



The first shipment of microcomputers for "Project Ezra," the three-year, \$8-million software development project, arrived Monday and was distributed by (from left) Douglas Caveney, research equipment technician in Agricultural Engineering; Director of Academic Computing Gordon Galloway; and Norman Scott, chairman of the Department of Agricultural Engineering.

## Resource Information Moves Across Campus

The Resource Information Laboratory (RIL) in the College of Agriculture and Engineering and the Remote Sensing Program (RSP) in the College of Engineering have merged, with RIL moving to 464 Hollister Hall.

RIL staff and facilities will make the move from 61 Brown Rd. to Hollister Hall next week, and should be operational at the new location by Sept. 4.

The two units will merge under the Center for Environmental Research (CER), the multidisciplinary organization

that supports public service, teaching and research on environmental issues.

Although they both work with remote sensing technology and its applications, RSP and RIL each have a different focus. RSP is involved in developing remote sensing technology as a research tool and in teaching at the undergraduate and graduate levels. RIL works to facilitate the use of that technology by local communities and governments in New York state and elsewhere.

## Some Spaces Remain For Whitewater Rafting

The Cornell Recreation Club's whitewater rafting trip, scheduled for Sept. 22-23 to the Lehigh River near Scranton, Pa., still has room for a few more people. Deadline for reservations is 1 p.m. Friday at the CRC offices, 165 Day Hall, telephone 6-7565.

Participants will leave by bus at 5 a.m. Saturday, Sept. 22. Cost of the round-trip bus, five-hour rafting trip with guides,

overnight at the Pocono Mountain Lodge is \$76 for CRC members, \$81 for nonmembers. Wet suits rent for \$5 for those who want them, and a box lunch to eat on the river is \$3.

The bus will return to Ithaca Sunday afternoon. Trip leader is Dee Dunn, Military Science, who has made the trip and says it is "terrific, and safe."

## Registrants May Attend SPIF Open House

There will be an open house at the Space Planetary Imaging Facility (SPIF) at 7 p.m. Thursday, Aug. 16, for those who have pre-registered.

Included in the open house will be the most recent Space Shuttle movie, a tour of

the facility, a demonstration of SPIF's video and image system and a lecture entitled "Recent Advances in Astronomy at Cornell."

For more information call 256-3883.

## First Student Family Fair Planned Friday, Aug. 24, at Purcell Union

The first Student Family Fair ever held is scheduled for Friday, Aug. 24, from 11 a.m. to 1 p.m. in the second floor lounge of Robert Purcell Union on North Campus.

Students and their spouses and children are urged to attend in order to learn more about the Cornell and Ithaca communities. Campus and community service pro-

viders will be available with information and to answer questions. Included will be information on Cornell job opportunities, day care and nursery schools, Tompkins-Cortland Community College courses, safety and security, housing and religious affairs.

## Calendar

All items for publication in the Calendar sections, except for Seminar notices, must be submitted (typewritten, double spaced) by mail or in person to Fran Apgar, Central Reservations, 532 Willard Straight Hall at least 10 days prior to publication. Items should include the name and telephone number of a person who can be called if there are questions, and also the subheading of the calendar in which it should appear (lectures, colloquia, etc.). **ALL DEADLINES WILL BE STRICTLY ENFORCED.**

\*—Admission charged.

### Announcements

#### Alternatives Library

The Anne Carry Durland Memorial Alternatives Library will be open all summer, Monday through Friday, 9 a.m. to 5 p.m. and Sunday through Thursday, 8 p.m. to 10 p.m.

#### Cornell Folkdancers

The Cornell Folkdancers will meet Wednesdays and Sundays throughout July and August. Sunday meetings will be held in the Willard Straight Hall North Room; Wednesday meeting locations will vary. Times: 7:30-8:30, Instruction; 8:30-9:30, Request dancing. For information, call 257-3156 or 256-7149.

#### Lawn Care Clinic

A free home lawn care clinic will be held at the Cooperative Extension Center, 225 So. Fulton St., Ithaca on Thursday evening, August 23, from 7:30-9:30 p.m. Clinic is open to the public.

#### ITHACA RECYCLES

Beginning after Labor Day, Ithaca residents will take part in the City's most comprehensive recycling program to date. Plans are now being finalized by the city's Recycling Task Force and Ithaca Scrap Processors. For more information or to volunteer your time to ITHACA RECYCLES, call Mike Green at 277-2306.

#### Indian Independence Day

Saturday, Aug. 18, at 7:30 p.m. in the Anabel Taylor Hall Auditorium, there will be a variety of entertainment by local talent, such as songs, instrumental music, dance and skits. Lovely Indian snacks and treats. Admission is free.

### Dance

#### Cornell Jitterbug Club

The Cornell Jitterbug Club dances on Wednesdays from 9-11 p.m. in the Anabel Taylor Hall Edwards Room, starting August 29. Beginners taught from 9-10. For more information, call 256-3440.

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### Exhibits

#### Herbert F. Johnson Museum

"Drawings and Sculpture by Fernando Botero", July 3 through September 2. On display will be fourteen drawings and fourteen sculptures by a renowned Colombian artist now living in Paris. His exaggerated human and animal forms combine high art with an absurd sense of proportion.

