

# CORNELL Chronicle

Volume 23 Number 39 August 6, 1992

## Kroch Library

3

The new Carl A. Kroch Library is a tribute to architectural ingenuity and to booklovers. Approximately 80 people are working to move 1.3 million rare books and special collections from Olin Library for the expected Aug. 24 opening of the new facility.

## Artificial dog

4

Does the world need more fleas? Pharmaceutical and chemical companies have a continuing need for these pesky creatures, and Cornell's artificial dog is the ideal source. Real dogs are grateful.

## Summer silhouette



Peter Morenus/University Photography

A pedestrian and two bicycles center a summertime silhouette on north campus.

## Study shows why a few at the top earn big money

By Albert E. Kaff

Why do a few people earn much more money than others in the same line of work? Why do some products monopolize the market?

Economic researchers at Cornell and Duke are investigating what they call the winner-take-all effect. By this they mean "markets in which a handful of the top participants reap a disproportionate share of the total rewards."

Robert H. Frank, the Goldwin Smith Professor of Economics, Ethics and Public Policy at Cornell, and Philip J. Cook, a professor of economics and public policy at Duke, examine the winner-take-all phenomenon in a recent working paper entitled "Winner-Take-All Markets."

During the coming year, with Frank spending a sabbatical at Stanford University, the two economists will expand their research into a book.

Cook and Frank note that winner-take-all markets "have long been known to exist in the entertainment and sports industries" but "we suggest that the phenomenon is not limited to these arenas and that it has grown substantially in recent years."

The researchers list several sources for the winner-take-all effect:

- Decision leverage: "For the person in a top position of a decision-making hierarchy (CEO, ship captain, Supreme Court justice, etc.), a small difference in quality can translate into a large difference in the value of final output." They explain that if the CEO of a Fortune 100 firm must decide which of two products to produce, selecting the correct alternative could mean millions of dollars of added profit.

- Cloning: Reproducing the best performer's product at low marginal cost. To explain, they describe changes in viewing championship tennis. Before television, tennis fans watched matches in person, but top-ranked players could not play all the matches that the market demanded. "Accordingly, the market for lesser-ranked players was strong, and the disparities in earnings between them and the top-ranked players were relatively small." But national television changed all this. It costs nothing for an additional household to tune in. This property allows the top players to capture virtually an entire viewing audience.

- Network economies: Frank and Cook note that a product becomes more valuable as greater numbers of consumers use it. For example, in videocassette recorders, the VHS technology gained an early lead over Beta because VHS permitted longer recording times. Beta corrected this deficiency but "the initial sales advantage of VHS has proved insuperable" because the variety and availability of VHS tapes and access to repair facilities exceeded Beta in early markets.

- Natural cognitive limits: "In many product markets, we are either unable to, or simply choose not to, keep track of a host of similar competing products. To simplify our lives, we store in mind the relevant details of at most a few products in each category. . . . To win that battle, a product must become one of the few that works its way onto the consumer's mental shelf space."

- Positional concerns: "Perhaps the simplest of all sources of winner-take-all effects is the value that consumers assign to rank per se. If the quality of all cars were suddenly to fall by half, the owner of a Rolls Royce would still derive the same satisfaction as before from owning a car of the highest quality."

The Cornell-Duke research team provides other examples. In

*Continued on page 8*

## State gives Theory Center \$12.3 million

By Linda Grace-Kobas

The State Legislature approved \$12.3 million in funding for the Cornell Theory Center in a special summer session last week. The bill, which authorizes the Urban Development Corp. to utilize its bond proceeds on behalf of a number of high technology projects throughout the state, passed the State Senate unanimously and the Assembly by a vote of 125-3.

The authorization for the supercomputing program here was part of a \$74 million package of high-tech projects, including \$6.5 million for the Center for Science and Technology at Syracuse University.

"This is wonderful news in every way," said Malvin H. Kalos, director of the Theory Center. "It is a basis for building a center second to none using the emerging generations of scalable parallel computers. It sends the necessary message about state support to the National Science Foundation (NSF). The funding will be leveraged so that we will be a partner in important scientific, engineering and industrial enterprises."

The Theory Center appropriation had the strong support of Gov. Mario Cuomo, said Henrik N. Dullea, vice president for university relations.

"The governor included the project in his Executive Budget from the beginning and was personally involved in shaping the eventual compromise that led to passage of the bill," he added.

Dullea also credited Lt. Gov. Stan Lundine, our local representatives, Sen. James Seward and Assemblyman Marty Luster, and Assemblyman James Tallon, majority leader of the Assembly who represents Binghamton, with providing the strong

support needed to push passage of the bill.

Cornell President Frank H.T. Rhodes and IBM President Jack D. Kuehler made numerous personal contacts on behalf of the bill to the governor and other legislative leaders.

The budget legislation authorizes capital equipment for the Cornell Theory Center and the Northeast Parallel Architectures Center at Syracuse.

"The Cornell and Syracuse centers are in the process of incubating a new industry in the field of software for parallel supercomputing," Kalos explained in an op-ed that appeared in the *Syracuse Post-Standard* on July 27. "This technology, in turn, will energize many other industries of all kinds, embodied in companies large and small. The potential spinoffs are great. Supercomputing has many applications from aircraft to pharmaceutical design. With the development of hardware and software in New York, the state will have a competitive advantage in attracting other such industry. Cornell and Syracuse — New York's 'supercomputer corridor' — are actively transferring this technology today to statewide academic and industrial partners."

The Theory Center has already attracted \$71.9 million from federal agencies, primarily the NSF, National Institutes of Health, NASA and the Defense Advanced Research Projects Agency (DARPA), and corporate support has totaled \$85.4 million.

Other Central New York projects included in the new bill are: \$9.5 million for the Center for Integrated Manufacturing at the Rochester Institute of Technology; \$1.5 million for the Incubator Support Laboratory at SUNY-Binghamton; and \$4.5 million for the Center for Polymer Synthesis at Rensselaer Polytechnic Institute.

## High school grads are not to blame for joblessness, study says

By Susan Lang

Don't blame the non-college-bound high school graduate for not getting a decent job in the next few years. Even previous job experience won't help land an entry job for the young high school graduate, according to a Cornell study.

"This phenomenon — in which the majority of high school graduates don't get jobs with a decent future for several years — is not their fault," says Stephen F. Hamilton, professor of human development and family studies in the College of Human Ecology.

"It's a function of the American labor market, which provides such youths with few promising opportunities. Most employers view youths as a poor investment until they

are in their mid-20s," said Hamilton.

To examine the transition between high school and career and the impact of job experience on future jobs, Hamilton and Jane Levine Powers, research associate in the Family Life Development Center at Cornell, surveyed 76 working-class women, ages 17 to 19, before high school graduation and six months after graduation.

Two-thirds of them were enrolled in vocational high school programs and the rest were in regular high school programs.

Whereas previous studies have looked at male working-class youths, few have examined this transition among working-class females.

The researchers found that despite extensive work experience and modest, realistic job goals as cosmetologists, secretaries or medical assis-

stants, one-third of the young women were unemployed six months after graduating, and none had a job that offered security, training and potential upward mobility. In fact, the young women who had jobs six months later had no better jobs than they had in high school.

These findings contradict advice given to youths: "To get a good job, get a good education," but is consistent with the pessimistic view that American employers promote a prolonged "floundering" period for young non-college-bound high school graduates, the researchers assert.

"This floundering period is a new phase of life affecting more and more non-college youths, yet it has largely been unrecognized in this country," said Hamilton, who studies youth education and youth work experiences. "It's

healthier for youths and families to understand that their personal experience in failing to find a good job is largely beyond their control, and they should not blame themselves. As a society, we need to do something about this floundering period because it is a waste of human resources and undermines these high school students' academic motivation."

Hamilton advocates more high school programs that place youths in apprenticeships, as in Germany, Austria, Switzerland, Denmark and Sweden. He wrote about these programs in his recent book, *Apprenticeship for Adulthood: Preparing Youth for the Future* (Free Press, 1990).

Also, he has launched a pilot apprenticeship program that placed 22 high school juniors with four employers in upstate New York last fall.

## Local contribution



Chris Hildreth/University Photography

Henrik N. Dullea (left), vice president for university relations, presents Ithaca City School District Superintendent James Lorthridge with a check for \$150,000. Cornell's contribution helps pay for the cost of educating elementary and secondary school students who live in university-owned, tax-exempt family housing. The number of students varies each year, but last year 66 youngsters attended Belle Sherman Elementary School, while another 23 attended junior or senior high school. Since 1975, when Cornell made its first voluntary gift, contributions have totaled more than \$2.1 million. In addition, Cornell's taxable properties last year generated \$271,000 in property taxes for the Ithaca City School District.

## APPOINTMENTS &amp; PROMOTIONS

The following administrative appointments have been approved by President Frank H.T. Rhodes:

Herbert S. Aldwinckle, reappointed chair of the Department of Plant Pathology at the Geneva Experiment Station; Walter I. Cohen, reappointed acting chair of the Department of Comparative Literature through Dec. 31; Elmer E. Ewing, reappointed chair of the Department of Fruit and Vegetable Science; Albert R. George, reappointed director of the Cornell Manufacturing Engineering and Productivity Program; James W. Gillett, reappointed director of the Institute for Comparative and Environmental Toxicology through Sept. 30; John E. Hopcroft, appointed associate dean for college affairs, College of Engineering; and Joseph Martin, appointed director of the Writing Workshop in the John S. Knight Writing Program.

