

## Comfortable New Buses Are Now the Flagships of Cornell's Fleet



New buses go for an inaugural run, leaving from Day Hall last Thursday (top). Aboard (bottom) are (from left) Thomas Sokol, director of choral music; J. Robert Barlow, assistant to the president for federal relations; Beverly Livesay, county legislator; Senior Vice President William G. Herbster and County Planning Director Frank Liguori.

### Diesels Offer 'Grown-up' Seats

For those who use the campus buses, the experience has gone from a bumpy, cold and uncomfortable ride to, as Carol Kirk from the Office of Sponsored Programs puts it, "one of luxury."

The thing that has turned it into such a good experience for Kirk as well as many others is that the old school bus style campus bus fleet has been replaced by new diesel transit liners. William E. Wendt, director of transportation services, says that the new fleet is made up of "buses designed for grown-ups," which is how Jill Howland in the University Relations office says she feels riding the new buses.

"They're great. I feel like a real grown-up when I get on a bus now," Howland said. "The seats are made for adults, there's heat and the ride is nice and quiet. You don't have to yell at the person next to you to be heard."

Both Kirk and Howland agree that "it's done a lot for morale. It's not often you see a busload of people all with smiles on their faces first thing in the morning."

The new buses, which will also be used as part of Tompkins County's public transit system, were introduced on campus last Thursday. They are owned by CU Transit, Inc., a transportation corporation owned and operated by the university. The corporation was formed last year so that the university could continue to provide off-campus public transit which includes the Ithaca-Dryden Transit and East Ithaca runs under New York State law.

The inaugural celebration for the new buses was held Thursday, Jan. 5, in the main lobby of Day Hall. Cornell Senior Vice President William G. Herbster, Tompkins County Planner Frank Liguori and Tompkins County Board of Representatives chairman Harris Dates spoke about the benefits the improved bus service will provide to the Cornell community as well

as those in the City of Ithaca and the county.

"With the incorporation of CU Transit and the purchase of the new buses, we can now provide better on-campus service; and, for our faculty, staff and students who commute from the outlying areas good, comfortable transportation to campus," Herbster said. "This also means that we can continue to play a part in developing, expanding and participating in the public transit system throughout the Tompkins County area."

"The incorporation of the CU Transit under the laws of the State of New York is what I consider to be a very good addition to the transit systems of the county," Liguori said. "It allows Cornell to function as a public carrier which means that they can not only serve their campus interests, they can also serve the public. Also, because Cornell is now eligible for state operating subsidies it will mean reduced cost to the county because we won't have to provide as much local subsidy out of tax dollars for public transportation."

Harris Dates was most enthused about the town/gown effort being put into providing a quality public transit system.

"I'm very proud of the extent of cooperation between the university, the county, the City of Ithaca and the various municipalities within the county," Dates said. "We need each other and this is a fine example of everyone working together for the benefit of all."

According to Wendt, all of the new buses will be operating by the end of this week and the old buses will be retired.

The new buses are such a big hit on campus that several people have been overheard suggesting that parties be held on them after work on Fridays.

—Barbara Jordan-Smith

### The Week in Cornell Sports

## Winter Sports Teams Return to Heavy Activity This Weekend

Six games at home are on tap as Cornell athletic teams resume competition with a full slate of action this week. Highlighting the schedule are two contests at Lynah Rink for the men's hockey team. Also performing on campus this week are the women's gymnastics, wrestling, women's basketball and women's hockey teams.

The Big Red men's hockey team will close out a four-game homestand with back-to-back games at Lynah on Friday and Saturday. Boston College invades the Lynah ice on Friday and Brown arrives in Ithaca the following evening, with both games starting at 7:30 p.m. This weekend will be Cornell's last action at home until Feb. 10, as the Red will be on the road for the next five games.

The Big Red is playing its best hockey of the season, riding a three-game winning streak and having won five out of its last six games. Cornell began its current homestand with a 6-4 win over Princeton, and then added an exciting 6-5 victory against Providence this past Saturday. The Red is now 7-6 overall, 5-3 in the ECAC and 3-0 in the Ivy League. With its 5-3 mark, Cornell is in first place in the Ivy Division of the ECAC standings. Harvard is in second place with a 4-6 record.

After a layoff of more than a month, the women's gymnastics team resumes its season with a dual meet against Northeastern on Saturday at 1 p.m. in Teagle Hall. It's the dual meet opener for the Big Red and Northeastern should be quite a first test for the squad. Cornell has never defeated the Huskies, trailing in the series 3-0, and lost to the visitors last year, 166.35-162.05.

The Big Red's only competition so far this season has been a second-place finish behind the University of Maryland in the

Cornell Invitational on Dec. 3.

The women's basketball team takes on a new opponent in St. Bonaventure on Saturday evening at 7:30 p.m. in Barton Hall. The Big Red, which played at St. Lawrence on Tuesday, started the 1984 portion of its schedule by losing two games in the Cornell Invitational this past weekend. The Big Red fell to the tournament champion, Wagner, in the first round, 75-57, and then lost to Lehigh on Saturday night, 82-67.

The wrestling team swings back into action with a dual match at home against

Army on Sunday at 1 p.m. in Teagle Hall. It should be an exciting meet as Cornell is ranked second in the state behind Syracuse and Army is rated No. 3. Last year, the Red lost to the Cadets at West Point, 30-11.

The women's hockey team returns to Lynah Rink after playing four consecutive games on the road to face Hamilton College on Wednesday at 7:30 p.m. The Big Red is currently 1-7 overall and Sunday it lost to Northeastern in Boston, 7-0. Sophomore center Amy Stanzin leads the team in scoring with 7 goals and 3 assists.

## Workshop Is Part of Accounting System Upgrade

A workshop that is part of the university's program to upgrade Cornell's accounting system to meet user needs will be offered from 9 a.m. to noon on Wednesday, Jan. 18, in G94 Uris Hall.

Anyone interested in attending the session, or anyone who has been on the waiting list, should contact Priscilla Seamon at 6-4242 to arrange or confirm attendance.

University Controller John S. Ostrom chairs a project team made up of representatives from the endowed and statutory

accounting offices that has been working on the upgrade for 18 months.

The primary objectives are to enable anyone on campus with the appropriate security clearance to learn the status of an account and, where appropriate, make changes.

The workshop on Jan. 18 will be similar to five others that were held in November and December. There will be an explanation of the project, a report on progress and plans, indications of when further improve-

ments will be made, and a demonstration of how the system operates.

The workshop will also describe how to establish a computer account to access use of the system, the necessary hardware, an explanation of the security systems, and an overview of the user's manual now being developed.

For further information, contact Mary Jo Maydew (6-4242) or Lee Cartmill (6-6240).

# 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, 130 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.

In response to the Employee Survey, individual copies of **Job Opportunities** will be available for all employees; complete job posting will be published Thursday of each week in the **Chronicle**. Consequently, the list will no longer be published in its previous form.

This listing is also available on CUINFC, Cornell University's computerized information service, along with campus bus,

movie, dining facility and library schedules. Each regular Cornell employee is entitled to a free computer account. For further CUINFO details, contact the Information and Referral Center at 256-6200 or Computer Services.

Selected job announcements are broadcast on Channel 13 television each Tuesday at 9:30 a.m. and 7:15 p.m. and each Friday at 11 a.m. and 5:15 p.m.

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

### \*Position: Senior Systems Analyst

Department: Computer Services

Description: Plan, supervise and coordinate the development, implementation and maintenance of an ongoing major administrative system. Interface new systems and programs with existing systems and programs. Investigate and evaluate outside software systems to integrate or replace current production systems. Prepare estimates of programming time and computer production costs for given proposals.

Requirements: Master's degree or equivalent combination of education and experience. Considerable systems design and computer experience is essential. A knowledge of interactive administrative systems, IBM operating systems and two major programming languages is essential. Supervision of programmers in a development group is desirable. Experience with the operation of a University physical plant design also desirable.

Hiring Range: \$15,500-\$26,500

Job Number: P022

### \*Position: Systems Programmer I

Department: Chemistry

Description: Assist the Director of the Cornell Chemistry Computing Facility in the operation of the hardware and software aspects of the Facility. Operate PRIME 850 computer. Develop and maintain system software and assist users of the Facility.

Requirements: Bachelor's degree or equivalent in computer science. Working knowledge of PL/1 and FORTRAN. Some on-the-job programming experience; some systems programming experience preferred.

Hiring Range: \$12,500-\$20,700

Job Number: P021

Position: Executive Director

Department: Biotechnology Program

Description: Administer the Biotechnology Program; manage multi-million dollar budget for new building plan and construction; act as liaison with industrial management and University administration.

Requirements: Bachelor's degree or equivalent in biological sciences; M.B.A. preferred with at least 3-5 years administrative experience with concentration in fiscal/program management necessary. Familiarity or experience in research laboratory. Knowledge of building planning helpful.