August							1984						
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12	13	14	15	16	17	18							
19	20	21	22	23	24	25							
26	27	28	29	30	31								

"Central New York Contemporary Quilters", an exhibition of works by eleven well-known upstate New York quiltmakers, July 10 through August 26. It is being shown in conjunction with "Fabric Constructions: The Art Quilt," a major loan show on view during the same period.

"Photographic Observations: The Robert J. Flaherty Film Seminars, 1955-84" by Bruce E. Harding. August 7 through September 16. Cornell is hosting the thirteenth annual Robert J. Flaherty Film Seminar for film and video makers, critics, scholars and humanists. For more than twenty years, Bruce Harding, a Cornell filmmaker, has photographed his colleagues at the Flaherty seminars. A selection of his work comprises this exhibition.

#### Olin Library

"Diderot and the Encyclopedie. A Retrospective" richly illustrate the arts and crafts of 18th-century France. Daily, 9-5, through September 15.

## Religious Services

#### Catholic Mass

Saturday, 5 p.m. and Sunday, 10 a.m. Auditorium, Anabel Taylor Hall.

#### Jewish Services

Friday, August 17, 7:30 p.m. Founders Room, Anabel Taylor Hall.

Saturday, August 18, 9:15 a.m. Edwards Room, Anabel Taylor Hall.

#### Episcopal Service

Sunday, 9:30 a.m. Anabel Taylor Chapel. Holy Eucharist. Nursery, but no Sunday School.

#### Lutheran Service

Sunday, 9:30 a.m. 109 Oak Avenue. Nursery available. Coffee Hour follows in the Fellowship Room. Holy Communion, First Sunday of every month.

#### Korean Church

Sunday, 3 p.m. Bilingual Worship Service, Anabel Taylor Chapel.

## Barton Blotter

Ten thefts with losses of \$1,556 in cash and valuables were reported on campus for the period Aug. 6 through 12, according to the morning reports of the Department of Public Safety.

The thefts included \$786 in various small items taken from numerous rooms in University Hall No. 6. A Sony Walkman, tapes, a rapidograph and a pen and pencil set valued at a total of \$300 were reported stolen from the second floor of Rand Hall.

Some \$232 in clothing was reported stolen from the laundry room of University Hall No. 1. There was \$575 worth of damage reported to two rooms in Dickson Hall following a social event.



# Cornell University

**University Personnel Services**  
**Day Hall**  
**Ithaca, New York 14853**  
**607/256-5226**

## Please Note:

**Job Opportunities** is a publication of Staffing Services and is distributed each Thursday through the **Cornell Chronicle**. Applications for employment can be submitted through the mail. Application

forms are available by the posted **Job Opportunities** listing at 130 Day Hall. For more information on jobs listed, contact Staffing Services, 160 Day Hall, (607) 256-5226.

## Employee Transfer Applications:

Employees who wish to transfer to other jobs within the University should complete a separate Employee Transfer Application form for each position and submit them to Staffing Services. Individuals with official University layoff status will be given preference in referrals.

This listing is also available on CUINFO Cornell University's computerized information service. For further CUINFO

details, contact the Information and Referral Center at 256-6200 or Computer Services.

New vacancies are listed for two weeks in **Job Opportunities**.

\*Asterisks identify jobs that were not listed last week.

Full-time jobs are 39 hours per week unless otherwise indicated. Jobs listed as SO, U1 and U2 are represented by bargaining units.

\*Asterisks identify jobs that were not listed last week.

# Job Opportunities

Cornell University is an equal opportunity, affirmative action employer.

## Administrative/Professional

The minimum salaries listed are for recruitment purposes only.

\*Position: Grant and Contract Coordinator  
 Department: Office of Sponsored Programs  
 Description: Reviews, processes and administers proposals for research and other sponsored programs and responsible for Post Award Administration for the College of Engineering. Acts as liaison between faculty and external sponsors providing advice on and interpretation of sponsor's regulations and guidelines and University policies and procedures; serves as an agent of the University in negotiations of grants and contacts.

Requirements: Bachelor's degree or equiv. or at least 3 years related experience. Excellent interpersonal and communication (written and oral) skills. Ability to work independently. Please send cover letter and resume by August 31, 1984.  
 Job Number: PC336

\*Position: Staff Nurse  
 Department: University Health Services  
 Description: Assist the nurse supervisor with the management of clinic flow and operation of the Contraception, Gynecology, and Sexuality Service (CGSS). This is a 9 month position.

Requirements: B.S. degree or equiv. in nursing; New York State Licensed Registered Nurse Certificate. Family planning experience desirable, some RN and managerial experience.  
 Minimum Starting Salary: \$15,000/annual equiv.  
 Job Number: PT3310

\*Position: Development Assistant  
 Department: College of Engineering, Dean's Office  
 Description: Responsible for College alumni

association's activities, including: write quarterly newsletter; attend Cornell Society of Engineers' quarterly directors' meetings; oversee planning and execution of annual Convocation in Ithaca for 200 leadership alumni; maintain dues and membership records for 22,000 engineering alumni; handle arrangements and publicity for faculty lectures off-campus.

Requirements: Bachelor's degree from an accredited college or university or the equiv. education, training and experience that provide necessary skills. Excellent writing and communication skills, good organizational skills, experience in working with people, preferably volunteers, familiarity with using personal computer or the willingness to learn. Familiarity with Cornell public affairs records data, experience in newsletter writing and convocation planning desirable. Please send cover letter and resume by August 31, 1984.

