rico.

"The federal government made the grants in recognition of the nationwide increase in reports of child abuse and the need to focus on prevention," said Thomas Hanna, the project's director. "Chemung County and the other sites were picked for this project in large part because of the strong commitment of their local leaders to improving family well-being. Cornell's role will be to support the community in its coordinating endeavors."

The project, which is funded by the U.S. Department of Health and Human Services, will work at coordinating comprehensive, community-based services targeted at improving family life. These include health care, parenting education, child care, respite care, helplines, prevention programs with

schoolchildren, and drug- and child-abuse-prevention education, along with services that link to housing programs and job training.

Maureen Donohue-Smith, a specialist in child development and family studies, has been appointed community coordinator for the project, which will operate out of the Elmira offices of Cornell Cooperative Extension of Chemung County.

Donohue-Smith received a Ph.D. at Cornell in 1987. From 1985 to 1988, she was an instructor of nursing at Elmira College. Before taking her current position, she was a psychiatric clinical nurse at Willard Psychiatric Center.

"Dr. Donohue-Smith brings excellent experience and training to this challenging position," Hanna said. "She has had a special interest in how families manage stress, she has over 10 years' clinical and administrative experience in mental health, and she has particular experience in Chemung County gained during her tenure at Elmira College."

—Carole Stone

## PLEASE RECYCLE...

this paper and other newsprint, colored and white paper and computer print-outs.

## GRADUATE BULLETIN

**Degree deadline:** Aug. 24 is the deadline for completing all requirements for an August degree, including submitting dissertations and theses to the Graduate School.

**Seminars:** Dissertation and thesis seminars will be held in the Morison Seminar Room of Corson/Mudd Hall on Friday, July 20, from 10:30 to 11:30 a.m. for master's theses and from 12:30 to 1:30 p.m. for doctoral dissertations; students, faculty and typists are encouraged to attend.

**Fellowships:** Many fellowships have fall deadlines for completed applications. Plan ahead for 1991-92 by consulting the Fellowship Notebook and sending for application forms now. Notebooks are available in each graduate field office, on CUINFO under the heading Academic and the sub-heading Grad, and at the Fellowship and Financial Aid Office, Sage Graduate Center. The Notebook lists over 350 graduate fellowships. Postcards are available requesting application forms; some forms are on file in the Graduate Fellowship Office.

## NOTABLE

**Richie Moran**, Cornell's head lacrosse coach since 1969, has been elected a charter member of the Upstate New York Lacrosse Foundation Hall of Fame. In his 21-year career at Cornell, Moran's teams have won 223 games while losing only 66, and won three National Championships and 12 outright Ivy League Championships while tying for three others.

## BRIEFS

■ **Fireworks:** Ithaca's annual Independence Day fireworks celebration will begin at 9:30 p.m. on Monday, July 2, and for the first time will be entirely an aerial display. The fireworks will be launched from Ithaca College on South Hill and will be visible for miles around. There will be no spectator seating or field entertainment this year. The celebration originally had been scheduled for Sunday, July 1.

■ **Removal of asbestos** from Roberts and East Roberts halls continues in preparation for demolition of the buildings in July. The historic buildings were vacated earlier this year when several departments of the College of Agriculture and Life Sciences and Cornell Cooperative Extension relocated to Academic I, now known as Kennedy and Roberts halls. Federal regulations require removal of asbestos, a cancer-causing insulation, before a building can be demolished. Demolition will start immediately after asbestos abatement is completed, according to Gregg Travis, director of capital facilities for the state-supported units at Cornell. Travis said the contract awarded in May by the State University Construction Fund calls for saving the stone statuary of the New York state seal on top of the former Roberts Hall. Stone scrollwork, carvings, pillars and the building's cornerstone also will be stored for possible future use.

■ **New basketball coach:** Julia Weaver has been named assistant women's basketball coach, a post she held at the University of North Carolina-Greensboro the past two years. She received a bachelor's degree in physical education from UNCG in 1989 and was co-captain of the UNCG squad that placed third in the 1988 NCAA tournament.

■ **Acting director:** Karl Schmid, director of Maintenance and Service and former director of Facilities Engineering, has been assigned added duties as acting director of Life Safety Services, according to Harold D. Craft Jr., associate vice president for facilities and business operations. A search is under way for a successor to Gordon W. Maycumber, who retired in May.

## APPOINTMENTS

The following appointments were approved by President Frank H.T. Rhodes during May: **James M. Affolter**, associate professor in the L.H. Bailey Hortorium, appointed director of the Cornell Plantations through May 31, 1995; **Alice M. Colby-Hall**, professor of romance studies, appointed chairwoman of the Department of Romance Studies through June 30, 1993; **Francis A. Kallfelz**, professor clinical sciences, appointed interim director of the Veterinary Medical Teaching Hospital until a new director is appointed; **Hugh C. Price**, professor of horticultural sciences, appointed chairman of the Department of Horticultural Sciences at the Geneva experiment station through June 30, 1993; **Richard E. Ripple**, professor of educational psychology, reappointed chairman of the Department of Education through June 30, 1992.

## CORRECTION

A photo caption in the June 14 Chronicle incorrectly identified one of Assistant Professor Jonathan Shames' piano students. The students are Sabine Vinck, Alino Roman, Monique Cho and Dan Velicer.

## 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 the handicapped student 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 be directed to that office.



## Jay Jasanoff

## 'If it's old, I like it,' says scholar of how languages change

Jay Jasanoff is a specialist in a little-known, esoteric and unmodern-seeming field at a university most known for its up-to-date research. He is a historical linguist who studies reconstructed verb forms that are up to 6,000 years old.

"Languages and linguistics don't normally generate exciting news releases. And what I do is marginal compared to what most linguists do," he explained, stacks of Sanskrit, Hittite and Old Irish texts before him, an Apple logo flickering on a computer screen behind him.

And yet Jasanoff, who on July 1 will become the Jacob Gould Schurman Professor of Linguistics, recently received the most prestigious award in historical linguistics from the Linguistic Society of America, the 1991 Herman Collitz Institute Professorship.

"There are not that many of us in this field" is how Jasanoff, who is also known for his dry humor, explained the honor. "Most linguists are interested in how language is represented in our minds — what it is that allows us to make up sentences that have never been spoken before. What I'm interested in is how languages change — how and why the English we speak, say, differs from the English our grandparents spoke," he said, giving a relatively simple example of what historical linguistics is about.

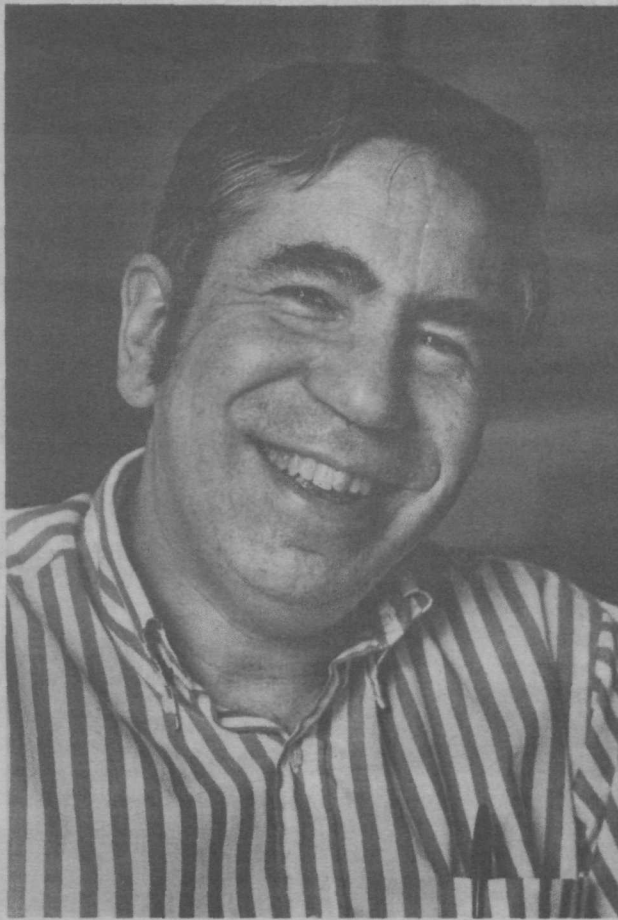
Likewise, there are not that many people — perhaps only 20 nationwide, he estimated — who comprehend his articles, which include: "The Celtic comparative type *Olr.tressa*, MW *trech* 'stronger'"; "Old Irish *be* 'woman'"; and "Reconstructing morphology: the *o*-grade verbal formations of Hittite and Tocharian."

But the fact that he has only a smattering of readers and peers doesn't discourage Jasanoff, 48, who once thought about becoming a doctor.

"Certain things can be done by anybody. If one person doesn't do them, another will," he said. "One of the things I like about my field is that it lets me teach things — languages and their history — that might otherwise really be forgotten and that don't deserve to be."

Jasanoff's students come from many departments. "The utility I've had for people in fields other than linguistics is that I teach a number of funny little languages; I straddle a lot of holes," Jasanoff said. Among the courses he has taught are Sanskrit, Hittite, Old German, Old Irish and Lithuanian.

"I don't teach students how to say, 'Hi, my name is Jay,' in Lithuanian. Remember, these are mostly dead languages; one doesn't speak them. I teach enough vocabulary and grammar to make sense of short bits of text without a



Jay Jasanoff

Tim Moersh

dictionary and large bits with one," he explained. "And willy-nilly, that makes me the world's worst teacher of literature, too."

As a scholar, Jasanoff is concerned with the reconstruction of Proto-Indo-European, the parent tongue ancestral to most of the languages of Europe, including English, German, Russian and the Romance languages.

The first efforts to recreate Proto-Indo-European began almost two centuries ago. Jasanoff's work tries to carry the

reconstruction further.

He explained that "about 100 years ago, there was a general agreement, a sort of consensus view, about what Proto-Indo-European looked like. Then, at the beginning of the 20th century, a new Indo-European language, the language of the ancient Hittites, was discovered on clay tablets in Turkey."

The oldest texts dated to about 1650 B.C., some 450 years before the earliest Sanskrit. Historical linguists expected that Hittite would look like the other early languages of the family and confirm the correctness of their reconstructions.

But it didn't turn out that way. The reason, according to Jasanoff, is that "the consensus view of Proto-Indo-European was wrong." That is what he is trying to change, one verb at a time.

Jasanoff became interested in foreign languages during his first language course, in Latin, in the ninth grade. The following year, he took French in school while learning German on his own. And a life pattern began.

"I was clearly good at languages, at least in reading them. I'm not a good speaker of anything. I have a visual memory," he said.

He went on to study linguistics and mathematics as an undergraduate at Harvard and then obtained a Ph.D. in linguistics from the same university. After teaching there for nearly a decade, he came to Cornell in 1978, served as chairman of the Department of Modern Languages and Linguistics from 1981 to 1985 and has just completed a term as director of undergraduate studies in linguistics.

So how many languages does he know, three decades after beginning his study of historical linguistics?

"People always ask that," he said, standing in front of a blackboard covered with the names of Proto-Indo-European languages, including French and Spanish, Latin and Greek, Armenian and Tocharian. He began to check them off. "This one, this one, this one. . . I don't know. Lots is the answer."

But more important to Jasanoff than the exact number of languages he knows is the opportunity that historical linguistics gives him to combine a talent for languages with an interest in historical change.

"I enjoy all kinds of history, not just linguistic. In an amateurish way, I'm also interested in fossils, evolution and the history of life," he said. "If it's old and can be traced to something still older, I like it."

—Lisa Bennett

## Cornell, municipalities must improve communication, Burness tells panel

Cornell would like to have a more cooperative relationship with the city of Ithaca, and the way to begin working toward that is for the university and the city to understand the problems they share and define more precisely what each wants from the other, Vice President for University Relations John F. Burness told the city's Cornell-City Relations Study Commission on June 21.

Since the 12-member panel was announced three months ago, it has heard comments from Mayor Ben Nichols; Ithaca City Controller Dominick Cafferillo; Tompkins County Board of Representatives member Stuart Stein, a professor of city and regional planning at Cornell; and Burness.

The vice president told the committee that the single greatest obstacle to a better town-gown relationship is the lack of centralized planning on either side. Cornell cannot give the city a final draft of its master plan for development because plans are still evolving, Burness said. He added that city officials often are right when they complain that many times one Cornell office does not seem to know what the next is doing, which he called "an inevitable consequence of the existence of 10 colleges and a largely decentralized administrative organization."

But sometimes the same is true of city offices, Burness said. He reminded the panel, too, that the university deals not only with the city of Ithaca but with Tompkins County, the town of Ithaca, the village of Cayuga Heights and the towns of Lansing and Dryden. Much better intermunicipal planning is needed, he added.

"With the exception of regular breakfasts that Cornell initiated four years ago with the elected leaders of local governments and meetings that Cornell has convened with neighborhood groups, municipal planners and elected members from the county, city and local towns and villages to discuss our evolving master plan," there is no regular organized forum for local officials to get together to develop a master plan for the future of the area, Burness said.

In the absence of such coordinated planning in transportation, housing, economic development and a myriad of other areas, there is no context in which to evaluate local issues. The result is NIMBY — not in my back yard, Burness said. He urged the commission to focus its review on ways in which Cornell and the city could work to enhance intermunicipal cooperation and planning.

Burness praised the committee for its efforts and said he hopes to maintain a dialogue with the committee to improve communication between the city and Cornell.

"The city and Cornell need to work more effectively together, and the commission provides an important vehicle to get accurate information on the table," Burness told Mary Jo Dudley, the commission's chairwoman.

After the meeting, the committee's vice chairwoman, Cathy Valentino, an official of the local United Auto Work-

ers, said she was "disappointed" that Burness "never got around to answering the questions that he had requested we put together for him." The questions addressed topics such as how Cornell decides what proportion of its students to house on campus, how the university determined the amount it would voluntarily contribute for fire services and whether Cornell is considering prohibiting undergraduate students from bringing cars to campus.

Burness told the commission that after discussing the issue with Dudley, and with her concurrence, he had focused his comments on broader issues so that the commission understood that the challenges in Ithaca were not unique. Burness had told the commission that he would be pleased to provide written answers to their questions.

During his presentation, Burness cited successes in the coordination of bus routes and transportation, bridge closings and road construction as examples of the way city and university officials can and do work well together.

The current strain between local municipalities and Cornell developed partly out of the fiscal problems that face the whole nation, Burness said. The federal government's reductions in block grants to cities and in several programs that support universities, as well as changes in tax laws and buildings programs, mean each must now fend for itself.

"Generically, the problems municipalities have are the same problems universities have," Burness said with respect to their new relationship with the federal government.

Partly as a result of that, the university has begun to develop, for non-academic purposes, some of the real estate it owns, which will bring in revenue to Cornell and also add properties to the municipal tax rolls, he said.

Cornell is the largest employer in the city, and with more than \$700,000 in taxes paid to support municipal government, including the schools, is one of the five largest taxpayers in the county. Burness told the commission that two years ago Tompkins County Administrator Scott Hayman had reported to a committee of the County Board that sales taxes generated by the presence of local colleges and universities more than compensated for the costs of services provided to the institutions.

"Colleges and universities are tax exempt because they, like museums and certain other institutions, are seen as serving a public purpose and taking responsibility for things that otherwise would fall to the government," Burness told the panel, adding that "Cornell will not do anything to jeopardize its tax-exempt status."

If there is an assessment of user fees in the future, it should be done equitably among all the non-profit institutions in the area, including other schools, Burness said, pointing out that "Cornell is the only not-for-profit enterprise that makes a voluntary contribution to fire service or, as far as I can tell, to support any municipal services."

## Roll with it



Tim Moersh

Maynard Richardson of Maintenance and Service Operations rolls up a water hose in front of Willard Straight Hall.



# CALENDAR

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

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

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

## DANCE

### Cornell International Folkdancers

All events are open to the Cornell community and general public. Admission is free, unless stated otherwise. For further information, call 257-3156 or 257-7711.

Instruction and requests, July 1 and July 8, 7 to 9:30 p.m., North Room, Willard Straight Hall. A planning meeting will be held July 8, 6 to 7 p.m. Global Dancing: Cha-Cha, July 3, and Square and Set Dances, July 10, 8 to 10 p.m., Maplewood Park Community Center, off Maple Avenue.

## EXHIBITS

### Johnson Art Museum

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

"The Andean World: Pre-Columbian Art from Peru," an exhibition of thousand-year-old textiles, ceramics and metalwork made by Indians native to the Andean mountains of Peru, will be shown through Aug. 5.

In conjunction with the exhibition, "Threads of Time" features demonstrations of Andean pick-up weaving by Milda Callanaupa from Peru and Ithacan Edward Franquemont, on July 11 at 2:30 p.m. Although free, advance registration is requested.

"Joel Perlman: A Decade of Sculpture, 1980-90," featuring 22 pieces by this highly regarded contemporary sculptor, through Aug. 12. The exhibition marks the 25th anniversary

of Perlman's graduation from Cornell. Among the works on exhibit will be "Warlock," "Diamonds Together" and "First Diamond." "This exhibition focuses on a decade of Perlman's sculpture and illustrates a time in the artist's career when his explorations of new ideas and stylistic motifs have led to the creation of an elegantly austere and powerful body of work," according to Leslie Schwartz, exhibition curator.

### Olin Library

#### History of Science Collection

"Bridge Graphics From the Cooper Collection," an exhibit of recently rediscovered and restored engineering drawings of key 19th-century American bridges, in the History of Science Collections reading room, 215 Olin Library, through July 26. Accumulated by Theodore Cooper for his definitive 1889 essay on American railroad bridges, the drawings and prints reflect important developments in the history of bridge engineering in response to the expansion of railroads. The exhibit will be open Monday through Friday, 9:30 a.m. to 4:30 p.m., with new drawings shown each week.

## FILMS

Films listed below are sponsored by Cornell Cinema unless otherwise noted and are open to the public. All films are \$3.50, except \$4 on Friday and Saturday. All films are held in Willard Straight Theater.

### Thursday, 6/28

"Devi" (1960), directed by Satyajit Ray, with Soumitra Chatterjee, 7:15 p.m.  
 "Brazil" (1985), directed by Terry Gilliam, with Jonathan Pryce and Robert DeNiro, 9:30 p.m.

### Friday, 6/29

"Brazil," 9:30 p.m.  
 "Viridiana" (1961), directed by Luis Bunuel, with Silvia Pinal, Francisco Rabal and Fernando Rey, 7:15 p.m.

### Saturday, 6/30

"Chandni," starring Vinod Khanna, Sri Devi, sponsored South Asia Program Film Series, 1:30 p.m., 302 Uris Library.  
 "Moliere" (1978), directed by Ariane Mnouchkine,, 7:15 p.m.  
 "Psycho" (1960), directed by Alfred Hitchcock, with Anthony Perkins, Vera Miles and Janet Leigh, midnight.

### Sunday, 7/1

"Mahabharata," sponsored by the South Asia Program Film Series, 1:30 p.m., 310 Uris Library.  
 "Psycho," 9:30 p.m.

### Monday, 7/2

"Juliet of the Spirits" (1965), directed by Federico Fellini, with Giulietta Masina, Maria Pisu and Sandra Milo, 6:45 p.m.  
 "Ferris Bueller's Day Off," directed by John Hughes, with Matthew Broderick, Alan Ruck and Mia Sara, 9:30 p.m.

### Tuesday, 7/3

"Celeste" (1982), directed by Percy Adlon, with Eva Mattes, Jurgen Arndt and Norbert Wartha, 7 p.m.  
 "Play It Again, Sam" (1972), directed by Herbert Ross, with Woody Allen and Diane Keaton, 9:30 p.m.

### Wednesday, 7/4

"Play It Again, Sam," 7:15 p.m.  
 "Juliet of the Spirits," 9:15 p.m.

### Thursday, 7/5

"An Actor's Revenge" (1963), directed by Kon Ichikawa, with Kazuo Hasegawa and Fujiko Yamamoto, 7 p.m.  
 "The Adventures of Baron Munchausen" (1989), directed by Terry Gilliam, with John Neville, Eric Idle, Uma Thurman and Robin Williams and Sting, 9:40 p.m.

### Friday, 7/6

"Children of Paradise" (1945), directed by Marcel Came, with J.L. Barrault, 7:10 p.m.  
 "The Adventures of Baron Munchausen," 11 p.m.

### Saturday, 7/7

"Children of Paradise," 6:30 p.m.

"Surrealism in Animation" (1989), directed by Chuck Jones, with Daffy Duck, Mickey Mouse and Betty Boop, 10:20 p.m.

### Sunday, 7/8

"Mahabharata," sponsored by the South Asia Program Film Series, 1:30 p.m., 310 Uris Library.  
 "Surrealism in Animation," 9:30 p.m.

### Monday, 7/9

"Kiss of the Spider Woman" (1985), directed by Hector Babenco, with William Hurt, Raul Julia and Sonia Braga, 6:45 p.m.  
 "A Night at the Opera" (1935), directed by Sam Wood, with Marx Brothers, Margaret Dumont and Kitty Carlisle, 9:30 p.m.

### Tuesday, 7/10

"Twenty Years Later" (1984), directed by Eduardo Coutinho, with Elizabeth Teixeira, 7 p.m.  
 "Die Hard" (1988), directed by John McTier-nan, with Bruce Willis, Bonnie Bedelia and Alan Rickman, 9:40 p.m.

### Wednesday, 7/11

"Die Hard," 6:45 p.m.  
 "Kiss of the Spider Woman," 9:40 p.m.

### Thursday, 7/12

"Each Other" (1980), directed by Michal Bat-Adam, with Michal Bat-Adam, 7:15 p.m.  
 "When Harry Met Sally" (1989), directed by Rob Reiner, with Billy Crystal and Meg Ryan, 9:30 p.m.

## LECTURES

### Summer Session Lecture Series

All lectures begin at 7:30 p.m. in Alumni Auditorium, Kennedy Hall.  
 "Leadership in a Changing World," Kenneth H. Blanchard, trustee and author of "The One Minute Manager," July 11; "Getting Ready to Do Business in Asia," Alan G. Merten, dean, Johnson Graduate School of Management, July 18; "Indian Architecture and the Mythological Imagination," Bonnie MacDougall, associate professor, architecture, July 25; "Lotus Seeds and Centipedes: Plants and Animals in Traditional Chinese Medicine," James Affolter, director, Cornell Plantations, Aug. 1.

## MUSIC

### Johnson Museum

The String Orchestra and Faculty Quintet from the Chamber Music Institute at Ithaca College will perform on July 7 at 3 p.m. in the lecture room of the Johnson Museum. The institute has a long history of excellence in the preparation of students in the art of chamber music performance. The program brings students, ages 12 to 18, from all over the United States for intensive training in practicing, rehearsing and performing. The quartets are coached by a professional faculty who also perform in duo, trio, quartet and quintet combinations.

### Summer Session Concert Series

All performances will be held at 8:15 p.m.  
 Violin and viola, Elizabeth Field and Daniel Seidenburg, July 2, Barnes Hall; Moscow String Quartet with Jonathan Shames, pianist, July 4, Barnes Hall; Organ concert with Donald R.M. Paterson, university organist and Sage Chapel choirmaster, July 9, Sage Chapel; Harpsichord concert with Joyce Lindorff, assistant professor music, July 16, Barnes Hall; Soprano Andrea Folan and Bart van Oort, fortepiano, July 23, Barnes Hall; Mark Scatterday, trombone, playing with Scott Jeneary on piano and percussion, July 30, Barnes Hall.

### Outdoor Concerts

Concerts will be held at 7 p.m. on the following dates: Caribbean salsa and samba, Rising Sign, July 5, lawn of Fuertes Observatory (rain location: Kaufmann Auditorium, Goldwin Smith Hall); Country rock, Southern Tears, July 10, Ag Quad (rain location: Kaufmann Auditorium, Goldwin Smith Hall); "The Four Winds," American jazz and Native American imagery, Joe Salzano and friends, July 12, lawn of Fuertes Observatory (rain location: Kaufmann Auditorium, Goldwin Smith Hall); "Rock and Roll from the Dust Bowl," Neon Baptist, July 17, Ag Quad

(rain location: Kaufmann Auditorium, Goldwin Smith Hall); Bernie Milton and the Soul Patrol, July 24, Ag Quad (rain location: Hollis E. Cornell Auditorium, Goldwin Smith Hall); "Burns Sisters: Songs of the Heart," a cappella singing and acoustic music, July 31, Ag Quad (rain location: Hollis E. Cornell Auditorium, Goldwin Smith Hall).

### Bound for Glory

Rod MacDonald will perform in three live sets, 8:30, 9:30 and 10:30 p.m., in the Commons Coffeehouse in Anabel Taylor Hall on July 1; Bruce Morrison, folk singer, July 8. Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

## RELIGION

### Sage Chapel

Sage Chapel summer session services are held on Sundays at 11 a.m., July 1 through Aug. 5. The Rev. Cynthia Taylor Canon, The American Cathedral in Paris, will deliver the sermon on July 1; Rick Halladay, Campus Crusade for Christ, on July 8. Sage is a non-sectarian chapel which fosters dialogue and exploration with and among the major faith traditions.

The Sage Chapel Summer Choir provides music for the Sage Chapel services and is directed by William W. Cowdery, organist. All students and interested persons are invited to participate. No auditions are required. The first rehearsal will be held in Sage Chapel on Thursday, June 28, at 7 p.m. Regular rehearsals are held on Thursdays at 7 p.m. and Sundays at 9:30 a.m.

### Baha'i

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

### Catholic

Summer Mass Schedule: Saturdays, 5 p.m., Anabel Taylor Auditorium; Sundays, 10 a.m., Anabel Taylor Auditorium.

### Christian Science

Testimony Meeting: Thursdays, through Aug. 2, 7:30 p.m., Anabel Taylor Founders Room.

### Episcopal (Anglican)

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

### Friends (Quakers)

Sundays, 10:30 a.m., meeting for worship, Hector Meeting House, Perry City Road. (Rides from Anabel Taylor Hall at 10 a.m.) Call 255-4214 for information.

### Jewish

Service schedule through Aug. 18: Friday nights, 7:30 p.m., Anabel Taylor; Saturday mornings, 9:15 a.m., Orthodox, Edwards Room, Anabel Taylor.

### Korean Church

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

### Muslim

Fridays, 1 p.m., Anabel Taylor Edwards Room; daily, 218 Anabel Taylor Hall.

### Zen Buddhism

Zazen practice on Tuesdays at 6:45 p.m. and on Thursdays at 4:30 p.m. in the chapel, Anabel Taylor Hall. For more information or to arrange beginner's instruction, telephone Jon Warland at 272-0235.

## SEMINARS

### Microbiology

"Evolutionary Relationships Between Corona- and Toroviruses," M.C. Horzinek, Infectious Diseases and Immunology, Vakgroep Infectieziekten en Immunologie, De Uithof-Utrecht, July 2, 12:15 p.m., G-3 Vet Research Tower.