Also, Sally McConnell-Ginet, appointed director of the Women's Studies Program; Jonathan B. Monroe, appointed director of the John S. Knight Writing Program; Franklin K. Moore, appointed director of the Sibley School of Mechanical and Aerospace Engineering; Victor G. Nee, appointed director of the Program in Comparative Societal Analysis in The Mario Einaudi Center for International Studies;

Constance H. Shapiro, appointed chair of the Department of Human Service Studies; Karl J. Siebert, reappointed chair of the Department of Food Science and Technology at the Geneva Experiment Station; and Steven E. Stucky, appointed chair of the Department of Music; Yervant Terzian, appointed acting director of the Center for Radiophysics and Space Research for a one-year term; and Erik Thorbeck, reappointed director of the Program in Comparative Economic Development in The Mario Einaudi Center for International Studies for a three-year term.

The following faculty have been promoted to full professor:

C. Thomas Avedisian, mechanical and aerospace engineering; David M. Barbano, food science; Florence Berger, hotel administration; Joan J. Brumberg, human development and family studies; W. Ronald Butler, animal science; Walter I. Cohen, comparative literature; Paul R. Eberts, rural sociology; John F. Forester, city and regional planning; Richard A. Galik, physics; Kenneth C. Hover, civil and environmental engineering; Isabel V. Hull, history; Ronald M. Harris-Warrick, neurobiology and behavior; Phyllis Janowitz, English; Lee C. Lee, human development and family studies; Charles E. McCulloch, plant

## BRIEFS

• **Extramural study:** Employees and area residents may register to take a Cornell course during the fall semester through the Office of Extramural Study. Registration will be held Aug. 27 and 28 from 8:30 a.m. to 4 p.m. in the Biotechnology Building conference room. With department approval, regular full-time and part-time non-academic employees may enroll in courses and have tuition waived for up to four credits. Application forms are available in the Office of Extramural Study, B12 Ives Hall, and

in the Training and Development Office, 107 Day Hall. Forms must be complete before registration. For information, call 255-4987.

• **Composting:** Learn how to compost using redworms at a workshop on Aug. 9 from 3 to 4:30 p.m. at the Cayuga Nature Center, sponsored by Cooperative Extension of Tompkins County and the Tompkins County Solid Waste Management Division. To preregister or for more information, call 272-2292.

## NOTABLES

The U.S. Olympic team wore pins in honor of Bob Kane during the opening ceremonies in Barcelona. Kane, dean emeritus of physical education and athletics and the president of the United States Olympic Committee from 1977 to 1981, died May 31. The pin had Kane's initials and the U.S.O.C. seal. He created the idea of the U.S. Olympic Festival.

Two Public Safety officers who were members of the Class of 1992 at the Southern Tier Law Enforcement Academy recently received honors. Kathy R. Zoner was named the Outstanding Recruit and attained first place in overall achievement and second place in revolver firearms. Judy E. Kite was ranked first in physical training and fourth in overall achievement.

Donald Wallace, who retired June 30 as professor of fruit and vegetable science, is one of 12 U.S. scientists named fellows of the

American Society for Horticultural Science on Aug. 2. Fellows are named for their outstanding contributions to horticulture, according to the society. Wallace, who joined the Cornell faculty in 1955, is an expert in vegetable breeding and vegetable crop physiology. His common bean breeding program is focused on the development of resistance to plant diseases. He also has sought to apply the physiology of higher yield toward more efficient breeding for that trait.

Nell Mondy, professor of nutritional sciences, food science and toxicology, has been selected as one of four graduates from Pocahontas High School in Pocahontas, Ark., to be honored for outstanding achievement in the centennial celebration of the school. Mondy was honored for her accomplishment as "one of the foremost food researchers and lecturers in the world."

## Olympic update: two Cornellians win medals

Two Cornellians have already won Summer Olympic medals: Pablo Morales with two gold medals in swimming and Stephanie Maxwell-Pierson with a bronze medal in rowing.

And 37-year-old Chris Campbell, a 1987 Law School graduate, could be competing for the gold in freestyle wrestling on Friday, Aug. 7, if he gets through the preliminary matches which began yesterday.

Morales will be returning to campus this month from Barcelona, Spain, site of the 1992 games, for his final year at the Law School. He won the 100 meter butterfly and swam the butterfly leg on the victorious 400 meter medley-relay team.

Maxwell-Pierson, a 1986 graduate of the Hotel School, took a bronze medal in rowing with her teammate Anna Seaton in the coxless pair 2,000 meter event.

Maxwell-Pierson, who began her rowing career as a freshman at Cornell, is reported to have said after losing the gold by only 1.90 seconds, "Part of me was ready to cry just of the emotion and the joy of it. And another part of me was like, 'Damn.'"

## CORNELL Chronicle

Henrik N. Dullea  
Vice President for University Relations  
Linda Grace-Kobas  
Director, Cornell News Service

Mark Eyerly, Editor  
Karen Walters, Editorial Assistant  
Joanne Hanavan, Calendar

Published 40 times a year, Cornell Chronicle is distributed free of charge to Cornell University faculty, students and staff by the University News Service. Mail subscriptions, \$20 for six months; \$38 per year. Make checks payable to Cornell Chronicle and send to Village Green, 840 Hanshaw Road, Ithaca, N.Y. 14850. Telephone (607) 255-4206. Second-Class Postage Rates paid at Ithaca, N.Y.

POSTMASTER: Send address changes to the Cornell Chronicle (ISSN 0747-4628), Cornell University, 840 Hanshaw Road, Ithaca, N.Y. 14850.

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

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

## GRADUATE BULLETIN

**Travel:** Conference travel grant applications are due by Sept. 1 for October conferences. Grants are awarded to registered graduate students invited to present papers.

**Degree:** Aug. 21 is the deadline for completing all requirements for an August degree.

**Abroad:** Applications for Fulbright grants for study abroad are available for the 1993-94 academic year; contact R. Brashear, director of Graduate Admissions, 255-3912. Applicants must be U.S. citizens; forms are due mid-September.

**Registration:** New students only on Monday, Aug. 24; new and continuing students Tuesday and Wednesday, Aug. 25 and 26. Registration is in the lounge, Sage Hall, 8:30 a.m. to 4 p.m. Bring student ID card.

**Enrollment:** Course enrollment continues through Friday, Sept. 18.

**English test:** The English Placement Test will be in Hollis Cornell Auditorium, Goldwin Smith Hall, Monday, Aug. 24, at 9:45 a.m. Entering international students who satisfied the language requirement with a TOEFL score below 600 must take this examination.

## CHRONICLE ON CUINFO

The Cornell Chronicle and news releases produced by the News Service are now available on CUINFO. To read this material, select "News" on the main listing of headings. Then, choose "Chronicle" or "CUnews."

For more information about connecting to CUINFO, call Silvia Hoisie at 255-0387. To suggest news stories or make comments about the Chronicle or news releases, call the News Service at 255-4206, or type "Suggest" at the main CUINFO menu.

## CHRONICLE SCHEDULE

This is the final summer issue of the Cornell Chronicle. The Chronicle will begin publishing for the fall semester on Aug. 27. Submissions for the Calendar for that issue are due Aug. 17 and should be sent through campus mail to Joanne Hanavan, Village Green.

Enjoy the rest of your summer!

## Stocking the stacks



Peter Morenus/University Photography

Kim Dates, student coordinator of the Book Moving Project, is busy stocking the stacks in preparation for the opening of Cornell's newest library — the Carl A. Kroch Library for rare books and special collections. Some 80 movers, who have been at work since July 20, will take nearly a month to move 1.3 million books, manuscripts and other materials from Olin Library to the adjacent Kroch Library. Lined up one by one, the books would stretch some 17 miles. The Kroch Library, named for Carl A. Kroch, a 1935 graduate and a book collector and former chairman of Kroch's and Brentano's bookstores, will house Cornell's rare books and other special collections. Among these are the Wason-Echols Asian Collection, History of Science Collections, Icelandic Collection and the Department of Manuscripts and University Archives. The library is expected to open Aug. 24, and a formal dedication will be held in early October.

## Brann wins national award with first book

By Albert E. Kaff

A book by Ross Brann that examines cultural conflicts faced by Jewish poets writing in medieval Muslim Spain has won the 1992 National Jewish Book Award in Sephardic studies. Brann is chair of Near Eastern Studies.

Titled *The Compunctious Poet: Cultural Ambiguity and Hebrew Poetry in Muslim Spain*, the work is described by its publisher, Johns Hopkins University Press, as "the first book in English to examine one of medieval Hebrew poetry's major themes — the unease of poets writing secular verse at odds with what they held sacred."

*The Compunctious Poet* is Brann's first published book.

The award that Brann won in competition against two other finalists was added this year to the topical categories of the Jewish Book Award to celebrate the Sephardic culture of Jews who lived in Spain and Portugal before the Inquisition and then were exiled to many Mediterranean lands.

Now in their 43rd year, the awards are given by the Jewish Book Council, sponsored by the Jewish Community Centers Association of North America.

Brann noted that by coincidence his book was published in 1991 just before this year's 500th anniversary of Spain's expulsion of the Jews, the fall of Muslim Granada and the end of the era in which Jews, Muslims and Christians lived together on the Iberian Peninsula.