Minimum Starting Salary: \$13,625  
 Job Number: PC337

\*Position: Development Assistant  
 Department: School of Hotel Administration  
 Description: Assist in overall operation of School of Hotel Administration public affairs program to include basic development research; writing reports and preparing analyses; assisting with fund raising projects; oversee gift acknowledgement system; coordinate data processing needs of Development, Alumni Affairs and Placement offices. This is a 2 year appointment.

Requirements: Bachelor's degree or equiv. education and experience. Excellent organizational and communication skills essential. Public relations background preferred. At least one to two years in Development/Public Affairs/Research. Some knowledge of data based record management systems and computers preferred. Please send cover letter and resume by September 6, 1984.

Minimum Starting Salary: \$13,625  
 Job Number: PC331

\*Position: Research Support Specialist II  
 Department: Education

Description: Involves project planning, instrument development, data collection, preparation and analysis; responsible for supervision of the project including hiring and supervising a part-time secretary, hourly interviewers and coders. Position is available until August 31, 1985, contingent upon funding.

Requirements: M.S. degree or equiv. Considerable experience in social science research, knowledge of project management, university procedures, and acquaintance with the organizational structure of New York State School Districts. Please send cover letter and resume by August 20, 1984.

Minimum Starting Salary: \$13,625  
 Job Number: PC335

\*Position: Curatorial Associate  
 Department: Herbert F. Johnson Museum of Art  
 Description: Curatorial responsibility for museum's print and photograph collection; including research, accessioning and the organization of exhibitions.

Requirements: Master's degree or equiv. in art history. Knowledge of the history and techniques of prints and photographs. At least 2 years curatorial work in art museum desirable. Please send cover letter and resume.

Minimum Starting Salary: \$13,625  
 Job Number: PC339

\*Position: Greenhouse Manager  
 Department: Boyce Thompson Institute - Contact department directly-see below.

Description: Working manager of a 4-5 person staff responsible for growing and maintaining experimental plant materials in greenhouses, environmental and growth chambers as required by a group of research scientists. Responsible for ordering and maintenance of supply inventories and preparation of billings for services rendered to research staff.

Requirements: Associate's or Bachelor's degree in horticulture or equiv. background and experience. Experience in working with and providing and maintaining plant materials to meet the needs of research scientists is essential. Must be service oriented and have strong interpersonal skills.

Minimum Starting Salary: \$15,000  
 Contact: Dr. D. C. Torgeson, Boyce Thompson Institute, 257-2030

Position: Administrative Manager II  
 Department: Facilities Engineering  
 Description: Provides informational and administrative support to the Facilities Engineering Department, including scheduling of jobs, analysis of job status, design time and cost, and estimate accuracy. Acts as a liaison to other University departments and outside agencies.

Requirements: Bachelor's degree or equiv. in operations research, industrial engineering or management information systems. Knowledge of linear programming, critical path management and computer information retrieval systems. Some supervisory experience preferred.

Minimum Starting Salary: \$20,000  
 Job Number: PT322

Position: Staff Writer II  
 Department: University Development  
 Description: As a member of the Development Communications Department, creates and writes promotional brochures, articles and letters related to fund raising and/or public relations; carries out special communication assignments working with various University faculty and staff.

Requirements: Bachelor's degree in English, journalism, marketing or communication arts. At least 1 year as a writer in fund raising, advertising, public relations or higher education. Please send cover letter, resume and three writing samples by August 24, 1984.

Minimum Starting Salary: \$15,000  
 Job Number: PC324

Position: Executive Staff Assistant I  
 Department: Media Service-Printing  
 Description: Manages all accounting, payroll, computer billing and record keeping for an enterprise operation. Supervise word processing, distribution, and addressing and mailing operation.

Requirements: Associate's degree in accounting or equiv. experience with Cornell's statutory accounting system. Extensive office experience including accounting/word processing; some exposure to computer applications. Please send cover letter and resume by August 17, 1984.

Minimum Starting Salary: \$13,625  
 Job Number: PC325

Position: Technical Specialist  
 Department: Cornell Computer Services; Academic Computing

Description: Provide teaching and consulting support on the use of Cornell's mainframes and microcomputers; write and document programs that facilitate the use of these systems. Evaluate software for academic applications. Prepare user documentation.

Requirements: Bachelor's degree or equiv. with course work in computer related fields. Excellent communication skills for teaching, consulting, and writing. Demonstrated proficiency with several programming languages, operating systems, and software packages. Experience using microcomputers strongly preferred.

Job Number: PT3110

Position: Systems Analyst I  
 Department: Law School  
 Description: Provide systems analysis of internal personal computer network involving network programming, instruction for faculty and staff and resolution of technical problems; will also be responsible for managing daily operations of audio-visual services including the supervision and training of student audio-visual operators; as well as maintenance and replacement of equipment; will prepare budget and cost projections of equipment and service as back-up operator.

Requirements: Bachelor's degree or equiv. with related course work in computers. Knowledge of IBM micro-computers; must be able to program in Basic; good organizational and interpersonal skills essential. Some prior supervisory experience preferred.