### Summer Session Great Books Seminars

"Femininity in Japanese Literature," led by



Emil Ghinger

A Peruvian vase dating from the years 500 to 700, on display at the Johnson Museum of Art.





**Mitch Weiss and Martha Hamilton are the Beauty and the Beast Storytellers. They will tell stories for young and old on Tuesday, July 3, at 8:15 p.m. in Barnes Hall.**

Etsko Terasaki, associate in research in the East Asia Program, will be held throughout the six-week session, Tuesdays at 11:45 a.m. (no fee please), in 105 Rockefeller Hall: "Lady Musaki's 'The Tale of Genji,'" July 3; "No and Kyogen Theaters," July 10; "Basho's Haiku and Haikai," July 17; "Kawabata Yasunari 'Snow Country,'" July 24; "Abe Kobo's 'The Woman in the Dunes,'" July 31.

**Summer Session Midday Seminars**  
Seminars will be held Thursdays at 11:45 a.m. in 105 Rockefeller Hall.  
Cornell and Cambodia: Recapturing the Culture," John Badgley, curator, Echols Collection/University Library, June 28; "The Japa-

nese Tea Ceremony: An Overview," James Holland, graduate student, anthropology, July 5; "Ikebana: Intentionally Indifferent," demonstration of Japanese floral design, Kazuyo Otani, floral designer, July 12; "Where are the Fundamentals in Hindu Fundamentalism?" Daniel Gold, assistant professor, Asian Studies Program, July 19; "Diet, Lifestyle, and Mortality in the People's Republic of China," Banoo Parpia, research support specialist, nutritional sciences, China/Cornell/Oxford Project on Nutrition, Environment and Health, July 26; "Demythologizing Zen (Ch'an)," John McRae, assistant professor, Asian Studies Program, Aug. 2.

# Asian cultures is theme for Cornell Summer Session

Asian cultures is the focus of Cornell University Summer Session this year. Many of the lectures, seminars, concerts and other performances scheduled for the six-week session, through Friday, Aug. 3, will reflect this theme.

Midday seminars, for instance, include Cornell curator John Badgley explaining his efforts to preserve the few 19th-century Cambodian manuscripts remaining in that country; anthropology graduate student James Holland discussing the Japanese tea ceremony; floral designer Kazuyo Otani demonstrating the art of ikebana, or Japanese flower arrangement; Assistant Professor Daniel Gold discussing Hindu fundamentalism; Assistant Professor John McRae speaking on demythologizing Zen Buddhism; and Banoo Parpia of the China/Cornell/Oxford Project on Nutrition discussing diet, lifestyle and mortality in the People's Republic of China.

Classical music concerts are being given on Monday nights; outdoor concerts and arts performances on Tuesdays, Thursdays and Fridays; a "Great Books" discussion series on Tuesdays; lectures on Wednesday evenings; and midday seminars on Thursdays.

Etsuko Terasaki is leading the "Great Books" discussion series on "Femininity in Japanese Literature" with a reading list that includes Lady Murasaki's "The Tale of Genji"; Kawabata Yasunari's "Snow Country"; haiku and haikai written by Basho; Noh and Kyogen plays "Eguchi" and "The Ink Smeared Lady," and Abe Kobo's "The Woman in the Dunes."

Classical music concerts in the Barnes Hall include Phong Nguyen and Tuyen Tonnu performing traditional Vietnamese music; Elizabeth Field, violin, and Daniel Seidenburg, viola, with David Bakamjian, cellist, playing pieces by Mozart, Martinu and Dohnanyi; Joyce Lindorff, harpsichord, giving a concert of music by Johann Sebastian Bach; Donald R.M. Paterson, playing organ works by Bohm, Hindemith and Karg-Elert; Andrea Folan, soprano, performing with Bart van Oort, fortepiano; and Mark Scatterday, trombone, playing with Scott Jeneary on piano and percussion.

In a special July 4 concert, pianist Jonathan Shames will perform with the touring Moscow String Quartet.

The Summer Session's outdoor concert series is moving to two new locations this year: the university's Agriculture Quadrangle and the lawn in front of Fuertes Observatory. The series includes Rising Sign, a band that plays Caribbean samba/salsa fusion; Southern Tears, playing country rock; local jazz musician Joe Salzano and friends performing American jazz with Native American imagery; Neon Baptist, playing rock and roll from the Dust Bowl; Bernie Milton and the Soul Patrol; and the Burns Sisters, singing a cappella.

The performing arts series includes Jazzmatazz, a vocal jazz ensemble affiliated with the Community School of Music and Art; the Genesee Baroque Players, who perform 17th- and 18th-century music using period techniques and instruments; the Ithaca Opera performing "An Evening of American Musical Theater"; Magic Garden Puppets presenting Haydn's marionette opera "Philomen and Baucis"; Odyssey Storytellers and West of the Moon singers presenting "An Evening for Children"; Ithaca Ballet; a gamelan concert with Indonesian dancers; "Beauty and the Beast" storytellers; and a swing dance demonstration with the Blue Blazers Swing Band.

This year's lecturers are Jia Qingguo, visiting assistant professor of government, speaking on "Tranquility by Default: Political Development since the Tiananmen Suppression of 1989"; management consultant Ken Blanchard on "Leadership in a Changing World"; Alan Merten, dean of the Johnson Graduate School of Management, on "Getting Ready to Do Business in Asia"; Bonnie MacDougall, associate professor of architecture, on "Indian Architecture and the Mythological Imagination"; and James Affolter, director of Cornell Plantations, on "Lotus Seeds and Centipedes: Plants and Animals in Traditional Chinese Medicine."

Tours will be given of the Johnson Art Museum's Asian Galleries, the international crops demonstration garden at the Cornell Plantations, campus architecture, Uris Library, the conservatory greenhouse, the supercomputer center and the Center for Theatre Arts.

There is no charge for any of these events, and the public is welcome. Calendars of events are available from the Division of Summer Session, Extramural Study and Related Programs, Box 50, B12 Ives Hall, telephone 255-4987.

—Carole Stone

## MISC.

### Architectural Tours

Walking tours of the architecture of Cornell, beginning at 6:30 p.m. at the statue of Ezra Cornell, near Morrill Hall on the Arts Quad, will be held on July 2, 9, 16, 23 and 30.

### Asian Gallery Tour

Tours of the Asian Galleries at the Johnson Museum of Art will be held on June 28 and July 12 and 26. Tours will begin at 2 p.m. in the lobby of the museum.

### Center for Theatre Arts Tour

Tours of the Center for Theatre Arts will be given on June 29 at noon; July 18 at 2 p.m.; July 27 at 2 p.m.; and Aug. 3 at noon. Meet in the main lobby.

### Garden Tours

A tour of the L.H. Bailey Conservatory greenhouse, led by K.C. Bennett, conservatory manager, will be given on July 16 at noon. Meet at Miss Minn's Garden, Tower Road.

A tour of the International Crop and Weed Garden at the Cornell Plantations will be given on July 20 at noon. Meet at the main building.

### Library Tours

Tours of Uris Library will be given at 4 p.m. on July 3, 10, 17, 24 and 31. All tours begin in the main lobby of the library.

### Olin Library

Presentations about the building of the Olin Library addition will be held at noon on July 6, 11, 18, 25 and Aug. 1. Meet in the main lobby of Olin Library.

### Performing Arts Series

"All-Bach," organ recital by George Edward Damp, visiting associate professor of music, June 28, 8:15 p.m., Anabel Taylor Hall; "Favorite Music: the 1920s to the 1950s," Jazzmatazz vocal jazz, June 29, 8:15 p.m., Barnes Hall; Storytelling for adults and young people age 13 and over, Beauty and the Beast Storytellers, July 3, 8:15 p.m., Barnes Hall; "A German Miscellany," Genesee Baroque Chamber Players, July 6, 8:15 p.m., Barnes Hall; Marionette Opera by Franz Joseph Haydn, "Philemon and Baucis," based on Ovid's "Metamorphoses," Magic Garden Puppets accompanied by the Ithaca Opera Ensemble, July 13, 8:15 p.m., Barnes Hall; Cornell Gamelan and Indonesian Dancers, July 14, 7 p.m., auditorium, Martha Van Rensselaer Hall; Ithaca Ballet, July 19, 8:15 p.m., Barnes Hall; Ithaca Ballet, July 20, 8:15 p.m., Barnes Hall; "An Evening for Children," Odyssey Storytellers and West of the Moon Singers, July 26, 7 p.m., Barnes Hall; "An Evening of American Musical Theater," "The Ithaca Opera," July 27, 8:15 p.m.; Gamelan concert with Indonesian shadow play (Wayang) by puppeteer Sumarsam, Aug. 2, 8:15 p.m., Memorial Room, Willard Straight Hall; Swing music with swing dance demonstration, The Blue Blazers and the Extravaders, Aug. 3, 8:15 p.m., Barnes Hall.

### Supercomputer Tours

Tours of the national supercomputer facility will be given on July 3 at 2 p.m.; July 10 at 2 p.m.; July 11 at 12:30 p.m.; July 17 at 2 p.m.; July 18 at 12:30 p.m.; July 24 at 2 p.m.; July 25 at 12:30 p.m.; July 31 at 2 p.m.; and Aug. 1 at 12:30 p.m. Sign up with Donna Smith at 255-8686, Computing and Communications Center.



**"Moliere," directed by Ariane Mnouchkine, will be shown Saturday, June 30, at 7:15 p.m. in Willard Straight Hall.**

## Cornell Cinema plans summer events

Cornell Cinema's Ithaca premieres planned for the summer include the first area showing of "Vienna is Different," a film essay by David Leitner, a Cornell graduate from the early 1970s who has made documentaries in Europe, South and Central America and the Soviet Union, and in 1986 co-produced the award-winning documentary, "Spark Among the Ashes: A Bar Mitzvah in Poland."

"Vienna is Different" begins with the premise that Austria should accept its share of guilt for the crimes of World War II because Austrians did nothing to prevent Hitler's invasion. The film includes interviews with historians, journalists and public figures and footage of Kurt Waldheim addressing the nation.

Other Ithaca premieres this summer include "Moliere," directed by Ariane Mnouchkine, director of France's avant-garde Theatre du Soleil; "Surrealism in Animation," an eclectic stroll through the old Disney, Warner Brothers and MGM vaults; "Each Other" and "The Thin Line," two films by Israeli actress-turned-director Michal Bat-Am; "High Fidelity: The Adventures of the Guarneri String Quartet," directed and produced by Allan Miller, who made "From Mao to Mozart: Isaac Stern in China"; Shusuke Kaneko's "Summer Vacation: 1999," a story about boarding school boys suffering their first torments of pubescent love; and "L'Ange," by experimental film maker Patrick Bokanowski.

More detailed information about these films can be found in the new Cornell Cinema Flick Sheet, available at the theater and the cinema office in Room 104, Willard Straight Hall. See the Cornell Cinema calendar for a complete listing of summertime films.

### Moscow Quartet, Jonathan Shames to give July 4 concert

Jonathan Shames will perform with The Moscow Quartet during its American debut on July 4 at 8:15 p.m. in Barnes Hall. Admission is free.

Shames will join the quartet in a performance of Schumann's Piano Quintet, op. 44. The quartet also will perform Tchaikovsky's Second String Quartet, op. 64.

The Moscow Quartet was formed in 1975. They have performed in Great Britain, Hungary, France, Italy and Finland.



# Cornell has a long tradition of helping poor nations

In 1925, Cornell plant scientist Harry H. Love and his colleagues traveled to China to help train Chinese scientists and conduct research at the University of Nanjing to boost grain productivity. As a result, wheat yields jumped by 50 percent and barley yields by 20 percent.

Love's work marked the beginning of more than six decades of Cornell efforts to help poor nations expand their food production and develop their economies.

Since then, Cornell scientists have conducted research projects in many countries, including Thailand, Mexico, the Philippines, Nepal, Bangladesh, India, Sri Lanka, Indonesia, Brazil, Guatemala, Ecuador, Peru, Panama, Costa Rica, Kenya, Botswana and Yemen.

Milestones in these international efforts include:

- The work of Richard Bradfield, former chairman of the Department of Agronomy (now Soil, Crop and Atmospheric Sciences), with the Rockefeller Foundation to improve agriculture in Mexico. The establishment of the International Maize and Wheat Improvement Center in Mexico was an outgrowth of this effort. The spectacular success of the center's crop improvement program, especially with high-yield wheat varieties, set off the so-called "Green Revolution" in the late 1960s.

- Help in establishing the Inter-American Institute of Agricultural Sciences in 1942 in Costa Rica. Homer C. Thompson, former chairman of the Department of Vegetable Crops, served as director of the institute from 1950 to 1956.

- Rehabilitation of the College of Agriculture of the University of the Philippines



John Church

Professor Neal Jensen talks with international students about wheat growing techniques in an Ithaca-area field in 1967.

at Los Banos from 1952 to 1960. The Los Banos campus had been largely destroyed during World War II.

Cornell faculty also helped develop better methods of growing and harvesting rice, coconut, coffee, citrus and tropical forages, as well as methods of controlling disease and pests affecting crops, and of improving performance of different breeds of animals

under tropical conditions.

Socioeconomic problems and issues also received attention. From 1963 to 1972, Cornell helped the college develop its graduate education and research capabilities in agriculture.

- Long-term research relationships with a number of international agricultural research centers around the world, especially

the International Rice Research Institute in the Philippines and the International Potato Center (Centro Internacional de la Papa) in Peru.

"The benefits of this approach are not only the research findings, but also the training of professionals capable of undertaking research on development problems," said Larry Zuidema, acting director of the International Agriculture Program in the College of Agriculture and Life Sciences. "Many alumni of Cornell's College of Agriculture and Life Sciences hold important international agricultural positions throughout the world."

Cornell's international involvement is more than just a humanitarian effort, Zuidema said. "By helping developing countries improve their agricultural systems, New York state's agriculture and the nation's have also benefited."

For example, many improved New York crops came from initial research in other countries. Cornell's China involvement resulted in the introduction to New York of a Chinese barley variety called "Wong," from which several outstanding varieties have been developed.

Also, from genes found in Latin American wild potatoes, Cornell plant scientists have developed potato varieties resistant to the destructive golden nematode.

Wheat varieties currently grown in the Northeast are much more productive than three decades ago because of contributions from international research. Exotic genetic materials from various countries contributed about 50 percent of the yield advantage through crosses with local varieties.

—Yong H. Kim

## CIIFAD continued from page 1

population change and environmental degradation as key areas of study requiring special attention from the institute. Emphasis will be on agricultural technology and productivity; human nutritional needs; conservation of natural resources; environmental protection; international trade; viability of families and the role of women in development; and policy improvement and implementation, he said.

The bulk of the institute's funds will be used to support academic training of graduate students from developing countries and research projects to be carried out in host countries by Cornell faculty and these students in close collaboration with their counterparts in those countries.

Once a CIIFAD director has been appointed this fall, the institute will develop specific projects and activities, as well as identify target countries, Call said. While it is too early to discuss specific programs, preliminary contacts have been made with government officials and academics in the Philippines, Indonesia, Uganda, Zimbabwe, Honduras and Dominican Republic, he said.

"The institute will take a multidisciplinary approach to help people solve the many problems facing developing countries," Call said, adding, "Cornell has aca-

demographic resources and international experience unparalleled in their potential for contributing to resolving these problems."

More than 200 of Cornell's faculty members are interested in various aspects of international development and have expertise in the wide range of agricultural technologies and social sciences such as anthropology, business, economics, education, government, industrial and labor relations, law and planning.

Cornell agricultural economist Daniel G. Sisler, who led a group of faculty in drafting the proposal for the institute, said that the majority of world population is concentrated in poor countries struggling to raise their standards of living.

"The threat to the balance between population, resources and the environment, and the need for careful management to counter that threat have never been greater," he said. Sisler is the Liberty Hyde Bailey Professor of Agricultural Economics and an authority on the impact of technology and policies on food production in developing countries.

He pointed out that nearly three-quarters of the world's population of 5 billion live in the less-developed, low-income countries of Africa, Asia and Latin America. The world population is expected to reach 6.1 billion

by the year 2000.

Many of these countries already are confronted with serious problems, such as food shortages; high infant mortality; massive rural-to-urban migration; inadequacies in health care, sanitation, water, housing and education; high unemployment; and high foreign debt, he noted. These countries face a loss of fertile land because of soil degradation, lack of access to water for farming and human consumption, and extreme shortages in wood for fuel.

"One of the major challenges facing humanity is how to manage our resource and environmental endowment in a way that will guarantee our continued survival and ensure the well-being of future generations," Sisler said.

Call pointed out that over the past six decades, Cornell has addressed food problems in developing countries through research and training of professionals and students from several developing countries. As an example, he cited Cornell's involvement in rehabilitating the war-devastated University of the Philippines' College of Agriculture at Los Banos near Manila from 1952 to 1960. This rehabilitation was followed by a 10-year project from 1963 to 1972 to boost graduate education and research capacities of the college.

Cornell faculty also have been involved in a number of agricultural and rural development projects in countries such as China, Mexico, Brazil, Yemen, Panama, Sri Lanka, Nepal, India, Indonesia, Bangladesh, Peru, Ecuador, Guatemala, Botswana, Costa Rica and Kenya.

Cornell nutritionists and food economists are studying the effects of economic policies on the poor in Cameroon, Gambia, Ghana, Guinea, Lesotho, Malawi, Madagascar, Niger, Rwanda, Tanzania and Zaire. Launched in 1988 and led by Per Pinstrup-Andersen, a professor of food economics, the study aims to help those countries understand how their economic adjustment programs affect the living standard of the poor and to identify better policies on incomes, employment, purchasing power, food consumption and nutrition among low-income groups in those countries.

"These examples demonstrate that Cornell researchers and scientists have done excellent work in dealing with a multitude of pressing problems and issues confronting many developing countries," Sisler commented. "It is felt that the newly established CIIFAD, through a multidisciplinary approach, will make development efforts of Cornell faculty even more effective."

—Yong H. Kim

## Eel continued from page 1

ologist. For a central nervous system, slime eels have a notochord, a structure that also appears in the embryonic stages of vertebrates, including humans. Lacking jaws, their mouths open sideways to expose a tongue that is studded with sharp-edged combs that function as teeth.

Hagfish are a nuisance to commercial fishermen when they attack fish in nets and leave fishing gear enveloped in their thick, sticky slime. The slime comes from arrays of mucous glands that run along each side of the animals' bodies, like portholes on a ship. A little mucous combines with a lot of water, in a 1-to-99 mixture, and produces globs of slime that are difficult to escape.

"After we encountered slime eels (in the Johnson Sea Link II submarine), we had to wash down the \$23 million sub with fire hoses," Heiser said. The research submarine videotaped hagfish in their sea-bottom environment and captured live specimens with a suction hose.

Together with Martini, a biologist from Hawaii who teaches at Shoals Marine Laboratory in the summer, Heiser has embarked on an intensive study of this animal that most people would avoid. Their work

is funded in part by the Undersea Research Program of the National Oceanic and Atmospheric Administration.

About 20 different species of slime eels are found in oceans around the globe. They live in shallow waters near the poles and in cold, deep water elsewhere, said Heiser, who captured one on a recent trip to Antarctica. In the Gulf of Maine, where the Cornell biologists are conducting their study, slime eels burrow into the ocean bottom at depths of 350 feet and more, and are rarely seen until they become tangled in gill nets.

Demand for slime eels in South Korea — where a secret process turns their skins into fashionable purses, belts, briefcases and wallets — is depleting populations of the animals in the waters of Asia and the west coasts of North and South America, Heiser noted.

"The Korean tanneries are paying 50 cents a pound for hagfish 'in the round,' slime and all," he said. "That's more than New England fishermen sometimes get for cod and pollack."

"We thought, this could be a chance to turn a nuisance into a resource! So we flash-froze about a hundred *Myxine glutinosa* [the species of hagfish living off the coast of New England] and shipped them to Korea for evaluation."

In addition to the population studies, the researchers will attempt to learn:

- Where the boys are. Of the hundreds of slime eels caught by Heiser and Martini, only about 5 percent are males, although some seem to lack sex organs of any kind. "The males may be ecologically segregated — that is, we're just not looking in the right place — or there may be sex changes — although we haven't found any anatomical evidence of that."

- How they breed. Hagfish eggs have shells, which usually implies internal fertilization in a female, Heiser noted. Various females captured by the Cornell biologists contained eggs in all stages of development. But scientists have yet to observe slime eels in the act of mating.

- What they sense. Without normal eyes, slime eels don't have vision but they do react to illumination, and the Cornell biologists will test their sensitivity to different colors and intensities of light. They also will explore the animals' well-developed sense of smell.

- How they behave. The reclusive slime eels are easy enough to entice from their sea-bottom burrows with bait and to observe by the hundreds in a feeding frenzy, but that doesn't represent all their natural activities. By keeping slime eels in cold-water tanks in the laboratory, the biologists hope to learn more about day-to-day behavior.

- Why they slime. "We hypothesize that the slime may help them avoid predators, or it may be involved in getting into carcasses or burrowing into the substrate," Heiser said. "And it may have some function in chemical communication."

Heiser said he is getting tired of being asked how slime eel tastes, but not tired enough to try it himself. He has recipes from Japan and Korea, where hagfish is a delicacy, and he has packages of dried hagfish from Japan, in case he gets "brave enough." And he knows that Washington state recently classified slime eels as a regulated food fish.

Before slime eel finds its way to American menus, he said, it may need a nicer name.

—Roger Segelken



# Bird heaven

## Ornithologists turn garden into 'bottomless feeder'

Bird lovers who are weary of refilling feeders will appreciate the latest project of ornithologists here: The experts have turned the grounds of Stuart Observatory into a bird-feeding garden by installing native plants that provide year-round food, nesting material and shelter for feathered visitors.

The Laboratory of Ornithology's low-maintenance garden in Sapsucker Woods — which uses special landscaping and feeding methods to segregate pesky squirrels and geese from the songbirds — is designed to show how suburban front yards, rural back yards and even the smallest patch of an inner city can be landscaped into a bottomless bird feeder.

"Most people won't want to spend the money to hire a professional architect and landscapers to install 400 trees and plants the way we did," said Scott Sutcliffe, director of public affairs at the Laboratory of Ornithology and leader of the conversion project.

"However, anyone will be able to use the knowledge we're collecting on local plants and the kinds of birds they attract to construct an abundant bird-feeding garden inexpensively."

A lot of space is not required, Sutcliffe said. The Laboratory of Ornithology's feeding garden, including the "beach" for geese and ducks, occupies only about 4,000 square feet and is expected to attract 60 to 80 different species of birds each year.

Among the items on the menu of this colorful cafeteria are these:



Tim Moersh

Charles and Margaret Treman, who helped fund the new low-maintenance garden at the Laboratory

of Ornithology, fill a bird feeder in the garden. Native plants provide year-round food.

- Juneberry, also known as serviceberry, provides songbirds with fruit as early as May and June. Mulberry fruit is ripe soon after.

- Bush honeysuckle offers a summer of nectar for hummingbirds in its blossoms and fruit for other birds.

- Trumpet vine growing on a wooden arbor also attracts hummingbirds with its red and orange blossoms. Cinnamon fern provides hummingbirds with nesting material from the downy material on the stems.

- Southern arrowwood has fruit from July through September.

- White cedar fruit are ready for avian harvesting beginning in September, as are the cone seeds of spruce and the catkins from birch trees.

- Winterberry, holly and highbush cranberry fruits help sustain birds from September to April.

- Water to wash it all down. Birds, which otherwise find their drinking water in puddles, can sip and splash in a hollowed-out, moss-covered boulder at the Laboratory of Ornithology. But any container with space for the birds to perch and drink will do.

Birds are more likely to dine with peace of mind if there are nearby trees or bushes to allow them to escape their predators. Sutcliffe noted. And evergreen trees offer sheltered nesting places for birds that come to dinner and stay through the winter. The Cornell feeding garden has plantings for both considerations.

Waterfowl, particularly Canada geese, are a mixed blessing at sites with open water such as the pond at the Cornell laboratory. The ornithologist explained that, despite the food provided by the lab, geese eat live vegetation on the shore — even certain evergreens — and would have destroyed the valuable plantings for the songbirds.

So the Cornell landscaping plan called for a special bulkhead, made of logs driven into the edge of the pond, to discourage geese from climbing out of the water and entering the songbird-feeding area. Instead, the geese will be attracted to their private, more accessible beach, where feed will be waiting.

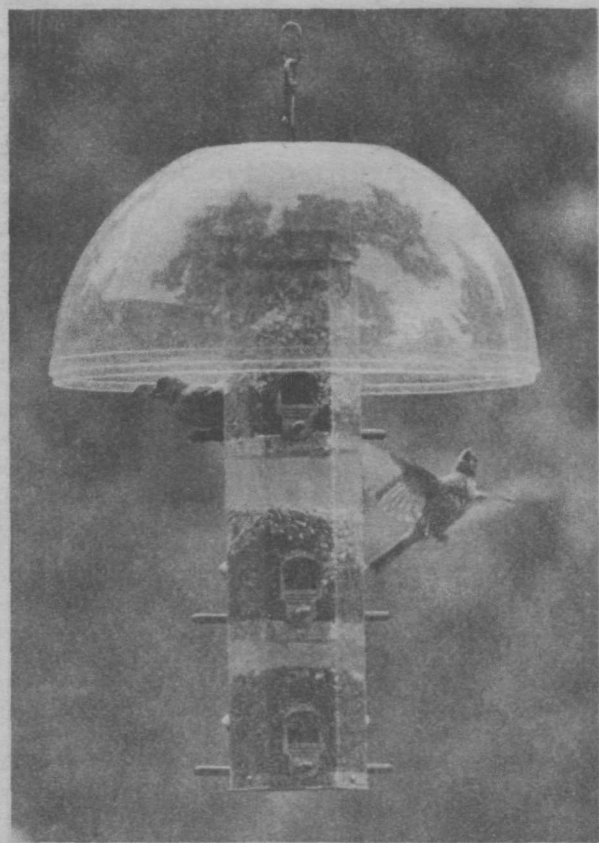
A similar strategy should keep squirrels from raiding the manufactured feeders that are included in the feeding garden: The lab staff dumps cracked corn on the ground

just for the squirrels and also leaves seed that has spilled from feeders to satisfy the bushy-tailed scavengers.

Interpretive displays inside the laboratory's Stuart Observatory will explain the feeding garden to visitors, who can watch the outside activity through panoramic windows.

The Laboratory of Ornithology bird-feeding garden was designed by Anton J. Egner, an Ithaca-based architect, in consultation with Marvin L. Adleman, a Cornell professor of landscape architecture. Funding for the project was provided by Charles and Margaret Treman, with additional support provided by Agway Inc. Country Foods Division and the Agway Foundation.

—Roger Segelken



Tim Moersh

Birds feeding in the Laboratory of Ornithology's new garden in Sapsucker Woods.

## Sapsuckers raise \$25,000 in World Series of Birding

Spotting 165 bird species in 24 hours May 19 in New Jersey's World Series of Birding didn't win any honors for Cornell's team, the Laboratory Sapsuckers. The top prize for the 41 teams in the annual marathon went to another team, whose captain, Pete Dunne, is a columnist for the Living Bird Quarterly.