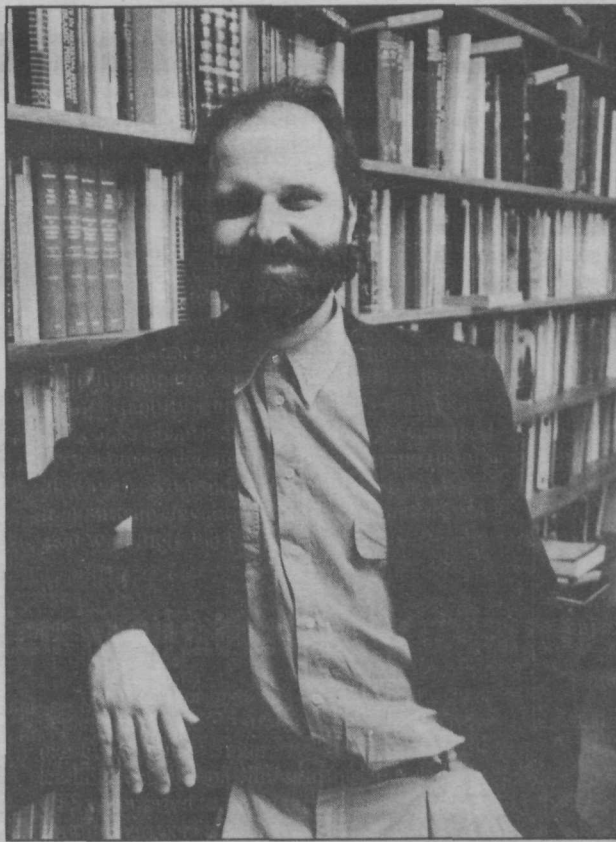
Brann describes how literary intellectuals and rabbis in Muslim Spain lived in two worlds at the same time and wrote secular poetry that seemingly was forbidden by traditional Jewish culture.

Enamored of Arabo-Islamic culture, these Jewish poets eventually would embrace Arabic style to compose lyrical love poetry and wine songs in Hebrew, Brann writes, calling that development "a startling fusion of the sacred and the profane."

The book explains what happens to a literary form in the context of political and literary hegemony and new directions in which Hebrew poets took Jewish culture and literature.

An associate professor of Near Eastern studies, Brann, 42, specializes in Judeo-Arabic literature, medieval Hebrew literature, medieval Arabic poetics and Islamic Spain.

He received his Ph.D. in Near Eastern languages and litera-



Peter Morenus/University Photography

Ross Brann, chairman of Near Eastern Studies

tures at New York University in 1981 after earning earlier degrees at the University of California in Berkeley and NYU. He joined the Cornell faculty in 1986.

Brann is currently working on a new book on Hispano-Arabic and Hispano-Hebrew literature and power relations in Muslim Spain.

## Resort industry scholarship established in Hotel School

By Albert E. Kaff

The profitable sale of a resort property has led to establishment of a new scholarship for students here who are interested in a career in the resort industry.

Fred Sarkis, who develops resort and recreational real estate, has given the School of Hotel Administration \$25,000 to set up the scholarship fund, and the American Resort Development Association plans to continue contributions to the fund.

Based in Washington, D.C., the association represents more than 1,200 members in the recreational real estate, resort and vacation ownership industry.

After selling a resort property that he developed in Canandaigua, N.Y., Sarkis decided to give back part of his profit to the industry to set up scholarships for future professionals.

"Cornell University is a fitting place to begin training our

future employees with the establishment of the scholarship fund," he said. "The School of Hotel Administration is one of the finest in the country, and it is an honor to be associated with the school."

He spoke from experience, as two Sarkis children graduated from the Hotel School: Regina Sarkis-Cushing in 1979 and Wade A. Sarkis in 1984.

"We are continually challenged finding employees with the right educational backgrounds to take our industry into the next century," Edwin H. McMullen Sr., a resort developer, said.

"By establishing this scholarship fund we hope to attract the best and the brightest to join our industry."

Bruce N. Smith of the Hotel School's development office said that one scholarship providing about \$1,200 will be awarded annually from the fund to an undergraduate student who is interested in the resort industry.

# CORNELL *Life*

## Bibliophiles

All that can be seen of the new underground library on the Arts Quadrangle are four skylights in the grass beside Stimson Hall.

But below ground are a rotunda with walls the color of raspberry sherbet and ceilings a pale mint-green, two-story circular windows overlooking a three-story atrium splashed with sky light, solid oak trimming, a state-of-the-art fire protection system — and some \$500 million worth of books.

This airy postmodern vault, the Carl A. Kroch Library for Special Collections in the Humanities and Social Sciences, is the 19th library in the Cornell system.

It was built to house the library's special collections — its Wason and Echols collections of Asian materials, Icelandic Collection, History of Science Collections, Archives and Manuscripts and Rare Books — a total of 1.3 million volumes, plus manuscripts, on subjects ranging from human sexuality to medieval witchcraft, from the French Revolution to the 19th-century anti-slavery movement to the Vietnam War.

The building is a tribute to architectural ingenuity, but more than that it is a tribute to book lovers — from Andrew Dickson White, the university's first president, and Willard Fiske, the first librarian, to Carl Kroch, Class of '35, who contributed \$10 million toward the \$25 million special collections library.

Fiske, for instance, gave Cornell its incomparable collection of Icelandic sagas, histories and other materials that have grown over the years into one of three great Icelandic collections in the world.

A scholar, journalist and diplomat, Fiske was assigned to Copenhagen with the U.S. Legation in 1850 and began collecting Icelandic literature 15 years before the founding of Cornell. A professor of North European languages, he also assembled collections of Dante and Petrarch now part of the Rare Books collection.

Kroch is a bibliophile of another time and place. He, too, is said to have an exceptional collection of rare books, but the books he is best known for are the ones he sold as chairman of the Chicago-based bookstore Kroch's and Brentano's.

Carl Kroch inherited the bookselling business from his father, Adolf, who started a German-language bookstore in Chicago five years after emigrating from Lemberg, Austria, in 1902. When World War I stanchied the flow of German books, A. Kroch & Co. became an English-language chain.

Kroch's maintained close ties with publishers and authors and frequently invited authors to make autograph appearances.

The store became something of a literary mecca: Apparently the guest register from the opening of the first Michigan Avenue store in 1927 includes the signatures of Ernest Hemingway, Will Durant, Ben Hecht, Carl Sandburg and Thornton Wilder.

It is fitting then that the library bearing the Kroch name houses Cornell's rare books, including manuscripts and correspondence of E.B. White, a Cornell graduate, and poet Laura (Riding) Jackson as well as letters, periodicals and papers of Ford Madox Ford, James Joyce, Wyndham Lewis and George Bernard Shaw.

In 1933, the elder Kroch and a partner bought the bankrupt New York-based bookstore chain Brentano's at auction for a pittance. Two years later, when Carl Kroch graduated from Cornell, he went to work selling books.

Here on the Hill, Kroch is supposed to have strode into Beta Theta Pi fraternity on his first day in such a manner that he was nicknamed The Baron, and the name stuck for life. He was a rakish figure, with a Packard Roadster and full-length raccoon coat. Today, he owns a 1/15 share of the Cincinnati Reds baseball team, a collection of colored golf balls from around the world, and one of the world's largest private collections of netsuke, tiny Japanese figurines made from wood, gold, bone, ivory and porcelain.

Adolf Kroch retired in 1952, and Carl became president and chief executive and built the chain into the fifth largest bookseller in the country. He competed against national chains like B. Dalton, Walden and Crown Books by offering a 100,000-title selection, three-quarters of the new titles published each year, clerks knowledgeable about books, and unsurpassed art, science, technical and business book departments.

"The Full Service Bookstores" became Kroch's slogan in 1974.

"If we would sell books at the prices that Crown does, the only person that would be getting a cent would be our landlord. Why should I do that? I'd rather not have the business," Kroch told the Chicago Tribune Magazine several years ago.

The Carl A. Kroch Library is expected to open on Aug. 24.

— Carole Stone

# Real dogs gladly step aside for artificial flea producer

By Roger Segelken

To a world overrun by fleas, Cornell parasitologists are adding millions more.

Their fleas-for-science are the product of a patented device called an Artificial Dog. The device spares laboratory cats and dogs the scratchy task of raising the pests in their fur, while providing fleas for use as allergy-testing agents and in studies of insecticides and growth-control hormones.

Each Artificial Dog produces 12,000 fleas a day — about 25 severely infested animals' worth — in the space where one sleeping dog would lie, said Dr. Jay R. Georgi. At 10 cents per living flea or \$40 a gram for the frozen variety, the insects literally are more precious than gold. Georgi spoke on the topic, "A Gentleperson's Guide to Practical Fleakeeping," Aug. 3 at the Boston meeting of the American Association of Veterinary Parasitologists.

A reliable source of fleas is important to pharmaceutical laboratories and chemical companies, according to Georgi, a professor emeritus of parasitology in the College of Veterinary Medicine. The dead insects are processed into allergy-testing agents for pets and humans, whose reaction to flea bites is thought to be caused by antigen in flea saliva. Live fleas are used to test the effectiveness of new insecticides and growth-control hormones, and to study the physiology of the adaptable creature that causes so much misery.

Before the Artificial Dog was invented here by Georgi and another parasitologist, Dr. Susan E. Wade, in 1988, laboratory animals were the main source of fleas for experimental purposes. Georgi subsequently adopted one of the college's unemployed flea farms, a tiger-striped cat named Chicken, and retired from active teaching. Georgi also contracted with the Cornell Research Foundation, which holds patents for inventions developed by university employees during working hours, for exclusive rights to manufacture the Artificial Dog. Together with his wife, Dr. Marion E. Georgi, he established FleaData Inc. in Freeville.

She is a veterinarian and parasitologist at the Cornell Diagnostic Laboratory, as well as vice president of the company that sells Artificial Dogs for \$6,000 each. They also ship live fleas anywhere in the United States — in *carefully* sealed packages, with a slice of apple or potato for moisture — via overnight delivery service.

An Artificial Dog is a transparent acrylic box, about 16 inches on a side, with an electric heater to keep the fleas (and the cow blood that they



Dr. Jay R. Georgi unloads fleas raised in his "artificial dog" at his home laboratory.

Peter Morenus/University Photography

## Aggressive cats make trouble for owners

By Roger Segelken

More often than not, overly aggressive cats are just doing what comes naturally, says a Cornell animal-behavior expert. Understanding why some cats attack their owners or other cats is the first step in treating behavior problems, according to Dr. Katherine A. Houpt, director of the Cornell Animal Behavior Clinic and professor of physiology in the College of Veterinary Medicine. She thinks many feline troubles can be averted by remembering that cats are, by nature, solitary animals.