Minimum Starting Salary: \$16,500  
 Job Number: PT304

## Cornell Chronicle

Editor: Randall E. Shew. Staff Writers: H. Roger Segelken, Martin B. Stiles, Dennis Moore, Molly McClintock. Photographers: Sol Goldberg, Charles Harrington. Circulation Manager: Joanne Hanavan.

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It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, age or handicap. The university is committed to the maintenance of affirmative action programs which will assure the continuation of such equality of opportunity.



## Clerical

All applicants interested in positions requiring typing must take an official University test. Tests are given Mondays and Wednesdays at 10:00 a.m., Room 337, Statler Hall. Please contact Staffing Services for an appointment.

**\*Position:** Administrative Aide, GR20  
**Department:** Geological Sciences  
**Description:** Administrative assistant to the chairman and Administrative Manager. Inputs confidential material to Micom word processor; coordinates production of proposals; and assists with other reports and projects.  
**Requirements:** Associate's degree or equiv. in secretarial/administration. Heavy typing. Knowledge of Cornell's sponsored programs, payroll and student finance systems. Good organizational skills.  
**Minimum Starting Salary:** \$11,739  
**Job Number:** C337

**\*Position:** Personnel Assistant, GR18  
**Department:** University Personnel Services  
**Description:** Provides staff support in recruitment for non-academic positions. Reviews and organizes applications and employee transfers; arranges interviews; maintains and organizes related files, records and statistics; provides information to departments and applicants on open positions, employment procedures and policies; types memos, reports and correspondence; refers applicant's materials; and performs special projects.  
**Requirements:** H.S. education or equiv. Associate's degree or equiv. preferred. Medium typing. At least 2-3 years work experience in a personnel/client services/business setting. Demonstrated verbal communication and interpersonal skills essential. Knowledge of Cornell University helpful. Good organizational skills. Familiarity with Xerox 860 helpful.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C339

**\*Position:** Secretary, GR18  
**Department:** Computer Science  
**Description:** Provides secretarial/clerical support for an academic department serving as department receptionist and undergraduate course secretary. Handles course registration; prepares class materials; types correspondence, manuscripts, technical reports, research proposals, etc.  
**Requirements:** H.S. ed. or equiv. and formal course work in business or secretarial skills preferred. Heavy typing. Office experience preferred at a college or university environment. Familiarity with computer software/hardware helpful.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C331

**\*Position:** Secretary, GR18  
**Department:** Computer Science  
**Description:** Provides secretarial/clerical support for an academic department. Serves as the department librarian for its research library. Types correspondence, manuscripts, technical reports, class work, etc.  
**Requirements:** H.S. ed. or equiv. Formal course work in business or secretarial skills preferred. Medium typing; technical and/or statistical on typewriter as well as computer. Familiarity with computer software and hardware.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C332

**\*Position:** Senior Records Assistant, GR18  
**Department:** Acquisitions/Olin Library  
**Description:** Processes books received on standard; searches extended procurement orders; records receipt of books in RLIN data base; approves invoices for payment; searches and inputs new books in various languages in RLIN data base; types files; backs up other staff members as required. Other duties as assigned.  
**Requirements:** H.S. ed. or equiv. AAS degree preferred. Medium typing. Knowledge of automated systems. Basic searching skills; familiarity with foreign languages.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C335

**\*Position:** Secretary, GR18 (Repost)  
**Department:** Patents and Licensing  
**Description:** Share responsibilities for secretarial support to three professionals. Duties include typing correspondence; filing; bookkeeping; acting as receptionist; making travel arrangements; processing vouchers.  
**Requirements:** H.S. ed. or equiv. Heavy typing. Excellent interpersonal and communication (written and oral) skills. Ability to work under pressure. Some experience working in legal office. Knowledge of business equipment (word processor, dictaphone, calculators). Must be able to interact well with the public.

**Minimum Starting Salary:** \$10,500  
**Job Number:** C128

**\*Position:** Account Clerk/Accounts Payable  
**Department:** Boyce Thompson Institute. Contact department directly (see below).  
**Description:** Responsible for the entire disbursements function. Duties include vouchering, problem resolution, data entry, journal review, check processing and periodic reporting. Other duties, in related areas, will be assigned as time permits.  
**Requirements:** H.S. ed. or equiv. Associate's degree in accounting or business administration preferred. Good keyboarding skills required.  
**Minimum Starting Salary:** \$10,500  
**Contact:** Mr. John M. Dentes, Boyce Thompson Institute, 257-2030.

**Position:** Office Systems Specialist, GR22  
**Department:** Media Services  
**Description:** Provides production work, instruction and support services to users of a multi-office word processing/office automation system; acts as systems supervisor of Xerox Ethernet Operations.  
**Requirements:** Associate's degree or equiv. Heavy typing. At least 4-5 years related experience in word processing, telecommunications, typesetting and data processing. Familiarity with Xerox 16/8 computers, 860 Word Processors, 8010 STAR and other Ethernet devices desirable.  
**Minimum Starting Salary:** \$13,141  
**Job Number:** C3212