However, based on the number of species the team identified, the Sapsuckers do expect to realize about \$25,000 in contributions to the lab's educational and research programs from supporters who made pledges.

The five-person Cornell team tried a new route through western New Jersey, according to captain Rick Bonney. That delayed their arrival at a wildlife refuge, where the gates closed at dusk, and they were unable to find enough shore birds to fill out their lists.

Closer to Ithaca, local birders who were running their own marathon had better luck. Supporters of Jennie Sutcliffe, daughter of the Ornithology Laboratory's public affairs director, Scott Sutcliffe, pledged as much as \$5 per species, apparently thinking: How many birds can a two-year-old possibly know?

The youngster identified 14 kinds of birds, and the laboratory is \$601 richer for her effort.

## ILR School, state leaders discuss converting military industries

"Many nations have been surprised by war, very few by peace. Yet that is where we find ourselves today," New York state Lt. Gov. Stan Lundine said in naming Peter Lazes of Cornell as the first member of a new task force to help companies convert from military to commercial production.

"The task force will [also] study how to compete for a shrinking pool of defense dollars," Lundine said during a Cornell conference in New York City June 19 and 20 on how American defense industries can be converted to non-defense production. "The panel will help us avoid the pitfalls of the 1970s, as companies tried to adjust to the post-Vietnam drop in military production."

The task force will be chaired by Vincent Tese, director of Economic Development, and Brad Johnson, the governor's Washington counsel and director of the state's Washington Office. The members who will accompany Lazes will be named soon, Lundine said.

Lazes, who organized the Cornell conference, entitled "Coming in from the Cold War: Mobilization for Change to Non-Defense Jobs," also is director of Programs for

Economic Transition, a new program established by the School of Industrial and Labor Relations to assist defense companies that are moving to civilian and commercial work as a result of reduced military spending.

"Although some suggest we should just let the free market economy respond to the 400,000 to 500,000 people that may be laid off as a result of military cutbacks, we think that is not enough," Lazes said. "We think non-traditional, pro-active solutions are needed. This is the first step: to bring companies, unions, community leaders and universities together to make the transition from military to commercial production work."

The conference, held at the Hotel Parker Meridien, was attended by 75 representatives of government, universities, labor organizations and businesses. Among the speakers were Douglas Fraser, past president of the United Auto Workers; Bob Zelnick, ABC's Pentagon correspondent and a member of the Class of 1961; and keynote speaker Lawrence Korb, director of the Center for Public Policy Education and

senior fellow in the Foreign Policy Studies Program at The Brookings Institution.

"The enemy is no longer communism; it's chaos," Korb said. "The question before us is what type of military force do we design to deal with chaos rather than communism."

"Like Eastern European countries, we know where we need to go. We don't know how to get there. All we know is the Cold War is over, we won and defense should be cut significantly," he said.

Six months ago, Korb was concerned that military cuts would be too small. "Now my concern is there seems to be a free fall. People are looking at the defense budget as a bill-payer for a lot of players," he said.

"The answer is for the executive branch to come up with a strategic plan. Bush says he is not into 'the vision thing.' OK. But someone in his administration needs to be," Korb said.

He made four recommendations:

- The United States should establish a strategic nuclear deterrent to prevent any nuclear power from using the weapons

against the United States or any country.

- The United States should reduce active duty forces — the Army and Air Force by half, the Navy and Marines by one-third — but make them more flexible, prepared to go anywhere.

- The United States should develop an insurance policy to deal with the unexpected. This would require a reserve force, protection of our research and development base, and maintenance of a mobilization base that would protect facilities and technologies we would need in an unexpected emergency.

- Finally, "We need to have an adjustment plan that says, 'OK, we depended upon defense for 40 years. . . . This is different.' We need to have a plan for human problems, people displaced, as well as economic problems," he said.

Sponsors of the conference were the New York State Department of Economic Development, the New Prospect Foundation, the Ploughshares Foundation, the School of Industrial and Labor Relations, and the Center for International Studies.

—Lisa Bennett



## COMMENTARY

## 2 Live Crew: heavy-handed parody, in code

by Henry Louis Gates Jr.

*Reprinted from the June 19 issue of the New York Times.*

The rap group 2 Live Crew and their controversial hit recording "As Nasty as They Wanna Be" may well earn a signal place in the history of First Amendment rights. But just as important is how these lyrics will be interpreted and by whom.

For centuries, African-Americans have been forced to develop coded ways of communicating to protect them from danger. Allegories and double meanings, words redefined to mean their opposites ("bad" meaning "good"), even neologisms ("bodacious") have enabled blacks to share messages only the initiated understood.

Many blacks were amused by the transcripts of Marion Barry's sting operation, which reveals that he used the traditional black expression about one's "nose being opened." This referred to a love affair and not, as Mr. Barry's prosecutors have suggested, to the inhalation of drugs. Understanding this phrase could very well spell the difference (for the mayor) between

prison and freedom.

2 Live Crew is engaged in heavy-handed parody, turning the stereotypes of black and white American culture on their heads. These young artists are acting out, to lively dance music, a parodic exaggeration of the age-old stereotypes of the oversexed black female and male. Their exuberant use of hyperbole (phantasmagoric sexual organs, for example) undermines — for anyone fluent in black cultural codes — a too literal-minded hearing of the lyrics.

This is the street tradition called "signifying" or "playing the dozens," which has generally been risqué and where the best signifier or "rapper" is the one who invents the most extravagant images, the biggest "lies," as the culture says. (H. "Rap" Brown earned his nickname in just this way.) In the face of racist stereotypes about black sexuality, you can do one of two things: you can disavow them or explode them with exaggeration.

2 Live Crew, like many "hip-hop" groups, is engaged in sexual carnivalesque. Parody reigns supreme, from a take-off of standard blues to a spoof of the black power movement; their off-color nursery rhymes

are part of a venerable Western tradition. The group even satirizes the culture of commerce when it appropriates popular advertising slogans ("Tastes great!" "Less filling!") and puts them in a bawdy context.

2 Live Crew must be interpreted within the context of black culture generally and of signifying specifically. Their novelty, and that of other adventuresome rap groups, is that their defiant rejection of euphemism now voices for the mainstream what before existed largely in the "race record" market, where the records of Redd Foxx and Rudy Ray Moore once were forced to reside.

Rock songs have always been about sex but have used elaborate subterfuges to convey that fact. 2 Live Crew uses Anglo-Saxon words and is self-conscious about it: a parody of a white voice in one song refers to "private personal parts," as a coy counterpart to the group's bluntness.

Much more troubling than its so-called obscenity is the group's overt sexism. Their sexism is so flagrant, however, that it almost cancels itself out in a hyperbolic war between the sexes. In this, it recalls the inter-sexual jousting in Zora Neale Hurston's novels. Many of us look toward

the emergence of more female rappers to redress sexual stereotypes. And we must not allow ourselves to sentimentalize street culture; the appreciation of verbal virtuosity does not lessen one's obligation to critique bigotry in all of its pernicious forms.

Is 2 Live Crew more "obscene" than say, the comic Andrew Dice Clay? Clearly this rap group is seen as more threatening than others that are just as sexually explicit. Can this be completely unrelated to the specter of the young black male as a figure of sexual and social disruption, the very stereotypes 2 Live Crew seems determined to undermine?

This question — and the very large question of obscenity and the First Amendment — cannot even be addressed until those who would answer them become literate in the vernacular traditions of African-Americans. To do less is to censor through the equivalent of intellectual prior restraint — and censorship is to art what lynching is to justice.

*Henry Louis Gates Jr., formerly a professor here, now is a professor of English at Duke University.*

## Educators discuss ways of improving minority participation and achievement

What does it mean that one-third of the nation will be comprised of people of color within only 10 years?

"I have a vision of a world in which that population is so poor, so destitute, so much on the verge of homelessness, that rates of morbidity and fatality will be so high — that none of us will be unaffected," Robert Fullilove, a social psychologist with Columbia University, said at the conclusion of a conference on minority education held here June 11 and 12.

"A significant number . . . will grow up with such developmental disabilities that they will be perfectly unable to achieve any success in school and perfectly unavailable for the work we hope to produce," he added.

Fullilove was one of more than 25 speakers who addressed 160 upstate New York educators examining the near future and what educators can do to improve it during the conference. "Strategies to Improve Minority Participation and Achievement in Education." Other presenters included President Frank H.T. Rhodes; Senior Provost Robert Barker; and Reginald Wilson, a senior scholar with the Office of the President at the American Council on Education.

Organized by William Thompson, director of Cornell's Office of Equal Opportunity, the conference was prompted by the 1988 report "One-Third of a Nation," published by ACE and prepared by the Commission on Minority Participation in Education and American Life. Rhodes was chairman of the commission, and former Presidents Carter and Ford were co-chairmen.

In addition to reporting that, by the year 2000, one out of three Americans and the majority of students and those seeking employment for the first time will be people of color, the study also found that the United States has regressed in affirmative-action efforts — or race-conscious policies — and that "left uncorrected, the current trend signals continuing social tension and is an omen of future national decline."

But foreboding as the forecast is, this is "a more difficult time to grapple with affirmative action than any I remember during my own experience in higher education," Rhodes

said. With the national spotlight on events in Eastern Europe and elsewhere, and with minority leaders questioning the effectiveness of race-conscious policies, it is difficult to convince Americans of the urgency of the problem, he said.

Convincing educators that something needs to be done and can be done is another problem, said Wilson of ACE.

"The greatest barriers [to improving minority education opportunities] are the disinclination to believe that significant change can occur — our belief that students' socioeconomic circumstances predict their future rather than what educational institutions do — and, as usual, the agonizing difficulty of changing an entrenched, traditional, bureaucratic organization and its entrenched, traditional ways of doing business," Wilson said.

What will it take to change educational institutions that have been comfortable with 60 percent Hispanic high school drop-out rates, 65 percent American Indian drop-out rates; and 40 percent black drop-out rates, Wilson asked.

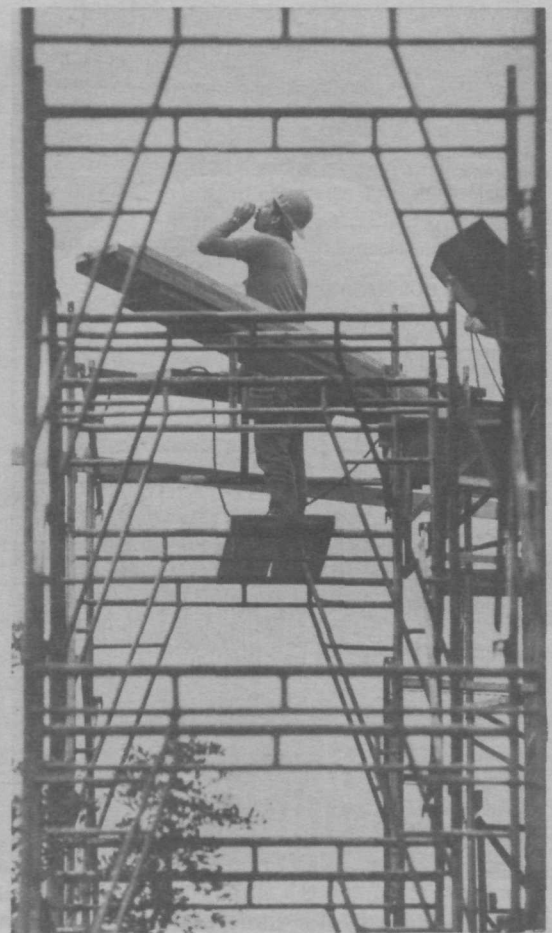
"While moral and equity appeals seem to carry less weight today than they did 20 years ago, the threat of the economic and technological superiority of the European Community and Pacific Rim countries seems to have galvanized concern for increasing the educational and employment opportunity of underrepresented minorities in order for the U.S. to be more competitive in the real marketplace," he said.

What are needed are long-term, institutional changes, Rhodes, Wilson and Fullilove agreed: Colleges and universities need to get involved earlier, more fully and as part of broader coalitions.

"It is critically important that we see ourselves not as institutions waiting for students to come to us where they can be fixed," Fullilove said. "We must take a much more pro-active role. We need to go out into these communities to see ways we can assist in stabilization of the community, stabilization of the family and stabilization of the learning process that these [secondary] schools are finding it is almost impossible for them to achieve on their own."

— Lisa Bennett

## Building a thirst



Tim Moersh

Kevin Eldridge pauses for refreshment while working on the expansion of the Willard Straight Hall terrace.

## ILR expands research on alcohol and drug abuse at work

Behavioral scientists here are expanding their studies of alcohol and drug abuse in the workplace to develop programs that will help workers overcome substance dependence.

Faculty members in the School of Industrial and Labor Relations believe that drug and alcohol problems are reducing the effectiveness and competitiveness of American industry and the quality of American life.

They are studying conditions in a number of industries and are planning research in Israel, Ireland, Italy and France to determine if cultural and ethnic differences contribute to substance abuse.

The new studies will add to 30 years of research carried out by Harrison M. Trice, a professor of organizational behavior in the Industrial and Labor Relations School.

The school established the Smithers Institute for Alcohol and Workplace Studies three years ago and accelerated its program

this year by bringing more faculty and projects into the research.

The school's dean, David B. Lipsky, appointed Samuel B. Bacharach, a professor of organizational behavior in the school, to direct the institute, with Trice serving as senior academic adviser. William Sonnenstuhl, an assistant professor of organizational behavior, is associate director of the institute.

The institute was established with a grant of \$2.5 million from R. Brinkley Smithers, an Oyster Bay, Long Island, philanthropist who for the past 35 years has been a predominant leader in the battle against alcoholism in the United States.

"We are looking at how substance abuse, particularly alcohol, impacts on and is impacted by the workplace," Bacharach said. "Alcohol is the number one abuse problem in the United States today."

Recognizing that alcohol and drugs affect America's productivity, the institute

has set out to expand its research into abuse problems and to train people who deal with substance abuse on the job.

In studying abuse problems, the institute conducts research on working conditions in many occupations, peer relationships at work, conflicts between job and family life, attitudes and strategies of managers, and cultural influences on workers.

Trice and Sonnenstuhl have conducted a number of workplace studies, including one with tunnel construction workers in New York City. "I spent nine months in tunnels down under the streets of New York getting to know and hanging out with 'the sandhogs,'" Sonnenstuhl said.

One research goal was to determine the best method of counseling workers with substance abuse problems. "Previously, the emphasis was placed on supervisors, who were expected to warn workers if alcohol or other abuses were affecting their work and tell them how to get help," Sonnenstuhl

said. "But we have found it more effective to train workers so they can detect problems in their co-workers. Airline pilots have been doing this for several years."

Rather than a manager talking to worker, peer intervention is particularly effective because workers on the same job share similar backgrounds and work experiences, Sonnenstuhl said.

"Our mission is to link academic research with training of blue collar workers and their supervisors in a number of occupational fields on how to deal with substance abuse," Bacharach said. "Because we are the land-grant university of New York state, extension education is one of our primary missions."

Two Cornell Industrial and Labor Relations extension associates, R.C. Quick and Susan Mason, will conduct workshops for managers and employees on how to achieve a drug-free workplace.

— Albert E. Kahn



# CORNELL EMPLOYMENT NEWS

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## JOB OPPORTUNITIES

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

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

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

### Professional

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

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

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

#### Advertising and Publicity Associate (PC2513) C.U. Press-Endowed

Coordinate, write and produce journal, newspaper, and magazine ads for the Press using desk top publishing system. Coordinate artwork for seasonal catalogs. Correspond with authors about dust jacket designs. Work with freelance designers on selected projects.

**Requirements:** Bachelor's or equivalent required. Superior writing and proofreading skills essential. Design training preferred. Working knowledge of Macintosh Page-maker program. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

#### Staff Physician (PA2503, PA2504) University Health Services-Endowed

Provide general medical care for a patient population comprised of students, faculty and staff.

**Requirements:** MD-must be Board eligible or certified in Internal Medicine, Family Practice or Pediatrics (Adolescent Medicine). Good interpersonal skills and an interest in supporting a strong Health Education service preferred. Send cover letter and resume to Cynthia Smithbower.

#### Assistant to DCL Manager/Minority Intern (PA2403) Vice President for Campus Affairs-Endowed

Provide support to the Division of Campus Life Business Manager. Analyze financial and operational data and prepare reports using personal and/or mainframe computer applications. Assist in administration of personnel and EEO policies, practices and procedures. The program provides experience in a variety of university administrative functions to enhance access of minority individuals to management opportunities with Cornell. 1 yr appointment.

**Requirements:** Bachelor's in business administration, finance or accounting, with 2-3 years experience in higher education administration, MBA preferred. Ability to work independently with a variety of groups, staff, students and administrators. Good communication skills. Familiarity with IBM PC desirable. Send cover letter and resume to Cynthia Smithbower.

#### Applications Programmer III (PT2502) HRII Consumer Economics and Housing-Statutory

Work on design of computer analysis of Nationwide Food Consumption Survey, a large and complicated dataset. Consult with professional staff on data handling, appropriate hardware, and techniques to accomplish statistical goals. Supervise graduate assistant. 16 month position. Hours flexible.

**Requirements:** Bachelor's and experience in statistics. 3-5 years experience in programming and statistics. Knowledge of Fortran, PL/1 or other programming language. Knowledge of CMS and C.U. system highly desirable. Send cover letter and resume to Sam Weeks.

#### Administrative Manager (PA2502) HRII Civil and Environmental Engineering-Endowed

Serve as administrator of finance, budget, personnel and facilities issues for the School of Civil and Environmental Engineering. The school has approximately 50 faculty and staff and 6 laboratories.

**Requirements:** Bachelor's in business or finance, or equivalent, plus considerable experience in financial administration and personnel management in higher education, preferably at Cornell. Ability to prepare operating capital budgets, research funding negotiations, and determination of direct and indirect costs. Ability to use software products to assist in budgeting, financial management, statistical analyses, and database management systems. Significant supervisory experience is required as well as demonstrated organizational, leadership, and communication skills. Send cover letter and resume to Cynthia Smithbower.

#### Senior Editor (PC2106) HRII Laboratory of Ornithology-Endowed

Primary responsibility for editing and producing the Lab's magazine, The Living Bird Quarterly. Solicit, write and edit copy; supervise editorial and design staff. Also provide editorial direction and writing assistance for other Lab publications such as brochures and fundraising materials.

**Requirements:** Master's in journalism or ornithology/biology or equivalent experience. At least three years experience editing a regular, ongoing publication for a general audience, preferably in the biological sciences. Send cover letter, resume, and 3 writing samples to Esther Smith, Staffing Services, 160 Day Hall.

#### Research Support Specialist III (PT1501) HRII Division of Nutritional Sciences-Statutory

Oversee day-to-day operations of gas stable isotope ratio mass spectrometry laboratory. Operate and maintain two Finnigan mass spectrometers; construct and maintain preparatory lines; educate and oversee lab personnel and demonstrate equipment to visitors.

**Requirements:** Bachelor's or equivalent in Physics, Chemistry, Engineering, or related discipline; Master's or

equivalent preferred. Mechanical aptitude is essential. Some electrical skills required and willingness to learn. Literacy in at least one common programming language, including BASIC and FORTRAN. Willingness to learn Pascal is a must. Send cov letter & resume to Sam Weeks.

#### Assistant Manager Financial Systems (PT1911) Level 36 HRII

##### Finance and Business Services-Statutory

Assist the Manager in the planning, management, and supervision of operations, programming and technical staff. Assume responsibility for day-to-day management of financial systems. Must be able to lead and guide the development, maintenance, installation, documentation and upgrade/modification of administrative systems software. Serve as user consultant.

**Requirements:** Bachelor's in computer science, business administration, or equivalent combination of experience is required. 5 years of responsible experience in governmental, higher education or business computing and systems is required. Knowledge of Cornell mainframes, IBM System 36, PC's, DOS, JCL, CMS, MVS, ADABAS and Natural. Send cover letter and resume to Sam Weeks.

#### Technical Specialist I (PT1703) Level 36 CIT/Systems-Endowed

Design, implement, install, document and maintain systems software and significant subsystems for the AIX/370 Operating Systems (IBM's version of UNIX for 370 architecture machines). Provide technical leadership in designing and adapting functional enhancements to AIX/370 and its subsystems. Some night, weekend and "on call" duties.

**Requirements:** Bachelor's in computer science or equivalent experience with computer courses in operating system fundamentals. 3-5 years experience with UNIX Operating Systems and significant subsystems preferred. Knowledge of "C" programming language, UNIX utilities and systems calls is essential. Work with IBM 370 assembler language, the VM operating system and large systems is a plus. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT2404) Level 35 CIT/Services-Endowed

Provide advanced technical support for CIT technologies, software, operating systems, and networks. Serve as reference for faculty and staff by consulting, training, and writing documentation in statistical and research computing. Keep abreast of current technologies. Work with other CIT divisions on technical projects related to the selection, evaluation, and application of information technologies.

**Requirements:** Bachelor's or equivalent experience. 5-7 years work providing support for research computing. Extensive experience with CIT supported hardware and software products. Excellent communications, interpersonal, and service oriented skills. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer/Analyst (PT1903) Level 35

##### Computer Services-Endowed

Provide technical support for CUINFO, electronic mail, and other related projects. Design, develop, maintain, and program software related to these communication systems. Prepare documentation, assist and train users. Process database changes. Research, investigate and evaluate other similar systems.

**Requirements:** Bachelor's with 3-5 years experience. Extensive knowledge of VM/CMS including XEDIT and IBM assembly language. The following are highly desirable: experience with Pascal and C, familiarity with IBM PC and Macintosh, familiarity with TCP/IP network concepts and protocols, and verbal skills including grammar and spelling. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT1701) Level 35 Financial Systems-Endowed

Provide technical support. Serve as liaison to Financial Systems administrative technical consultant and Information Technologies staff. Write, maintain, and analyze system programs where normally used programming languages are unsuitable. Supervision of programmer analyst team as assigned.

**Requirements:** Bachelor's or equivalent. 5-10 years experience in application and system programming with ADABAS and BATCH, and VM/CMS interaction. Knowledge of commonly used programming languages such as Basic and assembler for mainframe to micro systems. Strong communication skills required. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer/Analyst (PT2301) Level 35

##### Information Technologies/Systems-Endowed

Design, implement, install, document and maintain systems software and significant subsystems for UNIX systems, primarily AIX/370 (IBM's version of UNIX for IBM 370 architecture machines). Some irregular, on-call hours required.

**Requirements:** Bachelor's in computer science or equivalent experience with computer science courses in Operating System Fundamentals. Minimum 3 years experience with UNIX operating systems and significant subsystems preferred. Knowledge of "C" programming language and some UNIX utilities essential. Knowledge of UNIX systems calls, IBM 370 assembler language, the VM operating system, or large systems experience is a plus. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT2504) Level 35 CIT/IR-Endowed

Provide technical guidance and consulting to applications programmers and project leaders regarding ADABAS, NATURAL and related software. Design, program, test, install, and document complex and critical software to enhance and extend vendor software. Interface with computing staff and vendors. Do one-on-one training and

consulting as well as workshops and presentations. Must be able to work frequent evening and weekend hours and participate in the on-call rotation.

**Requirements:** Bachelor's or equivalent experience. 5-7 years experience with sound knowledge of ADABAS, NATURAL, VM/CMS, MVS, JCL, REXX, SAS, and Assembler. Knowledge of applications for interactive administrative systems, database management systems, machine architecture and system utility programs. Familiarity with microcomputers and packages such as Microsoft Word, Excel and MacProject. Excellent communication & interpersonal skills. Send cover letter & resume to Sam Weeks.

#### Applications Programmer/Analyst III (PT0312) Level 34

##### Statler Hotel-Endowed

Under the supervision of the Information Systems Manager, provide hotel systems programming/technical support and training.

**Requirements:** Bachelor's or equivalent. 3-5 years computer system and programming experience. Knowledge of programming techniques, i.e., BASIC/COBOL/FORTRAN type languages and ability to operate a computer mainframe. Send cov letter & resume to Sam Weeks.

#### Applications Programmer II (PT2005) Level 34

##### NYS College of Veterinary Medicine/Administration-Statutory

Participate with faculty in the development of instructional software for teaching biomedical and clinical sciences. Oversee the maintenance of a network of Macintosh computers. Perform regular back-ups. Provide guidance to faculty on the design of instructional software.

**Requirements:** Bachelor's or equivalent. 2-3 years related programming experience. Familiarity with Macintosh systems and programming and programming including integration of high level languages such as C and Pascal with a Hypercard environment. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2506) Level 33 Laboratory of Ornithology-Endowed

Perform advanced programming on Mac II system for applying digital signal processing algorithm and high level graphics interface. Write high level interactive graphics routines for the Mac II (using HOOPS, NEW, C++, and AUX) and implementing digital signal process programs as applied to animal vocal signals.

**Requirements:** Bachelor's in engineering. 2-3 years of active experience programming on Mac II's with particular experience on HOOPS, MacAp, MPW, C++, AUX and the Mac-OS. Applications programming level 2. Send cover letter and resume to Sam Weeks.

#### Applications Programmer II (PT2403) Level 33 Diagnostic Laboratory-Statutory

Assist in programming development, implementation, troubleshooting, and maintenance of software and mini/micro computer systems within the Diagnostic Lab. Write programs for instrument interfaces and data handling. Maintain databases (Rbase).

**Requirements:** Bachelor's or equivalent experience required. Knowledge of biological science and statistical applications essential. Ability to program in C, Pascal and Basic desired. Experience with MS-DOS and Unix operating systems, and familiarity with the following applications programs desired: Dbase III+, Rbase IV, Lotus 1-2-3, and Wordperfect. Experience with hardware interface highly desired. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2407) Level 33 Law-Endowed

Develop, modify, document and maintain applications programs primarily for database management on a PC network. Provide training and consulting on hardware and software issues and applications for faculty, staff and students. Develop computer-aided teaching tools.

**Requirements:** Bachelor's in computer related field or equivalent combination of education and experience. 2-3 years related experience. Knowledge of personal computers and local area networks. Proven computer programming experiences in database applications required. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2305) Level 33 Office of the University Registrar-Endowed

Perform on-line computer applications development on mainframe (ADABAS), minicomputer, and microcomputer systems. Provide programming support for ad hoc queries. Develop comprehensive systems of BATCH and on-line computer reports. Work closely with CIT Production Control in scheduling production reports and all ad hoc reporting.

**Requirements:** Bachelor's with computer related courses or equivalent. 2-3 years related experience. Prior experience with IBM mainframe and Macintosh networks. Knowledge of SAS, NATURAL, MARK IV and VM/CMS. Strong written and verbal communication skills and the ability to work independently. Analytical and decision making skills a must. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT2206) Level 33 Office of Human Resources-Endowed

Develop computer applications, databases, and interfaces

to meet the human resource information and office automation needs of OHR. Assist in the daily operational maintenance of departmental computer systems. Assist and support users, providing training as needed.