At the Boston meeting of the American Veterinary Medical Association, Houpt spoke on Aug. 2 about some of her clinic's more puzzling cases and suggested solutions for veterinarians and pet owners. One prescribed treatment — odor transfer — is what got actress Michelle Pfeiffer in trouble with her real-life cat while playing Catwoman in the movie *Batman Returns*.

The finger-biting alley cats that revived Pfeiffer's character, Selina Kyle, when she was thrown out an office window by the bullying Max Shreck, did more than inspire the mousy secretary to become the superassertive Catwoman, Houpt said. The felines left a scent on Pfeiffer that two showers failed to erase, and she reportedly was threatened by her hissing cat when she arrived home.

"For cat-to-cat or cat-to-human recognition, odor is even more important than vision," said Houpt. "Cats are very odor-conscious; your cat may not recognize you if you don't smell as you usually do, and one cat may attack its housemate if it smells different — when it comes home from the vet, for instance."

Thus, one prescribed treatment for cats that don't get along is odor transfer, using a towel to exchange the scent from glands on each cat's cheeks and tail to the other, and vice-versa. That's how cats would label their human and feline friends — by rubbing against them — if they would stop fighting long enough to do so.

To preclude in-house cat fights, pet owners should remember a basic fact of feline life, said Houpt, who often is asked which is better — an odd or even number of cats. "The best number is one," she said. "Unlike dogs, cats are solitary animals, and they prefer to hunt in an area where no other cat encroaches. If you try to cram three cats into an efficiency apartment, you're bound to have territorial disputes."

The Cornell Animal Behavior Clinic deals with difficult dogs and horses, as well as cats, and even the occasional pig, rabbit and ferret. Behavior specialists work with pets and their owners at the Ithaca clinic, and they also consult by phone and make housecalls. Pet owners sometimes are asked to record their misbehaving animal on home video. Houpt is the author of the book, *Domestic Animal Behavior* (Iowa State University Press, 1991).

The majority of feline cases at the Cornell clinic involve cat aggression toward people, with cats-versus-cats a close second, Houpt reported. A variety of irritants can trigger attacks by an overly aggressive cat, the behavior expert said, listing sudden noises or people arguing, the sound of the can opener at feeding time, too much petting, crying babies and even talking dolls.

The clinic tries to reform cats that are aggressive all the time. "These are usually dominant cats that want to get the other cat out of their territory altogether," Houpt said, adding, "We also get a fair number of cats that are aggressive for reasons we don't understand."

Somewhat easier to diagnose are aggression problems caused by internal medical condi-

tions, such as hyperthyroidism, parasites, brain tumors or toxoplasmosis, an infection caused by a parasite that can produce cysts in the brain. Discovering the cause of feline brain-related problems sometimes requires — what else? — CAT scans.

The preferred treatment for behavior problems that are not caused by illness or injury is behavior modification, Houpt said. She advises pet owners to catch and punish the cat in the act, adding, "If you have to chase an animal that is fighting, you are punishing it for running away, not for fighting." Sometimes the indignity of being immobilized by a human hand makes a lasting impression on a combative cat; Houpt recommends holding the cat on its side with a heavy glove or oven mitt and counting to 100.

## Unexpected dog attacks studied

By Roger Segelken

Tests to predict a dog owner's worst nightmare — a sudden and unpredictable attack by a seemingly friendly family pet — may be possible, according to a Cornell veterinary behaviorist.

Some dogs afflicted with dominance-related aggression (sometimes incorrectly called rage syndrome) seem to have common characteristics that, if recognized in time, could suggest appropriate treatment before potentially deadly attacks occur, said Dr. Ilana R. Reisner of the Cornell Animal Behavior Clinic. She told an Aug. 3 session of the American Veterinary Medical Association in Boston about a Cornell study of dogs that bite, growl or snap at their owners.

Analysis of the aggression study — and of a nationwide survey now under way at Cornell to assess behavior of the canine breed most commonly seen for "rage," the Springer spaniel — could produce a standardized aggression scoring system, Reisner said. Such a test would allow behaviorists to predict which extremely aggressive animals are likely to respond to behavioral therapy or drug therapy, and which have no hope of a cure.

The study followed up on 110 dominant-aggressive dogs that were treated during the past three years at the Animal Behavior Clinic, a unit of the College of Veterinary Medicine.

Of the dog owners who could be reached (17 could not), 68 said that their animal's aggression problem was "better" or the same after treatment.

But 25 dogs had been euthanized, and the veterinary behaviorist found several common factors in the dead animals' case histories:

- A statistically significant number weighed more than 40 pounds and were purchased, purebred dogs (compared to free purebreds or mutts).

- Bite attacks occurring before the animals visited the behavior clinic tended to break the skin (compared to "snaps" or bites that did not), and a significant number were severe, multiple-bite attacks. Owners described many attacks as impulsive and unpredictable.

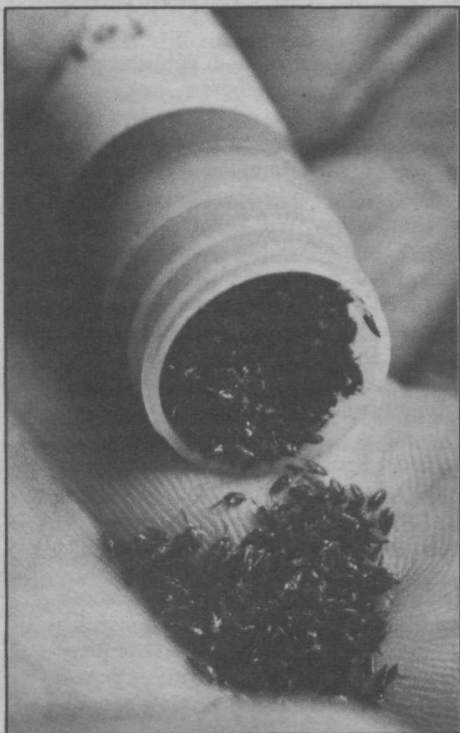
- These dogs tended to react aggressively to "dominance challenges" from humans. A dominance challenge, Reisner said, is a perceived threat to the dog's "status," such as restraining it on a leash, attempting to cut its nails or looking directly into its eyes. Dominance challenges do *not* involve so-called "critical resources," such as food or sleeping places, which a dog might be expected to defend.

Dominance-related aggression is the most common and complex aggression problem with dogs, the veterinary behaviorist said.

"The dominant-aggressive dog is 'arguing' about its place in a family hierarchy in which we, as humans, think dogs should not be dominant," Reisner explained. "The dominant-aggressive dog bites the hand that feeds it; it threatens familiar people more often than strangers."

Attacks by dogs account for about a dozen deaths and thousands of serious injuries each year in the United States, according to figures from the federal Centers for Disease Control. At the Cornell clinic, Reisner hears from people who were mauled — for as long as 15 minutes at a time and without apparent provocation — by their own dogs.

Of all the common factors noted in the aggression study, the most significant seems to be the dogs' particularly severe response to dominance challenges, the Cornell veterinarian said. The way a dog reacts to everyday dominance challenges could be one key to predicting whether its aggression problem can be treated — or whether the animal should eventually be destroyed for the safety of those around it.



Peter Morenus/University Photography

Freeze-dried fleas fetch \$40 per gram.

drink) warm. Inside the box are 25 circular cages, each capable of feeding 300 reproducing fleas.

The flea cages are shaped like pill boxes with nylon screens at the top and bottom. The top screen has holes just large enough to permit the fleas to feed without escaping; the even finer bottom screen allows air to circulate while retaining all of the eggs and feces the fleas produce. A third screen, lying less than 3/64 of an inch below the top screen, furnishes essential support for the fleas while they are feeding. If the support screen is lowered 1/8 inch or more below the top screen, the fleas quit feeding and die, Georgi learned.

Atop each cage is an aluminum cylinder with a skin-like Parafilm membrane stretched across the bottom and cow blood, fresh from the slaughter house, inside. The adult fleas pierce the membrane with their mouthparts and think they're feeding on the belly of a living animal.

# Cornell people

## Vicki A. Saporta: ILR grad makes it big in 'macho' union

By Albert E. Kaff

When Vicki A. Saporta walked into an organizing meeting for a manufacturing plant in a Southern state, male workers looked at the young woman in disbelief and asked: "Are you going to be our organizer?"

But, Saporta recalls, "By the end of the meeting, they didn't care if I was a woman or a man, because they saw that I cared about their concerns and was ready to mobilize them to handle their problems in the workplace. Sometimes employers underestimate me, but not for long."

And for good reason. A month after she graduated from the School of Industrial and Labor Relations in 1974, Saporta started a career in union organizing that has led her to the top in the nation's largest private-sector union, a union described as "macho" by the *Chicago Sun-Times*.

In the International Brotherhood of Teamsters (AFL-CIO), once dominated by truck drivers and warehousemen, Saporta, now 39, made her mark quickly. She became the first woman organizer in the Teamsters international union and the nation's first woman to become a union's national director of organizing.

In her spacious office in the Teamsters' modern white office building in Washington, D.C., a couple of blocks from the Capitol Building, Saporta explained why she believes that a woman can succeed in organizing workers.

"Women listen," she said. "They pay attention to details, and they care. Also, if a woman goes into union work, she must have a commitment because of all the time it requires."

Unmarried, Saporta spent her first 10 years with the Teamsters traveling about 200 days a year. Now as director of organizing for the International Brotherhood of Teamsters, she's on the road at least once a month.

Wearing a dark dress with a conservative flower pattern, Saporta described a union that has come a long way since it was founded to represent men who drove teams of wagon horses.