**Position:** Accounts Coordinator, GR21  
**Department:** Materials Science and Engineering  
**Description:** Maintains departmental financial transactions which include grants, contracts and appropriation Accounts; salary recovery, purchase orders, invoices, small orders forms, stores billings, journal vouchers, departmental billings, petty cash, time cards, payroll vouchers and paychecks; oversees accounts assistant.  
**Requirements:** Associate's degree or equiv. in accounting or business management, or accounting course work plus extensive related experience. At least 3 years experience with Cornell's accounting system essential. Excellent organizational skills.  
**Minimum Starting Salary:** \$12,469  
**Job Number:** C329

**Position:** Administrative Aide, GR21  
**Department:** Computer Graphics  
**Description:** Provides administrative/secretarial support to the Director and faculty. Duties include preparing course work; coordinating conferences; serving as receptionist for facility visitors; maintaining personnel files.  
**Requirements:** A.A.S. degree or equiv. Heavy typing. Editorial experience preferred. Excellent typing skills required. Strong organizational, interpersonal and communication skills. Accuracy important. Ability to work independently. Computer/word processing knowledge helpful. Secretarial experience.  
**Minimum Starting Salary:** \$12,469  
**Job Number:** C328

**Position:** Secretary, GR20  
**Department:** Unions & Activities  
**Description:** Performs general secretarial duties; typing, dictation and transcription; maintains office files; makes travel arrangements and sets up meetings; answers telephone; handles mail; drafts responses occasionally; takes minutes of weekly staff meetings and writes up.  
**Requirements:** H.S. ed. or equiv.; some college experience preferred. Heavy typing. Considerable secretarial experience. Must be able to work independently on projects on under pressure of deadlines. Excellent interpersonal and communication skills.  
**Minimum Starting Salary:** \$11,739  
**Job Number:** C3211

**Position:** Technical Aide, GR19  
**Department:** Animal Science  
**Description:** As a member of the Systems section will be responsible for providing technical clerical support for 11 programming/systems personnel; assists with system support for all DRPL and provides clerical support to Manager; interacts on a daily basis with personnel of the laboratory and the many users. M-Th 7:30 a.m.-4:00 p.m.; F 7:30 a.m.-3:00 p.m.  
**Requirements:** H.S. ed. or equiv. Associate's degree in data processing or equiv. or compensating amount of current data processing experience or some combination of the two preferred. Medium typing. Knowledge of dairy industry helpful. Excellent interpersonal and communication skills. Confidentiality a must.  
**Minimum Starting Salary:** \$11,125  
**Job Number:** C327

**Position:** Secretary, GR19  
**Department:** Cornell Graduate School of Management  
**Description:** Provides secretarial support to the

Director of Annual Giving. Primary duties include day-to-day administration of the Fund; helps coordinate Fund direct mail programs and publications; provides support for phonathons and research as necessary; maintains daily contact with key alumni and administrators.  
**Requirements:** H.S. ed. or equiv. Business or secretarial school desirable. Heavy typing. Several years office experience. Strong interpersonal and communication skills.  
**Minimum Starting Salary:** \$11,125  
**Job Number:** C325

**Position:** Library Aide, GR18  
**Department:** Veterinary Library  
**Description:** Responsible for searching and processing monographs and non-serial government documents received; prepares all new and gift books for shelves; processes and files catalog cards; compiles and distributes the Library's newsletter; shares in public service at Circulation/Reserve/Information desks; other duties as assigned.  
**Requirements:** H.S. ed. or equiv. College course work desirable. Light typing. Previous office or library experience desirable especially in technical services; strong orientation to public service essential; strong interpersonal and communication skills; ability to accurately perform and organize detailed work.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C322

**Position:** Senior Records Assistant, GR18  
**Department:** Ornithology Project-Olin Library  
**Description:** Modifies and updates catalog records in RLIN database; reviews bibliographic data on catalog cards to be converted to machine readable form; inputs records into RLIN database; searches for catalog copy on RLIN database; tags records for inputting and modifying; pull, photocopy, and refile cards from library catalogs.  
**Requirements:** H.S. ed. or equiv. College course work. Medium typing. Extensive library experience desirable; familiarity with foreign languages; accuracy and attention to detail essential; knowledge of library catalog records and computer terminal operation.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C3210

**Position:** Secretary, GR18  
**Department:** International Agriculture  
**Description:** Provide secretarial support to Director of International Agriculture and graduate field of International Agriculture and Rural Development. Duties include typing; making travel arrangements, and receiving office visitors. Other duties as assigned.  
**Requirements:** H.S. ed. or equiv.; A.A.S. degree preferred. Heavy typing. Familiarity with Cornell administrative procedures. Strong interpersonal and communication skills. Word processing experience desirable. Demonstrated ability to take initiative important.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C324

**Position:** Office Assistant, GR18 (Repost)  
**Department:** School of Hotel Administration  
**Description:** Primarily responsible for assisting the Administrative Aide in carrying out the policies and procedures of the admissions process for the Master of Professional Studies Program. Typing, filing, answering inquiries regarding the MPS Program.  
**Requirements:** H.S. ed. or equiv. Business or secretarial school preferred. Medium typing. Word processor skills helpful; good administrative and organizational skills.  
**Minimum Starting Salary:** \$10,500  
**Job Number:** C2611

**Position:** Secretary, GR16  
**Department:** Reading Program/Learning Skills Center  
**Description:** General secretarial duties; typing, filing, answering telephone; perform record keeping function requiring coding, tallying, gathering information, etc.  
**Requirements:** H.S. ed. or equiv. Medium typing. At least one year secretarial experience. Excellent interpersonal and communication skills.  
**Minimum Starting Salary:** \$9,494  
**Job Number:** C3214

**Position:** Research Aide, GR20 (Repost)  
**Department:** C.R.S.R. (Laboratory for Planetary Studies)  
**Description:** Responsible for a broad range of technical duties including library research; some computations on hand calculators and small computers; typing scientific papers, purchase orders, vouchers; government grant-related work; composing, filing and mailing of a heavy volume of correspondence; supervision of work-study student(s); maintaining records of professional organizations, journal subscriptions, book orders; travel arrangements and travel reimbursements.