**Requirements:** Bachelor's or equivalent with some computer related coursework; 2-3 years experience in administrative programming and operations; familiarity with VAX/VMS, IBM mainframe and microcomputer environments preferred; ability to program independently in at least 2 high-level languages (Natural, SAS, Basic). Strong interpersonal, communication and organizational skills. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT1708) Level 33 V.P. for Campus Affairs-Endowed

Design, develop, install, modify, maintain and document approved applications as needed for the Division of Campus Life departments. Set up hardware; diagnose problems; repair or arrange for repair of equipment; and apply fixes and upgrades.

**Requirements:** Bachelor's or equivalent with computer-related courses. 1-3 years of related experience. Working knowledge of applications for batch and/or interactive systems; VM/CMS; system utility programs; operating systems and software packages for PC and Macintosh computers (i.e., Wordperfect, Lotus, Filemaker, Excel, DOS, Dbase); and networks (Novell and/or Appletalk). Hardware experience on IBM mainframes and micros required. 2 programming languages-PL/1, Natural, Cobol, Pascal, Basic. Send cover letter & resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT1406) Level 33 Electrical Engineering-Endowed

Assist computer manager in day-to-day operation of a general purpose system including VAX, Sun, HP, and AT&T computers. Design, maintain, and document application software for administrative computer systems, including Macintosh and IBM PCs. Maintain operating systems, make backups, and provide training and consulting for users.

**Requirements:** Bachelor's in computer science or related fields. 2-3 years experience with UNIX systems. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT9608) Level 33 Engineering College Educ. Computing-Endowed

Provide system management for a network of UNIX-based graphics workstations; install and maintain system software and utilities, keep hardware operational and assist and consult with staff and users.

**Requirements:** Bachelor's in computer science or equivalent. 2-3 years programming; 2 years system management, familiarity with UNIX (prefer several versions), C, HOOPS and interactive graphics; excellent communication and interpersonal skills. Send cover letter and resume to Sam Weeks.

#### Grant and Contract Officer I (PA2506) HRI

##### Office of Sponsored Programs-Endowed

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

**Requirements:** Bachelor's or equivalent, 3-4 years of related work experience. Excellent interpersonal and communication (written and oral) skills; ability to work independently. Ability to work under deadlines and heavy work loads. Some traveling involved. Knowledge of grant and contract administration required. Send cover letter and resume to Cynthia Smithbower.

#### Executive Assistant to the Dean (PA2510) HRI

##### College of Engineering/Dean's Office-Endowed

The Executive Assistant coordinates and manages the work of the Dean and two Associate Deans. This individual represents the college to corporations, students, parents, scientists and a vast array of college visitors.

**Requirements:** Bachelor's or an equivalent combination of education and experience. An ability to independently manage and organize is essential. Excellent public relations and communication skills are required. Experience should include 5 or more years as an assistant to a chairman, director or above. Send cover letter and resume to Cynthia Smithbower.

#### Financial Analyst I (PA2507) HRI

##### Engineering and Facilities-Endowed

Provide analytical, financial and database management support to Engineering and Facilities departments. Supervise personnel/payroll processing and analyses for approximately 300 nonexempt employees. Administer microcomputer network.

**Requirements:** Bachelor's in business or computing, and 3-5 years job-related experience. Experience in general ledger, cost accounting, payroll preparation, personnel administration, and business operations. Demonstrated organizational managerial, interpersonal, written and verbal communications skills necessary. Microcomputer experience required, and Cornell financial systems experience desired. Send cover letter and resume to Cynthia Smithbower.

#### Health Educator (Sexuality/Sexual Assault Education Coordinator) (PA2501) HRI

### New in Ithaca?

If you have just relocated to the area and are looking for employment call Staffing Services, (607) 255-5226 for a copy of the booklet, "Just for Your Information: Job Prospecting in Ithaca."



**University Health Services-Endowed**

Responsible to Director of Health Education for planning, implementing, coordinating, and evaluating a campus-wide preventive education program for issues related to sexuality and sexual assault; directing the SAFER Peer Education Program; and assisting in the overall development and administration of Health Education Programs for the community.

**Requirements:** Master's in Health Education, Public Health, Human Services or related field of study. 2-3 years experience in providing sexuality education programs required. Must have excellent written and oral communication skills and a strong commitment to education. Experience working with college age men and women very desirable. Minorities are particularly encouraged to apply. Send cover letter and resume to Cynthia Smithbower.

**Administrative Supervisor (PA2509) HRI Law-Endowed**

Responsible for general office administration of Cornell Legal Aid Clinic. The clinic is a law office staffed by law students and attorneys representing low income people in civil matters in Tompkins County. Under the direction of the Clinic Director/Faculty Attorney, supervise 2 secretarial staff, student employees, assist in formulation and execution of office policies, oversee all financial transactions and clinic accounts. Work in a paralegal capacity.

**Requirements:** Associate's or equivalent. Bachelor's preferred. 3-5 years administrative experience. Excellent organizational, communication, supervisory and interpersonal skills. Ability to work independently and take the initiative are essential. Paralegal and accounting experience highly desirable. Knowledge of IBM-PC WordPerfect desirable. Absolute confidentiality required. Light typing. Send cover letter and resume to Cynthia Smithbower.

**Sales Manager (PC2507) HRI Statler Hotel-Endowed**

Responsible for total sales revenues and guest counts in conference banquet and guest room areas and secures same by selling the hotel's facilities to regular and new clients. Hours flexible; nights and weekends.

**Requirements:** Degree in hotel administration or equivalent experience. Previous sales experience in the hospitality industry, hotel management, or related experience. Knowledge of computer/word processing equipment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Special Projects Assistant (PC2506) HRI Cornell Tradition-Endowed**

Assist in the administration of the fellowship components, advise the Tradition Student Advisory Council and implement certain program aspects of the Tradition program, including an executive-in-residence, a symposium and the publication of a directory of Tradition Fellows.

**Requirements:** Bachelor's or equivalent required, some experience preferred working with students and alumni. Knowledge of computer systems and Apple Macintosh personal computer. Basic accounting skills. Good communication (oral and written) skills. Minorities are particularly encouraged to apply. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants, send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Research Support Specialist II (PT2411) HRI Diagnostic Laboratory-Statutory**

Conduct research toward development of new and improved immunological and bacteriological tests for detection of *Borrelia burgdorferi*. Includes supervision of 1-3 technicians or student employees, responsible for identifying and maintaining inventories of supplies and equipment.

**Requirements:** Master's in microbiology or related biological sciences. 3-4 years experience working with Lyme Disease research, including mastery of the following techniques: immunoblot, ELISA, immunofluorescence, and all common immunological testing. Should have educational background working with ticks, Ixodidae highly desirable. Strong background with bacteriological techniques, work with pathogenic organisms. Must be able to shift focus of research as funding sources change. Send cover letter and resume to Sam Weeks.

**Administrative Supervisor (PT2402) HRI Purchasing-Endowed**

Supervise and coordinate the input of data into the Automated Procurement and Payment System (APPS). Maintain the integrity of the information in the APPS databases through the accumulation, analysis and management of data on the system. Set standards for style and structure of data for correct input to the databases. Responsible for the training of CU staff in the use of databases.

**Requirements:** Associate's in computer science or related field required. Bachelor's preferred. Minimum 2 years data administration on computer database with supervisory experience. Strong organizational skills. Send cover letter and resume to Sam Weeks.

**Assistant Director (PA2407) HRI****Human Ecology Student Services-Statutory**

Counsel and advise students on academic and personal issues; coordinate college's services for Equal Opportunity Program students. 3 year appointment.

**Requirements:** Master's or equivalent is required preferably in student personnel administration, a human ecology field, higher education administration, a social science, or other closely related field. Experience in student personnel services and/or counseling is required. Send cover letter and resume to Cynthia Smithbower.

**Administrative Manager I (PA2405) HRI Media Services-Statutory**

Manage and coordinate all financial, personnel, and physical plant functions of a large, complex, multi-unit communications department. Provide administrative support to the Director and senior management staff on all financial and personnel-related matters within the department.

**Requirements:** Bachelor's in business administration. 3-5 years related experience. Must have excellent organizational, interpersonal, written and oral communications skills. Supervisory experience required. Must be well-versed in use of computers, specifically Macintosh and IBM. Knowledge of Cornell rules and regulations as they relate to the Statutory units extremely helpful. Send cover letter and resume to Cynthia Smithbower.

**Research Support Specialist (PT2309) HRI Plant Pathology-Statutory**

Assist in research on molecular genetics of a filamentous fungus with routine DNA preparation and analysis. Do independent experimental design and perform experiments. Organize & maintain lab, & supervise work study students.

**Requirements:** Bachelor's in biological science or equivalent. 2-3 years related lab experience; knowledge of molecular biology techniques, genetics, recombinant DNA technology and general laboratory procedures essential. Experience with Polaroid photographic equipment, microcomputers, and other equipment desirable. Some supervisory experience helpful. Send cover letter and resume to Sam Weeks.

**Research Support Specialist I (PT2306) HRI Biomedical Electronics-Statutory**

Manage the operation of the Biomedical Electronics Serv-

ice Department. Coordinate and assign jobs to technicians; estimate job costs (installation and design); and design, fabricate and repair sophisticated equipment. Supervise technical staff. Advise faculty and staff on purchase and repair instrumentation.

**Requirements:** Bachelor's in electronics technology (or equivalent) with 2-3 years experience, including design. Good manual dexterity, working knowledge of design, fabrication, and repair of sophisticated electronic instrumentation. Knowledge of test equipment and software. Must be computer literate. Send cov letter & resume to Sam Weeks.

**Research Support Specialist I (PT2007) HRI Pharmacology-Statutory**

Provide department with technical equipment support for its programs. Working with staff to determine specific needs, fabricate specialized lab equipment by designing, drafting scale drawings, and machine parts. Modify existing equipment to meet current needs. Keep equipment inventory. Provide equipment maintenance and repair. Be responsible for planning, setting up, and reorganizing labs. Oversee facility renovations and work with staff, designers, and trades people to meet specifications and deadlines.

**Requirements:** Bachelor's or equivalent. Minimum of 2-3 years experience with scientific equipment fabrication and equipment maintenance. Must have working knowledge of machine shop tools, spectrophotometers, gamma counters, centrifuges, LS counters, and other specialized laboratory equipment. Send cover letter and resume to Sam Weeks.

**Staff Writer I (PC1808) HRI****Theory Center-Endowed**

Develop and prepare written information for dissemination to the Theory Center's public.

**Requirements:** Bachelor's in English, journalism or closely related field, or equivalent combination of education and experience. 3 years solid writing experience; scientific and/or computing writing preferred. Experience working with print shops, the media and desktop publishing software. Must be able to work independently with high degree of accuracy and be able to meet deadlines in a fast-paced environment. Strong organizational and interpersonal skills necessary. Send cover letter, resume and 3 writing samples to Esther Smith, Staffing Services, 160 Day Hall.

**Applications Programmer II (PT1801) HRI****Animal Science-Statutory**

Develop, install, service, maintain, modify, and document complex personal computer applications programs for the Cornell Dairy Records Processing Lab. Assist with planning of complex systems/applications programming projects involving mainframe & personal computer interaction.

**Requirements:** Bachelor's or equivalent in computer science or animal science. 2-3 years experience providing knowledge of CSP (IBM's 4th generation 'Cross System Product' programming language) application programming procedures. Send cover letter and resume to Sam Weeks.

**Teaching Support Specialist II (PT1714) HRI Biochemistry, Molecular and Cell Biology-Statutory**

**NOTE:** this is a change from the previous, incorrect posting. Manage lab organization, supervise the preparation of reagents and order supplies. Set up and arrange lab and supplies for student use. Working with teaching staff, help in developing and updating protocols, designing and pre-running new experiments.

**Requirements:** Bachelor's in biochemistry (or closely related field) or equivalent. 2-3 years experience in a teaching lab with various types of electrophoresis, chromatography, ultracentrifugation, protein purification, bacterial cell culture, and liquid scintillation counting. Need good skills in organization and communication. Some knowledge of Macintosh computers and programs is desirable. Send cover letter and resume to Sam Weeks.

**Director, Mentors Unlimited Network Center for Religion, Ethics and Social Policy The Learning Web**

Direct new county-wide network of youth mentoring programs. Coordinate information and referrals. Develop outreach strategies and resource materials. Assist in new program development. Enhance networking among local programs. Assist in development of on-going funding. Located in downtown Ithaca.

**Requirements:** 3-5 years experience with program development; administration; network-building; outreach and public relations; volunteer recruitment, training, and coordination; grant writing. Ability to work with schools, community agencies, and business community. Excellent communication skills. Salary: \$20,000; Cornell benefits. Send cover letter and resume to Mentors Unlimited, c/o The Learning Web, Anabel Taylor Hall, by July 3. Minorities are particularly encouraged to apply.

**Professional Part-time****Student Development Specialist II (PA2401) HRI Learning Skills Center-Endowed**

Conduct study skills workshops and provide individual consultations to students in need of academic skills development. 9 month position. Mon-Fri, 1-5 p.m., some eves.

**Requirements:** Bachelor's or equivalent in education or social sciences; Master's preferred. 2-3 years experience working with college students. Send cover letter and resume to Cynthia Smithbower.

**Professional Off-Campus****Extension Support Aide (PT2416) HRI****Extension Administration/Sea Grant Extension/Brockport, NY-Statutory**

Serve as Coordinator of New York Zebra Mussel Clearing House project (New York Sea Grant Extension). Responsible for the organization and operation of a project involving information compilation and dissemination and networking activities. Compiled information on Zebra Mussel will be organized into a reference library. Develop contracts with interest groups. Prepare newsletters and fact sheets. Assist in filling information requests.

**Requirements:** Bachelor's in Marine Science, Library Science, Biology, Environmental Science, Natural Sciences, or related field. 1-2 years training or experience in operation of a science, technical, or environmental library, clearing-house, or information program. Effective oral and written communication skills. Technical writing experience desirable. Send cover letter and resume to Sam Weeks.

**Executive Staff Assistant (PC1301) HRI****Division of Nutritional Sciences/CFNPP/Washington, DC-Statutory**

Provide administrative assistance to the staff of Washington, DC office (approximately 30 persons) for the Cornell Food and Nutrition Policy Program. Duties include assistance in the areas of office management and operations; personnel and hiring; travel and expenditures; project implementation, and facilities management.

**Requirements:** Bachelor's and/or 3-5 years previous office experience with progressive responsibility. Proven ability to work independently, take initiative and handle many assignments of tasks simultaneously. Strong microcomputer skills particularly in the areas of troubleshooting and procurement of hardware and software. Excellent word processing skills; experience with Wordperfect and Lotus 123 required. Familiarity with international work and

a basic understanding of African geography preferred. A working knowledge of French useful. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Professional Temporary****Research Support Specialist/Project Analyst (PT2507) HDfcs/FLDC-Statutory**

Collect and synthesize county and state level statistics for a child abuse prevention project. Support program evaluation. Develop and implement a data management plan. Prepare written reports. One of the data sources is located in Chemung County. Until 12/31/90.

**Requirements:** Master's in social sciences or equivalent combination of education and experience. Data management and statistical computing experience with knowledge of human services delivery systems desirable. NYS driver's license required. Send cov letter & resume to Sam Weeks.

**Technical**

As a prominent research institution, Cornell University has a diverse need for laboratory, electro/mechanical and computer support. Individuals with backgrounds in computer science, biology, microbiology, chemistry, animal husbandry, plant science and medical laboratory techniques are encouraged to apply; applicants with ASCP or AHT licenses are in particular demand.

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

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

**Data Entry Operator, GR17 (T2415)****Chemistry-Endowed****Minimum Biweekly Salary: \$517.65**

Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.

**Requirements:** High School diploma or equivalent with some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Sam Weeks.

**Accelerator Technician, GR18 (T2505)****Lab of Nuclear Studies-Endowed****Minimum Biweekly Salary: \$529.35**

Perform semi-skilled, manual work involving maintenance and repair of accelerator components and related equipment. Use basic shop and portable power tools. Do electrical wiring, soldering, measuring, cleaning, painting, lubricating, etc. Assist in dismantling, repair, and assembly of equipment. Record various meter readings. Specific skills will be acquired through on the job training.

**Requirements:** High School diploma or equivalent and valid NYS driver's license are required. Coursework in physics, or electrical or mechanical arts, and mechanical drawing; or experience in mechanical or electrical trades necessary. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2406)****Neurobiology and Behavior-Statutory****Minimum Biweekly Salary: \$529.35**

Assist in experiments using molecular biological techniques to clone cDNAs for potassium channels. Grow and maintain bacteria and phage stocks, DNA and RNA preparation, restriction enzyme digests and gel electrophoresis sequencing. Routine maintenance of laboratory equipment and glassware. Will be working with radioactive material on a regular basis.

**Requirements:** High School diploma. Some college or advanced classes helpful. 1 year prior lab experience necessary (equivalent of college lab course). Experience in molecular biology desirable but not necessary. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2208)****Genetics and Development-Statutory****Minimum Biweekly Salary: \$529.35**

Provide general lab assistance. Perform experiments in molecular genetics. Oversee preparation of culture media and solutions for lab use. Care for bacterial stock culture collection. Order supplies, maintain inventories, oversee equipment maintenance, and arrange for equipment repairs. Train new lab personnel. Supervise undergrad assistants.

**Requirements:** Associate's (Bachelor's desirable) or equivalent preferably in natural sciences. Minimum 1 year previous lab experience preferred, especially in molecular genetic techniques. Send cov ltr & resume to Sam Weeks.

**Technician, GR19 (T2508)****Psychology-Endowed****Minimum Biweekly Salary: \$551.86**

Carry out experiments, analyze data, keep laboratory records and oversee hamster colony. Perform other activities related to experiments such as surgery, histology, and occasional library research. Until 3/31/91. Contingent upon further funding. Funding expected until 3/31/92.

**Requirements:** Associate's or equivalent preferred in a field related to biology or psychology. Minimum of 1 year experience in data analysis, computers, histology, surgery, behavioral observation and handling animals. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2408)****Food Science-Statutory****Minimum Biweekly Salary: \$551.86**

Perform general laboratory duties including preparing food and biological samples for analysis; doing routine analytical measurements using gas or liquid chromatography; organizing lab records and research results; maintaining supplies and equipment. Assist grad students with their research. Do research on the formation of N-nitrosopyrrolidine in fried bacon.

**Requirements:** Bachelor's in chemistry, biochemistry, food science or related disciple, preferred. Associate's with equivalent experience required. Minimum 1 year experience in a modern chemical laboratory. Some experience with chromatography, sample preparation, and instrumentation preferred. Send cover letter and resume to Sam Weeks.

**Tape Technician, GR19 (T2409)****CISER/Dean's Office-Statutory****Minimum Biweekly Salary: \$551.86**

Copy magnetic tapes, collect information on those tapes and maintain a series of records (databases) concerning the content and condition of the magnetic tape collection of the CISER Data Archive. Organize and maintain computer job printout records. From databases, provide information about the location of data files to clients and staff.

**Requirements:** Associate's or equivalent in computing. Minimum 2 years experience. Accuracy and attention to detail with an understanding of data file organization required. Experience with IBM mainframes, dBase Plus, database management systems, the ability to organize information, and familiarity with Cornell IBM environment desirable. Send cover letter and resume to Sam Weeks.

**Research Aide, GR19 (T2414)****Chemistry-Endowed****Minimum Biweekly Salary: \$551.86**

Search chemistry journals for mass spectra. Assign chemical names. Enter information into computer database. Error checking from knowledge of mass spectra. This material will be published in the world's largest mass spectral database reference book.

**Requirements:** Associate's in chemistry or equivalent required. Minimum 1-2 years related work experience. Basic knowledge of mass spectra and nomenclature of organic compounds preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2203)****Biochemistry, Molecular and Cell Biology-Statutory****Minimum Biweekly Salary: \$551.86**

Provide assistance in research, management, and administration in a basic cancer research lab. Duties include assisting in experiments, ordering supplies, managing budget, maintaining databases, supervising lab operations, and maintaining equipment. Experiments involve recombinant DNA, protein biochemistry, and cell culture techniques. Some evening and weekend hours required.

**Requirements:** Associate's or equivalent required; Bachelor's in biochemistry, molecular biology, chemistry, or related field preferred. Minimum of 1 year research experience in molecular biology and cell culture. Computer skills helpful. Must pass OEH radiation safety course (on-job training). Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2204)****Diagnostic Laboratory-Statutory****Minimum Biweekly Salary: \$551.86**

Perform indirect fluorescent antibody tests on monkey serum specimens. Prepare conjugates, buffers, and other reagents. Prepare, fix, and label antigen slides. Assist in accessioning specimens. Sort, dilute, store, and maintain inventory of specimens. General lab duties as assigned. Some evening and weekend hours required.

**Requirements:** Associate's in biology, microbiology, or related field; Bachelor's preferred. Minimum 1 year related experience. Sterile technique skills, microscopy experience, and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T1507)****Plant Pathology-Statutory****Minimum Biweekly Salary: \$551.86**

Conduct pathogen testing in potato plants, screen populations for disease resistance and maintain potato tissue and pathogen culture collections. Prepare clones for shipment. Work in the lab, greenhouse and field. Train graduate students.

**Requirements:** Associate's in biological science or chemistry or training in biology, biochemistry or chemistry. 1 year lab experience with knowledge of tissue culture and testing procedures. Drivers license essential. Send cover letter and resume to Sam Weeks.

**Facilities Inventory Drafter, GR19 (T1409)****Facilities Engineering-Endowed****Minimum Biweekly Salary: \$551.86**

Responsible for maintaining and updating the drawings and floor plans of all Cornell buildings for the Facilities Inventory section. Create or revise plans from field sketches or construction drawings. Calculate and verify field data on space usage and gross and net square footage. Do field inspections. Maintain work log. Assist in training and supervision of student drafters.

**Requirements:** High School diploma or equivalent. Associate's preferred. 2 years drafting experience, strong communication and interpersonal skills. Experience with microcomputers and CADD desirable. Send cover letter to Sam Weeks.

**Technician, GR20 (T2509)****Biochemistry, Molecular and Cell Biology-Endowed****Minimum Biweekly Salary: \$575.30**

Conduct experiments involved in the study of yeast cytoskeleton. Perform experiments using the following techniques: in vitro mutagenesis, yeast and bacterial transformations, tetrad dissection, molecular cloning, DNA and RNA hybridization, DNA sequencing, protein purification, antibody production, immunoblotting of proteins. Use immunofluorescent and electron microscopes. Maintain lab supplies, arrange for equipment repairs and care for strain collection.

**Requirements:** Bachelor's in biochemistry or related field or equivalent in coursework and experience. 1-2 years related experience. Familiarity with some of the techniques mentioned above. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2410)****Soil, Crop and Atmospheric Sciences-Statutory****Minimum Biweekly Salary: \$575.30**

Provide support for research in biochemical analysis of specific mRNA's, activities of enzymes, and amounts of storage proteins in plant tissues. Duties include culturing bacteria containing cDNA plasmids; extracting and purifying DNA from bacteria and mRNA from plants; and performing hybridization assays. Read current literature relevant to these types of analysis. Plan experiments & determine appropriate standard procedures. Order supplies.

**Requirements:** Bachelor's in biology, biochemistry or chemistry or equivalent required. Minimum 1 year related experience with basic laboratory equipment and ability to learn new techniques and procedures. Ability to function independently and efficiently. Must be able to organize specific duties and communicate work related ideas effectively. Send cover letter and resume to Sam Weeks.

**Electronics Technician, GR20 (T2207)****Theory Center-Endowed****Minimum Biweekly Salary: \$575.30**

Install and maintain computer related equipment and other Theory Center equipment. Assemble, wire and maintain workstations and terminals, associated data communications equipment, cables and electronic equipment. Troubleshoot network wiring problems. Perform system tape drive backups. Assist in shipping and receiving. Operate and maintain A-V equipment.

**Requirements:** Associate's or equivalent in electronics. 1-2 years experience wiring various networks helpful; computer experience helpful; ability to work independently essential; good communication skills; ability to lift/move 50 pounds. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T1904)****Plant Breeding and Biometry-Statutory****Minimum Biweekly Salary: \$575.30**

Assist in genetic mapping of RFLP markers in tomatoes. Extract DNA, run and blot gels, isolate and screen plasmid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of graduate students.

**Requirements:** Bachelor's in biology, genetics, biochemistry or related discipline. Minimum 2 years experience, lab work preferred. Send cover letter & resume to Sam Weeks.

**Animal Health Technician, GR20 (T1908)****Veterinary Medical Teaching Hospital-Statutory****Minimum Biweekly Salary: \$575.30**

Provide support therapy for Intensive Care Unit patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU



duty. Operate and maintain the systems providing oxygen therapy, intravenous and subcutaneous fluid therapy, central venous pressure, electrocardiograms, etc. Maintain records and inventory of supplies. Some wknds and holidays scheduled rotation through shifts; 1st, 2nd & 3rd shift. **Requirements:** Associate's in animal health technology, ~NYS licensure or eligible. Experience working with small animals preferred and an interest in teaching critical care techniques. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T1910)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Assist the faculty in teaching and supervising staff, senior students and externs. Give them instruction in the proper procedures of animal health care for clinical patients on the Community Practice Service. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records.  
**Requirements:** Associate's in animal health technology (NYS licensure or eligible). Experience working with small animals preferred. Send cov ltr & resume to Sam Weeks.

**Animal Health Technician, GR20 (T1909)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Assist the faculty in teaching and supervising staff, senior students and externs. Give them instruction in the proper procedures of animal health care for clinical patients. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records.  
**Requirements:** Associate's in animal health technology (NYS licensure or eligible). Experience working with small animals preferred. Send cov ltr & resume to Sam Weeks.

**Anesthesia Technician, GR20 (T1907)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Assist with induction, monitoring and recovery of animals under anesthesia. Prepare and maintain anesthetic equipment. Assist with the education of the senior students assigned to anesthesia. Maintain records and inventory of supplies. Schedule will include some on-call and overtime when needed.  
**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred. Send cov ltr & resume to Sam Weeks.

**Animal Health Technician, GR20 (T1405)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Responsible for maintenance of aseptic conditions and coordination of surgery team in the operating room during a surgical procedure. Cleaning and sterilization of surgical and hospital equipment. Must be available when on-call for emergency duty. Some weekends and holidays required.  
**Requirements:** Associate's in animal health technology. Licensed or eligible for licensure in NYS. 2 years operating room experience preferred. Send cover letter and resume to Sam Weeks.