"Today 25 percent of our 1.6 million members are women, including nurses, airline cabin crews, public employees and, yes, women truck drivers," she said. "We represent school principals, health care workers, assistant district attorneys and the people who perform as characters in Disney World."

The Teamsters hired Saporta right out of Cornell in 1974 as an experiment to see what a woman could do in a union with a growing number of women members.

She became an organizer in the union's 13-state Western Conference based in Burlingame, Calif., and a year later was promoted to international organizer, a post that kept her traveling the nation for nine years.



Vicki Saporta '74 has made her mark in the Teamsters international union.

"Women have succeeded in the labor movement," she said. "The AFL-CIO conducted a study, and the results showed that women were 20 percent more successful than men in organizing workers."

Saporta, who grew up in Rochester, N.Y., where her father has just retired from his men's tailor shop, entered the ILR School with the intention of going on to law school.

In 1972, between her sophomore and junior years, Saporta

was hired by the Teamsters for a summer job in which she accompanied students to England, Holland, Germany and France to study labor relations in those nations.

The following year, she spent one semester studying at the London School of Economics.

"By the time I graduated from ILR, I didn't want to go to law school," she said. "Organizing for a union appealed to my sense of social justice, and I love doing it."

An intense, serious woman, Saporta leaned forward in her desk chair and described her view of the labor scene today: "We see a very hostile environment for unions, workers and their rights to bargain collectively. But I think this is beginning to change after the greed of the 1980s."

"In the 1980s, a few people were making a lot of money at the expense of many others. It was the time of mergers and acquisitions. The talk of overseas competition was a smoke screen. Japan does not compete against us with lower labor costs. Japan trains its workers and provides job security for them."

"We need to create jobs in this country that pay living wages. It's strange. In other countries, Poland is an example, we applaud unions as the leaders of democracy. But not here."

In ILR, Saporta said that Jean McKelvey was one of her role models. "She is the professor who stands out in my mind, a woman who was a pioneer in arbitration. And to this day, I wish I had taken a course from the incredible Alice Cook."

Saporta sees a future for students interested in union work, and she notes that unions are recruiting on college campuses for staff openings. A poster mounted on the wall behind her desk proclaims: "Union Organizer: The Best Job in America. Become a Union Organizer. . . Make a Difference."

Saporta explained that the poster announces a training program operated by the AFL-CIO Organizing Institute in Washington.

Applicants who complete a three-day training course with distinction are offered internships followed by apprenticeships in union organizing.

After completing the program, the AFL-CIO Organizing Institute helps place graduates as full-time organizers with participating unions.

"This is an excellent opportunity for young people who have a commitment that goes beyond just getting a job and who are turned on by this kind of work," Saporta said.

Saporta, who is a member of President Frank H.T. Rhodes' Council of Cornell Women, returns frequently to campus to talk with ILR students. She serves on ILR's national alumni board, and she meets from time to time with the ILR extension staff in Ithaca and New York City.

## Dale Rogers Marshall: Trustee is voice for excluded groups

By Sam Segal

Dale Rogers Marshall was born in Ithaca, where her parents were both Law School students, but she grew up in Washington, D.C., when it was a segregated Southern town.

She was back in Ithaca, a Cornell government major, when President Eisenhower sent 1,000 paratroops to enforce integration at Little Rock's Central High School in 1957. Her father, later to become secretary of state, was then deputy attorney general.

Recalling the indignities blacks suffered in the segregated national capitol and the tense confrontations in the early days of school integration, Marshall says: "It made me want to be a voice for excluded groups, to help cause change that widens democracy." And that interest has since suffused both her scholarship and her ideas about higher education.

As she moves this summer from the deanship of Wellesley College to become the second woman president of Wheaton College, she expects that commitment will continue to inform her work.

"My interest in outsiders getting to be part of the political system — whether it's women or racial minorities — carries over into the kind of trustee I have been at Cornell, the kind of teacher I have been and the kind of president I hope to be," Marshall says.

A Cornell trustee since 1983, Marshall has been vice chair of the Committee on Academic Programs and Campus Affairs. She has worked through a special committee to arrange small-group meetings involving trustees with women and minority students, faculty and staff.

As a professor of political science, she has specialized in urban politics, co-authoring the prize-winning book *Protest Is Not Enough: The Struggle of Blacks and Hispanics for Equality*, and co-editing *Racial Politics in American Cities*.

"If people are excluded and feel hopeless, the political system is threatened," she said concerning the Los Angeles riots at the end of April.

Before going to Wellesley in 1986, Marshall

was an honored teacher at the University of California and associate dean of letters and sciences at its Davis campus.

At Wheaton, founded as a women's seminary in 1835, her challenge will not be securing equity for women but assuring alumnae and the world that admitting men four years ago "was not just something that was necessary, but something that will enable Wheaton to fill a real need in higher education — namely, demonstrating what it means to be a truly coeducational college."

When other small women's colleges started going coed two decades ago, she says, many ridiculed the men who attended, "a kind of sexism" that wasn't shown to women who chose Princeton or Yale.

But she says young people today, including the men who now comprise about 30 percent of Wheaton's 1,250 students, are comfortable attending a college formerly for women only and see the advantages of a campus culture where women and men can learn to work together as equal partners.

"The challenge," Marshall says, "is to move ahead now as a distinctively coed school — maintaining the tradition of empowering women while also being committed to offering a fine education to men. With a faculty of half men and half women — and a tradition of openness to change — we're well positioned to succeed."

Selling that message to Wheaton alumnae and alumni will also entail fund-raising trips away from the Norton, Mass., campus.

As a Cornell trustee and former chair of the Cornell Fund, Marshall is not a stranger to fund raising; but she says she is grateful that Wheaton



Janet Woodcock

Alumna Dale Rogers Marshall, who becomes president of Wheaton College this summer, sings Wheaton songs with members of the Class of 1992 in April.

has been well managed and is financially sound — so that she can attend, as well, to other priorities. These will include strategic planning and building on strong existing programs to strengthen the intellectual climate.

After coming to Wellesley from the large California system (besides teaching there, she got her Ph.D. at U.C.L.A.), Marshall says she learned the value of the student-faculty interaction possible at a small liberal arts college.

She has tried to apply that knowledge to Cornell through her trustee efforts — supporting President Frank H.T. Rhodes' exhortation to be "better, not bigger" and seeking to improve the quality of undergraduate life — in classroom teaching, advising and residence-

hall life.

Marshall's Cornell blood runs deep, with eight Cornell relatives, including husband Donald J. Marshall, a 1958 engineering graduate. She has little trouble picking a favorite memory, however.

It was May 24 — a week before her last Wellesley commencement, a month before she took the helm at Wheaton — in the chilling drizzle of Cornell's 124th commencement. Her youngest son, Clayton Rogers Marshall, was graduating as a government major; and she marched into Schoellkopf Field with the president and other trustees, sharing an umbrella with former trustee Adele Langston Rogers ('33; Law '36), her mother.

# One-fifth of retirees spend unwisely, plan inadequately

By Susan Lang

Although almost half of all retirees save during their first eight years of retirement, one in five spend too much too soon, plan inadequately and risk not having enough money to last the rest of their lives, according to a Cornell study.

The study identified two types of at-risk spenders, representing 21 percent of the

**CORNELL**  
*Research*

sample: "trial and error spenders" who dip into their assets until they realize they won't have enough, and then cut back; and "inflation victims" who periodically dig into their savings as inflation eats up their income.

Unless carefully planned, these patterns could lead to financial disaster, said Jeanne Hogarth, an associate professor of consumer economics and housing in the College of Human Ecology who conducted the study. Her study was published in the spring 1991 issue of *Human Ecology Forum*, and she reported her findings before representatives of the New York State House Select Committee on Aging's Subcommittee on Retirement Income and Employ-

ment in Jamestown, N.Y., in May.

Hogarth, a specialist in retirement financial planning and family resource management, warns that careful retirement planning is essential to cover the 15 to 25 or more years after retirement.

"If prices continue to double every 12 to 15 years and life expectancies remain in the 80s, retired households will need nearly four times the income they receive at the beginning of their retirement to maintain their lifestyles by the end of their retirement," Hogarth said.

At 6 percent inflation, for example, the purchasing power of a fixed pension is cut in half within 12 years.

To assess the spending patterns of retirees, Hogarth examined data from the Social Security Administration's 1971-1979 Longitudinal Retirement History Survey that followed almost 10,000 households, headed by retirees aged 58 to 63 in 1969, for 10 years. The data represent the best source of longitudinal information on the income and assets of retirees.

The Cornell consumer economist found that while about half the households saved even eight years after retirement, many households unwisely shifted more of their assets into low-return savings accounts and equity in their homes (if they owned one) during the first eight years of retirement, rather than keeping those assets in higher-yielding instruments.

"Moving assets into safe and liquid but low-return savings instruments will barely keep pace with inflation and taxes, with the net result being that the assets lose value," Hogarth said.

## Supercomputer simulation of tsunamis may protect coasts

By Larry Bernard

A new supercomputer simulation of a tsunami in the Sea of Japan by Cornell researchers could help minimize damage caused by these deadly waves.

Tsunamis are caused by undersea earthquakes that propel water from the ocean floor to the surface in what can be giant waves. The resulting surge could flood coastlines, topple boats, drown people and move houses. Typically, the waves start small but grow in height and reach their maximum near the shore.

Philip Liu, a Cornell professor of civil and environmental engineering, and Cornell researcher Sung B. Yoon, have simulated a 1983 earthquake and 42-foot peak tsunami in the Sea of Japan that killed more than 100 people.

The simulation shows the earthquake in the central sea, with waves of water rolling out in all directions. It compresses from minutes to seconds the time it took the leading wave to reach

Japan, and from hours to seconds the waves that reached the Korean coast.