Hiring Range: \$20,000-\$33,100

Job Number: P011

Position: Assistant Director

Department: Cornell Plantations

Description: Responsible for day to day operational management of all major construction/renovation projects involving the gardens, arboretum, natural areas and facilities of the Cornell Plantations. Submit resume and cover letter by February 1, 1984.

Requirements: Bachelor's degree or equivalent in a botanical/horticultural field; some construction projects, personnel management and public relations experience desired.

Hiring Range: \$15,500-\$26,500

Job Number: P012

Position: Assistant to the Director

Department: COSEP

Description: Coordinate and supervise the business operations of the COSEP office including budget, finance, personnel and general operational/administrative responsibilities. Serve as liaison between the office and other University offices. Responsible for a variety of statistical data collection, compilation and related reports.

Requirements: Bachelor's degree or equivalent. Some experience working with budgets or college/university accounts and/or bookkeeping. General knowledge of admissions, financial aid or student development areas helpful.

Hiring Range: \$12,500-\$20,700

Job Number: P013

Position: Accountant II

Department: Statutory Finance & Business Office - Restricted Fund Accounting

Description: Accounting position which has direct financial responsibility for administering and monitoring complex grant and contract agreements. Serves as liaison for financial reporting and accounting issues between principal investigators and granting or contracting source. Position will assist the Restricted Funds Accounting Supervisor in the management of a staff of six, in addition to directly assigned accounting responsibilities.

Requirements: Bachelor's degree or equivalent in accounting, business or related field. Candidate should have good leadership skills and a strong service orientation; possess relevant accounting experience and be able to explain accounting procedures, both orally and in writing. Exposure to Cornell accounting system preferred. Experience in the use of (or the ability to learn) personal computers for the management of financial data desired.

Hiring Range: \$12,500-\$20,700

Job Number: P014

## Clerical

All applicants interested in positions requiring typing must take an official university test. Tests are given Mondays and Wednesdays at 8:10 a.m., Room 337, Statler Hall. Please contact Staffing Services for an appointment.

### \*Position: Administrative Aide, GR22

Department: Controller's Office

Description: Provide administrative/clerical support to the University Controller, the Assistant to the Controller and other members of the Controller's immediate staff. Duties include transcribing, typing, filing; handling telephone inquiries; making travel arrangements and maintaining calendars; maintaining some office accounts. Handling special projects as assigned.

Requirements: Associate's degree or equivalent preferred. Medium typing. Substantial experience. University experience desirable. Ability to work with sophisticated office equipment including memory typewriter, word processor and microcomputers helpful. Layout and design experience preferred. Strong interpersonal and communication (written and oral) skills.

Hiring Range: \$12,515-\$15,239

Job Number: C021

### \*Position: Administrative Aide, GR21

Department: Facilities and Business Operations

Description: Provide administrative assistance as one of two support staff members in the Office of the Vice President for Facilities and Business Operations. Duties include coordinating calendars for Vice President and Director of Business Operations, screening mail and telephone calls, sharing in preparation of correspondence, Trustee agendas. Other duties include handling travel arrangements, performing accounting functions, maintaining office inventory and files.

Requirements: H.S. education or equivalent. Medium typing. Associate's degree desirable. Considerable office experience with word processing skills necessary. Excellent interpersonal and organizational skills essential. Shorthand desirable.

Hiring Range: \$11,875-\$14,412

Job Number: C022

### \*Position: Secretary, GR18

Department: Plant Breeding and Biometry

Description: Provide secretarial support for the Biometric Unit faculty. Duties include typing technical mathematical manuscripts, course materials, correspondence; answering telephones. Other duties as assigned.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Knowledge of word processing/technical typing desired. Strong organizational, interpersonal and communication (written and oral) skills.

Hiring Range: \$10,000-\$12,163

Job Number: C023

### \*Position: Secretary, GR18

Department: Consumer Economics and Housing

Description: Duties include typing correspondence, reports, papers, research proposals. Co-operative Extension teaching materials; answering telephones; filing; keeping detailed filing system updated.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Extensive secretarial experience. Knowledge of general office procedures and NYS Extension Program desired. Strong organizational, interpersonal and communication (written and oral) skills. Ability to work independently.

Hiring Range: \$10,000-\$12,163

Job Number: C024

### \*Position: Secretary, GR18

Department: Mathematics

Description: Duties include typing technical mathematical manuscripts, class materials, exams, publications and correspondence; handling large volume mailings; handling special projects as assigned.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Heavy typing. Some secretarial experience. Knowledge and/or willingness to learn word processor/technical typing. Ability to work in a complex, active environment. Strong organizational, interpersonal and communication skills.

## Cornell Chronicle

Editor, Randall E. Shew. Staff writers, H. Roger Segelken, Robert W. Smith, Barbara Jordan-Smith, Martin B. Stiles. 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.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C025

**\*Position: Senior Department Assistant, GR18**  
**Department:** Graduate School of Management  
**Description:** Provide office/secretarial support to the department head and librarians. Acquisitions, catalog maintenance and reference services as assigned. Use RLIN system for reference and acquisition tasks.

**Requirements:** Associate's degree or equivalent desirable. Medium typing. Library, teaching and/or office experience helpful. Strong organizational, interpersonal and communication skills.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C026

**\*Position: Accounts Assistant, GR18 (Repost)**  
**Department:** International Agriculture  
**Description:** Process requisitions and vouchers; keep participant records; reconcile accounts statements; develop accounts reports; make project purchases; handle overseas and domestic shipments. Other duties as assigned and general office support when needed. Monday - Thursday, 8:00 a.m. - 5:00 p.m., Fridays 8:00 a.m. - 4:00 p.m.

**Requirements:** H.S. education or equivalent. Associate's degree with course work in accounting preferred. Medium typing. Some accounting and bookkeeping experience. Strong organizational, interpersonal and communication skills. Cornell experience preferred. Accuracy with figures essential.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C464

**\*Position: Secretary, GR18 (Repost)**  
**Department:** Consumer Economics and Housing

**Description:** Duties include typing class material, research proposals, reports, manuscripts, search materials and correspondence; answering telephone for 12-15 faculty; arranging meetings; making travel arrangements.

**Requirements:** H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Knowledge and/or willingness to learn Olivetti electronic typewriter with Systel. Strong interpersonal and communication skills.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C505

**\*Position: Office Assistant, GR17**  
**Department:** Purchasing  
**Description:** Record and type order numbers on P.O. forms; maintain invoice records and prepare for payment approval, figure discounts as needed; filing; answering telephone.

**Requirements:** H.S. education or equivalent. Light typing. Some office experience. Strong organizational skills. Knowledge of accounting and bookkeeping helpful.

**Hiring Range:** \$9,492-\$11,500  
**Job Number:** C027

**\*Position: Office Assistant, GR16**  
**Department:** Public Affairs Records  
**Description:** Make biographic additions, changes and deletions to the record of living alumni and friends of the University. Handle special projects as assigned. Nine month position: Mid-October through Mid-July.

**Requirements:** H.S. education or equivalent. Light typing. Some data entry experience. Strong organizational, interpersonal and communication skills. Knowledge of CRT helpful.

**Hiring Range:** \$9,040-\$10,881  
**Job Number:** C028

**\*Position: Building Attendant, GR16**  
**Department:** Circulation/Olin Library  
**Description:** Perform library security functions including working at exit control desk and stack control desk. Perform variety of clerical and other duties as assigned; responsible for opening, closing and making regular tours of the building. Full-time, regular, some evenings and weekends as well as days.

**Requirements:** H.S. education or equivalent. Strong interpersonal skills. First aid training desirable.

**Hiring Range:** \$9,040-\$10,881  
**Job Number:** C0211

**\*Position: Interlibrary Service Assistant, GR16 (Repost)**  
**Department:** Interlibrary Services/Olin Library  
**Description:** Prepare interlibrary loan material for mailing; discharge returned interlibrary loan material; type invoices, charge cards; file; search lending requests; compile statistics.

**Requirements:** H.S. education or equivalent. College course work preferred. Medium typing. Some library and/or office experience.

**Hiring Range:** \$9,040-\$10,881  
**Job Number:** C509

**Position: Accounts Assistant, GR19 (Repost)**  
**Department:** Ecology and Systematics  
**Description:** Provide clerical support for all aspects of Endowed accounting. Duties include processing orders and payments; reconciling monthly statements; preparing internal statements and financial reports; problem solving; payroll; providing back-up for Statutory Accountant. Other duties as assigned.

**Requirements:** A.A.S. degree or equivalent in accounting preferred. Medium typing. Substantial accounting experience, preferably at Cornell. Familiarity with grants and contracts. Knowledge of word processing equipment and interest in modern data processing desirable.