**Media Technician, GR21 (T2413)**  
**Media Services-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
Operate various types of broadcast color television cameras (portable and studio), assist in production of news and sports features under leadership of project producer/director. Set up and tear down both studio and remote production settings, lighting, audio equipment. Until 6/30/91. Mon-Thurs, 8-5; Friday, 8-4; some nights and weekends.  
**Requirements:** Bachelor's in television production or related field, or equivalent experience in broadcast or educational television. Minimum 3 years experience in shooting and editing news and/or sports television. Willingness to work nights and weekends. Knowledge of TV graphics preparation, still photography, audio recording and stagecraft techniques helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T1711)**  
**Veterinary Pathology-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
Prepare high quality microscope slides for interpretation by the pathologists. Maintain equipment, keep records, and maintain order and cleanliness of lab.  
**Requirements:** Associate's or equivalent in medical laboratory technology (Histology) or related field, with coursework in histological techniques HT(ASCP) certified or eligible. 2-4 years experience as a histology technician in a hospital or research laboratory desired. Or Bachelor's or equivalent with 1-2 years experience. Pre-exposure rabies vaccine required subsequent to hire. Must be able to work independently without constant supervision. Send cover letter and resume to Sam Weeks.

**Computer Operator, GR21-24 (T2201)**  
**Information Technologies-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
Operate large scale computer systems and associated peripheral equipment. Monitor data communications networks. Consult with vendor customer engineers and department support staff. Setup, submit, and verify jobs through the central computer system. Maintain various control logs and tape and disk files. Perform security backup procedures. Shift work/weekends.  
**Requirements:** Associate's or equivalent combination of education and experience in large data processing facilities. Knowledge of computer hardware, software (MVS/JCL), operating systems, and programming languages. Computer operating experience and a minimum of 3 years related data communications experience helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T2002)**  
**Chemistry-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
Supervise and assist in the preparation and distribution of reagents and supplies required by various laboratory courses. Oversee the daily laboratory operations of the unit as directed by the Manager. Supervise and assign work to the staff; maintain inventories and experiment files and enter data into IBM computer. Supervise and assist in the waste chemical and toxic materials disposal program.  
**Requirements:** Bachelor's or equivalent in chemistry required. 2 years lab experience with knowledge of chemistry laboratory techniques and procedures. Good interpersonal communication skills. Supervisory experience preferred. Data entry experience helpful. Send cover letter and resume to Sam Weeks.

**Laboratory Technician, GR21 (T1606)**  
**Equine Drug Testing-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
Perform advanced analysis under the direction of a senior chemist. Operate, maintain, and trouble shoot HPLC apparatus. Analyze samples for drugs and drug metabolites using TLC and associated extraction techniques.  
**Requirements:** BS in chemistry with 2-3 years experience in HPLC. Send cover letter and resume to Sam Weeks.

Technical Off-Campus

**Technician, GR24 (T1001)**  
**Diagnostic Laboratory/Geneseo-Statutory**  
**Minimum Biweekly Salary: \$682.77**  
Assist in development and management of a satellite lab in Geneseo, NY. Coordinate operations with central lab. Supervise and train personnel; interpret test results; con-

sult with clinician on emergency cases; advise clinicians on specimen collection and submission; and maintain supply inventory. Some weekend hours required.  
**Requirements:** Bachelor's in microbiology, medical technology, or equivalent. 3-5 years lab experience including at least 1-2 years in lab management. Must be current in clinical lab technology literature. Supervisory experience desirable. Send cover letter and resume to Sam Weeks.

Technical Part-time

**Laboratory Assistant, GR16 (T2101)**  
**Biotechnology Program-Statutory**  
**Minimum full-time equivalent: \$498.93**  
Provide assistance to researchers of Plant Science Center including maintenance of sterile supplies and watering, pruning, and repotting plants. Deliver glassware for washing and put away when clean. Prepare media and reagents. 20 hours per week.  
**Requirements:** Minimum High School with some additional training or experience in microbiology/sterile techniques desirable. Send cov letter & resume to Sam Weeks.

**Animal Health Technician, GR20 (T2503)**  
**Veterinary Medical Teaching Hospital-Statutory**  
**Minimum full-time equivalent: \$575.30**  
Help to educate, supervise, and assist students, staff, and externs in the proper health care procedures of surgical patients. Duties include regular patient care, emergency care, and occasional intensive care. Monitor anesthesia. Maintain supply inventories. Provide client education. Assist with forms and paper work.  
**Requirements:** Associate's in animal health technology. NYS licensure or eligible. Experience working with small animals preferred. Send cov ltr & resume to Sam Weeks.

**Technician, GR21 (T1702)**  
**Biotechnology Program-Endowed**  
**Minimum full-time equivalent: \$599.73**  
Assist in the operation of scientific instruments, including a computer and perform general lab activities in a service facility. Operate a flow cytometer and spectrofluorometer; maintain lab apparatus and supplies. Monday-Friday, 20 hours per week.  
**Requirements:** Bachelor's or equivalent in physical or biological sciences preferred. Minimum 2 years lab experience involving the use of some instrumentation. Some programming experience is desirable. Send cover letter and resume to Sam Weeks.

Office Professionals

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

**Office Assistant, GR16 (C2509)**  
**University Health Services-Endowed**  
**Minimum Biweekly Salary: \$498.93**  
Schedule appointments; direct patients to proper destination and answer questions in regard to the use of Health Services.  
**Requirements:** High School diploma or equivalent. Experience in a medical facility desirable. Nursing or medical background preferred. Must be able to work in high pressure atmosphere and must be able to communicate with all patients on a one to one level. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Circulation/Reserve Assistant, GR17 (C2525)**  
**Circulation/UrIs/CUL-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
Responsible for shelving books; paging items for interlibrary loan and intralibrary reserve; working at the security checkout desk inspecting backpacks, brief cases, books, etc., of existing patrons when security alarm sounds; also work at the Circulation/Reserve desks.  
**Requirements:** High School diploma or equivalent. Previous related work experience. Ability to work effectively with a variety of people in a public services setting. Excellent interpersonal and communication skills. Send cover ltr & resume to Esther Smith, Staffing Svcs, 160 Day Hall.

**Personnel Assistant, GR17 (C2528)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
Update and maintain the university's employee file system, both hard copy files and computer files and act as back-up for the processing of appointment forms. Process employment verifications and informational subpoenas. Process appointment forms for Law School, Vet College, and School of Human Ecology. Assist with special audits as required by the Immigration Services, Auditor's Office, etc.  
**Requirements:** High School diploma or equivalent. 2 years of general office experience. Good organizational skills. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant, GR17 (C2510)**  
**Human Ecology Administration-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
Assist supervisor in College mail room with all aspects of mail room responsibilities, including handling incoming and outgoing mail; unloading trucks; issuing building keys and handling building maintenance calls; make daily deliveries for College Administration.  
**Requirements:** High School diploma or equivalent. 1 year related work experience. Excellent record keeping skills and basic math skills required. Experience with data entry on Macintosh computer. Ability to operate calculator, typewriter, and postage meter desirable. Must be able to lift heavy objects (up to 100 pounds) and unload trucks. Valid driver's license required. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant, GR17 (C2408)**  
**ILR/Extension and Public Service-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
Provide clerical support to Human Services Administration Program. Assemble and type training materials and other program materials; type and edit correspondence, reports, grant proposals and manuscripts; assist with receptionist duties. Until 9/30/92.

**Requirements:** High School diploma or equivalent. Some office experience preferred. Strong organizational and communication skills. Attention to detail and familiarity with IBM-PC and related software necessary, very good typing skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant/Receptionist, GR17 (C2301)**  
**Theatre-Arts-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
Act as main receptionist for department. Assist with general clerical tasks including receptionist support; type; answer telephone; file, run errands; inventory and reorder departmental supplies; prepare mailings; process student appointments and payroll voucher. May also include special projects and preparation of correspondence.  
**Requirements:** High School diploma or equivalent. Previous related office experience. Experience with personal computers/word processing programs. Good to excellent typing skills. Excellent organizational and communication (strong writing) skills. Knowledge of theatre arts helpful. Ability to re-prioritize work load during day to handle interruptions, inquiries, etc. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Receptionist/Membership Secretary, GR18 (C2524)**  
**Office of Public Affairs/College of Agriculture and Life Sciences-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
Provide receptionist/secretary support for the office. Process memberships; data entry; telephone; greet visitors; type. Other duties as assigned.  
**Requirements:** High School diploma or equivalent required. Some college coursework preferred. 1-2 years secretarial experience. Word processing, preferably Wordperfect 5.1 (5.0); familiarity with database management systems. Exceptional telephone skills. Accurate data entry skills. Organizational skills. Ability to work with minimal supervision and handle confidential information. Gracious management of callers and visitors with concerns. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Accounts Assistant, GR18 (C2516)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
Process all billings and maintain financial records for Cinema. Data entry; order materials; prepare mailings; type; file; reception support; make arrangements for visiting filmmakers, and oversee shipping of films.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 years related accounting experience. Familiar with Cornell accounting procedures preferred. Word processing, general office skills required. Experience with dBase III Plus desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover ltr & resume to Esther Smith, Staffing Svcs, 160 Day Hall.

**Assistant Recruiting Coordinator, GR18 (C2515)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
Provide secretarial and clerical support for the Career Services Office. Serve as student liaison for general office information and procedures.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2 years secretarial/office experience. Knowledge of word processing equipment. Excellent communication (oral and written) skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Personnel Assistant/Receptionist, GR18 (C2406)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
Provide a wide range of support services to Employee Benefits section of OHR with emphasis on maintaining effective public relations and accurate dissemination of information relative to employee benefits.  
**Requirements:** High School diploma or equivalent, some college coursework preferred. 1-2 years of related experience. Good organizational, interpersonal and communication skills. Math aptitude. Familiarity with office protocol and multi-line telephone board helpful. Computer experience desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Administrative Aide, GR19 (C2511)**  
**HDFS/FLDC-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
Provide administrative support to FLDC administrative staff. Input, format and produce final copy for reports, project publications, manuscripts, correspondence and proposals; develop and maintain database; coordinate on and off campus meetings and conferences; travel vouchers; answer telephone; mail. Other duties as assigned. Until 3/31/92.  
**Requirements:** High School diploma or equivalent. Some college coursework in secretarial science preferred. 2 years equivalent experience. Excellent organizational, communication and interpersonal skills. Macintosh or PC computer experience required. Experience with word processing, spreadsheets, databases, publishing and presentation software highly desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Administrative Aide, GR19 (C2512)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Provide administrative support for the Admissions Office including all responsibilities to the Doctoral and M.B.A. Programs. Handle correspondence; answer inquiries (in person and telephone). Other duties as assigned.  
**Requirements:** Associate's or equivalent. 1-2 years related experience. Familiar with IBM PC or MacIntosh and word processing packages. Must have strong communication (oral and written) skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Relief Night Auditor/Manager, GR19 (C2508)**  
**Statler Hotel-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Review, verify and record hotel revenue; generate reports through property management systems; perform duties of night manager in relief; coordinate and participate in front desk, concierge and bellman activities. Nights & wknds.  
**Requirements:** HS diploma or equivalent. Some college coursework in accounting preferred. 2 years related hotel experience desirable. Computer knowledge essential. Excellent interpersonal and communication skills. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR19 (C2523)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Provide administrative and secretarial support to the IBM manager and staff members who are located at the Cornell National Supercomputer Facility.  
**Requirements:** High School diploma or equivalent.

Secretarial school strongly preferred. 2 years related office experience. Ability to use independent judgment and to handle highly confidential matters. Ability to work under pressure and to meet deadlines. Strong organizational, interpersonal, and communication skills. Experience with IBM PC's and mainframes. Familiarity with University resources helpful. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Office Assistant, GR19 (C2518)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Provide secretarial and administrative support to the director of Business Operations and the school's business mgr. **Requirements:** High School diploma or equivalent required. Minimum 2 years of general office experience preferred. Familiarity with the MAC. Strong organizational, interpersonal and communication (written and oral) skills. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Accounts Assistant, GR19 (C2514)**  
**Office of the Bursar-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Maintenance of the Student Finance and Cornell Card billing systems. Direct contact with students, parents and other CU departments in person, via telephones and with written correspondence concerning student account billings; process adjustment and other transactions to students' accounts.  
**Requirements:** High School diploma or equivalent. College coursework preferred. 1-2 years related experience. Knowledge of general accounting. Strong interpersonal skills. Able to reconcile accounts, set priorities, and work in a complex and active environment. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Advertising and Promotion Assistant, GR19 (C2402)**  
**C.U. Press-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Provide secretarial and office assistance to the Marketing Department. Primary duties include screening mail and phone calls; compiling bibliographic information for catalogs; handling routine correspondence.  
**Requirements:** Associate's or equivalent. Minimum 2 years related experience. Proofreading skills essential. Ability to work accurately and efficiently under pressure. Knowledge of word processing. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR19 (C2405)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Provide secretarial and clerical support for the Director and the Assistant Director of Development, as well as the Administrative Aide, in the daily operation of the Development Office in the School of Hotel Administration. Type and proofread correspondence, reports, proposals, etc.; mass mailings; data processing. Other projects as assigned.  
**Requirements:** High School diploma or equivalent; some college coursework in business or office professionals preferred. 2 years related experience. Good communication and interpersonal skills. Excellent typing and word-processing skills. Accuracy and attention to detail. Flexibility; ability to move from one assignment to another with ease. Ability to respect and maintain confidentiality. Sensitivity of the special nuances that are inherent to a position in the Development Office. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR20 (C2527)**  
**Human Ecology Alumni Affairs-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Provide administrative support to the Director and the Assistant Director of Alumni Affairs in a complex and very busy office. Word processing; phone; acknowledgment letters; oversee numerous mass mailings; handle event arrangements and confidential information; supervise students who process alumni association dues income.  
**Requirements:** Associate's or equivalent combination. 2-3 years secretarial experience. Excellent secretarial and organizational skills essential. Diplomacy and confidentiality essential. Experience with microcomputers and word processing required (Wordperfect preferred). Able to work in a fast-paced and complex work environment. Experience with volunteers or the public desirable. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Administrative Aide, GR20 (C2505)**  
**University Health Services-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
Under the supervision of the Health Educator, assist the staff with various projects and manage the day-to-day administration of the office. Work involves extensive contact with students. General office duties including filing; answering telephone; typing correspondence, technical tables, charts, reports, etc.; scheduling appointments; arranging travel for Health Education staff; ordering supplies; compiling statistics. Supervise student volunteers as assigned. 10 month appointment.  
**Requirements:** Associate's or equivalent required. Outstanding organizational and communication skills, both written and verbal. Knowledge of bookkeeping/accounting helpful. 2-3 years experience with preparing camera ready layout for pamphlets and posters useful. Must be able to work independently. Experience in health care facility or human service organization preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Administrative Aide, GR20 (C2412)**  
**Public Affairs Regional Office-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
Provide secretarial support for the Director of Regional Offices. Make travel arrangements; schedule appointments; maintain files; serve as office receptionist; also serve as backup secretary to the International Public Affairs Office and the NY/Ontario Regional Office.  
**Requirements:** Associate's or equivalent. 2-3 yrs related experience. Strong typing skills. Knowledge of Apple Mac computer, including use of MS Word & Excel. Good interpersonal and organizational skills a must. Ability to deal with confidential materials. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Staff Assistant for Recruiting, GR20 (C2007)**  
**Career Center-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
Handle administrative and secretarial work for the Career Center recruiting programs as well as for the Nonprofit Careers area. The recruiting programs involve over 500 students and 100 employers. Handle arrangements for employer visits and programs; prepare campus interview schedules and materials for students; prepare program publicity.  
**Requirements:** Associate's or equivalent. 2-3 years related office experience. Excellent organizational and communication skills. Computer/word processing skills.



Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Graduate Education Coordinator, GR21 (C2504)**  
**Veterinary Administration-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
The Graduate Education Coordinator will act as liaison between Cornell Graduate School, faculty and students in the Fields of Veterinary Medicine, Physiology and Immunology; will assist the Associate Dean for Research and Graduate Education in developing training initiatives; works independently, but in close cooperation with Field Reps of the Graduate School and Sponsored Research Coordinators where responsibilities interface.  
**Requirements:** Associate's or equivalent. 2-3 years training and experience which has prepared employee to exercise independent judgment in an important management support position. Superb communication (written and oral) skills. Database management. Ability to generate statistical analyses and reports. Maintain confidentiality. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Administrative Aide, GR21 (C2502)**  
**Information Technologies-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
Provide high level of administrative support to the Director, Assistant Directors and staff of CIT Computer Resources. Regular and daily independent action and follow up on University/Department confidential and security matters involving budget, personnel, and related data which includes unit policies and procedures. Provide creative solutions to undocumented events, and exercise significant judgment and initiative.  
**Requirements:** Associate's or equivalent combination of education and experience. Business or secretarial school helpful. Coursework in data processing an advantage. 2-3 years in a senior secretarial/administrative support position with significant independent responsibilities. Experience with word processing and/or other electronic office functions. Strong organizational and communication (verbal and written) skills. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

**Employee Relations Assistant, GR21 (C2529)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
Coordinate and perform a wide variety of administrative, clerical and technical duties. Assist with program maintenance and administration, e.g.: advise employees on routine inquiries; draft, organize and/or prepare correspondence, reports and other documents; perform general office duties.  
**Requirements:** Associate's in human resource related field or related coursework and experience. Bachelor's or equivalent desirable. 2-3 years administrative/office experience (in employee relations or human resources preferable). Word processing experience required, plus willingness to learn new skills; familiarity with MacIntosh computers and survey methods/statistics helpful. Excellent organizational, interpersonal and communication skills. Able to work in a stressful and extremely demanding environment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Systems Specialist, GR21 (C2409)**  
**Theoretical and Applied Mechanics-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
Provide technical and administrative support for an academic department. Act as support staff training specialist and consultant in the areas of computer operations, word processing, relational databases, graphic design, etc. Provide entry and edition of scientific and mathematical manuscripts.  
**Requirements:** Associate's or equivalent required plus additional training in the areas of computers, accounting and mathematics. 2-3 years related experience. Excellent communication skills. Strong working knowledge of computer systems (Macs, PCs, etc.). EMACS or other editor, TEX or LATEX, E-mail. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Budget Assistant, GR21 (C2411)**  
**Cooperative Extension Administration-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
Provide administrative and technical assistance in assuring up to date records of receipts and allocations of state, federal, grant, and college funds for Cornell Cooperative Extension Administration. Organize and maintain budget data and prepare complex reports and analysis of extension total sources of funds.  
**Requirements:** Associate's in accounting or equivalent. 3-4 years of progressively responsible experience in accounting and/or budgeting. Extensive finance knowledge, familiarity with the Cornell accounting system, personal computer skills (IBM PC). Strong organizational, interpersonal and communication skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR21 (C2206)**  
**CRSR-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
Provide secretarial support to 4 professors and several research associates and graduate students. Duties principally include technical typing with the use of the Wordperfect and the TEX program. Answer telephone; file; travel arrangements; vouchers and reimbursements; set up computer accounts; type various documents.  
**Requirements:** Associate's or equivalent. 2-3 years related experience. Technical and scientific typing using a word processor. Knowledge of the Wordperfect program is a must, TEX is highly desirable. Good secretarial, organizational and communication skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR22 (C2401)**  
**Division of Biological Sciences-Endowed**  
**Minimum Biweekly Salary: \$625.24**  
Provide administrative and secretarial support for special programs concerned with secondary and undergraduate education. Coordinate workshops, meetings & program events. Respond to inquiries; handle accounting matters; establish and maintain databases; answer phone; prepare correspondence and other tasks for meetings, workshops & other special projects. Major programs run in June & July. Mon-Fri, 39 hrs pr wk. Overtime in the summer-June/July.  
**Requirements:** Associate's or equivalent. Bachelor's or equivalent preferred. 2-4 years secretarial and administrative experience. Deal with variety of people and work on varied projects. Good coordination/events planning skills. Prefer Cornell administrative experience. Strong interpersonal/communication skills and maintain confidentiality. Familiarity with Cornell accounting processes. MacIntosh a plus. Medium typing. Regular Cornell employees preferred. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Office Professionals Off-Campus

**Part-time Secretary, GR18 (C2410)**  
**Extension Administration/Sea Grant Extension/Brockport, NY-Statutory**  
**Minimum full-time equivalent: \$529.35**  
Provide secretarial support to the New York Zebra Mussel Clearing House project of New York Sea Grant Extension, under supervision of a Regional Extension Specialist. Typing and wordprocessing; mail; answer telephones. Monday-Friday, 8:30 a.m.-2 p.m. Until 11/30/91.  
**Requirements:** High School diploma or equivalent including secretarial experience, financial record keeping, filing, voucher processing, use of personal computer and strong telephone skills. Knowledge of WordStar and general accounting principles desirable. Light typing. Send cover letter & res to Esther Smith, Staffing Svcs, 160 Day Hall.

**Secretary, GR19 (C2519)**  
**Cornell-in-Washington/Washington, DC-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Provide a full range of administrative/secretarial support for Cornell-in-Washington Program, including academic and housing functions. Primarily maintaining academic & housing records; word proc; filing & clerical assistance.  
**Requirements:** High School diploma or equivalent required. Associate's or equivalent combination of education and experience preferred. 2 years previous office experience. Good language/communication skills required. Word processing (especially Macintosh) preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Office Professionals Part-Time

**Book Marking Assistant, GR16 (C2404)**  
**Catalog Management-Endowed**  
**Minimum full-time equivalent: \$498.93**  
Provide book marking and security strips for all new material (except commercially bound serials) for all endowed units (except law) of the CUL system. Mon-Fri, 20 hrs pr wk.  
**Requirements:** High School diploma or equivalent education and/or experience. High level of accuracy and attention to detail. Ability to handle high volume of materials. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR18 (C2521, C2522)**  
**Agricultural Economics-Statutory**  
**Minimum full-time equivalent: \$529.35**  
Provide individuals with support using the 800# information, referral, consulting system for NYS farm families dealing with financial, legal, emotional and family issues. 10-5pm, neg days. Until 3/31/90, contingent on funding.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1 year related experience. Strong listening and interpersonal skills. Familiarity with farming and farm families necessary. Familiarity with Cornell Cooperative Extension a plus. Typing/computer experience necessary. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Information Assistant, GR18 (C1407)**  
**Reference/Engineering Library/CUL-Endowed**  
**Minimum full-time equivalent: \$529.35**  
Responsible for assisting library patrons in locating information using traditional and computerized reference tools, such as the online catalog, RLIN, compact disk and fee-based searches in Dialog; review and verify interlibrary loan requests; respond to requests from the Document Photocopy Service; assist with bibliographic collections, or instruction projects. Monday, Tuesday, Wednesday, Friday, 11 am.-3 p.m.; Thursday, 6 p.m.-10 p.m. (negotiable).  
**Requirements:** High School diploma or equivalent. 2 years college coursework successfully completed. 1-2 years experience with the research process. Able to work under pressure. Experience with microcomputers preferred. Strong interpersonal, organizational and communication skills. Experience in an academic library desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR18 (C2414)**  
**Dean's Office, Architecture, Art and Planning-Endowed**  
**Minimum full-time equivalent: \$529.35**  
Under general supervision, assist with Dean's Office Accounting and Rome Program administration. Monday-Friday, 20 hours per week. Schedule negotiable. Until 6/30/91 contingent on funding.  
**Requirements:** High School diploma, some college coursework with concentration in business/accounting. 1 year experience in office setting with bookkeeping/accounting responsibilities. Ability to learn MacIntosh data entry and word processing. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR18 (C2312)**  
**CISER-Endowed**  
**Minimum full-time equivalent: \$529.35**  
Provide receptionist/secretarial support. Answer telephones; handle mail; correspondence; help with publications. Other duties as assigned. 8 a.m.-12 noon.  
**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1 year related office experience. Knowledge of IBM computer and Wordperfect software essential. Good interpersonal skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR19 (C2501)**  
**Career Center-Endowed**  
**Minimum full-time equivalent: \$551.86**  
Provide secretarial support to Health Careers Evaluation Committee (a complex committee comprised of approximately 300 students and 90 faculty members) and Credential Service under general supervision, exercising independent judgment in organizing, planning and executing some projects. Large mailings; maintain files; compose routine office correspondence. Other duties as assigned.

Cornell Employment News

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Telephone: Office of Equal Opportunity (607) 255-3976



Monday-Friday, hours to be arranged. Prefer 8 a.m.-1 p.m.  
**Requirements:** HS diploma or equivalent. Secretarial school preferred. 1-2 years related experience required. Knowledge of word processor and MacIntosh necessary. Good organizational skills with attention to detail. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR19 (C2413)**  
**Material Science and Engineering-Endowed**  
**Minimum full-time equivalent: \$551.86**  
Provide clerical support for one professor and his research group. Duties include monitoring accounts; typing including word processing (Wordperfect) on IBM/compatible computer; filing; database work. Other duties as assigned. 20 hours per week, flexible.  
**Requirements:** High School diploma or equivalent. 1-2 years related experience. Knowledge of IBM PC (Wordperfect 5.0); Quatro, Paradox, shorthand desirable. Accounting. Good organizational and interpersonal skills. Ability to work independently. Some German language knowledge very beneficial but not required. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Audio-Visual Aide, GR20 (C2520)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum full-time equivalent: \$575.30**  
Train, supervise and schedule shifts of student projectionists; handle routine maintenance in four theaters; order all projection supplies; project one weekend 35mm shift weekly. Hours vary, including evenings.  
**Requirements:** Associate's or equivalent. Minimum 2 years related experience. Knowledge of operation and maintenance of professional motion picture and video equipment, in all formats. Experience at supervising and training students. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover ltr & resume to Esther Smith, Staffing Svcs, 160 Day Hall.

**Senior Night Supervisor, GR20 (C1805)**  
**Circulation/UrIs Library/CUL-Endowed**  
**Minimum full-time equivalent: \$575.30**  
Under the direction of the Administrative Supervisor, oversee the operation of the Circulation/Reserve desk and be responsible for the building during the evening hours. Supervise students and assist with desk duties. Assist with hiring, scheduling, training, and evaluating student assistants. 25 hours per week. Evenings and weekends, hours to be arranged.  
**Requirements:** Some college coursework successfully completed. 2 years related experience. Ability to work well with a variety of people in a public setting and in a supervisory capacity. Strong organizational, interpersonal and communication skills desirable. Experience with student personnel helpful. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR20 (C2107)**  
**Mann Library-Statutory**  
**Minimum full-time equivalent: \$575.30**  
Mann Library is conducting a project to identify the most important literature in the Agricultural Sciences. The work will result in lists of the most significant journals and monographs to be used in developing libraries on compact disk for the Third World. This position will provide project support using computer programs for database management, spreadsheet development, and wordprocessing applications; handle project inquiries as point-of-contact, type and expedite proposals, reports and other correspondence as needed; arrange meetings and travel; has frequent interactions with Cornell faculty, visiting scholars, and project participants from other universities and international agencies. Monday-Friday, 30 hours per week.  
**Requirements:** Associate's or equivalent required. Bachelor's or equivalent desirable; background in computing preferred. 1-2 years experience searching bibliographic databases including RLIN and NOTIS highly desirable. 2-3 years experience working an academic/research environment providing report writing and statistical support is desirable. Strong interpersonal skill, and ability to be self-directed, meet deadlines, and pay attention to detail essential. Experience using a computer for database management and word processing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

Office Professionals Temporary

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

**Administrative Aide (S2401)**  
**East Asia Program**  
Provide support for the Director, Assistant Director, and Administrative Supervisor in the daily operation of the East Asia Program. Create and maintain program files; maintain supply cabinet; order supplies as directed. Respond to inquiries, open, sort, and prioritize mail, and handle routine correspondence. Assemble and mail individualized program information packets to prospective students, institutions, and possible donors.  
**Requirements:** Associate's or equivalent. Excellent interpersonal, communication, and organizational skills. One year related office experience. Knowledge of the IBM PC and Wordperfect. Full time, minimum \$6.00, August 1 - March 15. Send cover letter, resume and completed application to Karen Raponi, Staffing Svcs, 160 Day Hall.