The 3-D animation shows the propagating waves on the water surface superimposed on the bottom bathymetry, or sea floor topography, and clearly shows how the ocean bottom can change wave motions. For example, as the wave hits an undersea rise, it swirls and converges, producing an even larger wave at shore.

The effort, funded by the National Science Foundation, is to aid U.S., Korean and Japanese governments in creating inundation zone maps, just as the United States has for a hurricane storm surge.

"We do not have accurate inundation zone maps for tsunamis in the United States, but that is important for mitigating damage," Liu said. "To construct an inundation zone map you need very accurate details of propagation and run-up of waves. We used a mathematical model of free-surface elevation and velocity field associated with the 1983 tsunami."

## Simple remedy for wrist injury

By Susan Lang

The current wrist injury epidemic could be stopped dead in its tracks simply by dropping computer keyboards to several inches below desk level on a gentle downward slope, according to a Cornell study.

Carpal Tunnel Syndrome (CTS) causes tingling and pain in the hands and fingers that can shoot up to the elbow and shoulders. It seems to be triggered by prolonged use of desk-high computer keyboards because they force unsupported hands to be extended back at the wrist. That position puts too much pressure in the carpal tunnel, a narrow channel in the wrist containing a nerve, artery, and nine flexor tendons. Inflammation of the carpal tunnel can damage the median nerve to the hand as it passes through the tunnel.

To study how to alleviate the problem, Alan Hedge, a researcher in the College of Human Ecology, and former graduate student James R. Powers, conducted biomechanical analyses of keyboard use.

The most successful system they tested consisted of a standard keyboard several inches below the desk—adjusted for the individual user—and on a gentle slope away from the typist, combined with a broad palm support to minimize any muscular activity associated with an unsupported forearm. That allows the hands to remain in a straight line to the arm, flexed neither up nor down.

They will report their findings to this year's Human Factors Society Conference in October in San Francisco.

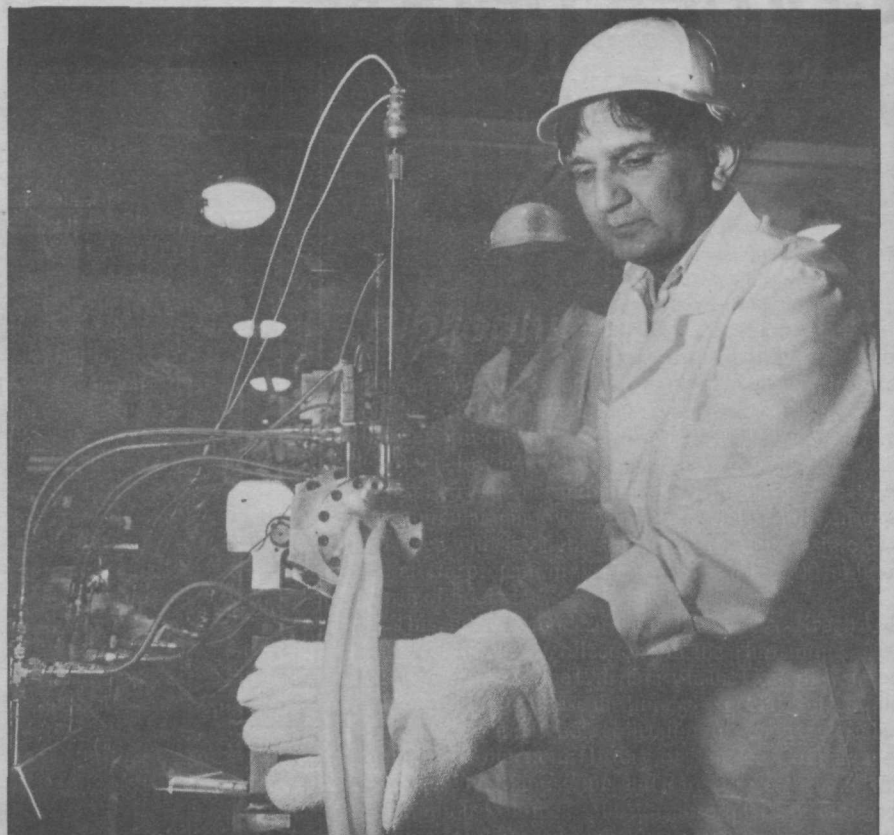
As computer use has soared in the past decade to some 75 million Americans now using computers regularly, so has CTS, the leading occupational illness in the United States. CTS is reported to be by far the most common condition in a class of injuries called cumulative trauma disorders, which account for almost 45 percent of workplace injuries and 63 percent of total injury claim payments.

Reported cases of CTS have more than doubled since 1981 to 125,000 cases in 1989. At \$30,000 per case, that represents a \$3.7 billion expense to the workplace.

"In fact, CTS is so often a source of personal misery and pain at work that it has largely offset the anticipated gains in white-collar productivity from computer use by eroding corporate profitability through losses in productivity, higher absenteeism and increase in health costs," said Hedge, an ergonomist in the Department of Design and Environmental Analysis. An ergonomist scientifically studies the design of workplaces.

The researchers also found that the optimal, ergonomic system should include a platform for the mouse and a document holder that supports papers on the same plane as the computer screen.

"This whole system allows the operator to sit properly with the body against the chair backrest, with arms and legs properly positioned," Hedge said. "As a result, it should dramatically reduce the risk of CTS while also preventing back, neck, shoulder and eye strain and reducing typing errors, reaction times and boosting typing speed."



Peter Morenus/University Photography

Food scientist Syed Rizvi watches as snacks-in-the-making exude from a device that he and his colleague Steven Mulvaney have designed to incorporate flavors and healthful proteins directly into puffed doughs.

## Cooking up healthy snacks

By William Holder

Two Cornell researchers have developed a novel process for a new generation of snack foods and cereal products.

The process can incorporate flavoring and coloring agents, as well as healthful proteins, directly into puffed snack foods or breakfast cereals—a feat that has been difficult until now, say Syed Rizvi, a professor, and Steven Mulvaney, an assistant professor, both in the Food Science Department.

As an important bonus, they say snacks produced with their method are low in calories, as well.

Existing processes for cooking and puffing dough into familiar products such as corn curls and crunchy breakfast cereals involve extruders, which subject dough to a series of processing steps. High temperatures are required to provide steam, which expands these products when they exit the extruder. This high-temperature, high-shear process severely limits the substances that can be added directly in the extruder, causes wear on the machine and affects product texture.

Describing their process June 24 to the 52nd annual meeting of the Institute of Food Technologists, the researchers said it uses two-stages: the first employs steam to cook the dough, followed by cooling and injection with supercritical carbon dioxide.

At a high pressure of 1,100 pounds per square inch and a moderate temperature of

31 degrees Celsius, carbon dioxide is in its supercritical region—a realm where it has properties of both a gas and a liquid. As an agent for processing dough, it is highly desirable because it is low-cost, non-toxic, and possesses good capacity for carrying ingredients and expanding.

"Because the temperature is relatively low in the second stage, we can add flavors and heat-sensitive milk proteins to make formulations more nutritious," Rizvi said. The researchers have tested the technique with butter-flavored corn snacks and plan to try others.

Their patented supercritical fluid extrusion process differs from existing extrusion techniques in two additional respects. Vegetable oils—high in calories—are applied to puffed snacks now as a base for added flavorings. The Cornell technique does not require such oils since flavors can be added directly to the dough, thereby resulting in low-calorie, flavored snack foods.

The puffing process also is substantially different. Steam puffing creates a pitted and porous surface in the product. Carbon dioxide expands gently when the product is extruded from the machine and leaves a very smooth, intact surface, ideal for coating with chocolate or other products.

Puffed breakfast cereals made this way, according to the researchers, would keep out milk longer and stay crispier.

Their research was supported by Wenger Manufacturing Co.

## Keeping pets away from poisons

By Roger Segelken

The best prevention for pet poisonings, a Cornell veterinary toxicologist says, is something cats seem to have, dogs often don't and people can practice: common sense.

"With all the poisonous plants, lawn and garden chemicals and medicines around the house, it is surprising that we don't see more cases of pet poisonings," said Larry J. Thompson, a clinical toxicologist in the College of Veterinary Medicine.

"No one keeps track of pet poisonings in the United States, but it's clear they are not nearly as common as injuries, diseases and other animal problems."

A staff member at the National Animal Poison Control Center, Thompson estimates that clinical cases of pet poisonings total "in the tens of thousands" and affect a fraction of the more than 100 million dogs and cats in the United States. At Cornell, he answers toxicology questions phoned to the Feline Health Center's national hot line (1-800-KITTYDR) and teaches continuing education seminars for practicing veterinarians.

"A dog is much more likely to be poisoned than a cat," the toxicologist reported. "The cat's personality is responsible: Cats are picky about

what they eat and are less likely to try things that may be toxic. Hungry dogs will start eating and realize half-way though the 'meal' that they don't like it."

Among the worst hazards to pets, Thompson notes, is antifreeze, with its appealing sweet taste of ethylene glycol. Less than five ounces of a 50-to-50 mixture of antifreeze and water is lethal for a 20-pound dog, while about one tablespoon can kill a cat.

Human medications containing acetaminophen (Tylenol and Comtrex, for example) or ibuprofen (Advil, Motrin and others) should be given only to pets under a veterinarian's guidance. Cats are especially sensitive to acetaminophen, and one 500-milligram extra-strength tablet can be life-threatening.

Pets should be kept away from rat and mouse poisons that contain anti-coagulants, which can cause internal bleeding, he said. Certain house plants, such as dieffenbachia and philodendrons, contain calcium oxalate crystals, which, though microscopic, can irritate a pet's mouth and gastrointestinal tract.

However, other house plants don't deserve their deadly reputations, the toxicologist said. "The poinsettia is toxic but not extremely toxic; the leaves won't kill a dog or a cat, but they can cause mouth irritation and vomiting."