**Hiring Range:** \$10,595-\$12,852  
**Job Number:** C473

**Position: Secretary, GR18**  
**Department:** Ecology and Systematics  
**Description:** Provide a broad range of secretarial and administrative services to a very active teaching and research department. Duties include typing correspondence, manuscripts, statistical charts; drafting correspondence; preparing agendas; arranging meetings; maintaining office supply stockroom. Performing other supporting functions.

**Requirements:** H.S. education or equivalent. A.A.S. degree in secretarial science or equivalent preferred. Heavy typing. Some secretarial experience. Word processing (Xerox 860) highly desirable; strong organizational and interpersonal skills; ability to work for several individuals and withstand pressure.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C011

**Position: Secretary, GR18**  
**Department:** School of Hotel Administration  
**Description:** Provide organizational, administrative and secretarial support. Duties include typing of course work and correspondence; filing; making appointments; assisting in the handling of student-related activities; answering telephone. Other duties as assigned.

**Requirements:** H.S. education or equivalent. Medium typing. Some secretarial experience. Ability to use word processor helpful. Strong organizational, interpersonal and communication skills.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C012

**Position: Secretary, GR18**  
**Department:** NYS School of Industrial & Labor Relations

**Description:** Duties include typing, xeroxing and editing reports and course materials; typing and filing correspondence; making travel arrangements and processing travel expenses for Statewide and Central District Coordinators; providing clerical support for Statewide and Central District Programs including preparing kits, nametags, certificates and evaluations; maintaining Xerox machine; ordering office and conference supplies; handling mail; answering telephones and acting as receptionist (occasionally transporting individuals across campus). Other duties as assigned.

**Requirements:** H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Attention to detail. Strong organizational, interpersonal and communication (written and oral) skills. NYS driver's license required.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** C013

## General Service

**\*Position: University Service Officer, CUSEU Grade Two**  
**PLEASE NOTE:** This is a continuously posted notice, for recruitment purposes only. Positions are not always available.

**Department: Public Safety**  
**Description:** Responsible for external and internal patrol of University property for fire, safety and criminal hazards including the enforcement of University parking regulations. May perform clerical and other duties as assigned.

**Requirements:** H.S. education or equivalent. Ability to pass screening interview administered by Staffing Services. U.S. citizen, age 21 or above, vision 20/20 or up to 20/40 (uncorrected) minimum physical limitations; ability to obtain pistol permit within 90 days of employment and driver's license within 30 days of employment; no criminal convictions. Good interpersonal skills (oral and written). Security check and physical examination required prior to appointment.

**Hiring Salary:** \$5.83/hour  
**Job Number:** SC021

**\*Position: Maintenance Mechanic, GR23**

**Department: Buildings & Properties, Geneva, NY**

**Description:** Expedite all repairs, service and preventive maintenance of electronic equipment, related controls, instruments and systems in physical plant and research departments as assigned. Provide back-up to Electronic Repair Specialist for the repair of laboratory electronic instruments, telephone communications systems, computers, surveillance systems and radio communications system.

**Requirements:** H.S. education or equivalent. Associate's degree desirable. Substantial experience in repair, calibration, installation and servicing electronic systems, controls, instrumentation used in environmental chambers, HVAC systems and related equipment necessary for research programs essential.

**Hiring Range:** \$13,265-\$16,156  
**Job Number:** S023

**\*Position: Duplicating Machine Operator, SO19**

**Department: Graphic Arts Services**  
**Description:** Operate small business machines including offset duplicators, xerographic duplicators, copiers, folders and collators. Working conditions may be messy at times. Some paper handling which could be classified as heavy work. Other duties as assigned.

**Requirements:** H.S. education or equivalent. Formal or on-the-job training in high speed duplicating procedures required. Requires much standing and ability to lift up to 50 lbs. Corrected vision required. Some trade school training in graphic arts procedures desirable.

**Hiring Range:** \$5.07/hour  
**Job Number:** S021

**\*Position: Custodian, SO16 (Repost)**  
**Department:** Residence Life - Endowed  
**Description:** Perform general maintenance and custodial care of buildings and grounds in immediate vicinity of assigned area.

**Requirements:** Ability to use a variety of heavy poweroperated equipment, climb an 8' ladder and lift 50 lbs.

**Hiring Range:** \$4.30/hour  
**Job Number:** S403

**Position: Audio Visual Aide, GR18**  
**Department:** NYS School of Industrial & Labor Relations

**Description:** Perform needed services to resident and Extension faculty of the ILR School and, on occasion, to other units at Cornell and outside the University. Set up and operate various projectors (16 mm, slide, etc.), recorders (video and audio). Conduct routine maintenance of equipment. Maintain records and handle office procedures. Perform other duties as required. Until 6/30/84.

**Requirements:** H.S. education or equivalent, course work in media operations helpful. Medium typing. NYS driver's license required. Some experience operating AV equipment; experience in handling office procedures, scheduling, planning, records upkeep, billing, taking orders and typing correspondence.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** S011

## 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: CHESS Operator, GR24**  
**Department:** CHESS (Applied & Engineering Physics)

**Description:** Provide technical assistance to users of the six x-ray radiation beam lines at the Cornell High Energy Synchrotron Source (CHESS). Responsible for maintaining hardware and software associated with instrument control and enforcing various safety codes. May assist in experimental programs. Some evening and weekend hours.

**Requirements:** Bachelor's degree or equivalent in technical field such as engineering or physics. Good mechanical and lab skills. Familiarity with vacuum equipment.  
**Hiring Range:** \$14,075-\$17,102  
**Job Number:** T021

**\*Position: Technician, GR21**  
**Department:** Chemistry  
**Description:** Assist in carrying out research projects in biochemistry such as enzyme preparations, assays, characterization; responsible for laboratory administration such as ordering chemicals, keeping inventory and radiation safety records and supervising student dishwashers.

**Requirements:** Bachelor's degree or equivalent in chemistry or biochemistry. Some experience working with proteins and enzymes and with biochemical preparations. Good organizational skills.

**Hiring Range:** \$11,875-\$14,412  
**Job Number:** T022

**\*Position: Technician, GR21**  
**Department:** Diagnostic Laboratory  
**Description:** Perform a variety of serological tests, including serum neutralization, complement fixation, agar gel immunodiffusion and hemagglutination inhibition. Prepare clinical specimens and perform fluorescent antibody and viral isolation procedures. Prepare media and other solutions.

**Requirements:** Bachelor's degree or equivalent in microbiology, biology or a related field. Some work experience. Tissue culture experience, good sterile techniques, basic microbiology techniques required. Experience in virus isolation desired but not required.

**Hiring Range:** \$11,875-\$14,412  
**Job Number:** T023

**\*Position: Research Aide, GR17**  
**Department:** Natural Resources  
**Description:** Table/figure preparation for reports; coding; data entry for computer process; semi-technical natural resource writing; draft writing of report with basic descriptive data; clerical assistance; telephone interviewing.

**Requirements:** Associate's degree or equivalent in biological sciences; course work in natural resources preferred. Knowledge of SPSSX. Coding; literature review; semi-technical writing; familiarity with computers, especially output for tabulation.

**Hiring Range:** \$9,492-\$11,500  
**Job Number:** T024

**\*Position: Research Assistant (Repost)**  
**Department:** Boyce Thompson Institute (Contact department directly - see below)

**Description:** Carry out studies in plant disease physiology, especially enzymatic degradation of cell wall materials. Assist in maintenance of fungal and bacterial cultures. Seasonal field work.

**Requirements:** B.S. or better in plant sciences or biochemistry. Familiarity with spectrophotometric and chromatographic assays desirable. Knowledge of plant pathology and mycology helpful.

**Hiring Range:** \$10,600-\$12,000  
**CONTACT DIRECTLY:** Dr. Harry Mussell, Boyce Thompson Institute, 257-2030

**Position: Technician, GR21**  
**Department:** Veterinary Microbiology  
**Description:** Conduct virological and serological assays, particularly the use of cell culture, for the studies of vertical transmission of viruses in cattle, with particular emphasis on embryo transfer, and to study the virological effects of three classes of bovine interferon.

**Requirements:** Bachelor's degree or equivalent with microbiological training and a background in chemistry. Microbiology training with experience in virology and cell culture techniques as well as knowledge of fluorescent-antibody technique. Knowledge in use of binocular and inverted scopes and centrifuges.

**Hiring Range:** \$11,875-\$14,412  
**Job Number:** T011

**Position: Technician, GR20**  
**Department:** Poultry & Avian Sciences  
**Description:** Set up and perform experiments in animal developmental and cellular biology. Perform cytogenetic and biochemical analyses in selected tissues of developing chick embryos. Study interactions of mutagens with cellular DNA and chromosomes by assays of DNA repair and cytogenetic damage. Operate general lab equipment; keep records; perform computer-associated statistical analyses.