**Requirements:** Associate's degree or equiv. Heavy typing. Some scientific background. Substantial secretarial experience. Excellent organizational, communication and interpersonal skills (written and oral). Ability to set priorities and to work in a complex, active environment. Experience with Micom word processor helpful. Knowledge of Cornell library system.  
**Minimum Starting Salary:** \$11,739  
**Job Number:** C235

## General Service

**\*Position:** Custodian, SO16 (2 positions)  
**Department:** Buildings and Grounds Care (Endowed)  
**Description:** Provides maintenance and custodial care of buildings and grounds in immediate vicinity of assigned area. MTh. 6:00 a.m.-2:30 p.m.; F. 6:00 a.m.-1:30 p.m.  
**Requirements:** H.S. ed. or equiv. Ability to operate a variety of heavy power operated equipment; climb 8' ladder and lift 60 lbs.  
**Minimum Starting Salary:** \$4.47  
**Job Numbers:** S331, S332

## Technical

**Applications for Technical positions should include the following information:**  
- Scientific/technical courses completed  
- Lab techniques and/or equipment (knowledge of)  
- Special skills (e.g. knowledge of computer language)

**\*Position:** Technician, GR22 (Repost)  
**Department:** Food Science and Technology, Geneva, N.Y.  
**Description:** Assist professor in conducting food analysis and biochemical research on grape juices, wine, and other fruits and vegetables.  
**Requirements:** Bachelor's degree in chemistry or biology, including courses in biochemistry, analytical, and organic chemistry. Laboratory experience in food analysis and general biochemistry. Knowledge in food analysis and wines, and skills to perform research utilizing chromatographic, spectrophotometric, and electrophoretic techniques. Ability to interpret results.  
**Minimum Starting Salary:** \$13,141  
**Job Number:** T258

**\*Position:** Technician, GR21  
**Department:** Vet Microbiology  
**Description:** Biochemistry/Virology technician for investigations on development of viral vaccines for animals.  
**Requirements:** B.S. or equiv. in biochemistry. Experience with column chromatography; HPLC; electrophoresis; cell cultures; virological techniques.  
**Minimum Starting Salary:** \$12,469  
**Job Number:** T337

**\*Position:** Technician, GR21  
**Department:** Equine Drug Testing & Research  
**Description:** Contacts chemical analyses of toxicants by means of thin layer chromatography, gas chromatography and extraction techniques.  
**Requirements:** B.S. or equiv. in chemistry. Familiarity with analytical chemistry, chromatography, and extraction techniques.  
**Minimum Starting Salary:** \$12,469  
**Job Number:** T332

**\*Position:** Computer Operator I, GR20  
**Department:** Computer Services  
**Description:** Operates interactive terminals and microcomputers at a campus terminal facility. Assists users in operation of equipment. Monday-Friday, 3:30 p.m.-midnight.  
**Requirements:** A.A.S. or equiv. in data processing preferred. Knowledge of microcomputers. Some experience with Cornell computing systems helpful. Good communication skills.  
**Minimum Starting Salary:** \$11,739  
**Job Number:** T338

**\*Position:** Technician, GR19  
**Department:** Poultry & Avian Sciences  
**Description:** Performs research in animal immunogenetics. Duties will include hands-on animal work, drawing blood samples, cell harvesting, preparation, and cytological analyses, immunological analyses of tissues and record keeping along with collecting and handling data. Involves extensive handling of all types of reagents. Position available until June 30, 1985.  
**Requirements:** B.S. or equiv. with prior work



# Job Opportunities

## Continued from Page 3

experience in biology, chemistry, or medical laboratory. Some experience in handling birds and/or mammals preferred. Familiarity with microscopy, photomicroscopy, and immunology helpful.

Minimum Starting Salary: \$11,125  
Job Number: T331

\*Position: Research Aide, GR18  
Department: Horticultural Sciences, Geneva, N.Y.

Description: Assists in research to increase production of and to develop methods for post-harvest handling and physiology of processing vegetables. Duties include laboratory analyses, maintaining computerized records, harvesting and evaluating crops, and general farm and maintenance work. Position available until July 1, 1985.

Requirements: H.S. ed. or equiv. New York State driver's license; pesticide applicator's permit will be needed. Farm and laboratory experience preferred.

Minimum Starting Salary: \$10,500  
Job Number: T333

\*Position: Research Assistant I  
Department: Boyce Thompson Institute, Vir-  
ology - Contact department directly - See Below.

Description: Responsible for maintenance of insect cell cultures, preparation of tissue culture medium, analysis of insect virus DNA restriction profiles and proteins, preparation and maintenance of bacterial for DNA cloning, and general laboratory maintenance.