# Judges, not juries, more sympathetic to plaintiffs' lawsuits

By Lisa Bennett

Your doctor misdiagnoses your ailment and persuades you to undergo expensive and dangerous surgery. Then you find out there was no need for the surgery or the pile of bills. You are angry enough to yell "malpractice!" but who do you and your lawyer turn to?

Most people, including lawyers, believe that they are better off before a jury than a judge in medical malpractice, product liability and other major tort cases. Before six or twelve peers, they think, they are more likely to win and win big.

But according to the first major comparative study of cases heard before federal court judges and juries, two Cornell law professors have found that judges, not juries, seem more sympathetic to plaintiffs in medical malpractice and product liability cases.

"Our study shows that juries are less sympathetic to plaintiffs than people believe," said Theodore Eisenberg, a professor of law who co-

wrote the study with Kevin Clermont, Cornell's Flanagan Professor of Law.

Among plaintiffs filing medical malpractice suits, for example, only 29 percent of those who brought their complaints before juries won their cases, while 50 percent of those who had their cases heard before a judge won, according to Clermont and Eisenberg. In product liability cases, 28 percent of the plaintiffs who brought their cases before juries were successful, compared to 48 percent of those who brought their complaints before a judge.

The authors' findings appear in the July issue of the *Cornell Law Review*. The authors studied the results of all judge and jury trials in the 94 federal districts for fiscal years 1979 through 1989, which accounts for more than 35 percent of product liability cases heard in all federal and state courts combined and about 10 percent of all medical malpractice cases.

The Clermont-Eisenberg study also debunks the conventional wisdom that when plaintiffs do win a case before a jury, they are more likely

to win big than if they win before a judge.

In medical malpractice cases, there is only a negligible difference in awards granted by judges and juries. In judge trials, the average award granted between 1979 and 1989 was \$1.44 million compared to an average award of \$1.40 million in jury trials, according to Eisenberg and Clermont.

In product liability cases, however, juries do grant greater awards. Before judges, plaintiffs in product liability cases won awards of \$910,000 on average, compared to awards of \$1.18 million before juries, according to the study.

What accounts for plaintiffs' greater chances of winning before judges?

"The most likely explanation lies in the widespread misperceptions about juries," said Eisenberg. The misperception that juries are more sympathetic than judges leads people to overestimate their chances for success before a jury, he said. Therefore, instead of settling out of court, as about 90 percent of all plaintiffs do, unrealistic expectations about juries lead some

plaintiffs to bring weak cases before a jury, only to be completely disappointed by the results.

The Clermont-Eisenberg study has implications for plaintiffs and their lawyers and for policy-makers considering tort reform acts, such as the product liability reform bills now pending in the U.S. House of Representatives and the U.S. Senate, according to Eisenberg.

"The jury is less of an advantage than plaintiffs think, and the judge less of a disadvantage," Eisenberg said. "And to the extent that people are blaming the jury for the problems with tort law, they may be overstating its importance."

The findings also suggest a lack of true knowledge about how the legal system is operating today, he added.

"The fact that such a widely held perception can be untrue suggests that we're at the infantile stage in knowing what is really going on in the legal system. I think that's also true in sex discrimination, racial discrimination and many other cases," said Eisenberg.

## Asian literary heritage saved on microfilm

By Carole Stone

Selected literary holdings in the most comprehensive collection on Southeast Asia in the world are being preserved on microfilm by the university with more than \$1.5 million in grants from the National Endowment for the Humanities and the Henry Luce Foundation.

Cornell's 15,000-volume microfilming projects, begun in the fall of 1988, include the languages and literature of Southeast Asia from the 1850s to 1960s. Cornell's Echols Collection on Southeast Asia also contains such extraordinary books as the first printed title in Southeast Asia from the 16th-century Spanish occupation of the Philippines, through the writings of 1991 Nobel Peace Prize winner Aung San Suu Kyi of Myanmar (formerly Burma).

Much of the collection is badly deteriorated because it was printed on "the worst paper in the library," said John Badgley, curator of the Echols Collection. Books from many Southeast Asian countries are in bad condition because often they were printed on the cheapest paper available; some are decaying in as little as 20 years, he said.

Microfilming the most endangered of Echols Collection's literary holdings will preserve them from further deterioration and will also make them more accessible. When the current three-year NEH project is complete, scholars from Europe, Asia and Australia who now come here to use the Echols Collection will be able to stay at home and borrow or purchase microfilm copies instead.

The Echols Collection contains all forms of Southeast Asian literature: novels, short stories, poetry, drama, folklore and epics, as well as literary history and criticism, treatises on languages, grammars, textbooks and dictionaries. It covers the literature, languages and linguistics of Indonesia, Myanmar, Thailand, Laos, Cambodia, Vietnam and the Philippines.

Among the outstanding features of the collection's literary section are a Javanese collection of some 1,000 titles published between 1870 and 1950 as well as some 5,000 Vietnamese titles including war resistance literature from both North and South Vietnam. The Philippine language holdings are an historical record of the development of Filipino literature since the mid-19th century.

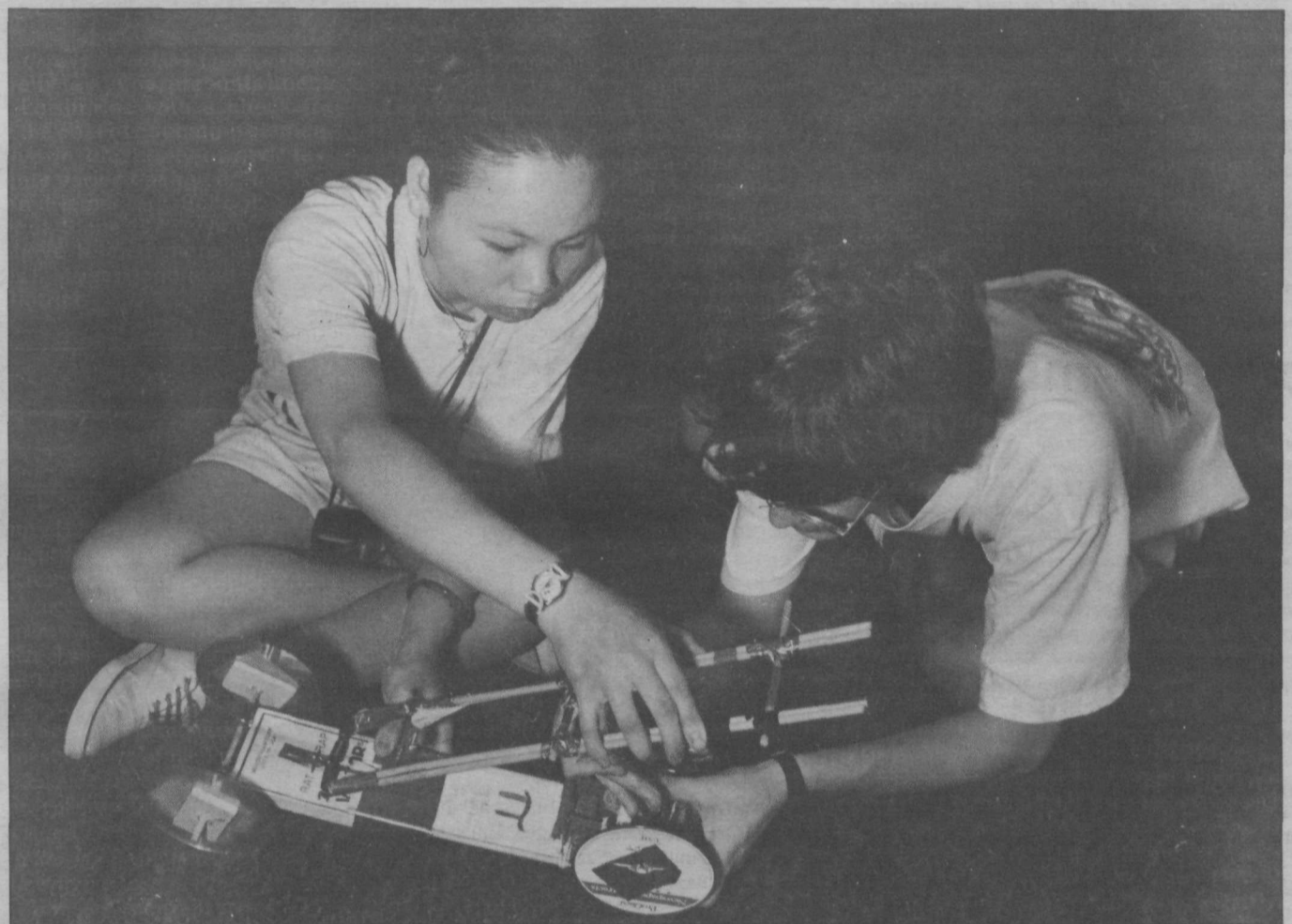
The Indonesian holdings chronicle the evolution of Indonesian from a trade language at the turn of the century to one used for fiction, biographical material and eventually rebellion in the struggle against the Dutch after World War II.

The Cornell Library has been involved in a number of Southeast Asian literary preservation projects, including a training project in Cambodia.

Since 1989 Cornell librarians have worked in Cambodia to microfilm the Cambodia National Library's palm leaf manuscripts and are now microfilming the Tuol Sleng Museum of Genocide Archives. Tuol Sleng is a former high school where the Khmer Rouge tortured to death 35,000 people. The archives consist of 100,000 pages of handwritten and typed "confessions."

At the completion of the microfilming projects, the core language, linguistics and literature holdings of the Echols Collection will be preserved and made accessible worldwide.

## A better rat trap



Mary Zhu, 17, and Ryan Lilien, 16, both of Cleveland, assemble a rat-trap powered car, which they built in the Engineering Exploration Seminar as part of Summer College.