**Requirements:** Bachelor's degree or equivalent in biological or animal sciences. Laboratory experience and demonstrated ability to work independently. Some experience in biochemical and cytochemical assays desirable.  
**Hiring Range:** \$11,180-\$13,606  
**Job Number:** T012

**Position: Technician, GR20**  
**Department:** Pharmacology  
**Description:** Carry out experiments and analyze the results of research aimed at understanding the role of calcium in secretion from tumour basophils and mast cells. Duties will include the usage of pH meters, centrifuge, gamma and liquid scintillation counters, spectrophotometer, fluorometer, gel filtration columns, fraction collectors, gel electrophoresis apparatus, light and fluorescence microscopes and tissue culture equipment. Participate in

Continued on Page 4

# Job Opportunities

Continued from Page 3

experiments such as radioactive tracer flux studies, fluorometric and spectrophotometric enzyme assays, cell culture and protein purification. Approximately nine month position.

**Requirements:** Bachelor's degree or equivalent in biochemistry, cell biology, physiology or similar subject. Experience in a biological sciences research laboratory desirable but not essential.

**Hiring Range:** \$11,180-\$13,606  
**Job Number:** T013

**Position:** Technician, GR18

**Department:** Food Science

**Description:** Provide technical support in research involving the evaluation of compositional differences in milk supplies from various geographical regions in the United States. Duties include reagent preparation, set-up of glassware and routine chemical analyses such as Kjeldahl nitrogen determination.

**Requirements:** A.A.S. degree or equivalent in biology or a related field. Experience in the use of analytical balances, pH meters, volumetric glassware, pipets and titration apparatus.

**Hiring Range:** \$10,000-\$12,163  
**Job Number:** T014

## Part-time

\***Position:** Research Aide, GR21  
**Department:** CISER

**Description:** Help manage and maintain the machine readable tapes owned by the CISER Data Archive. Keep inventories of the collection and its use, consolidate and add to the holdings and provide assistance to users of the Archive.

**Requirements:** Bachelor's degree or equivalent in social science, computer science or statistics. Some experience with data tape management; familiarity with statistical packages and social science computing; good organizational skills; ability to work independently as required.

**Hiring Range:** \$11,875-\$14,412/annual equivalent

**Job Number:** T025

\***Position:** Secretary, GR18 (Repost)

**Department:** Preventive Medicine

**Description:** Duties include typing correspondence, manuscripts, data accumulation; filing; library searches for scientific articles. Other duties as assigned. 20 hours/week.

**Requirements:** H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills. Knowledge of word processor/computer desirable. Familiarity with scientific terminology helpful.

**Hiring Range:** \$10,000-\$12,163/annual equivalent

**Job Number:** C488

\***Position:** Custodian, GR16

**Department:** New York City Cooperative Extension

**Description:** Primary cleaning of office area,

kitchen and lavatory. Maintain storage room. Days and hours flexible, 4 hours a week.

**Requirements:** H.S. education or equivalent. Ability to use heavy power equipment.

**Job Number:** S022

## Temporary

**In addition to regular, part-time opportunities, Temporary (less than six months) positions, both full-time 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:** Temporary Technician, T-3  
**Department:** Vet Microbiology

**Description:** Perform microbiological and biochemical procedures including mass culturing of E. coli, protein and DNA isolation and characterization, plasmid studies, mouse inoculations and some immunologic procedures. Full-time, 8:00 a.m. - 5:00 p.m. Monday through Friday (occasional weekends) for six months.

**Requirements:** Bachelor's degree or equivalent in biochemistry and microbiology. Familiarity with microbiologic and biochemical procedures.

**Hiring Range:** \$5.00-\$6.00/hour  
**Job Number:** T026

**Position:** Temporary Technician, T-3

**Department:** Diagnostic Laboratory

**Description:** Assist in performance of routine clinical chemistry and ELISA testing using semi-automated procedures, reagent preparation, record keeping, computer data entry and limited glassware cleaning. Full-time, temporary for three months until 4/1/84.

**Requirements:** Bachelor's degree or equivalent in biology, chemistry or related field. Prior laboratory experience desirable.

**Hiring Range:** \$5.00-\$6.00/hour  
**Job Number:** T015

## Academic

Please contact department directly.

\***Position:** Senior Lecturer or Lecturer

**Department:** Russian Language, Department of Modern Languages and Linguistics

**Job Number:** A021

\***Position:** Extension Associate I

**Department:** Johnson Museum, Department of Education

**Job Number:** A022

**Position:** Senior Assistant Librarian

**Department:** Graduate School of Management Library

**Job Number:** A012

**Position:** Assistant or Associate Professor

(Three Positions)

**Department:** Communication Arts, NYS College of Agriculture and Life Sciences

**Job Number:** A011

## Library Computer Demonstrations Scheduled

The Cornell community is invited to attend the first in a series of vendor demonstrations of computer systems for libraries, as part of Mann Library's automation planning study.

## Blood Drive Is Scheduled For Next Thursday

A special blood drive for faculty and staff will be held 10 a.m. to 3:45 p.m. Thursday, Jan. 19, in the Memorial Room, Willard Straight Hall. Appointments can be scheduled by calling the office of the Director of Unions and Activities at 256-7285. To avoid delays for persons who have scheduled appointments, no walk-ins will be permitted until after 2 p.m.

The blood drive is being held because during the month of January when most of the area student donors are away there is a shortage of blood in the Red Cross banks. In previous years, more than 200 Cornell faculty and staff have participated in the special drive.

Two identical one-hour demonstrations are scheduled at 9:15 a.m. and 4 p.m. Thursday, Jan. 19, in the Mann Library Reference Room by representatives of OCLC Inc., who will demonstrate the LS 2000 system. The computer firm's integrated library system includes subsystems for on-line catalogs, which take the place of card catalogs, as well as circulation and reserve functions.

## CRC Will Sponsor A Spaghetti Dinner

The Cornell Recreation Club will sponsor a spaghetti dinner 5-7:30 p.m. Tuesday, Feb. 28, in the One World Room, Anabel Taylor Hall.

Tickets, at \$3 each, will be available at the Recreation Club's office, 165 Day Hall, at a date to be announced.

Membership to the Recreation Club is open to all Cornell staff, faculty, retirees and graduate students as well as their families. For further information, contact Becky Cofer in the CRC office at 256-7565.

## Off-Campus Housing Notes



The Off-Campus Housing section of the Dean of Students' Office, 103 Barnes Hall, will be open from 9 a.m. to 3 p.m. on Saturday, Jan. 14. During spring semester, regular office hours will be 9 a.m. to 5 p.m. Monday through Friday.

From Jan. 12 to Jan. 20 Off-Campus Counselors (trained and experienced student volunteers) will be available in 103 Barnes Hall to assist new students in their search for accommodations. If you know of anyone who will need assistance from an Off-Campus Counselor, call 256-5373 for further information.

The Moving Off-Campus Slide Show, an audiovisual introduction to housing in the Ithaca area, will be presented as part of the New Student Orientation Program. This program is scheduled for 5 p.m. Tuesday, Jan. 17, in 103 Barnes Hall.

Members of the Collegenet Neighborhood Council will meet again from 3 to 4 p.m. Tuesday, Jan. 17 in the Small Conference Center of the Collegenet Motor Lodge. Agenda items will include continued discussion of the street fair and progress reports on neighborhood projects discussed during the latter part of fall semester (historical brochure, information packet, newsletter, etc.).

A series of information programs about next year's housing options for on-campus residents will begin on Wednesday, Jan. 25. Each on-

campus residential area will host at least one program. The exact schedule will be posted on fliers within each residence hall, in the Cornell Daily Sun and in the Cornell Chronicle.

Residents for a Safer Collegenet will meet again on the evening of Thursday, Jan. 26, at the Small Conference Center of the Collegenet Motor Lodge. One past activity of this group has been to post fliers containing tips on how to secure dwellings during break throughout the Collegenet commercial area.

The third annual Off-Campus Housing Fair featuring a wide assortment of information and display tables concerning housing options for next year is scheduled for Wednesday, Feb. 8 from 10 a.m. to 3:30 p.m. in the Willard Straight Hall Memorial Room. The fair is free and open to all members of the community, especially those in search of housing for the 1984-85 academic year. Representatives from many off-campus housing complexes will be present, as well as representatives from helpful community and public agencies (such as the City of Ithaca Building Department, Transportation Services, and NYSEG). Representatives from the on-campus Housing Assignment Office and United Co-ops will also be available to distribute information and answer questions.

## Graduate Bulletin

**New Graduate Students:** If you have not returned the matriculation forms and the student data collection form please come to the Graduate Admissions Office at 112 Sage Graduate Center. You will not be able to register until these final steps in the admission process have been completed.

If you are a foreign student who submitted a TOEFL score below 600 or an ALIGU test score, you must take the English Placement Test on Wednesday, January 18, at 11:45 a.m. in Room 106 of Morrill Hall.