Requirements: Bachelor of Science with knowledge of biochemistry and microbiology. Experience in tissue culture, virology and molecular cloning techniques desirable.

Minimum Starting Salary: \$11,200

Contact: Dr. H. Alan Wood or Dr. John Burand, Boyce Thompson Institute, 257-2030.

Position: Computer Operator, II, GR22  
Department: Cornell Computer Services:  
Academic Computing

Description: As the lead computer operator at campus terminal facility will provide general consulting, oversee routine maintenance of equipment, help users access systems, train new staff, help develop policies and procedures.

Requirements: A.A.S. degree or equiv. in Data Processing. 1 year previous computer operator experience, preferably at Cornell; working knowledge of Cornell's computer systems, strong oral communication, interpersonal and organizational skills.

Minimum Starting Salary: \$13,141  
Job Number: T326

Position: Technician, GR22 (Repost)  
Department: Veterinary Pathology

Description: Performs viral and immunological assays using tissue culture and Elisa procedures; performs limited electron microscopy procedures; assists in training graduate students in tissue culture procedures.

Requirements: B.S. degree or equiv. in biological science with graduate course work or equiv. experience in animal virology immunology. At least 2-3 years experience in tissue culture and immunology and or animal virology laboratory.

Position: Lab Equipment Technician, GR20  
Department: Biochemistry, Molecular & Cell Biology

Description: Conduct experiments on protein purification, mitochondrial proton transport, membrane reconstitution.

Requirements: B.S. or equiv. in Biochemistry. Some experience in use of spectrophotometer, recording pH meter, fluorometer, etc.

Minimum Starting Salary: \$11,739  
Job Number: T321

## Part-time

\*Position: Staff Nurse

Department: University Health Services

Description: Screens, assesses and treats or refers outpatients, utilizing clinical nursing skills. Assists nursing supervisor with the management of clinic flow. This is a 9 month position available September, 1984 to May, 1985; 20 hrs./wk., MF., To be arranged.

Requirements: New York State Nursing License. Some recent experience in out-patient nursing.

Minimum Starting Salary: \$15,000/annual  
equiv.

Job Number: PT3311

Position: Editorial Assistant, GR21

Department: Romance Studies

Description: Provide editorial and production assistance for an academic journal and departmental announcements. Create and maintain files, typing and editing manuscripts. Other duties as assigned. 20 hrs./week, M-F 8:30 a.m. - 12:30 p.m.

Requirements: A.A.S. degree or equiv. B.A. degree desirable. Heavy typing. Knowledge of Romance languages preferred. Experience with word processing. Editorial skills. At least 2 yrs. experience with office procedures. Send cover letter and references by August 24, 1984.

Minimum Starting Salary: \$12,469/annual  
equiv.

Job Number: C321

Position: Night Supervisor, GR18

Department: Physical Sciences Library

Description: Work at Circulation/Reserve desk; perform other duties in support of public service functions; Answer questions about all facets of library operation such as circulation policy, ordering books, reference questions, copy service and building maintenance. 3-Midnight-Fri.: 10 a.m.-6 p.m. Sat.: 7 p.m.-Midnight Sunday.

Requirements: H.S. ed. or equiv. Some college background desirable. Light typing. Organizational ability and aptitude for detailed record keeping tasks; interpersonal skills required; previous library experience desired; knowledge of at least one foreign language desirable.

Minimum Starting Salary: \$10,500/annual  
equiv.

Job Number: C323

Position: Secretary, GR18 (Repost)

Department: Career Center

Description: Provide secretarial/receptionist support to the Assistant Director located in Academic Advising Center who is responsible for career counseling of A&S and AA&P students; provide xeroxing and mailing assistance for the Credential Service in 203 Barnes Hall. 9-month position; may go to a 12-month position.

Requirements: H.S. ed. or equiv. Medium typing. Must be highly organized; possess strong communication (oral and written) and interpersonal skills; able to work independently; and have some experience with preparing statistical reports.

Minimum Starting Salary: \$10,500/annual  
equiv.

Job Number: C306

Position: Office Assistant, GR16 (Repost)

Department: Unions & Activities

Description: Responsible for general office operations including answering phones; coordinating room reservations and equipment rentals; receiving visitors; distributing mail and coordinating building information notices. 30 hrs./wk. 10-month position available until May, 1985. M-F 8:30 a.m.-2:30 p.m.

Requirements: H.S. ed. or equiv. Medium typing. Good communication skills (grammar, spelling, telephone). Adept in use of 10-key calculator, machine transcription, mimeograph and ditto machines, word processing (Micom). Shorthand experience helpful. Experienced in public service type office desirable.

Minimum Starting Salary: \$9,494/annual  
equiv.

Job Number: C2810

## Temporary

In addition to regular, part-time opportunities, Temporary (less than six months) positions, both full- and part-time, are available. Although many openings are clerical, there are often positions offered in other areas. As Temporary openings do not always appear in this listing, please contact Staffing Services for more information.

\*Position: Information Assistant, T-2

Department: Albert R. Mann Library

Description: Assists library users by providing information about the collection and services. Answers in-person and telephone questions about card catalogs, computerized information networks; indexes, reference books and other library resources; assists with technical aspects of maintaining reference and periodical room collections; may involve special projects. Position available until May 30, 1985, 19 hrs./wk., evenings and weekends.