**Secretary (S2202)**  
**Summer Session**  
Basic secretarial skills. Type letters, annual reports, etc. File and answer phones. Mon-Friday, 8-12 until 8/15/90.  
**Requirements:** High School diploma or equivalent. Must

be able to get along with students, good typing abilities, some accounting experience helpful, Macintosh experience a must. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

**Distribution Assistant (S2001)**  
**Agricultural and Biological Engineering**  
Assist in distribution of publications. Enter orders in computer, print invoices, pack boxes, prepare for mailing. Assist in marketing and other office duties. Answer phones. Monday-Friday, 8-12. Start date: 6/4/90 until 9/28/90.  
**Requirements:** Familiarity with Macintosh computer. Able to lift 40 pound boxes. Send cover letter and resume to Karen Raponi, Staffing Services, 160 Day Hall.

Boyce Thompson Institute

**Library Assistant**  
**Boyce Thompson Institute**  
**Salary: commensurate with experience**  
Provide clerical assistance to librarian. Reshelve books and journals. Record arrival of new journals. Take note of missing materials. File catalog cards. Maintain photocopy operation. 15 hours per week.  
**Requirements:** High School diploma or equivalent. Ability to pay attention to detail. Light typing. Experience working in a library preferred. Contact Myra Gross, Librarian, Boyce Thompson Institute, Cornell University, Ithaca, NY 14853. 607-254-1250.

General Service

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

General Service Temporary

In addition to posted positions, temporary opportunities frequently occur in custodial, food service, dish machine operation, material handling and other service areas. All individuals are encouraged to apply. Call Karen Raponi at (607) 255-2192 or 255-7422 for more information.

**Custodian**  
**Building Care-Endowed/Statutory**  
Temporary Rate: \$5.00  
Continuous recruitment will be done in the department of Building Care for temporary custodians. Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Mon-Thurs 6am-2:30pm, Friday 6am-1:30pm. Periodically 2nd & 3rd shift hrs are available.  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb a 6 foot ladder.

Please submit materials for the following positions to 160 Day Hall.

**Nurse's Aide, SO03 (B2403)**  
**University Health Services-Endowed**  
**Hiring Rate: \$6.28**  
Assist clinicians and nurses. Prepare patients for medical exams. Clean and stock examining rooms; prepare solutions and provide routine bed care in the overnight unit. Monday-Friday, 4 p.m.-12 a.m.  
**Requirements:** High School diploma or equivalent. Nurse's Aide/Health Assistant certification desirable. Recent health related services experience. Strong interpersonal and communication skills. Able to work independently. Send application materials to Cynthia Smithbower, 160 Day Hall.

**Casual Animal Attendant (B2402)**  
**Equine Drug Testing**  
**Hiring Rate: \$6.00**  
Care and feeding of horses plus barn maintenance. 15 hours per week. Monday-Friday; possible weekends.  
**Requirements:** Some experience working with horses preferred. Must be able to lift 50+ pounds. Send application materials to Cynthia Smithbower, 160 Day Hall.

**Temporary Groundsworker (B0902)**  
**Cornell Golf Course**  
**Hiring Rate: \$6.00**  
Knowledge of tools, methods, and materials used in golf maintenance and construction. Ability to operate motorized equipment. Valid NYS driver's license required. Pesticide applicators license preferred or willing to obtain upon employment. 6 months; possible extension. Send cover letter, resume and copy of pesticide license to Cynthia Smithbower, 160 Day Hall.

Academic

**Research Associate II**  
**Chemistry-Endowed**  
Minimum Biweekly Salary: \$778.05  
Work involves studies of spin relaxation and dynamics of anisotropic liquids and model membranes using pulsed ESR spectroscopy.  
**Requirements:** PhD in chemistry/physics with specialty in magnetic resonance required. Experience in Two-Dimensional Fourier Transform ESR required. A year of post-doctoral experience in a related area preferred. Send resume and three letters of reference to Professor Jack H. Freed, Baker Lab of Chemistry, Cornell University, Ithaca, NY 14853.



# CORNELL EMPLOYMENT NEWS

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## JOB OPPORTUNITIES

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

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

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

Staffing Services will acknowledge receipt of all material by mail. Hiring supervisors will contact those individuals selected for interview by phone; please include two or more numbers if possible. When the position is filled, candidates should receive notification from the hiring supervisor.

Cornell University is an Affirmative Action/Equal Opportunity Employer.

Job Opportunities can be found on CUINFO

### Professional

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

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

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

#### Advertising and Publicity Associate (PC2513) C.U. Press-Endowed

Coordinate, write and produce journal, newspaper, and magazine ads for the Press using desk top publishing system. Coordinate artwork for seasonal catalogs. Correspond with authors about dust jacket designs. Work with freelance designers on selected projects.

**Requirements:** Bachelor's or equivalent required. Superior writing and proofreading skills essential. Design training preferred. Working knowledge of Macintosh Page-maker program. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover ltr & resume to Esther Smith, Staffing Svcs, 160 Day Hall.

#### Staff Physician (PA2503, PA2504) University Health Services-Endowed

Provide general medical care for a patient population comprised of students, faculty and staff.

**Requirements:** MD-must be Board eligible or certified in Internal Medicine, Family Practice or Pediatrics (Adolescent Medicine). Good interpersonal skills and an interest in supporting a strong Health Education service preferred. Send cover letter and resume to Cynthia Smithbower.

#### Director/Cornell News Service (PA2602) HRII University Relations/News Service-Endowed

Manage and supervise all aspects of the University News Service, which is the primary contact point for journalists seeking information about the University.

**Requirements:** Bachelor's in journalism or related discipline or equivalent. Significant related experience. Excellent editing skills, demonstrated excellence in analyzing and communicating complex issues to public, well established contacts and professional affiliations in the media and an understanding of research universities. Ability to work in a decentralized environment. Send cover letter and resume to Cynthia Smithbower.

#### Applications Programmer III (PT2502) HRII Consumer Economics and Housing-Statutory

Work on design of computer analysis of Nationwide Food Consumption Survey, a large and complicated dataset. Consult with professional staff on data handling, appropriate hardware, and techniques to accomplish statistical goals. Supervise graduate assistant. 16 month position. Hours flexible.

**Requirements:** Bachelor's and experience in statistics. 3-5 years experience in programming and statistics. Knowledge of Fortran, PL/1 or other programming language. Knowledge of CMS and C.U. system highly desirable. Send cover letter and resume to Sam Weeks.

#### Administrative Manager (PA2502) HRII Civil and Environmental Engineering-Endowed

Serve as administrator of finance, budget, personnel and facilities issues for the School of Civil and Environmental Engineering. The school has approximately 50 faculty and staff and 6 laboratories.

**Requirements:** Bachelor's in business or finance, or equivalent, plus considerable experience in financial administration and personnel management in higher education, preferably at CU. Ability to prepare operating capital budgets, research funding negotiations, and determination of direct and indirect costs. Ability to use software products to assist in budgeting, financial management, statistical analyses, and database management systems. Significant supervisory experience is required as well as demonstrated organizational, leadership, and communication skills. Send cover letter & resume to Cynthia Smithbower.

#### Senior Editor (PC2106) HRII Lab of Ornithology-Endowed

Primary responsibility for editing and producing the Lab's magazine, The Living Bird Quarterly. Solicit, write and edit copy; supervise editorial and design staff. Also provide editorial direction and writing assistance for other Lab publications such as brochures and fundraising materials.

**Requirements:** Master's in journalism or ornithology/biology or equivalent experience. At least three years experience editing a regular, ongoing publication for a general audience, preferably in the biological sciences. Send cover letter, resume, and 3 writing samples to Esther Smith, Staffing Services, 160 Day Hall.

#### Research Support Specialist III (PT1501) HRII Division of Nutritional Sciences-Statutory

Oversee day-to-day operations of gas stable isotope ratio mass spectrometry lab. Operate and maintain two Finnigan mass spectrometers; construct and maintain preparatory lines; educate and oversee lab personnel and demonstrate equipment to visitors.

**Requirements:** Bachelor's or equivalent in Physics,

Chemistry, Engineering, or related discipline; Master's or equivalent preferred. Mechanical aptitude is essential. Some electrical skills required and willingness to learn. Literacy in at least one common programming language, including BASIC and FORTRAN. Willingness to learn Pascal is a must. Send cover ltr & resume to Sam Weeks.

#### Assistant Manager Financial Systems (PT1911) Level 36 HRII

##### Finance and Business Services-Statutory

Assist the Manager in the planning, management, and supervision of operations, programming and technical staff. Assume responsibility for day-to-day management of financial systems. Must be able to lead and guide the development, maintenance, installation, documentation and upgrade/modification of administrative systems software. Serve as user consultant.

**Requirements:** Bachelor's in computer science, business administration, or equivalent combination of experience is required. 5 years of responsible experience in governmental, higher education or business computing and systems is required. Knowledge of Cornell mainframes, IBM System 36, PC's, DOS, JCL, CMS, MVS, ADABAS and Natural. Send cover letter and resume to Sam Weeks.

#### Technical Specialist I (PT1703) Level 36 CIT/Systems-Endowed

Design, implement, install, document and maintain systems software and significant subsystems for the AIX/370 Operating Systems (IBM's version of UNIX for 370 architecture machines). Provide technical leadership in designing and adapting functional enhancements to AIX/370 and its subsystems. Some night, weekend and "on call" duties.

**Requirements:** Bachelor's in computer science or equivalent experience with computer courses in operating system fundamentals. 3-5 years experience with UNIX Operating Systems and significant subsystems preferred. Knowledge of "C" programming language, UNIX utilities and systems calls is essential. Work with IBM 370 assembler language, the VM operating system and large systems is a plus. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT2404) Level 35 CIT/Services-Endowed

Provide advanced technical support for CIT technologies, software, operating systems, and networks. Serve as reference for faculty and staff by consulting, training, and writing documentation in statistical and research computing. Keep abreast of current technologies. Work with other CIT divisions on technical projects related to the selection, evaluation, and application of information technologies.

**Requirements:** Bachelor's or equivalent experience. 5-7 years work providing support for research computing. Extensive experience with CIT supported hardware and software products. Excellent communications, interpersonal, and service oriented skills. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer/Analyst (PT1903) Lvl 35 Computer Services-Endowed

Provide technical support for CUINFO, electronic mail, and other related projects. Design, develop, maintain, and program software related to these communication systems. Prepare documentation, assist and train users. Process database changes. Research, investigate and evaluate other similar systems.

**Requirements:** Bachelor's with 3-5 years experience. Extensive knowledge of VM/CMS including XEDIT and IBM assembly language. The following are highly desirable: experience with Pascal and C, familiarity with IBM PC and Macintosh, familiarity with TCP/IP network concepts and protocols, and verbal skills including grammar and spelling. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT1701) Level 35 Financial Systems-Endowed

Provide technical support. Serve as liaison to Financial Systems administrative technical consultant and Information Technologies staff. Write, maintain, and analyze system programs where normally used programming languages are unsuitable. Supervision of programmer analyst team as assigned.

**Requirements:** Bachelor's or equivalent. 5-10 years experience in application and system programming with ADABAS and BATCH, and VM/CMS interaction. Knowledge of commonly used programming languages such as Basic and assembler for mainframe to micro systems. Strong communication skills required. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer/Analyst (PT2301) Lvl 35 Information Technologies/Systems-Endowed

Design, implement, install, document and maintain systems software and significant subsystems for UNIX systems, primarily AIX/370 (IBM's version of UNIX for IBM 370 architecture machines). Some irregular, on-call hours required.

**Requirements:** Bachelor's in computer science or equivalent experience with computer science courses in Operating System Fundamentals. Minimum 3 years experience with UNIX operating systems and significant subsystems preferred. Knowledge of "C" programming language and some UNIX utilities essential. Knowledge of UNIX systems calls, IBM 370 assembler language, the VM operating system, or large systems experience is a plus. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst III (PT0312) Lvl 34 Statler Hotel-Endowed

Under the supervision of the Information Systems Manager, provide hotel systems programming/technical support and training.

**Requirements:** Bachelor's or equivalent. 3-5 years computer system and programming experience. Knowledge of programming techniques, i.e., BASIC/COBOL/FORTRAN type languages and ability to operate a computer mainframe. Send cover ltr & resume to Sam Weeks.

#### Applications Programmer II (PT2005) Level 34 NYS College of Vet Medicine/Administration-Statutory

Participate with faculty in the development of instructional software for teaching biomedical and clinical sciences. Oversee the maintenance of a network of Macintosh computers. Perform regular back-ups. Provide guidance to faculty on the design of instructional software.

**Requirements:** Bachelor's or equivalent. 2-3 years related programming experience. Familiarity with Macintosh systems and programming and programming including integration of high level languages such as C and Pascal with a Hypercard environment. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2506) Level 33 Lab of Ornithology-Endowed

Perform advanced programming on Mac II system for applying digital signal processing algorithm and high level graphics interface. Write high level interactive graphics routines for the Mac II (using HOOPS, NEW, C++, and AUX) and implementing digital signal process programs as applied to animal vocal signals.

**Requirements:** Bachelor's in engineering. 2-3 years of active experience programming on Mac II's with particular experience on HOOPS, MacAp, MPW, C++, AUX and the Mac-OS. Applications programming level 2. Send cover letter and resume to Sam Weeks.

#### Applications Programmer II (PT2403) Level 33 Diagnostic Lab-Statutory

Assist in programming development, implementation, troubleshooting, and maintenance of software and mini/micro computer systems within the Diagnostic Lab. Write programs for instrument interfaces and data handling. Maintain databases (Rbase).

**Requirements:** Bachelor's or equivalent experience required. Knowledge of biological science and statistical applications essential. Ability to program in C, Pascal and Basic desired. Experience with MS-DOS and Unix operating systems, and familiarity with the following applications programs desired: Dbase III+, Rbase IV, Lotus 1-2-3, and Wordperfect. Experience with hardware interface highly desired. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2407) Level 33 Law-Endowed

Develop, modify, document and maintain applications programs primarily for database management on a PC network. Provide training and consulting on hardware and software issues and applications for faculty, staff and students. Develop computer-aided teaching tools.

**Requirements:** Bachelor's in computer related field or equivalent combination of education and experience. 2-3 years related experience. Knowledge of personal computers and local area networks. Proven computer programming experiences in database applications required. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst II (PT2305) Level 33 Office of the University Registrar-Endowed

Perform on-line computer applications development on mainframe (ADABAS), minicomputer, and microcomputer systems. Provide programming support for ad hoc queries. Develop comprehensive systems of BATCH and on-line computer reports. Work closely with CIT Production Control in scheduling production reports and all ad hoc reporting.

**Requirements:** Bachelor's with computer related courses or equivalent. 2-3 years related experience. Prior experience with IBM mainframe and Macintosh networks. Knowledge of SAS, NATURAL, MARK IV and VM/CMS. Strong written and verbal communication skills and the ability to work independently. Analytical and decision making skills a must. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT2206) Level 33 Office of Human Resources-Endowed

Develop computer applications, databases, and interfaces to meet the human resource information and office automation needs of OHR. Assist in the daily operational maintenance of departmental computer systems. Assist and support users, providing training as needed.

**Requirements:** Bachelor's or equivalent with some computer related coursework; 2-3 years experience in administrative programming and operations; familiarity with VAX/VMS, IBM mainframe and microcomputer environments preferred; ability to program independently in at least 2 high-level languages (Natural, SAS, Basic). Strong interpersonal, communication and organizational skills. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT1406) Level 33 Electrical Engineering-Endowed

Assist computer manager in day-to-day operation of a general purpose system including VAX, Sun, HP, and AT&T computers. Design, maintain, and document application software for administrative computer systems, including Macintosh and IBM PCs. Maintain operating systems, make backups, and provide training and consulting for users.

**Requirements:** Bachelor's in computer science or related fields. 2-3 years experience with UNIX systems. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT9608) Level 33 Engineering College Educ. Computing-Endowed

Provide system management for a network of UNIX-based graphics workstations; install and maintain system software and utilities, keep hardware operational and assist and consult with staff and users.

**Requirements:** Bachelor's in computer science or equivalent. 2-3 years programming; 2 years system management, familiarity with UNIX (prefer several versions), C, HOOPS and interactive graphics; excellent communication and interpersonal skills. Send cover letter and resume to Sam Weeks.

#### Publication Consultant and Writer (PA2601) HRII School of Hotel Administration-Endowed

Plan and coordinate public relations efforts. Participate in writing, production, editing, design, speech writing and other projects to communicate and enhance the message of the School to its publics. Coordinate the production of all print and video materials production developed for the SHA for distribution to external and internal audiences. Review purchase requests for printed materials to ensure accuracy and compliance with School and University guidelines.

**Requirements:** Requires minimum of Bachelor's in communication or related field and 2-4 years of progressively responsible experience in writing, publications public relations and video production. Planning, management, writing, editing, design, layout, scripting, video production, interviewing, and proofreading skills required. Experience in writing and editing, print and video production processes, public relations, press relations, and photography essential. Send cover ltr & resume to Cynthia Smithbower.

#### Academic Personnel Associate (PC2601) HRII Dean's Office/Arts and Sciences-Endowed

Review, approve and direct the processing of academic appointment forms for the College. Maintain academic database; coordinate committees for tenure decisions with Associate Deans and prepare correspondence as necessary; interpret and communicate academic policies and procedures.

**Requirements:** Bachelor's or equivalent. Experience with CU academic appointments policy and procedures essential. Knowledge of computer databases. Excellent communication (written and oral) skills. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

#### Executive Staff Assistant I (PC2619) HRII Vice President for Academic Programs-Endowed

Provide executive staff support to the vice pres. for academic programs in coordinating a diverse range of tasks.

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

#### Grant and Contract Officer I (PA2506) HRII Office of Sponsored Programs-Endowed

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

**Requirements:** Bachelor's or equivalent, 3-4 years of related work experience. Excellent interpersonal and communication (written and oral) skills; ability to work independently. Ability to work under deadlines and heavy work loads. Some traveling involved. Knowledge of grant and contract administration required. Send cover letter and resume to Cynthia Smithbower.

#### Executive Assistant to the Dean (PA2510) HRII College of Engineering/Dean's Office-Endowed

The Executive Assistant coordinates and manages the work of the Dean and two Associate Deans. This individual represents the college to corporations, students, parents, scientists and a vast array of college visitors.

**Requirements:** Bachelor's or an equivalent combination of education and experience. An ability to independently manage and organize is essential. Excellent public relations and communication skills are required. Experience should include 5 or more years as an assistant to a chairman, director or above. Send cover letter and resume to Cynthia Smithbower.

#### Financial Analyst I (PA2507) HRII Engineering and Facilities-Endowed

Provide analytical, financial and database management support to Engineering and Facilities departments. Supervise personnel/payroll processing and analyses for approximately 300 nonexempt employees. Administer microcomputer network.

**Requirements:** Bachelor's in business or computing, and 3-5 years job-related experience. Experience in general ledger, cost accounting, payroll preparation, personnel administration, and business operations. Demonstrated organizational managerial, interpersonal, written and verbal communications skills necessary. Microcomputer experience required, and CU financial systems experience desired. Send cover ltr & resume to Cynthia Smithbower.

### New in Ithaca?

If you have just relocated to the area and are looking for employment call Staffing Services, (607) 255-5226 for a copy of the booklet, "Just for Your Information: Job Prospecting in Ithaca."

### Weight Watcher's at Work Program

A new eight week Weight Watchers at Work program will begin on Wednesday, July 11, from 12noon to 12:45 at Anabel Taylor Hall auditorium. Late registration will be accepted on July 18.

All employees are invited to attend. Come to the first meeting for more information or call Weight Watchers toll-free number at 1-800-234-8080.



**Health Educator (Sexuality/Sexual Assault Education Coordinator) (PA2501) HRI**  
**University Health Services-Endowed**  
Responsible to Director of Health Education for planning, implementing, coordinating, and evaluating a campus-wide preventive education program for issues related to sexuality and sexual assault; directing the SAFER Peer Education Program; and assisting in the overall development and administration of Health Education Programs for the community.  
**Requirements:** Master's in Health Education, Public Health, Human Services or related field of study. 2-3 years experience in providing sexuality education programs required. Must have excellent written and oral communication skills and a strong commitment to education. Experience working with college age men and women very desirable. Minorities are particularly encouraged to apply. Send cover letter and resume to Cynthia Smithbower.

**Office Administrator (PA2509) HRI**  
**Law-Endowed**  
Responsible for general office administration of Cornell Legal Aid Clinic. The clinic is a law office staffed by law students and attorneys representing low income people in civil matters in Tompkins County. Under the direction of the Clinic Director/Faculty Attorney, supervise 2 secretarial staff, student employees, assist in formulation and execution of office policies, oversee all financial transactions and clinic accounts. Work in a paralegal capacity.  
**Requirements:** Associate's or equivalent. Bachelor's preferred. 3-5 years administrative experience. Excellent organizational, communication, supervisory and interpersonal skills. Ability to work independently and take the initiative are essential. Paralegal and accounting experience highly desirable. Knowledge of IBM-PC WordPerfect desirable. Absolute confidentiality required. Light typing. Send cover letter and resume to Cynthia Smithbower.

**Sales Manager (PC2507) HRI**  
**Statler Hotel-Endowed**  
Responsible for total sales revenues and guest counts in conference banquet and guest room areas and secures same by selling the hotel's facilities to regular and new clients. Hours flexible; nights and weekends.  
**Requirements:** Degree in hotel administration or equivalent experience. Previous sales experience in the hospitality industry, hotel management, or related experience. Knowledge of computer/word processing equipment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Special Projects Assistant (PC2506) HRI**  
**Cornell Tradition-Endowed**  
Assist in the administration of the fellowship components, advise the Tradition Student Advisory Council and implement certain program aspects of the Tradition program, including an executive-in-residence, a symposium and the publication of a directory of Tradition Fellows.  
**Requirements:** Bachelor's or equivalent required, some experience preferred working with students and alumni. Knowledge of computer systems and Apple Macintosh personal computer. Basic accounting skills. Good communication (oral and written) skills. Minorities are particularly encouraged to apply. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants, send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Research Support Specialist II (PT2411) HRI**  
**Diagnostic Lab-Statutory**  
Conduct research toward development of new and improved immunological and bacteriological tests for detection of Borrelia burgdorferi. Includes supervision of 1-3 technicians or student employees, responsible for identifying and maintaining inventories of supplies and equipment.  
**Requirements:** Master's in microbiology or related biological sciences. 3-4 years experience working with Lyme Disease research, including mastery of the following techniques: immunoblot, ELISA, immunofluorescence, and all common immunological testing. Should have educational background working with ticks, Ixodidae highly desirable. Strong background with bacteriological techniques, work with pathogenic organisms. Must be able to shift focus of research as funding sources change. Send cover letter and resume to Sam Weeks.

**Administrative Supervisor (PT2402) HRI**  
**Purchasing-Endowed**  
Supervise and coordinate the input of data into the Automated Procurement and Payment System (APPS). Maintain the integrity of the information in the APPS databases through the accumulation, analysis and management of data on the system. Set standards for style and structure of data for correct input to the databases. Responsible for the training of CU staff in the use of databases.  
**Requirements:** Associate's in computer science or related field required. Bachelor's preferred. Minimum 2 years data administration on computer database with supervisory experience. Strong organizational skills. Send cover letter and resume to Sam Weeks.

**Research Support Specialist (PT2309) HRI**  
**Plant Pathology-Statutory**  
Assist in research on molecular genetics of a filamentous fungus with routine DNA preparation and analysis. Do independent experimental design and perform experiments. Organize and maintain lab, supervise work study students.  
**Requirements:** Bachelor's in biological science or equivalent. 2-3 years related lab experience; knowledge of molecular biology techniques, genetics, recombinant DNA technology and general lab procedures essential. Experience with Polaroid photographic equipment, microcomputers, and other equipment desirable. Some supervisory experience helpful. Send cover ltr & resume to Sam Weeks.

**Research Support Specialist I (PT2306) HRI**  
**Biomedical Electronics-Statutory**  
Manage the operation of the Biomedical Electronics Service Department. Coordinate and assign jobs to technicians; estimate job costs (installation and design); and design, fabricate and repair sophisticated equipment. Supervise technical staff. Advise faculty and staff on purchase and repair instrumentation.  
**Requirements:** Bachelor's in electronics technology (or equiv) with 2-3 years experience, including design. Good manual dexterity, working knowledge of design, fabrication, and repair of sophisticated electronic instrumentation. Knowledge of test equipment & software. Must be computer literate. Send cover letter and resume to Sam Weeks.

**Research Support Specialist I (PT2007) HRI**  
**Pharmacology-Statutory**  
Provide department with technical equipment support for its programs. Working with staff to determine specific needs, fabricate specialized lab equipment by designing, drafting scale drawings, and machine parts. Modify existing equipment to meet current needs. Keep equipment inventory. Provide equipment maintenance and repair. Be responsible for planning, setting up, and reorganizing labs. Oversee facility renovations and work with staff, designers, and trades people to meet specifications and deadlines.  
**Requirements:** Bachelor's or equivalent. Minimum of 2-3 years experience with scientific equipment fabrication and equipment maintenance. Must have working knowledge of machine shop tools, spectrophotometers, gamma counters, centrifuges, LS counters, and other specialized lab equipment. Send cover letter & resume to Sam Weeks.

**Staff Writer I (PC1808) HRI**  
**Theory Center-Endowed**  
Develop and prepare written information for dissemination to the Theory Center's public.  
**Requirements:** Bachelor's in English, journalism or closely related field, or equivalent combination of education and experience. 3 years solid writing experience; scientific and/or computing writing preferred. Experience working

with print shops, the media and desktop publishing software. Must be able to work independently with high degree of accuracy and be able to meet deadlines in a fast-paced environment. Strong organizational and interpersonal skills necessary. Send cover letter, resume and 3 writing samples to Esther Smith, Staffing Services, 160 Day Hall.

**Applications Programmer II (PT1801) HRI**  
**Animal Science-Statutory**  
Develop, install, service, maintain, modify, and document complex personal computer applications programs for the CU Dairy Records Processing Lab. Assist with planning of complex systems/applications programming projects involving mainframe and personal computer interaction.  
**Requirements:** Bachelor's or equivalent in computer science or animal science. 2-3 years experience providing knowledge of CSP (IBM's 4th generation "Cross System Product" programming language) application programming procedures. Send cover letter and resume to Sam Weeks.