The next regular meeting of the Graduate Faculty will be held at 4:30 p.m. on Friday, January 27 at Sage Graduate Center to approve the provisional degree list for January.

Doctoral students registered for the fall term (or those who took a leave of absence dated 8-30-79 or later), who wish to avoid paying the active-file fee of \$100 for the spring term must have met all degree requirements by February 10. This includes filing two acceptable copies of the thesis in the Graduate School Office.

University Registration will be at Barton Hall on Thursday, January 19 for new students and on Friday, January 20 for continuing students.

All graduate students must turn in course registration forms at Sage Graduate Center by Friday, February 10. Grades for Fall 1983 will be available at University Registration, January 20.

**Graduate and Professional School Financial Aid Statements (GAPSFAS)** for 1984-85 are now available in the Graduate Fellowship and Financial Aid Office, 116 Sage Graduate Center. Continuing graduate students who plan to apply for summer assistance must complete a 1983-84

GAPSFAS or a Financial Need Determination Form (available at 116 Sage Graduate Center at the end of January) if one has not already been submitted. Prospective graduate students for 1984-85 must complete a 1984-85 GAPSFAS if they are interested in financial assistance.

1984-85 Cornell Graduate Fellowship applications are available at the Fellowship Office and at the office of your graduate faculty representative. All Cornell students matriculated in the Graduate School are eligible to apply. This application will be used for consideration for all fellowships awarded by the Graduate School (Sage Graduate Fellowships, Cornell Graduate Fellowships, Three-year Teaching Fellowships, fellowships from restricted income accounts). To insure consideration by your field for one of these awards, completed applications and letters of reference should be submitted to your graduate faculty representative by January 27, 1984.

Applications for 1984-85 Higher Education Act-Title VI/National Resource Fellowships are available at the Fellowship Office, Sage Graduate Center. Applicants must be citizens or permanent residents of the U.S. who have earned a baccalaureate or comparable degree prior to the start of the fellowship and who plan to pursue full-time graduate study during the entire award period. People may apply to Cornell for advanced language training and related area studies training in the following world areas: East Asia, Latin America, South Asia, and Southeast Asia. The deadline to submit completed applications to the Fellowship Office is January 27, 1984.

## Cornell, County UW Campaigns Surpass Goals

The generosity of the Cornell community is being credited with helping the United Way of Tompkins county surpass its \$1 million campaign goal.

The Cornell portion of the campaign has recorded pledges and contributions totaling \$325,585, an amount significantly higher than the ambitious goal of \$321,000, according to Richard D. Farr, business manager of Cornell Maintenance and Service Operations and chairman of the UW Loaned Executives program.

Details of the Cornell campaign will be given in a future issue of the Chronicle.

## Barton Blotter

Two word processors and a data modem valued at a total of \$11,144 were stolen from Warren Hall sometime between 6 p.m. Jan. 4 and 6 a.m. Jan. 5, according to the morning reports of the Department of Public Safety for the period Jan. 5 through Jan. 9.

According to safety entry to the room where the items were located was gained by forcing open a window. Safety reported no new information concerning the theft as of Monday of this week.

Also, last week a computer disc was stolen and damage done to three others at Fernow Laboratory. Losses were set at \$609.

In all there were only eight thefts reported on campus during the week. These included a \$30 fire extinguisher and two wallets. One with losses estimated at \$35 and the other at \$85.

# Networking

Published by Employees for Employees

## Kenneth Enright, January's Dedicated Service Employee

### It Takes People

Kenneth Enright began working at Cornell in October 1967 as a Custodian in the Department of Buildings and Properties. He transferred to the Section of Biochemistry, Molecular and Cell Biology in 1973, where he performs a cornucopia of diverse functions lumped under the title of Lab Mechanic. Ken runs the carpentry and maintenance shop located in Wing Hall and has endeared himself to researchers, students and clerical staff by planning, constructing and repairing items ranging from office furniture to laboratory equipment. One day he may be seen sawing lumber for shelves and the next day sawing open a cow head to extract the brain for experimental use. If there is a space too small or awkward for commercially available items, Ken will make the perfect fixture by hand. In addition to shop work, Ken maintains the Section's

mouse room, drives many miles to obtain animal parts for experimental purposes and assists in inventories.

Ken performs a remarkable variety of jobs with excellence and yet is always willing to take on "just" one more. His thoroughly egalitarian spirit in utilizing time, energy and expertise to help the work study student as well as the full professor is an extremely rare and valuable quality. In an often hectic, highly technical department, Ken's presence is a perennial reminder that we are more than colleagues, we are friends. One would be hard pressed to find an individual in Wing Hall who has not been assisted many times by Ken in his professional capacity. One would have equal difficulty finding the individual whose day has not been salvaged by Ken's extra efforts and personal gestures — providing a ride, jumping a dead battery, carrying a heavy box, relocating a file cabinet, hanging a bulletin board, working on a holiday.

It is both an honor and a pleasure to work with Ken. For a decade, he has provided an example to members of the Section of a work ethic that is difficult to find, one that combines conscientiousness, dedication and genuine affection for people. If there is a problem, the first words one is likely to hear are, "Where's Ken?"



Kenneth Enright

## Employee Assembly Petitioning

Become an elected representative and have input on all issues that involve the employee environment, such as: benefits, health and safety, transportation, communication, education/training opportunities, and recreation. This is your opportunity to speak up for what you think is right for the employees of Cornell.

PETITIONING WILL BEGIN JANUARY 23, 1984 AND END FEBRUARY 20, 1984.

THE FOLLOWING SEATS ARE OPEN:

- 2 ENDOWED EXEMPT
- 2 ENDOWED NON-EXEMPT
- 1 AT-LARGE
- 1 STATUTORY AT-LARGE
- 1 STATUTORY NON-EXEMPT

Petitions are available in 165 Day Hall or may be obtained from any Employee Assembly representative. Or, you may call the Office of the Assemblies and we'll send you one. (256-3715).

## Know Your Personnel Office

# Organizational Services Gets Started

Contributed by University Personnel Services

Sometimes it doesn't take much change to cause problems; and failure to change can create problems, too . . .

When a new manager assumes the reins, when organizations grow quickly, or when interpersonal relationships, for whatever reasons, tend to break down — difficulties tend to build up.

Organizational Services is what its name implies: a consulting service to organizations within the university. Basically, Organizational Services is a direct outgrowth of work begun through training and staff relations activities. One of the major differences is that attention is now being given to organizational problems on a formalized, full-time basis.

Gerry Thomas, the director of the service and Assistant Director of Personnel, points out "One of the things we've discovered is that the phrase 'Organizational Services' is unique. Both on and off campus people have indicated an interest in the name itself.

"Organizational Services can be looked at as a kind of trouble shooting outfit. We frequently go into a situation and attempt to help people explore issues and problems. Then we help design ways of beginning to deal with what has been identified. On one hand Organizational Services is a traditional organizational development function, but, on the other hand, it provides a much more individualized kind of service."

Gerry is quick to point out that this service cannot respond to all problems in a direct way, or within time constraints that the problem may demand. The role of Organizational Services is



Gerry Thomas (left) works with quality circle from the student employment section of the Office of Financial Aid. Clockwise from Gerry are Audrey Chicone, Betty Ganung and Julie Ward.

to help managers and others make decisions regarding work relationships and responsibilities, organizational structure, and work roles.

One of the projects currently being undertaken by Organizational Services is the development of quality circles. Currently, Gerry is involved in facilitating two such circles. Employ-

ees from the student employment section of the Office of Financial Aid make up one circle. Employees from University Personnel Services make up the other.

Other Organizational Services projects have included:

Continued on Third Page

GR-50226

When filling prescriptions under the Prescription Drug Program of Cornell's Health Care Plan for endowed employees, look for this symbol, displayed by participating pharmacies.

Goals and Objectives of the Employee Assembly

# Revising Employee Assembly Charter; A Look at Assembly's Health and Safety Task Force

(Part 4)

By SUSIE ROBERTSHAW

This is fourth in a series of reports on the goals and objectives of the 1983-84 Employee Assembly. In it the role of the Charter Committee and the Health and Safety Task Force will be discussed.

The Charter Committee was formed to write the charter, much like the Constitution of the U.S., for the Employee Assembly. The document outlines the rules and regulations of the legislative body. Now we feel the need to amend this charter in several ways, and thus need to re-establish the Charter Committee to guide us in this process.

First, the term of office of Employee Assembly members needs to be changed to coincide with that of the other Assemblies. Since the Student and University Assemblies do not meet in the summer, our new representatives should take office before the end of the spring semester. Presently, they do not start their duties until June 1st.

Secondly, we have discussed the advantages and disadvantages of recorded voting and see the need to establish a clear policy about it. Just as voters in the U.S. can refer to their representatives' voting record on specific issues, many of us feel that our constituents should have the right to be informed of how we voted.