Requirements: A.A.S. degree or equiv. prefer-

ably in agriculture, life sciences, or human ecology; B.S. degree or equiv. desirable. Excellent interpersonal skills and ability to work independently. Library experience desirable.

Minimum Starting Salary: \$4.00/hr.  
Job Number: C333

Position: Temporary Lab Technician, T-4

Department: Diagnostic Laboratory

Description: Perform a large number of serum neutralization tests for Equine Viral Arteritis. Daily reception and preparation for testing, storage and record keeping of samples submitted. Preparation of media, buffers, and other reagents. General lab duties. 3 month position. 30/wk., M-S, to be arranged.

Requirements: B.A. degree or equiv. in Biology and Microbiology. Good sterile techniques and manual dexterity required. In addition experience in microscopic work and serological procedures.

Minimum Starting Salary: \$6.00/hr.  
Job Number: T322

Position: Word Processing Operator

Department: Media Services

Description: Keyboarding both text and tabular material. 6 month position. M-F 4:00 p.m. to 9:00 p.m. approximate hours.

Requirements: H.S. ed. or equiv. Heavy typing. Experience with Xerox 860, 820, or 16/8. Experience in keyboarding technical material. Familiarity with proofreader's symbols. Will train to do formatting on Xerox Ethernet system. Ability to work independently.

Minimum Starting Salary: \$4.00/hr.  
Job Number: C3213

## Academic

Please contact department directly.

\*Position: Lecturer (Part-time)  
Department: Agricultural Engineering  
Job Number: A335

\*Position: Assistant Librarian  
Department: Uris Library - Reference Department  
Job Number: A333

\*Position: Assistant Librarian  
Department: Ornithology RECON Project  
Job Number: A334

\*Position: Research Associate III, CA-05  
Department: Horticultural Sciences, Geneva, N.Y.  
Job Number: A331

\*Position: Senior Extension Associate I  
Department: Cooperative Extension: Staff Development and Personnel.  
Job Number: A332

Position: Senior Extension Associate I  
Department: Cooperative Extension: Staff Development and Personnel  
Job Number: A321

## People

### Stamp Ends 37 Years' Service

Neal R. Stamp has retired from the university after 37 years of service as a university lawyer. He was university counsel for 17 years and secretary of the corporation for 20 years. He retired from full-time service in 1979 and was named university counsel emeritus.

Since 1979 Stamp has been a part-time adviser to the president and Board of Trustees with the title of senior counsel to the university. As a major assignment in that capacity, he was consultant to a select committee of trustees which completed a two-year study of the board itself, resulting in changes in the university's charter and bylaws which reduced the board's membership from 62 to 42, reorganized the board's committee structure, and provided new guidelines for relationships between the board and the president, faculties, stu-

dents, and other constituencies.

Stamp will become a consultant to colleges and universities in the broadly defined area of governance. He will concentrate on the membership, organization, and function of the governing board, and its relationships to the president, faculty, student body, and other constituencies; on the function of the governing board's secretary as a professional secretariat providing administrative structure and continuity to governance, administrative functions within the president's management team; and ways and means of acquiring legal services and advice in the most useful and cost effective manner.

He also maintains a limited private law practice specializing primarily in personal estates and trusts.

## Five Faculty to Give Papers

Five faculty members and three recent alumni of the Department of Theoretical and Applied Mechanics will present lectures at the 16th International Congress of Theoretical and Applied Mechanics, Aug. 17-25, in Denmark.

Professors Philip J. Holmes, James T. Jenkins, Francis C. Moon, Subrata Mukherjee, and Wolfgang H. Sachse will all present lectures as well as recent alumni, Steven Shaw, now on the faculty at Michigan State, and Mark Richman. Held once every four years, the meeting is an opportunity for more than 800 of the world's top researchers in theoretical and engineering mechanics to gather and exchange ideas.

Mechanics is a branch of classical physics which has wide applications to engineering including how bodies move, fluids flow, and solids break. The meeting is organized by an international committee of mechanicians and is being sponsored by the Royal Danish Academy of Sciences and Letters. The topics discussed at the Congress will include the fields of analytical, solid and fluid mechanics.

Holmes and Moon will each lecture on chaotic dynamics in physical systems. Jenkins and Richman will present a new theory for granular materials, while Mukherjee will talk about new computer

methods in mechanics, and Sachse will present new experimental data on acoustic emission in solid materials. Another alumnus of the Mechanics Department of Cornell, K. Hutter of Switzerland, will present an invited general lecture on ice and snow mechanics.

Gerald E. Rehkugler has been appointed chairman of the department of agricultural engineering in the State College of Agriculture and Life Sciences for a three-year term, effective July 15. Rehkugler succeeds Norman R. Scott who has become director of research for the college and director of the Cornell University Agricultural Experiment Station at Ithaca. A member of the Cornell faculty since 1958, Rehkugler specializes in food engineering, agricultural products harvesting, handling, and processing, power and machinery, and tractor and agricultural vehicle dynamics.

William E. Fry has been promoted to the rank of professor of plant pathology in the State College of Agriculture and Life Sciences. A member of the Cornell faculty since 1971, Fry has been chairman of the department of plant pathology since 1981. Before coming to Cornell, he was a faculty member for one year at Central Connecticut State College.