**Teaching Support Specialist II (PT1714) HRI**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**NOTE:** this is a change from the previous, incorrect posting. Manage lab organization, supervise the preparation of reagents and order supplies. Set up and arrange lab and supplies for student use. Working with teaching staff, help in developing and updating protocols, designing and pre-running new experiments.  
**Requirements:** Bachelor's in biochemistry (or closely related field) or equivalent. 2-3 years experience in a teaching lab with various types of electrophoresis, chromatography, ultracentrifugation, protein purification, bacterial cell culture, and liquid scintillation counting. Need good skills in organization and communication. Some knowledge of Macintosh computers and programs is desirable. Send cover letter and resume to Sam Weeks.

**Business Manager**  
**Cornell Alumni News**  
Business Manager for national magazine in Ithaca. Responsible for overall business plan, finances, advertising, circulation, and office management.  
**Requirements:** Publishing and computer experience preferred. Send cover letter and current resume with salary history to Cornell Alumni News, 55 Brown Road, Ithaca, NY 14850. Cornell Alumni News is not a department of Cornell.

**Director, Mentors Unlimited Network**  
**Center for Religion, Ethics and Social Policy**  
**The Learning Web**  
Direct new county-wide network of youth mentoring programs. Coordinate information and referrals. Develop outreach strategies and resource materials. Assist in new program development. Enhance networking among local programs. Assist in development of on-going funding. Located in downtown Ithaca.  
**Requirements:** 3-5 years experience with program development; administration; network-building; outreach and public relations; volunteer recruitment, training, and coordination; grant writing. Ability to work with schools, community agencies, and business community. Excellent communication skills. Salary: \$20,000; Cornell benefits. Send cover letter and resume to Mentors Unlimited, c/o The Learning Web, Anabel Taylor Hall, by July 3. Minorities are particularly encouraged to apply.

**Cook**  
**Ithaca Community Child Care Center**  
Full time cook opening at large child care center. Prepare 350 meals/snacks daily, plan menus, order food, clean, and keep records. Send cover letter and resume to Diane Bradac, Ithaca Community Child Care Center, 579 Warren Road, Ithaca, NY 14850. Applications will be accepted until a suitable candidate is found.

## Professional Off-Campus

**Extension Support Aide (PT2416) HRI**  
**Extension Administration/Sea Grant Extension/Brockport, NY-Statutory**  
Serve as Coordinator of New York Zebra Mussel Clearing House project (New York Sea Grant Extension). Responsible for the organization and operation of a project involving information compilation and dissemination and networking activities. Compiled information on Zebra Mussel will be organized into a reference library. Develop contracts with interest groups. Prepare newsletters and fact sheets. Assist in filling information requests.  
**Requirements:** Bachelor's in Marine Science, Library Science, Biology, Environmental Science, Natural Sciences, or related field. 1-2 years training or experience in operation of a science, technical, or environmental library, clearing house, or information program. Effective oral and written communication skills. Technical writing experience desirable. Send cover letter and resume to Sam Weeks.

**Executive Staff Assistant (PC1301) HRI**  
**Division of Nutritional Sciences/CFNPP/Washington, DC-Statutory**  
Provide administrative assistance to the staff of Washington, DC office (approximately 30 persons) for the Cornell Food and Nutrition Policy Program. Duties include assistance in the areas of office management and operations; personnel and hiring; travel and expenditures; project implementation, and facilities management.  
**Requirements:** Bachelor's and/or 3-5 years previous office experience with progressive responsibility. Proven ability to work independently, take initiative and handle many assignments of tasks simultaneously. Strong micro-computer skills particularly in the areas of troubleshooting and procurement of hardware and software. Excellent word processing skills; experience with Wordperfect and Lotus 123 required. Familiarity with international work and a basic understanding of African geography preferred. A working knowledge of French useful. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

## Professional Temporary

**Research Support Specialist/Project Analyst (PT2507) HDFS/FLDC-Statutory**  
Collect and synthesize county and state level statistics for a child abuse prevention project. Support program evaluation. Develop and implement a data management plan. Prepare written reports. One of the data sources is located in Chemung County. Until 12/31/90.  
**Requirements:** Master's in social sciences or equivalent combination of education and experience. Data management and statistical computing experience with knowledge of human services delivery systems desirable. NYS driver's license required. Send cover ltr & resume to Sam Weeks.

## Technical

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

**Maintenance Mechanic, SO09 (T2608)**  
**Statler Hotel-Endowed**

**Hiring Rate: \$8.66**  
Facilitate electrical, plumbing, ventilation, air conditioning and refrigeration, carpentry and general repairs in the Statler Hotel. Provide technical assistance for building operations. Perform preventive maintenance. Install minor electrical, mechanical and plumbing systems. Work hours are flexible but will require frequent eves and weekends.  
**Requirements:** HS diploma required and a valid NYS driver's license. Knowledge of power and hand tool operation, electrical and mechanical test equipment. Minimum 5 years maintenance experience. Send cover letter and resume to Sam Weeks.

**Technical Assistant, GR17 (T2607)**  
**Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary: \$517.65**  
Support corn breeding project including field preparation; seed preparation; planting; data collection and computer data entry; pollination; field plot maintenance and under LISA (Low Input Sustainable Agriculture) systems. Harvest, maintain disease inoculum, insect colonies and experiments in greenhouse. Assist in other LISA farm research activities.  
**Requirements:** HS diploma or equivalent. Driver's license. Farm background and ability to operate machinery, knowledge of corn and forage production desirable. Ability to communicate with farmers, faculty and staff. Send cover letter and resume to Sam Weeks.

**Data Entry Operator, GR17 (T2415)**  
**Chemistry-Endowed**  
**Minimum Biweekly Salary: \$517.65**  
Enter mass spectral data and other relative information into computer database. Determine molecular formula from structure or name of compound. This material will be published in the world's largest mass spectral database reference book.  
**Requirements:** HS diploma or equivalent with some knowledge of organic chemistry, mass spectra, and structure of chemicals preferred. Minimum 6 months data entry experience preferred. Medium typing. Send cover letter and resume to Sam Weeks.

**Accelerator Technician, GR18 (T2505)**  
**Lab of Nuclear Studies-Endowed**  
**Minimum Biweekly Salary: \$529.35**  
Perform semi-skilled, manual work involving maintenance and repair of accelerator components and related equipment. Use basic shop and portable power tools. Do electrical wiring, soldering, measuring, cleaning, painting, lubricating, etc. Assist in dismantling, repair, and assembly of equipment. Record various meter readings. Specific skills will be acquired through on the job training.  
**Requirements:** HS diploma or equivalent and valid NYS driver's license are required. Coursework in physics, or electrical or mechanical arts, and mechanical drawing; or experience in mechanical or electrical trades necessary. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2406)**  
**Neurobiology and Behavior-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
Assist in experiments using molecular biological techniques to clone cDNAs for potassium channels. Grow and maintain bacteria and phage stocks, DNA and RNA preparation, restriction enzyme digests and gel electrophoresis sequencing. Routine maintenance of lab equipment and glassware. Will be working with radioactive material on a regular basis.  
**Requirements:** HS diploma. Some college or advanced classes helpful. 1 year prior lab experience necessary (equivalent of college lab course). Experience in molecular biology desirable but not necessary. Send cover letter and resume to Sam Weeks.

**Technician, GR18 (T2208)**  
**Genetics and Development-Statutory**  
**Minimum Biweekly Salary: \$529.35**  
Provide general lab assistance. Perform experiments in molecular genetics. Oversee preparation of culture media and solutions for lab use. Care for bacterial stock culture collection. Order supplies, maintain inventories, oversee equipment maintenance and arrange for equipment repairs. Train new lab personnel. Supervise undergrad assistants.  
**Requirements:** Associate's (Bachelor's desirable) or equivalent preferably in natural sciences. Minimum 1 year previous lab experience preferred, especially in molecular genetic techniques. Send cov ltr & resume to Sam Weeks.

**Technician, GR19 (T2604)**  
**Psychology-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Maintain hamster colony. Train hamsters at visual tasks. Supervise experiments using radioactivity. Perform histologic procedures: profusing, embedding, cutting, mounting, and staining brain tissue. Collect, summarize, and analyze data. Prepare solutions and maintain supplies. Until 6/30/91. Dependent upon further funding. Funding expected until 6/30/92.  
**Requirements:** Associate's in biology or equivalent, with biological lab experience. Cornell radiation safety certified. Basic histology skills. Minimum 1 year related experience. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2408)**  
**Food Science-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
Perform general lab duties including preparing food and biological samples for analysis; doing routine analytical measurements using gas or liquid chromatography; organizing lab records and research results; maintaining supplies and equipment. Assist grad students with their research. Do research on the formation of N-nitrosopyrrolidine in fried bacon.  
**Requirements:** Bachelor's in chemistry, biochemistry, food science or related disciple, preferred. Associate's with equivalent experience required. Minimum 1 year experience in a modern chemical lab. Some experience with chromatography, sample preparation, and instrumentation preferred. Send cover ltr & resume to Sam Weeks.

**Tape Technician, GR19 (T2409)**  
**CISER/Dean's Office-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
Copy magnetic tapes, collect information on those tapes and maintain a series of records (databases) concerning the content and condition of the magnetic tape collection of the CISER Data Archive. Organize and maintain computer job printout records. From databases, provide information about the location of data files to clients and staff.  
**Requirements:** Associate's or equivalent in computing. Minimum 2 years experience. Accuracy and attention to detail with an understanding of data file organization required. Experience with IBM mainframes, dBase Plus, database management systems, the ability to organize information, and familiarity with Cornell IBM environment desirable. Send cover letter and resume to Sam Weeks.

**Research Aide, GR19 (T2414)**  
**Chemistry-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
Search chemistry journals for mass spectra. Assign chemical names. Enter information into computer database. Error checking from knowledge of mass spectra. This material will be published in the world's largest mass spectral database reference book.  
**Requirements:** Associate's in chemistry or equivalent required. Minimum 1-2 years related work experience. Basic knowledge of mass spectra and nomenclature of organic combs preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2203)**  
**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
Provide assistance in research, management, and administration in a basic cancer research lab. Duties include assisting in experiments, ordering supplies, managing

budget, maintaining databases, supervising lab operations, and maintaining equipment. Experiments involve recombinant DNA, protein biochemistry, and cell culture techniques. Some evening and weekend hours required.  
**Requirements:** Associate's or equivalent required; Bachelor's in biochemistry, molecular biology, chemistry, or related field preferred. Minimum of 1 year research experience in molecular biology and cell culture. Computer skills helpful. Must pass OEH radiation safety course (on-job training). Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T2204)**  
**Diagnostic Lab-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
Perform indirect fluorescent antibody tests on monkey serum specimens. Prepare conjugates, buffers, and other reagents. Prepare, fix, and label antigen slides. Assist in accessioning specimens. Sort, dilute, store, and maintain inventory of specimens. General lab duties as assigned. Some evening and weekend hours required.  
**Requirements:** Associate's in biology, microbiology, or related field; Bachelor's preferred. Minimum 1 year related experience. Sterile technique skills, microscopy experience, and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

**Technician, GR19 (T1507)**  
**Plant Pathology-Statutory**  
**Minimum Biweekly Salary: \$551.86**  
Conduct pathogen testing in potato plants, screen populations for disease resistance and maintain potato tissue and pathogen culture collections. Prepare clones for shipment. Work in the lab, greenhouse and field. Train grad students.  
**Requirements:** Associate's in biological science or chemistry or training in biology, biochemistry or chemistry. 1 year lab experience with knowledge of tissue culture and testing procedures. Driver's license essential. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2602)**  
**Clinical Sciences-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Supervise the equine respiration and performance area, including exercise treadmill. Assist with experimental procedures. Provide care of animals including feeding, exercising, and bandaging. Assist with examination of animals and experimental procedures. Clean stalls. Supervise student employees. Some wknds and holidays.  
**Requirements:** Associate's in animal health technology or equivalent. Bachelor's preferred. 1-2 years related experience with handling and managing horses. Supervisory ability. NYS AHT licensure or eligibility required. Send cover letter and resume to Sam Weeks.

**Radiology Technician, GR20 (T2601)**  
**Vet Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Take and process radiographs of large and small animals. Provide radiographs for research projects and publications. Clean and maintain the radiology area and equipment. Maintain chemicals and other supplies. Assist and teach students. Restrain animals for tranquilization and anesthesia. Assist with induction and monitoring anesthesia. Complete paper work and computer data entry for each case.  
**Requirements:** Associate's or equivalent. Bachelor's or equivalent preferred. Licensed radiologic technician and/or NYS licensed animal health technician. 1-2 years experience handling animals preferred. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2509)**  
**Biochemistry, Molecular and Cell Biology-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
Conduct experiments involved in the study of yeast cytoskeleton. Perform experiments using the following techniques: in vitro mutagenesis, yeast and bacterial transformations, tetrad dissection, molecular cloning, DNA and RNA hybridization, DNA sequencing, protein purification, antibody production, immunoblotting of proteins. Use immunofluorescent and electron microscopes. Maintain lab supplies, arrange for equipment repairs and care for strain collection.  
**Requirements:** Bachelor's in biochemistry or related field or equivalent in coursework and experience. 1-2 years related experience. Familiarity with some of the techniques mentioned above. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T2410)**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Provide support for research in biochemical analysis of specific mRNA's, activities of enzymes, and amounts of storage proteins in plant tissues. Duties include culturing bacteria containing cDNA plasmids; extracting and purifying DNA from bacteria & mRNA from plants; and performing hybridization assays. Read current literature relevant to these types of analysis. Plan experiments and determine appropriate standard procedures. Order supplies.  
**Requirements:** Bachelor's in biology, biochemistry or chemistry or equivalent required. Minimum 1 year related experience with basic lab equipment and ability to learn new techniques and procedures. Ability to function independently and efficiently. Must be able to organize specific duties and communicate work related ideas effectively. Send cover letter and resume to Sam Weeks.

**Electronics Technician, GR20 (T2207)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
Install and maintain computer related equipment and other Theory Center equipment. Assemble, wire and maintain workstations and terminals, associated data communications equipment, cables and electronic equipment. Troubleshoot network wiring problems. Perform system tape drive backups. Assist in shipping and receiving. Operate and maintain A-V equipment.  
**Requirements:** Associate's or equivalent in electronics. 1-2 years experience wiring various networks helpful; computer experience helpful; ability to work independently essential; good communication skills; ability to lift/move 50 lbs. Send cover letter and resume to Sam Weeks.

**Technician, GR20 (T1904)**  
**Plant Breeding and Biometry-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Assist in genetic mapping of RFLP markers in tomatoes. Extract DNA, run and blot gels, isolate and screen plasmoid clones, radiolabel probes, manage computer data file and analyze genetic data on computer. Assist in overall maintenance of lab including preparing solutions, ordering supplies and monitoring safety. May involve some supervision of graduate students.  
**Requirements:** Bachelor's in biology, genetics, biochemistry or related discipline. Minimum 2 years experience, lab work preferred. Send cover letter & resume to Sam Weeks.

**Animal Health Technician, GR20 (T1908)**  
**Vet Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Provide support therapy for Intensive Care Unit patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. Operate and maintain the systems providing oxygen therapy, intravenous and subcutaneous fluid therapy, central venous pressure, electrocardiograms, etc. Maintain records and inventory of supplies. Some weekends and holidays scheduled rotation through shifts. First, second and third shift.  
**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred and an interest in teaching critical care techniques. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T1909)**  
**Vet Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**  
Assist the faculty in teaching and supervising staff, senior



students and externs. Give them instruction in the proper procedures of animal health care for clinical patients. Provide emergency animal care. Work with clients. Maintain stock of supplies. Assist with paper work and records. **Requirements:** Associate's in animal health technology (NYS licensure or eligible). Experience working with small animals preferred. Send cover ltr & resume to Sam Weeks.

**Anesthesia Technician, GR20 (T1907)**  
**Vet Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**

Assist with induction, monitoring and recovery of animals under anesthesia. Prepare and maintain anesthetic equipment. Assist with the education of the senior students assigned to anesthesia. Maintain records and inventory of supplies. Schedule will include some on-call and overtime when needed.

**Requirements:** Associate's in animal health technology, NYS licensure or eligible. Experience working with small animals preferred. Send cover ltr & resume to Sam Weeks.

**Animal Health Technician, GR20 (T1405)**  
**Vet Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$575.30**

Responsible for maintenance of aseptic conditions and coordination of surgery team in the operating room during a surgical procedure. Cleaning and sterilization of surgical and hospital equipment. Must be available when on-call for emergency duty. Some weekends and holidays required.

**Requirements:** Associate's in animal health technology. Licensed or eligible for licensure in NYS. 2 years operating room experience preferred. Send cover letter and resume to Sam Weeks.

**Media Technician, GR21 (T2413)**  
**Media Services-Statutory**  
**Minimum Biweekly Salary: \$599.73**

Operate various types of broadcast color television cameras (portable and studio), assist in production of news and sports features under leadership of project producer/director. Set up and tear down both studio and remote production settings, lighting, audio equipment. Until 6/30/91. Mon-Thur, 8-5; Fri, 8-4; some nights and weekends.

**Requirements:** Bachelor's in television production or related field, or equivalent experience in broadcast or educational television. Minimum 3 years experience in shooting and editing news and/or sports television. Willingness to work nights and weekends. Knowledge of TV graphics preparation, still photography, audio recording and stagecraft techniques helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T1711)**

**Vet Pathology-Statutory**

**Minimum Biweekly Salary: \$599.73**

Prepare high quality microscope slides for interpretation by the pathologies. Maintain equipment, keep records, and maintain order and cleanliness of lab.

**Requirements:** Associate's or equivalent in medical lab technology (Histology) or related field, with coursework in histological techniques HT(ASCP) certified or eligible. 2-4 years experience as a histology technician in a hospital or research lab desired. Or Bachelor's or equivalent with 1-2 years experience. Pre-exposure rabies vaccine required subsequent to hire. Must be able to work independently without constant supervision. Send cover letter and resume to Sam Weeks.

**Computer Operator, GR21-24 (T2201)**

**Information Technologies-Endowed**

**Minimum Biweekly Salary: \$599.73**

Operate large scale computer systems and associated peripheral equipment. Monitor data communications networks. Consult with vendor customer engineers and department support staff. Setup, submit, and verify jobs through the central computer system. Maintain various control logs and tape and disk files. Perform security backup procedures. Shift work/weekends.

**Requirements:** Associate's or equivalent combination of education and experience in large data processing facilities. Knowledge of computer hardware, software (MVS/JCL), operating systems, and programming languages. Computer operating experience and a minimum of 3 years related data communications experience helpful. Send cover letter and resume to Sam Weeks.

**Technician, GR21 (T2002)**

**Chemistry-Endowed**

**Minimum Biweekly Salary: \$599.73**

Supervise and assist in the preparation and distribution of reagents and supplies required by various lab courses. Oversee the daily lab operations of the unit as directed by the Manager. Supervise and assign work to the staff; maintain inventories and experiment files and enter data into IBM computer. Supervise and assist in the waste chemical and toxic materials disposal program.

**Requirements:** Bachelor's or equivalent in chemistry required. 2 years lab experience with knowledge of chemistry lab techniques and procedures. Good interpersonal communication skills. Supervisory experience preferred. Data entry experience helpful. Send cover letter and resume to Sam Weeks.

**Lab Technician, GR21 (T1606)**

**Equine Drug Testing-Statutory**

**Minimum Biweekly Salary: \$599.73**

Perform advanced analysis under the direction of a senior chemist. Operate, maintain, and trouble shoot HPLC apparatus. Analyze samples for drugs and drug metabolites using TLC and associated extraction techniques.

**Requirements:** BS in chemistry with 2-3 years experience in HPLC. Send cover letter and resume to Sam Weeks.

**Technician, GR22 (T2606)**

**Fruit and Vegetable Science-Statutory**

**Minimum Biweekly Salary: \$625.24**

Provide technical support to research and extension programs for weed control in vegetable crops. Plan design, implement, and assist in field, greenhouse, and lab experiments, including statistical analysis. Prepare and report on results of experiments at extension, regional, and national meetings. Contribute to extension and refereed journal publications.

**Requirements:** Bachelor's in agriculture with concentration in weed science or related field. Certified pesticide applicator's license. 3 years experience with experimental design and analysis essential. Strong computer skills and experience in journal writing a necessity. Send cover letter and resume to Sam Weeks.

**Research Aide, GR24 (T2603)**

**Vet Microbiology-Statutory**

**Minimum Biweekly Salary: \$682.77**

Provide general office administrative support by coordinating secretarial and administrative help; assist with grant proposals; screen and answer correspondence and phone calls; arranging seminars and meetings. Plan an annual international meeting including developing and reconciling a budget, organizing site, and corresponding with participants. Assist with student summer fellowship program by advertising; organize applications; help with employment requirements, schedules and housing. Assist with fund raising by maintaining a donor database; prepare and distribute literature, publications and brochures. Supervise, hire, and train animal care staff. Plan and supervise maintenance of animal buildings and facilities. Oversee herd of 50 equids in two locations, organize their care and feeding. Perform histocompatibility tests and maintain proper protocols, reagents, equipment, and supplies. Compile and analyze test results. Instruct and supervise vet and graduate students and staff in these procedures. Assist in general lab maintenance.

**Requirements:** Bachelor's or equivalent. 3-5 years relevant experience including lab skills; extensive large animal and stable management; computer competency. Histocompatibility testing experience strongly desired along with financial/budget management experience. Send cover letter and resume to Sam Weeks.

## Technical Off-Campus

**Technician, GR24 (T1001)**

**Diagnostic Lab/Geneseo-Statutory**

**Minimum Biweekly Salary: \$682.77**

Assist in development and management of a satellite lab in Geneseo, NY. Coordinate operations with central lab. Supervise and train personnel; interpret test results; consult with clinician on emergency cases; advise clinicians on specimen collection and submission; and maintain supply inventory. Some weekend hours required.

**Requirements:** Bachelor's in microbiology, medical technology, or equivalent. 3-5 years lab experience including at least 1-2 years in lab management. Must be current in clinical lab technology literature. Supervisory experience desirable. Send cover letter and resume to Sam Weeks.

## Technical Part-time

**Lab Attendant, SO03 (T2605)**

**Vet Pathology-Statutory**

**Hiring Rate: \$6.56**

Clean, maintain, and provide for the continual operation of the Necropsy Lab, its equipment, the photographic facility, and culture preparation room. Maintain safety standards. Cut up carcasses for disposal. Maintain supplies. Lock up facilities at night. Fill in for the clinical assistant when necessary. Mon-Fri, approximately 2pm-7pm

**Requirements:** HS diploma or equivalent. Lab experience or knowledge of lab equipment operation strongly desired. Photographic skills helpful. Requires physical strength. Good working habits, dependability, and willingness to learn. Pre-exposure rabies vaccination required subsequent to hire. Send cov ltr & resume to Sam Weeks.

**Lab Assistant, GR16 (T2101)**

**Biotechnology Program-Statutory**

**Minimum full-time equivalent: \$498.93**

Provide assistance to researchers of Plant Science Center including maintenance of sterile supplies and watering, pruning, and repotting plants. Deliver glassware for washing and put away when clean. Prepare media and reagents. 20 hours per week.

**Requirements:** Minimum HS with some additional training or experience in microbiology/sterile techniques desirable. Send cover letter and resume to Sam Weeks.

**Animal Health Technician, GR20 (T2503)**

**Vet Medical Teaching Hospital-Statutory**

**Minimum full-time equivalent: \$575.30**

Help to educate, supervise, and assist students, staff, and externs in the proper health care procedures of surgical patients. Duties include regular patient care, emergency care, and occasional intensive care. Monitor anesthesia. Maintain supply inventories. Provide client education. Assist with forms and paper work.

**Requirements:** Associate's in animal health technology. NYS licensure or eligible. Experience working with small animals preferred. Send cover ltr & resume to Sam Weeks.

**Technician, GR21 (T1702)**

**Biotechnology Program-Endowed**

**Minimum full-time equivalent: \$599.73**

Assist in the operation of scientific instruments, including a computer and perform general lab activities in a service facility. Operate a flow cytometer and spectrofluorometer; maintain lab apparatus & supplies. Mon-Fri, 20 hrs pr wk.

**Requirements:** Bachelor's or equivalent in physical or biological sciences preferred. Minimum 2 years lab experience involving the use of some instrumentation. Some programming experience is desirable. Send cover letter and resume to Sam Weeks.

## Office Professionals

Approximately half of all University openings are for Office Professionals. Individuals with secretarial, word processing (IBM PC, Macintosh, Wang, Micom), data entry, technical typing, or medium to heavy typing (45-60+ wpm) are encouraged to apply.

All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position. Employee candidates should submit an employee transfer application and cover letter, if requested, for each position in which they are interested.

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

**Office Assistant, GR16 (C2509)**

**University Health Services-Endowed**

**Minimum Biweekly Salary: \$498.93**

Schedule appointments; direct patients to proper destination and answer questions in regard to the use of Health Services.

**Requirements:** HS diploma or equivalent. Experience in a medical facility desirable. Nursing or medical background preferred. Must be able to work in high pressure atmosphere and must be able to communicate with all patients on a one to one level. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Assistant, GR17 (C2604)**

**Construction Management-Endowed**

**Minimum Biweekly Salary: \$517.65**

Provide general administrative and reception support for Architectural Services, Construction Management and Contracts Management. Data entry; light typing of general correspondence, forms, etc.; filing; mail handling. Other duties as assigned.

**Requirements:** HS diploma or equivalent. Up to 1 year related experience. Operation of basic office equipment and personal computer experience. Good communication, telephone and interpersonal skills necessary. Able to maintain confidentiality. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Accounts Assistant, GR17 (C2612)**

**Dining Services-Endowed**

**Minimum Biweekly Salary: \$517.65**

Keep financial records and accounts for a dining operation. **Requirements:** HS diploma or equivalent. 1-2 years related accounting experience. Excellent computation and accounting skills required. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Building Attendant, GR17 (C2613)**

**Access Services-Endowed**

**Minimum Biweekly Salary: \$517.65**

Under the direction of the Administrative Supervisor for Collection Management, perform library security functions including working at exit control desk and stack control desk. Perform a variety of clerical duties and other duties as assigned. Responsible for opening, closing and making regular tours of the building. Sun-Thur, 12pm-8:30pm

**Requirements:** HS diploma or equivalent. Some college coursework and/or experience with academic libraries. 1 year related experience. Must be able to work well with sudden increases of activity at exit/entrance points while maintaining consistent procedures. Strong interpersonal and organizational skills. External applicants send cover

letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR17 (C2611)**

**Architecture-Endowed**

**Minimum Biweekly Salary: \$517.65**

Provide secretarial assistance to History of Architecture faculty and to the Administrative Aide for Architecture Graduate Programs.