Thirdly, we see a need to clarify the language in the charter about filling vacancies. There has been some difference in interpretation of the charter in choosing a replacement for a representative who resigns during his or her term of office. Some have felt that we should choose those people who have run for the Employee Assembly in the past and have received the most votes, regardless of their constituency, while others strongly believe that the position should be filled by someone from the same constituency, or at least the same payroll classification (exempt or non-exempt).

The policy on absenteeism is a fourth area that the charter committee needs to address. This policy has not always been adhered to in the

past. We need to decide if the policy needs revision, or if the assembly only needs to enforce it more stringently.

Finally, the Charter Committee will review the present policy of constituency voting. As it stands now, even though an Employee Assembly member is supposed to represent a certain constituency (e.g. exempt/statutory), all employees could have voted for that representative member and put him/her into office. The question then arises—do representatives really represent their constituency when they were voted in on a at-large basis? If we want to change this policy, the charter would need to be changed.

Moving on to the Health and Safety Task Force, this body was created by the Employee Assembly to monitor the Health and Safety program that now exists at Cornell. This program is made up of the following: the Office of Director of Occupational Health and Safety Programs, the Office of Environmental Health, which includes among others a Training coordinator for the Right to Know Program, the Health and Safety Council, as well as building representatives who make up committees in their respective colleges.

Considering the complex and multi-leveled nature of this program, we felt that the Employee Assembly task force could help to keep track of the activities of its many components. This specifically includes monitoring the progress the university has made in enforcing the Right to Know Law.

Part of this objective could be accomplished by inviting representatives from each of the components to speak to Employee Assembly meetings. In particular, we are also interested in finding out how well the University has adhered to the health and safety regulations concerning smoking in Cornell buildings.

The Health and Safety Task Force is looking for interested and concerned employees to serve as members. It needs your input to be a viable working body. If you are interested in serving, call the Office of Assemblies at 256-3715.

## Questions & Answers

**Q. I had read in the April 1983 memo from the Traffic Bureau that "Daily K Permits are sold at the traffic booths to visitors and members of the University community for \$.75 per day, on a limited basis. This permit offers parking within walking distance of central campus for one-half the price of a Daily U permit."**

**I had confirmed with the Traffic Bureau at that time that employees may purchase these permits if they need to park their cars on campus in case they have a problem which needs to be solved at lunchtime or immediately after work. I had purchased these permits on a very sporadic basis and never had a problem. On November 15, 1983, I was suddenly confronted with the situation that these permits were no longer sold, and I ran into a real problem because I did not know the sale had been stopped. What is the reason behind this? And was this change announced anywhere before people were informed at the booths that they could no longer buy**

**these permits? Is this a temporary situation?**

**"Ineligible for U-Permit"**

A. The sale of Daily K permits began in 1981-82 and these permits quickly became a favorite with staff for occasional daily needs. Normally, twenty-five Daily K permits are placed in the traffic and information booths each work day. However, when there is construction in the Kite Hill area it is not possible to sell these permits without overcrowding the lot. The Kite Hill lot is monitored frequently to balance the needs of annual permit holders and those people who have infrequent needs. Daily K's have been available in the booths during intersession.

We hope that the changes being proposed this spring in the Transportation Master Plan will provide community members with options for short-term and occasional daily needs. Watch for the report in the *Chronicle* in February; open hearings will follow.

Sally Van Etten  
Traffic Bureau

Questions may be submitted (type-written double spaced) to Donna Updike, 3M11 Martha Van Rensselaer Hall, through campus mail.

## Operation Campus Watch

By R. CLARK  
CRIME PREVENTION UNIT  
CORNELL PUBLIC SAFETY

### "PARKING LOT LARCENIES"

Larcenies from vehicles in parking lots on campus have increased during the last month. Help us help you, by securing your vehicle and by using a few precautionary measures:

- (1) Always secure your vehicle;
- (2) Never leave keys unattended in a vehicle;
- (3) Never display accessories such as tape players and C.B. radios;

- (4) Put valuables out of sight;
- (5) If valuables must be temporarily left in vehicle, consider using the trunk;
- (6) Use locking gas caps;
- (7) Park in well lighted, populous locations;
- (8) Record all serial numbers on equipment and mark them permanently with an Operation ID Number;
- (9) Be aware and report any suspicious acting persons to the Department of Public Safety by calling 256-1111.

**REMEMBER** — a car equipped with everything may have nothing if precautionary measures are not taken.

## Ring Out the Wild Bells

100 years ago — 1884:

The term "industrial revolution" is used for the first time (by British historian Arnold Toynbee).

75 years ago — 1909:

John D. Rockefeller starts a large scientific foundation.

50 years ago — 1934:

Franklin D. Roosevelt, architect of the New Deal, is president.

25 years ago — 1959:

Soviet Prime Minister Nikita Krushchev and American President Dwight D. Eisenhower meet at Camp David to discuss easing of East-West tensions.

And here it is: 1984:

Some thoughts for getting started from an inscription in Parco Giardino Sigurta, near Verona, Italy...

Youth is not one of life's specific phases.

Rather, it is a state of the soul that lies in a certain willpower, in being ready to fantasize, and in a strength of feeling.

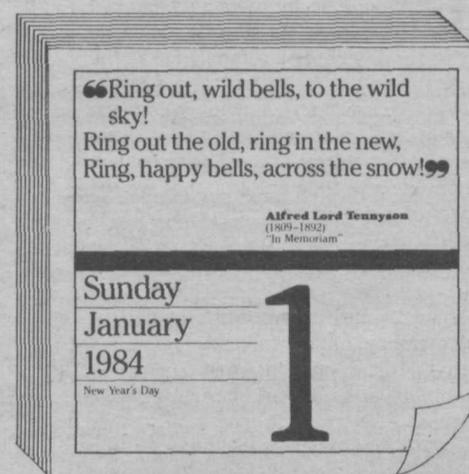
It is courage victorious over timidity, and love of adventure over complacency.

We do not age because we have added a certain number of years to our lives, but only after we have relinquished our ideals.

As the years mark their lines on the body, so a trace will appear on the soul each time we reject enthusiasm.

Digust, doubt, insecurity, fear and distrust are long years which bow the head and kill the spirit.

To be young means to love the wonderful.



to marvel at things which sparkle, and to radiate thoughts.

It means to keep faith in those things which are to come, to have a child-like hunger for the new, and a sense for seeing the happy side of life.

You will be young as long as your heart receives messages of beauty, courage, greatness and strength which the world, your fellow humans, or eternity offer you.

When all fibers of your heart are torn and when the snow of pessimism and the ice of cynicism have covered them only then will you be old.

And then, may God have mercy on your soul.  
Translation by ANNA MORATZ

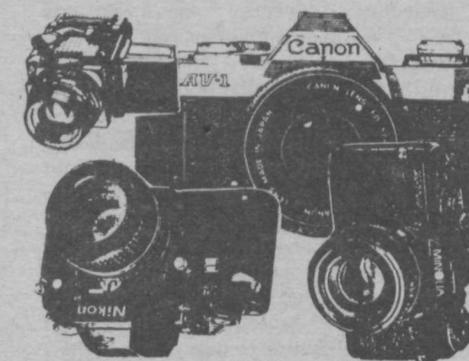
### In Sympathy

We would like to extend our deepest sympathy to our colleague, Harvey Wilkin, and his family on the death of his wife, Connie, on December 28, 1983. Harvey is a Research Support Specialist in the Vet Biomedical Electronics section of the Veterinary College, and a former member of the Employee Assembly.

### Hear Ye! Hear Ye!

Last call for all poets, would-be poets, poets to be! The deadline for Networking's Poetry Contest is Monday, January 16.

All entries must be typed and double-spaced. Five copies of each should be submitted, one only with your name. Poems may be sent to Linda English, NIAC, Research Park. Don't miss this opportunity to have your work judged by professionals.



### Photo Contest Committee Needs You!

The Photo Contest Committee is looking for another person or two to be a member of the committee. There is much work to be done before we can get into full swing. If you're interested, please call Nancy Hutter at 256-4320.

## Around Cornell: International Students Office

### 'I am a part of all that I have met'

By LORRAINE DRAZEK

Love is the same in any language. Love of family, friends, country and self. My family and I have been made increasingly aware of these truths in our association with the students from Cornell that we have hosted through the International Student Host Program in Barnes Hall.

We are ambassadors to others, just as they are to us. Over the years our lives and the lives of our children have been enriched by our association with the members of our extended family, like Tak Him of Hong Kong, for instance. We learned that he entered the United States feeling that we were a nation "that was heaven for babes, a battleground for teenagers and hell for the elderly." Imagine his surprise when he learned that we gathered as a family for all the holidays; that my mother *chose* to live in her own apartment rather than live with us, enjoying her independence; that we did indeed place much emphasis on the quality of the education for our then teenage children; and, that we did a great deal of our own labor. He was amazed that a "professional" man would do carpenter work and knew how to harness the power of electricity.

We learned of the respect and affection he had for all members of his very large family. We learned that stuffed cabbage rolls (Polish in origin) were similar to one of his native foods. We learned that he had taught himself to play the piano and had composed many of the arrangements he so beautifully performed for us, and we learned to appreciate the beauty of oriental literature and art. We learned that he was dedicated, hard-working, friendly and affectionate, and that he was as apprehensive about new experiences as we were. Together we learned to trust, and to have faith in one

another. At his request he took the gifts for residents of the County Home and the County Jail prisoners to the altar at midnight Mass on Christmas Eve, even though he was not a member of this faith.

At the same time we were learning and experiencing new cultural differences from Felix who was from Nigeria. He was the number one son of a number one Christian wife and respected mother. He too was not used to doing physical labor and especially not used to the cold weather and snow.

In his country, for a man to enter a kitchen meant he would lose his manhood. After sharing several meals with us he became curious, and hesitantly watched my husband debone the leftover Thanksgiving turkey *in the kitchen*. Our friendship grew, and when Felix brought his fiance to Ithaca, we acted as parents (by proxy) for both the bride and groom. I had the pleasure of making the floral arrangements for the wedding. The service at Sage Chapel honored both Nigerian and American traditions. We learned that the "high table," was not as we supposed, the head table, but was truly higher. Felix was the son of the chief of the Ibo Tribe and members of his family, tribe and country came from across our country to help celebrate. The toasts given at the reception acknowledged the effect the lives of their ancestors still had on their present lives. Their ancestors were revered and we could almost feel their presence. Felix and Euphraia's son was born here and we acted as honorary grandparents. What fun!

Following graduation from the University they returned to their homeland. They have done their stint of government service and are going forward in their careers. We still share our mutual affection and continue to follow their lives and family, as they follow ours.

Korea and its many beautiful traditions have also come to us in many ways. First of all, our dearest friends are from Korea and the men had shared their profession and friendship. When our friends became American citizens we were asked to be their sponsors. Our families are close and help each other in many ways.

Secondly, we had a lovely Korean female student who had shared her life with us. We presently are host to a young Korean student, his wife and baby. We know how much they miss their families and friends, for they too are a loving, close people.

We've shared laughter, graduations, weddings, births, meals, sorrows and joys...and traditions. But most of all, we've shared our family life, and because of that our lives have been enriched beyond measure.

Each day of our lives we serve as ambassadors to others...through our families and our communities...we can help to promote peace and understanding. Peace comes through understanding and respect. Perhaps we as a family have successfully promoted understanding with some of those who visited our shores. We hope so!!

There are two sayings that I often quote... "I cannot do everything, but I will not deny the something that I can do," and secondly, "I am part of all that I have met." Respond to these and you too could find the joy of being a Host Family. You can enrich your life and that of your student guest. Why not give it a try?

Call the International Student Office today. They are in Barnes Hall and the telephone number is 256-5243.

Lorraine Drazek and her family live in Dryden, N.Y.

## Second Annual CRC Children's Christmas Party

By TRISH ROLLINS —  
CRC Member and Parent

The atmosphere was happy and festive as the children gathered for the Cornell Recreation Club Annual Children's Holiday Party on December 17 at Helen Newman Hall, where everyone was greeted by hostess Esther Roe. Numerous Christmas carols were sung by the children (and adults), while they eagerly waited for the start of the magic show. Bernie Roe, a very talented magician, captured the attention of all of us, receiving squeals of appreciation and awe from the smaller folks who had never seen such a performance.

Following the magic show the children were divided into groups according to age, playing various games (basket toss, musical chairs, blowing the biggest bubble from bubble gum, etc.), and winning prizes for their important achievements.

During the hustle and bustle of the games and all the excitement, there was an assortment of cookies, candies and punch for us all to enjoy. The orange rings and chocolate on their faces were evidence to all of us that the children were definitely enjoying the goodies.

All of a sudden there was a "Ho! Ho! Ho!" and who should appear but Santa Claus with bags of gifts for everyone. The excitement rose as the children gathered around Santa to await their turn for a gift and chat with him. After the gifts were distributed, the children were given an additional treat of having their picture taken with Santa.

As the part drew to a close, the happy partygoers, tired but mellow, made ready to take their gifts and treasures home. It truly was an enjoyable event - something we're already looking forward to next year.

## State Changes Unemployment Insurance, Workers' Comp

Contributed by University Personnel Services

During 1983 significant changes have occurred in New York State Unemployment Insurance legislation and Workers' Compensation law that alter employee benefits under each program. Some of these changes significantly increase employee benefits while one change in unemployment law alters payments previously enjoyed by some employees.

A general description of the most significant changes are outlined below.

### Workers' Compensation

Workers' Compensation benefits include income and medical payments. Effective July 1, 1983 the maximum income benefit under Workers' Compensation law payable for permanent or temporary total disability rose from \$215 per week to \$255 per week. This rate will increase again effective July 1, 1984 to \$275 per week. These increases will affect only those employees who filed compensation claims after the maximum changed.

New York State Compensation law sets these rates. Individual benefits are paid under the guidelines of the New York State Compensation Board. University policy, however, is to provide full wage continuation to regular full-time or regular part-time employees during the first 13 weeks of any work-related disability.

### Unemployment Insurance

On September 5, 1983 the maximum weekly Unemployment Insurance benefit payable to an eligible claimant rose from \$125 per week to \$170 per week. This maximum will again increase on July 1, 1984 to \$180 per week.

Additionally, significant amendments to Unemployment Insurance have been implemented affecting those non-professional employees who are hired to work during the academic school year. Previously, such employees who were laid off between semesters or during the summer months were eligible under New York

State law to receive unemployment insurance benefits during those periods of layoff. Under the changes in legislation effective July 20, 1983, those employees who are laid off between academic terms and receive notice that they are to return to work at the beginning of the next academic semester are not eligible for unemployment benefits during those periods of

unemployment.

As is the case with all claims for Unemployment Insurance, the New York State Department of Labor, Unemployment Insurance Division will make the determination of eligibility for benefits relative to these legislative changes.

A broad-based University committee made

up of representatives from departments most affected by this change in law has been meeting to look at ways to offset the impact of these changes on employees.

Further details on these changes or any other questions related to Workers' Compensation or Unemployment Insurance may be directed to Employee Relations, 6-7206.

## Organizational Services

Continued from Front Page

- The study of the administrative structures within colleges;
- Working on the problems associated with managerial succession within operating units; and,
- Counseling individual employees and supervisors.

For Organizational Services, there is no slack season. Problems occur around the clock. Since University Personnel Services announced the availability of this service in August of 1983, business has been brisk.

Not only the newest formalized function of University Personnel Services, Organizational Services is also the smallest section. In addition to Gerry, department secretary Karen Spiero is the only permanent staff member. However, access to the full range of talent of the department makes it potentially the largest of all University Personnel Services sections. Whenever more help is needed, other staff members are selected to participate in a task force. For instance, if the problems encountered seem to concern compensation, a compensation specialist will join the team.

Anyone interested in requesting assistance from Organizational Services is invited to call Gerry at 256-7400 for either a phone discussion or to set up an appointment.



Karen Spiero, secretary,  
Organizational Services



Gerry Thomas, director of  
Organizational Services.

# Employee Calendar

Events of Particular Interest to Cornell Employees

**Thursday, January 12.** Blood Pressure Screening Clinic, Van Rensselaer Hall, Room 142, 8:30 a.m. - 12:00 noon

**Friday, January 13 through Sunday, January 15.** Cornell Recreation Club—Tennis Tournament in the Cornell Bubble

**Monday, January 16.** Networking deadline (for January 26 issue).

**Wednesday, January 18.** Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall (tentative)

**Thursday, January 19.** Monthly Employee Breakfast/Lunch with Administrators, Jim Spencer, Vice Provost, 7:15 a.m., Memorial Room, Willard Straight Hall;

Blood Pressure Screening Clinic, Olin Hall Lounge, 9:00-11:00 a.m.

**Monday, January 23 through Monday, February 20.** Employee Assembly Trustee Election, petitioning

**Tuesday, January 24.** Student Assembly Meeting, 5:30 p.m., 202 Uris Hall

**Thursday, January 26.** University Assembly Meeting, 4:45 p.m., 212 Ives Hall

**Friday, January 27 through Saturday, January 28.** Cornell Hockey Boosters—Bus trip to Yale and Brown (deadline January 14). For more information call Helen Cooley (539-7717)

**Monday, January 30.** Networking deadline (for Feb. 9 issue.)

**Tuesday, January 31.** Blood Pressure Screening Clinic, Ornithology Laboratory 1:00 - 3:00 p.m.

**Wednesday, February 1.** Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall; Blood Pressure Screening Clinic, Riley-Robb Hall, Room 205, 8:30 a.m. - 12:30 p.m.