**Requirements:** HS diploma or equivalent. Familiar with general office procedures. Able to use Leading Edge or other WP computer. Able to set priorities and meet deadlines. Excellent interpersonal and communication skills essential. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall. Retirees encouraged to apply.

**Circulation/Reserve Assistant, GR17 (C2525)**

**Circulation/Urns/CUL-Endowed**

**Minimum Biweekly Salary: \$517.65**

Responsible for shelving books; paging items for interlibrary loan and intralibrary reserve; working at the security checkout desk inspecting backpacks, brief cases, books, etc., of existing patrons when security alarm sounds; also work at the Circulation/Reserve desks.

**Requirements:** HS diploma or equivalent. Previous related work experience. Ability to work effectively with a variety of people in a public services setting. Excellent interpersonal and communication skills. Send cover letter and resume to Esther Smith, Staffing Svcs, 160 Day Hall.

**Personnel Assistant, GR17 (C2528)**

**Office of Human Resources-Endowed**

**Minimum Biweekly Salary: \$517.65**

Update and maintain the university's employee file system, both hard copy files and computer files and act as back-up for the processing of appointment forms. Process employment verifications and informational subpoenas. Process appointment forms for Law School, Vet College, and School of Human Ecology. Assist with special audits as required by the Immigration Services, Auditor's Office, etc.

**Requirements:** HS diploma or equivalent. 2 years of general office experience. Good organizational skills. Cornell employees send employee transfer application, cover letter & resume to Esther Smith, Staffing Svcs, EHP.

**Office Assistant, GR17 (C2510)**

**Human Ecology Administration-Statutory**

**Minimum Biweekly Salary: \$517.65**

Assist supervisor in College mail room with all aspects of mail room responsibilities, including handling incoming and outgoing mail; unloading trucks; issuing building keys and handling building maintenance calls; make daily deliveries for College Administration.

**Requirements:** HS diploma or equivalent. 1 year related work experience. Excellent record keeping skills and basic math skills required. Experience with data entry on Macintosh computer. Ability to operate calculator, typewriter, and postage meter desirable. Must be able to lift heavy objects (up to 100 lbs) and unload trucks. Valid driver's license required. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR18 (C2602)**

**University Development/Public Affairs-Endowed**

**Minimum Biweekly Salary: \$529.35**

Provide administrative and secretarial support for Associate Director and Development Assistant in the CU Fund.

**Requirements:** HS diploma or equiv; some college coursework preferred. Minimum 1 yr related experience. Excellent organizational, interpersonal and communication (written and oral) skills. Good typing skills required and knowledge of CU preferred. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Senior Records Assistant, GR18 (C2616)**

**Vet Library-Statutory**

**Minimum Biweekly Salary: \$529.35**

Responsible for all aspects of serials management (check in/claim journal issues; maintain accurate holdings records in MICROLINX and NOTIS databases; order new titles, etc.). Maintain MICROLINX serials management systems; prepare and/or coordinate processing of volumes for binding; provide circulation and information assistance to patrons at the Public Service Desk. Other duties and special projects as assigned.

**Requirements:** HS diploma or equivalent; some college coursework preferred. 1-2 years of office or library experience. Accuracy in detailed work. Excellent organizational, interpersonal and communication skills. Strong service orientation and ability to work with a variety of people in a public service setting. Experience with microcomputers or data entry helpful. Able to work independently. Light typing. External applicants send cover letter and resume to Esther Smith, Staffing Svcs, 160 Day Hall.

**Receptionist/Membership Secretary, GR18 (C2524)**  
**Office of Public Affairs/College of Agriculture and Life Sciences-Statutory**

**Minimum Biweekly Salary: \$529.35**

Process receptionist/secretary support for the office. Process memberships; data entry; telephone; greet visitors; type. Other duties as assigned.

**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 years secretarial experience. Word processing, preferably Wordperfect 5.1 (5.0); familiarity with database management systems. Exceptional telephone skills. Accurate data entry skills. Organizational skills. Ability to work with minimal supervision and handle confidential information. Gracious management of callers and visitors with concerns. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Accounts Assistant, GR18 (C2516)**

**Cornell Cinema/Unions and Activities-Endowed**

**Minimum Biweekly Salary: \$529.35**

Process all billings and maintain financial records for Cinema. Data entry; order materials; prepare mailings; type; file; reception support; make arrangements for visiting filmmakers; and oversee shipping of films.

**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 years related accounting experience. Familiar with Cornell accounting procedures preferred. Word processing, general office skills required. Experience with dBase III Plus desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover ltr & resume to Esther Smith, Staffing Svcs, 160 Day Hall.

**Assistant Recruiting Coordinator, GR18 (C2515)**

**JGSM-Endowed**

**Minimum Biweekly Salary: \$529.35**

Provide secretarial and clerical support for the Career Services Office. Serve as student liaison for general office information and procedures.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2 years secretarial/office experience. Knowledge of word processing equipment. Excellent communication (oral & written) skills. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2614)**

**School of Hotel Administration-Endowed**

**Minimum Biweekly Salary: \$551.86**

Responsible for obtaining all non-food and beverage materials, supplies, and equipment needed for the operation of the School of Hotel Administration at the best possible prices and in accordance with university policy.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 2 years related experience. Familiarity with Cornell purchasing and accounting or related business experience. Must have ability to use calculators & PCs. Excellent interpersonal and communication

skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Night Auditor, GR19 (C2615)**

**Statler Hotel-Endowed**

**Minimum Biweekly Salary: \$551.86**

Responsible for reviewing, verifying and recording revenue for the entire hotel. Utilize the property management system to generate all necessary reports required by management; perform duties of a front desk clerk. Hours flexible; nights and weekends.

**Requirements:** HS diploma or equivalent. Associate's in bookkeeping or accounting preferred. 2 years in a similar job; knowledge of computers required. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR19 (C2511)**

**HDFS/FLDC-Statutory**

**Minimum Biweekly Salary: \$551.86**

Provide administrative support to FLDC administrative staff. Input, format and produce final copy for reports, project publications, manuscripts, correspondence and proposals; develop and maintain database; coordinate on and off campus meetings and conferences; travel vouchers; answer telephone; mail. Other duties as assigned. Until 3/31/92.

**Requirements:** HS diploma or equivalent. Some college coursework in secretarial science preferred. 2 years equivalent experience. Excellent organizational, communication and interpersonal skills. Macintosh or PC computer experience required. Experience with word processing, spreadsheets, databases, publishing and presentation software highly desirable. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR19 (C2512)**

**JGSM-Endowed**

**Minimum Biweekly Salary: \$551.86**

Provide administrative support for the Admissions Office including all responsibilities to the Doctoral and M.B.A. Programs. Handle correspondence; answer inquiries (in person and telephone). Other duties as assigned.

**Requirements:** Associate's or equivalent. 1-2 years related experience. Familiar with IBM PC or Macintosh and word processing packages. Must have strong communication (oral and written) skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Secretary, GR19 (C2523)**

**Theory Center-Endowed**

**Minimum Biweekly Salary: \$551.86**

Provide administrative and secretarial support to the IBM manager and staff members who are located at the Cornell National Supercomputer Facility.

**Requirements:** HS diploma or equivalent. Secretarial school strongly preferred. 2 years related office experience. Ability to use independent judgment and to handle highly confidential matters. Ability to work under pressure and to meet deadlines. Strong organizational, interpersonal, and communication skills. Experience with IBM PC's and mainframes. Familiarity with University resources helpful. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Office Assistant, GR19 (C2518)**

**JGSM-Endowed**

**Minimum Biweekly Salary: \$551.86**

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

**Requirements:** HS diploma or equivalent required. Minimum 2 years of general office experience preferred. Familiarity with the MAC. Strong organizational, interpersonal and communication (written and oral) skills. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Accounts Assistant, GR19 (C2514)**

**Office of the Bursar-Endowed**

**Minimum Biweekly Salary: \$551.86**

Maintenance of the Student Finance and CU Card billing systems. Direct contact with students, parents & other CU departments in person, via phones and with written correspondence concerning student account billings; process adjustment and other transactions to students' accounts. **Requirements:** HS diploma or equivalent. College coursework preferred. 1-2 years related experience. Knowledge of general accounting. Strong interpersonal skills. Able to reconcile accounts, set priorities, and work in a complex and active environment. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Advertising and Promotion Assistant, GR19 (C2402)**  
**C.U. Press-Endowed**

**Minimum Biweekly Salary: \$551.86**

Provide secretarial and office assistance to the Marketing Department. Primary duties include screening mail and phone calls; compiling bibliographic information for catalogs



assigned. 10 month appointment.  
**Requirements:** Associate's or equivalent required. Outstanding organizational and communication skills, both written and verbal. Knowledge of bookkeeping/accounting helpful. 2-3 years experience with preparing camera ready layout for pamphlets and posters useful. Must be able to work independently. Experience in health care facility or human service organization preferred. Medium typing. Cornell employees send employee transfer application, cover letter & resume to Esther Smith, Staffing Svcs, EHP.

**Staff Assistant for Recruiting, GR20 (C2007)**  
**Career Center-Endowed**  
**Minimum Biweekly Salary: \$575.30**  
 Handle administrative and secretarial work for the Career Center recruiting programs as well as for the Nonprofit Careers area. The recruiting programs involve over 500 students and 100 employers. Handle arrangements for employer visits and programs; prepare campus interview schedules and materials for students; prepare program publicity.  
**Requirements:** Associate's or equivalent. 2-3 years related office experience. Excellent organizational and communication skills. Computer/word processing skills. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Telecommunicator, GR21 (C2607, C2610, C2609)**  
**Public Safety-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Responsible for operating centrally located communications center for department. Monitor incoming telephone line, radio traffic and blue lite emergency phones. Monitor and operate NYS Police Information Network Computer Terminal. Shift work.  
**Requirements:** HS diploma or equivalent. College degree preferred. Radio communication skills preferred. 2-3 years related experience. Ability to qualify for certification in NYS Police Information Network System. Strong communication (written and oral) skills. Ability to pass background investigation with no record of convictions excluding minor traffic infractions. Computer knowledge desirable. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR21 (C2617)**  
**Cornell Abroad Program-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Provide clerical/secretarial support to Director and Assistant Director. Responsible for all outgoing mail, including large mailings; assist in preparation of flyers and publicity materials; prepare faculty and student receptions. Assist exchange students in settling in at Cornell/Ithaca. Make complex travel arrangements.  
**Requirements:** Associate's or equivalent. 2 years experience with MacIntosh-Microsoft software systems. Strong interpersonal and organizational skills. Knowledge of Cornell. Ability to work under pressure. Experience abroad helpful. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR21 (C2605)**  
**Vice President for Research-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Provide administrative support to the Vice President for Research and Advanced Studies. Handle a large volume of correspondence; set-up meetings; coordinate appointments and travel; maintain office filing system; handle office accounts; process payroll vouchers, and assist Executive Staff Assistant.  
**Requirements:** Associate's in business and at least 3 years related experience. Knowledge of Cornell accounting system. Heavy typing. Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR21 (C2606)**  
**School of Chemical Engineering-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Provide broad-based accounting, purchasing, personnel and administrative services for the School and act as liaison with various University offices on behalf of the School's Administrative Manager. Develop and maintain a variety of financial spreadsheets and tracking reports; research and verify gift accounts; assist with analyzing financial material for budget projections and miscellaneous reports. Assist faculty with research budgets and reconciling research accounts. Prepare payroll vouchers and process all academic/nonacademic personnel appointment material. Coordinate and process graduate/undergraduate student appointment material. Provide administrative assistance with general operational policies and procedures.  
**Requirements:** Associate's or equivalent. At least 2 years related experience. Knowledge of Cornell accounting and spreadsheet analysis required. Familiarity with Macintosh PC and Microsoft Excel. Knowledge of Cornell personnel policies and procedures desirable. Excellent organizational, interpersonal and communication skills essential. Must be able to work under pressure and with limited supervision. Regular Cornell employees preferred. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Graduate Education Coordinator, GR21 (C2504)**  
**Vet Administration-Statutory**  
**Minimum Biweekly Salary: \$599.73**  
 The Graduate Education Coordinator will act as liaison between Cornell Graduate School, faculty and students in the Fields of Vet Medicine, Physiology and Immunology; will assist the Associate Dean for Research and Graduate Education in developing training initiatives; works independently, but in close cooperation with Field Reps of the Graduate School and Sponsored Research Coordinators where responsibilities interface.  
**Requirements:** Associate's or equivalent. 2-3 years training and experience which has prepared employee to exercise independent judgment in an important management support position. Superb communication (written and oral) skills. Database management. Ability to generate statistical analyses and reports. Maintain confidentiality. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Administrative Aide, GR21 (C2502)**  
**Information Technologies-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Provide high level of administrative support to the Director, Assistant Directors and staff of CIT Computer Resources. Regular and daily independent action and follow up on University/Department confidential and security matters involving budget, personnel, and related data which includes unit policies and procedures. Provide creative solutions to undocumented events, and exercise significant judgment and initiative.  
**Requirements:** Associate's or equivalent combination of education and experience. Business or secretarial school helpful. Coursework in data processing an advantage. 2-3 years in a senior secretarial/administrative support position with significant independent responsibilities. Experience with word processing and/or other electronic office functions. Strong organizational and communication (verbal and written) skills. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

**Employee Relations Assistant, GR21 (C2529)**  
**Office of Human Resources-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Coordinate and perform a wide variety of administrative, clerical and technical duties. Assist with program maintenance and administration, e.g.: advise employees on routine inquiries; draft, organize and/or prepare correspondence, reports and other documents; perform general

office duties.  
**Requirements:** Associate's in human resource related field or related coursework and experience. Bachelor's or equivalent desirable. 2-3 years administrative/office experience (in employee relations or human resources preferable). Word processing experience required, plus willingness to learn new skills; familiarity with Macintosh computers and survey methods/statistics helpful. Excellent organizational, interpersonal and communication skills. Able to work in a stressful and extremely demanding environment. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Office Systems Specialist, GR21 (C2409)**  
**Theoretical and Applied Mechanics-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Provide technical and administrative support for an academic department. Act as support staff training specialist and consultant in the areas of computer operations, word processing, relational databases, graphic design, etc. Provide entry and edition of scientific and mathematical manuscripts.  
**Requirements:** Associate's or equivalent required plus additional training in the areas of computers, accounting and mathematics. 2-3 years related experience. Excellent communication skills. Strong working knowledge of computer systems (Macs, PCs, etc.). EMACS or other editor, TEX or LATEX, E-mail. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR21 (C2206)**  
**CRSR-Endowed**  
**Minimum Biweekly Salary: \$599.73**  
 Provide secretarial support to 4 professors and several research associates and graduate students. Duties principally include technical typing with the use of the Wordperfect and the TEX program. Answer telephone; file; travel arrangements; vouchers and reimbursements; set up computer accounts; type various documents.  
**Requirements:** Associate's or equivalent. 2-3 years related experience. Technical and scientific typing using a word processor. Knowledge of the Wordperfect program is a must, TEX is highly desirable. Good secretarial, organizational and communication skills. Medium typing. CU employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

## Office Professionals Off-Campus

**Secretary, GR19 (C2519)**  
**Cornell-in-Washington/Washington, DC-Endowed**  
**Minimum Biweekly Salary: \$551.86**  
 Provide a full range of administrative/secretarial support for Cornell-in-Washington Program, including academic and housing functions. Primarily maintaining academic and housing records; word processing; filing and clerical assistance.  
**Requirements:** HS diploma or equivalent required. Associate's or equivalent combination of education and experience preferred. 2 years previous office experience. Good language/communication skills required. Word processing (especially Macintosh) preferred. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP.

## Office Professionals Part-Time

**Office Assistant, GR18 (C2521, C2522)**  
**Agricultural Economics-Statutory**  
**Minimum full-time equivalent: \$529.35**  
 Provide individuals with support using the 800# information, referral, consulting system for NYS farm families dealing with financial, legal, emotional and family issues. 10am-5pm, negotiable days. Until 3/31/90, contingent on funding.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related experience. Strong listening and interpersonal skills. Familiarity with farming and farm families necessary. Familiarity with Cornell Cooperative Extension a plus. Typing/computer experience necessary. Light typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Accounts Assistant, GR18 (C2414)**  
**Dean's Office, Architecture, Art and Planning-Endowed**  
**Minimum full-time equivalent: \$529.35**  
 Under general supervision, assist with Dean's Office Accounting and Rome Program administration. Mon-Fri, 20 hours per week. Schedule negotiable. Until 6/30/91 contingent on funding.  
**Requirements:** HS diploma, some college coursework with concentration in business/accounting. 1 year experience in office setting with bookkeeping/accounting responsibilities. Ability to learn MacIntosh data entry and word processing. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR18 (C2312)**  
**CISER-Endowed**  
**Minimum full-time equivalent: \$529.35**  
 Provide receptionist/secretarial support. Answer telephones; handle mail; correspondence; help with publications. Other duties as assigned. 8am-12 noon.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1 year related office experience. Knowledge of IBM computer and Wordperfect software essential. Good interpersonal skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Secretary, GR19 (C2501)**  
**Career Center-Endowed**  
**Minimum full-time equivalent: \$551.86**  
 Provide secretarial support to Health Careers Evaluation Committee (a complex committee comprised of approximately 300 students and 90 faculty members) and Credential Service under general supervision, exercising independent judgment in organizing, planning and executing some projects. Large mailings; maintain files; compose routine office correspondence. Other duties as assigned. Mon-Fri, hours to be arranged. Prefer 8am-1pm  
**Requirements:** HS diploma or equivalent. Secretarial school preferred. 1-2 years related experience required. Knowledge of word processor and MacIntosh necessary. Good organizational skills with attention to detail. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR19 (C2413)**  
**Material Science and Engineering-Endowed**  
**Minimum full-time equivalent: \$551.86**  
 Provide clerical support for one professor and his research group. Duties include monitoring accounts; typing including word processing (Wordperfect) on IBM/compatible computer; filing; database work. Other duties as assigned. 20 hours per week, flexible.  
**Requirements:** HS diploma or equivalent. 1-2 years related experience. Knowledge of IBM PC (Wordperfect 5.0); Quatro, Paradox, shorthand desirable. Accounting. Good organizational and interpersonal skills. Ability to work independently. Some German language knowledge very beneficial but not required. Medium typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther

Smith, Staffing Services, 160 Day Hall.

**Audio-Visual Aide, GR20 (C2520)**  
**Cornell Cinema/Unions and Activities-Endowed**  
**Minimum full-time equivalent: \$575.30**  
 Train, supervise and schedule shifts of student projectionists; handle routine maintenance in four theaters; order all projection supplies; project one weekend 35mm shift weekly. Hours vary, including evenings.  
**Requirements:** Associate's or equivalent. Minimum 2 years related experience. Knowledge of operation and maintenance of professional motion picture and video equipment, in all formats. Experience at supervising and training students. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP. External applicants send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

**Administrative Aide, GR20 (C2107)**  
**Mann Library-Statutory**  
**Minimum full-time equivalent: \$575.30**  
 Mann Library is conducting a project to identify the most important literature in the Agricultural Sciences. The work will result in lists of the most significant journals and monographs to be used in developing libraries on compact disk for the Third World. This position will provide project support using computer programs for database management, spreadsheet development, and wordprocessing applications; handle project inquiries as point-of-contact, type and expedite proposals, reports and other correspondence as needed; arrange meetings and travel; has frequent interactions with Cornell faculty, visiting scholars, and project participants from other universities and international agencies. Mon-Fri, 30 hours per week.  
**Requirements:** Associate's or equivalent required. Bachelor's or equivalent desirable; background in computing preferred. 1-2 years experience searching bibliographic databases including RLIN and NOTIS highly desirable. 2-3 years experience working an academic/research environment providing report writing and statistical support is desirable. Strong interpersonal skill, and ability to be self-directed, meet deadlines, and pay attention to detail essential. Experience using a computer for database management and word processing. Send cover letter and resume to Esther Smith, Staffing Services, 160 Day Hall.

## Office Professionals Temporary

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

**Administrative Aide (S2401)**  
**East Asia Program**  
 Provide support for the Director, Assistant Director, and Administrative Supervisor in the daily operation of the East Asia Program. Create and maintain program files; maintain supply cabinet; order supplies as directed. Respond to inquiries, open, sort, and prioritize mail, and handle routine correspondence. Assemble and mail individualized program information packets to prospective students, institutions, and possible donors.  
**Requirements:** Associate's or equivalent. Excellent interpersonal, communication, and organizational skills. One year related office experience. Knowledge of the IBM PC and Wordperfect. Full time, minimum \$6.00, August 1 - March 15. Send cover letter, resume and completed application to Karen Raponi, Staffing Svcs, 160 Day Hall.

# General Service

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

**Food Service Worker, SO01 (G2602)**  
**Dining-Endowed**  
**Hiring Rate: \$6.01**  
 Set-up, display and serve food and/or beverage. Check Co-op dining cards for validity and make sale transactions by cash or credit card. Shift subject to change.  
**Requirements:** Knowledge of food preparation and presentation preferred. Good customer relation skills. Basic reading and computation skills required. Send employee transfer application to Esther Smith, Staffing Svcs, EHP.

**Custodian, SO02 (G2601)**  
**Buildings Care-Endowed**  
**Hiring Rate: \$6.27**  
 Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Mon-Thur, 6am-2:30pm; Fri 6am-1:30pm  
**Requirements:** Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 lbs and climb an 6 foot ladder. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, EHP.

## General Service Temporary

In addition to posted positions, temporary opportunities frequently occur in custodial, food service, dish machine operation, material handling and other service areas. All individuals are encouraged to apply. Call Karen Raponi at (607) 255-2192 or 255-7422 for more information.

## Please submit materials for the following positions to 160 Day Hall.

**Nurse's Aide, SO03 (B2403)**  
**University Health Services-Endowed**

**Hiring Rate: \$6.56**  
 Assist clinicians and nurses. Prepare patients for medical exams. Clean and stock examining rooms; prepare solutions and provide routine bed care in the overnight unit. Mon-Fri, 4pm-12am  
**Requirements:** HS diploma or equivalent. Nurse's Aide/Health Assistant certification desirable. Recent health related services experience. Strong interpersonal and communication skills. Able to work independently. Send application materials to Cynthia Smithbower, 160 Day Hall.

**Animal Attendant, SO04 (B2601)**  
**Clinical Sciences-Statutory**  
**Hiring Rate: \$6.88**  
 Milk cows, clean and maintain milking equipment, feed and care for large animals, wash and disinfect staffs, and walls, unload trucks, haul hay/straw/wood shavings and supplies. Transport live and dead animals. Wed-Sat, 4am-12:30pm, Sun 9am-5pm, some holidays.  
**Requirements:** HS diploma or equivalent. Basic reading and writing skills. Valid NYS drivers license. Experience working around and handling large animals is essential. Milking experience is required. Send application materials to Cynthia Smithbower, 160 Day Hall.

**Print Machine Operator, SO09 (B2602)**  
**Agricultural Economics-Statutory**  
**Hiring Rate: \$8.66**  
 This position is in the largest departmental print shop on campus. The incumbent will run offset presses, 150Kodak copier, binder, off-line collator and other peripheral equipment. Set job priorities, meet deadlines, assure copy quality, and consult with faculty, staff and students. In the absence of the Press Room Supervisor, assume responsibility of daily operations.  
**Requirements:** HS diploma or equivalent. 2 years vocational training or equivalent experience preferred. Technical training in offset printing and other related equipment desirable. 3-5 years printing press experience desirable. Mechanical knowledge preferred. Send application materials to Cynthia Smithbower, 160 Day Hall.

**Casual Animal Attendant (B2402)**  
**Equine Drug Testing**  
**Hiring Rate: \$6.00**  
 Care and feeding of horses plus barn maintenance. 19 hours per week. Mon-Fri; possible weekends.  
**Requirements:** Some experience working with horses preferred. Must be able to lift 50+ lbs. Send application materials to Cynthia Smithbower, 160 Day Hall.

**Temporary Groundsworker (B0902)**  
**Cornell Golf Course**  
**Hiring Rate: \$6.00**  
 Knowledge of tools, methods, and materials used in golf maintenance and construction. Ability to operate motorized equipment. Valid NYS driver's license required. Pesticide applicators license preferred or willing to obtain upon employment. 6 months; possible extension. Send cover letter, resume and copy of pesticide license to Cynthia Smithbower, 160 Day Hall.

# Academic

**Organizational Change Specialist**  
**New York State School of Industrial and Labor Relations, Programs for Employment and Workplace Systems.**  
 Provide expert advice to labor and management in NYC on cooperative strategies including needs assessment, training, coaching, facilitation, and conflict resolution. Lead organizations to develop strategies for effective labor-management participation and new manufacturing techniques with human resource innovations. Seek out organizations who could benefit from PEWS assistance and demonstrate the opportunities in cooperation. Conduct participative strategies; analyze, interpret, and disseminate findings. Publish reports. Consult with national and state agencies, organizations, faculty, and extension personnel to identify educational needs and generate program support to develop and implement. master's degree, PH.D. or equivalent organizational behavior, or other related field. Demonstrated expertise in designing, developing and implementing organizational changes process. *Minority candidates particularly are encouraged to apply.* Send resume to Ann Martin, ILR/Cornell, Box 1000, Ithaca, NY 14851-0952.

**Senior Research Associate**  
 Primary responsibility for directing a research program in applied soil physics, with emphasis on computer modelling of water movement, pesticide and fertilizer transport and transformation, movement of inorganic salts and quantitative description of crop response to such processes. Responsible for conceptualization, implementation, testing, and refinement of relevant approaches. Responsible also for design, conduct and interpretation of field and lab experiments on these issues. Responsible for developing proposals for external funding of research in applied soil physics, with participation in other faculty research programs as far as possible. Direction of technical support staff, postdoctoral associates and visiting scientists. Responsible for participating in the teaching of one graduate level class each year. Regular publication of research results & presentation of results at scientific mtgs expected.  
**Requirements:** PhD in soil science with 3 years experience with research techniques and procedures in soil physics as well as demonstrated proficiency with mathematical modelling of soil processes is needed. Additional experience in the wider field of soil science and agrometeorology, and appreciation of plant-soil-water relations would be preferred. Minimum salary of \$35,000. Job is in Ithaca, NY. Mail resume to NYS Job Service, 40 Main Street, Binghamton, NY 13905. Reference Job Order #0503911.

**Public Services Librarian**  
**Management Library**  
 Perform professional assignments in public service, technical processing, staff supervision, and computer-assisted svcs; learn University-wide systems; provide reference service & research support; assist with instruction & bibliographic projects; participate in problem solving with technical work; assist with supervision and training support staff; help coordinate library & computer supported systems.  
**Requirements:** MLS or equivalent graduate degree; searching skills with online systems (DIALOG, BRS, Dow Jones); excellent interpersonal and verbal/written communication skills. Desirable: 1-3 years library experience and coursework in relevant social science disciplines. Send cover letter and names of three references to Ann Dyckman, Personnel Director, University Library, 201 Olin Library, CU, Ithaca, NY 14853-5301 by Sept. 1, 1990.