**Thursday, February 2.** Monthly Employee Breakfast/Lunch with Administrators, President Rhodes, 1:00 p.m., Robert Purcell Union

**Friday, February 3.** Cornell Hockey Boosters—Bus trip to RPI (deadline January 21). For information call Helen Cooley (539-7717)

**Wednesday, February 8.** Blood Pressure Screening Clinic, Statler Hall Main Lounge, 8:30 a.m. - 12:30 p.m.

**Thursday, February 9.** University Assembly Meeting, 4:45 p.m., 212 Ives Hall

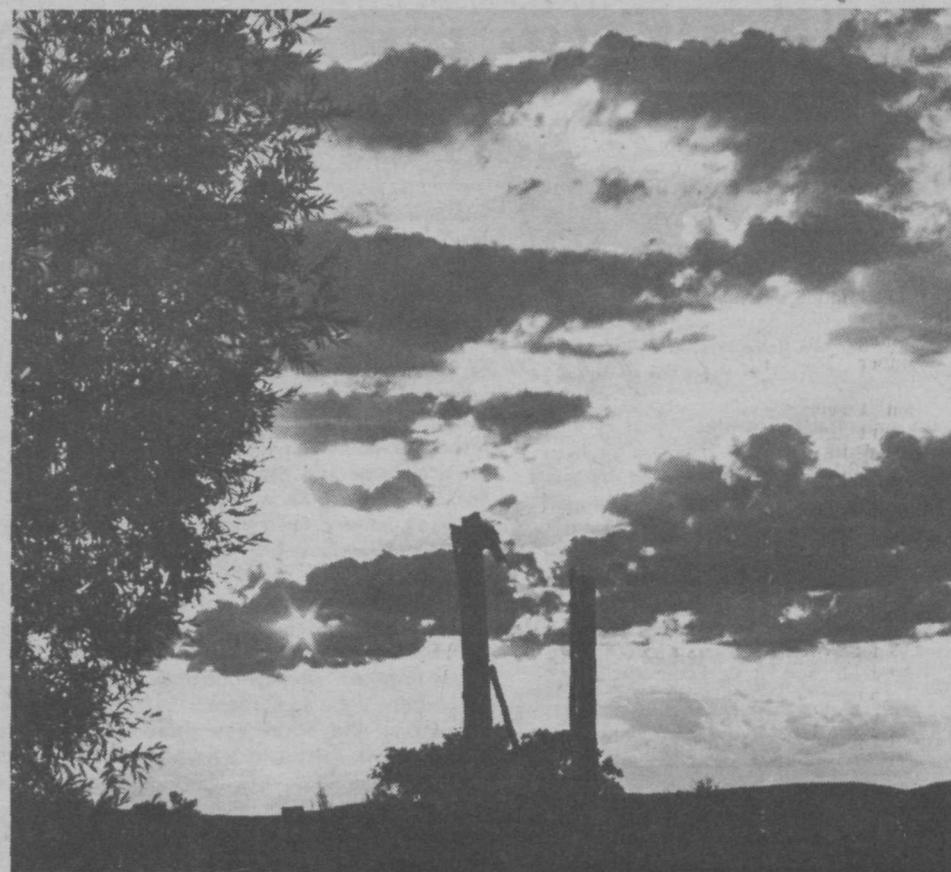
**Monday, February 13.** Networking deadline (for Feb. 23 issue).

**Tuesday, February 14.** Student Assembly Meeting, 5:30 p.m., 202 Uris Hall (tentative)

**Wednesday, February 15.** Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall; Blood Pressure Screening Clinic, Residence Life-West Campus, U-Hall #1, 9:00 - 11:00 a.m.; Residence Life-Balch Hall, 2nd floor lounge, 1:00 - 4:00 p.m.

**Thursday, February 16 through Thursday, March 1.** Student Assembly/Trustee Election, advertising for petitioning.

**Monday, February 20 through Thursday, March 1.** Student Assembly/Trustee Election, petitioning.



—Photo by Christian Boissonnas, Olin Library

## Do Americans Buy More Health Care than Needed?

Contributed by University Personnel Services

One major cause of skyrocketing health care costs is excessive and sometimes unnecessary medical care. Unnecessary medical care occurs primarily because the coverage of most Americans by health insurance has allowed all of us to seek care without any concern for the costs involved.

In order to help solve the problem, we need to be aware of exactly where the problems are. The following statistics demonstrate some recent areas of concern.

- Unnecessary surgery cost close to four billion dollars and resulted in an estimated 10,000 deaths in this country during 1977. (House of Representatives Subcommittee)

- Twenty percent of all recommended surgery is not reaffirmed when a second opinion is received. (Cornell University Medical College)

- Americans consume 24,000 tons of aspirin each year — 480 aspirins for each man, woman, and child in the country. (International Foundation of Employee Benefit Plans)

- Studies have indicated that 80 percent of all diseases that Americans have can no longer be helped by medicine and surgery, while 10 percent of diseases are caused by side effects of medication and accidents of surgery.

Only 10 percent of all diseases can be arrested, reversed, or cured by medicine and surgery. This is known as the 80-10-10 phenomenon. (New England Journal of Medicine)

- It is estimated that as much as 70 percent of all patient-physician contacts are for common colds, upset stomachs, and other conditions that could often be treated without professional care. (Management Review, August 1983)

- The price of every automobile produced by Chrysler Corporation includes \$600 to cover the cost of employee health care coverage for its workers. (Chrysler Corporation)

### Keeping Costs Down

Having insurance coverage that will pay for most medical care tends to encourage people to seek medical attention for any ailment, no matter how minor. We can all help keep health care costs (and consequently, insurance costs) down by:

- Avoiding unnecessary treatment
- Getting a second opinion

- Questioning physicians to determine the necessity of recommended treatment.

- Checking medical bills to make sure that you are charged only for services you actually received.

Everyone wins when medical services are not overused. Appropriate use decreases the possibility of being unnecessarily or incorrectly treated and decreases expenses, resulting in lower costs both for employees and the university. The Cornell Health Care plan is provided to employees to protect you from the costs which an illness or accident may bring. We all, however, need to ensure that we use both health services and insurance wisely and only when necessary.

More information regarding how you can help contain health care costs will be forthcoming in future articles of *Networking*.

## Classified Ads

**FOR SALE:** Home Comfort Wood cook stove, warming oven, water reservoir, excellent condition. \$550/BO. Call Bernie Cook 256-5257; 564-9375.

**WANTED:** Maple syrup evaporator to expand small family business. Call Bernie Cook 564-9375.

**FOR SALE:** Mobile home: 12 x 65 New Moon, 2 bedrooms, 2 full baths, refrigerator and stove, roofed porch. Must see. Call 347-4732 after 5:30 p.m.

**ELECTRONIC REPAIR:** Low overhead, moonlight service on TV's, radios, Hi-Fi's etc. Will pick up and deliver. Michael Ames 753-8915 evenings.

## Advisory Board

Mary Jamison	Nancy Hutter
Donna Updike	John Bender
George Peter	Mary Ellen Jones
Ron Parks	Anna Moratz
Linda English	Dominic Versage
Margaret Seacord	Jane Kellogg
Stacey Coil	

UNIVERSITY PERSONNEL LIAISON  
Jean Novacco



—Photo by Deborah D. Bridwell, Biological Sciences, Stimson Hall

## Tech Typing Skills Are Often Sought

Contributed by University Personnel Services

Have you ever been interested in a secretarial position only to discover that one of the requirements was technical typing?

At Cornell, positions involving technical typing normally range in grade from GR18 to GR20. Certain administrative aide positions also require a familiarity with technical typing techniques.

Technical typing is a desirable asset. Most departments recruiting for this type of position look for candidates with technical typing skills or an interest in obtaining these skills, which include: familiarity with scientific symbols, fast and accurate typing, ability to follow directions, editing skills, and good grammar.

If you possess these and other good secretarial skills, consider the technical typing opportunities listed periodically in the *Job Opportunities* list published weekly in the *Cornell Chronicle*.

## Networking Deadlines

Jan. 16 (for Jan 26 issue)  
Jan. 30 (for Feb. 9 issue)  
Feb. 13 (for Feb. 23 issue)  
Feb. 27 (for March 8 issue)  
March 12 (for March 22 issue)  
March 26 (for April 5 issue)  
April 9 (for April 19 issue)  
April 23 (for May 3 issue)  
May 7 (for May 17 issue)  
May 21 (for May 31 issue)  
June 4 (for June 14 issue)  
June 18 (for June 28 issue)

Articles may be submitted to Mary Jamison, Rm. 110 Olin Library; Donna Updike, Rm. 3M11, Martha Van Rensselaer Hall, Linda English, NAIC, Research Park, 61 Brown Road. Articles must be typewritten and double spaced when submitted or be subject to refusal. Thank you!!!