Peter Morenus/University Photography

## U.S. workers are more likely to forgo free time

By Lisa Bennett

If an American worker and a Japanese worker were asked to work late to finish a job—and that meant having to miss some personal obligation, such as a child's birthday party—who would be more likely to stay at work?

The Japanese worker, right?

Wrong, according to a Cornell study: The American worker would.

In a study of American and Japanese workers in Japanese-owned and operated steel companies, a team of Cornell communication scholars has found that the American workers are more committed to their organizations than their Japanese counterparts when there is a conflict between professional and personal obligations.

"The popular assumption is that Japanese employees have lifelong employment relationships with their organizations, which makes them more highly committed to the organization and more willing to let the organization have inroads on their personal lives," said Donald F. Schwartz, professor of communication, an expert in organizational communication and one of the authors of the study.

"But it turns out that if a choice must be made between meeting a work obligation and, say, attending a child's birthday party, the American workers are more committed to their organization than the Japanese, and that's a surprise."

The findings of the study, which focused on

463 male blue-collar workers over the age of 38, appear in a paper Schwartz recently presented to the International Communication Association's Intercultural and Development Communication Division in Miami. It was co-written by Njoku Awa, an associate professor of communication, and Kazuko Odagawa, a graduate student.

The authors explain their finding by arguing that while there is a strong social norm in Japan for placing group interest above personal interest, there is a strong social norm in the United States on individualism—and it is the individualistic pursuit for high work achievement, not an altruistic sacrifice for the sake of the company, that makes Americans more committed to

their organization in times of personal-professional conflicts.

The perception that most Japanese employees have lifelong employment relationship with their organizations is also inaccurate, said Schwartz. Only about 30 percent do, he said.

The study examined one Japanese-owned and operated company in the United States and another in Japan. Though not affiliated, both were in the steel industry, of a similar size and emphasized similar communication practices, such as holding safety meetings and encouraging workers to submit suggestions. Some 262 American and 201 Japanese workers responded to the survey used for the study.

## Prostate surgery yields to new drug

By Jonathan Weil

A new drug, Proscar, whose discovery was based on work initiated at Cornell Medical College, has been approved for the treatment of enlarged prostates. The drug, which underwent clinical trials at The New York Hospital-Cornell Medical Center and elsewhere, will be a significant alternative to surgery for thousands of men.

Proscar, also known as finasteride and produced by Merck & Co., has been shown to

shrink enlarged prostate glands and relieve the urinary symptoms commonly caused by benign prostate enlargement. These symptoms include difficulty urinating and more painful and frequent urination (especially bothersome at night).

Prostate enlargement affects most men over 50 and results in more than 400,000 surgeries a year. The drug's development grew out of the research of Dr. Julianne Imperato McGinley, an associate professor of medicine and chief of androgen physiology in the division of endocrinology at Cornell Medical College.

# CALENDAR

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

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

Notices should also include the sub-heading of the calendar in which the item should appear.

## DANCE

### Cornell International Folkdancers

All events are open to the Cornell Community and general public. Admission is free, unless stated otherwise. For further information, call 539-7335 or 277-3638.

Teaching, 7:30 p.m.; request dancing, 8:30 p.m., Aug. 7, North Room, Willard Straight Hall. Planning meeting, 6:30 p.m., teaching 7:30 p.m., request dancing, 8:30 p.m., Aug. 14.

## EXHIBITS

### Johnson Art Museum

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

"North American Baskets," a selection from the Department of Anthropology, will be on exhibition through Aug. 9. A number of the pieces are from the Professor and Mrs. Eugene Andrews Collection, acquired by the Anthropology Department in 1959. Many baskets are historical pieces, representing the Tlingit people in Alaska, the Nootka in Vancouver Island, British Columbia, and the Klukit in Washington state.

## LECTURES

### Agricultural Development

A brown bag video series: "Natural Farming" and "Chinampas," Aug. 6; "Vegetables," farmer to farmer video by Rooy et al, Aug. 13; to be announced and harvest reception for last session, Aug. 20. Showings begin at noon in Room 32 Warren Hall. Sponsored by the CALS sustainable agriculture coordinator; Farming Alternatives Program and the Department of Rural Sociology.

### Cornell Plantations

"Gardens of the Gilded Age," 19th-century gardens and homegrounds of New York state, Christine and Gerald Doell, garden historians and landscape preservation planners, Aug. 6, 7:30 p.m., 404 Plant Science Building. Members of Plantations, free; non-members \$2. For more information call 255-3020.

## MUSIC

### Department of Music

"Florilegium," the early music ensemble, will appear in concert with soprano Andrea Folan on Aug. 10 at 8:15 p.m. in Barnes Hall. Florilegium is one of eight groups selected to compete later this summer at the sixth international Competition for Early Music Ensembles in Utrecht, The Netherlands. Featured will be vocal and instrumental music by Bach, Montclair, Telemann and Handel, as well as songs by 17th and 18th-century English composers. Instrumentalists include Elizabeth Field, baroque violin; Steven Zohn, baroque flute; Laura Kramer, violincello; and Zvi Meniker, harpsichord. This is a benefit concert, with all proceeds used to offset the group's travel expenses to the Utrecht competition. Suggested donation is \$5.

Michael Salmirs, piano; Crawford, viola and principal strings of the Rochester Philharmonic perform music by Mozart, Stravinsky, Bartok and Britten on Aug. 26 at 8:15 p.m. in Barnes Hall.

### Hesterian Musicism

"New Standards," featuring five new works by Karlton Hester and a new composition by Armand Beaudoin, Aug. 8 at 8:15 p.m. in Barnes Hall. Admission is \$4. Participants include Armand Beaudoin, double bass; Darelynn Fung, bassoon; John Funkhouser, keyboards; Karlton Hester, piccolo, flute and saxophones; Bill Johnson, trumpet; and a guest percussionist.

### Bound for Glory

Albums will be presented from the studio until Aug. 30. Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

## RELIGION

### Sage Chapel

Sage Chapel services will resume Sept. 6.

### Catholic

Summer Mass schedule through Aug. 16: Saturdays, 5 p.m.; Sundays, 10 a.m. Daily masses at 12:20 p.m. in Anabel Taylor Chapel. Regular mass schedule begins Aug. 22 and 23: Saturday, 5 p.m.; Sunday, 9:30 a.m., 11 a.m. and 5 p.m.

### Christian Science

Testimony meetings in the summer will be held every Thursday, through Aug. 6, at 7:30 p.m. in Founders Room, Anabel Taylor Hall.

### Episcopal (Anglican)

Sundays, worship and Eucharist, 9:30 a.m., Anabel Taylor Chapel.

### Friends (Quakers)

Sundays, 10 a.m.: rides from Anabel Taylor Hall to the Hector Meeting House, Jacksonville.

### Jewish

Shabbat and Conservative, Fridays, 7:30 p.m., Founders Room, Anabel Taylor Hall. Shabbat and Orthodox, Saturdays, 9:15 a.m., Edwards Room, Anabel Taylor Hall.

### Korean Church

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

### Muslim

Friday prayers, 1 p.m., Founders Room; 1:20 p.m. Edwards Rooms, Anabel Taylor Hall.

### Zen Buddhism

Zazen meditation every Tuesday at 6:45 p.m. and Thursday at 4:30 p.m.

## SEMINARS

### Neurobiology & Behavior

"Neuronal Pathways Mediating Locomotion in the Medicinal Leech," Andreas Baader, University of California, San Diego, Aug. 17, 12:30 p.m., Morison Seminar Room, Corson/Mudd Hall.

### Rural Sociology

"Of Common Futures and Private Property: Environmental Rights and Wrongs at Home and Abroad," Dianne Rochelleau, Clark University, Aug. 6, 3:30 p.m., 32 Warren Hall.

## SYMPOSIUM

### Animal Science

"Reproduction in Farm Animals: Science, Applications and Models: A Symposium in Honor of R.H. Foote," will be held August 12 and 13 in Morrison Hall. The symposium was initiated by three of Dr. Foote's former graduate students, now three famous, prominent scientists of animal reproductive biology: Dr. George Seidel Jr., Colorado State University; Dr. Gary Anderson, University of California, Davis; and Dr. Bill Berndts, University of New Hampshire. Registration is \$80. Cornell staff and students may register for \$20 per person, which will include a reception, two coffee breaks, a buffet lunch and attending the symposium. For further information call Xiangzhong Yang at 255-9399.

## MISC.

### Macintosh Users Group

The August general meeting of MUGWUMP will be held Aug. 6 at 4:30 p.m. in 100 Caldwell Hall. Discover, a new multimedia database program, will be demonstrated by J.R. Cooke. For further information call Mark Anbinder, 257-3480.

### Peace Child/Ithaca

"Voices of Peace," with a cast of Japanese, Ukrainian, Tibetan, American and American-Indian youth, will be presented on Aug. 15, 16 and 17 at 8 p.m. in Statler Auditorium.



"Florilegium" will give a benefit concert with soprano Andrea Folan on Aug. 10 at 8:15 p.m. in Barnes Hall. Florilegium is one of eight groups selected to compete at the Competition for Early Music Ensembles in Utrecht, The Netherlands, and proceeds will be used to offset travel expenses. Pictured are Laura Kramer, Steven Zohn, Geoffrey Burgess, Elisabeth Field and Zvi Meniker.

### Big money *continued from page 1*

the case of publishing, the market for little-known authors has stagnated in recent years while best-selling writers are in high demand.

They noted that William Morrow and Co. gave James Clavell a \$5 million advance in 1986 for his novel *Whirlwind*. Frank and Cook argue that increases in advertising and promotion budgets by book publishers accompanied "growing skewness in the distribution of payments to authors."

In a related paper, Frank and Cook examine why graduates of elite universities hold so many top positions in the business world.

First, the researchers quote a *Fortune* magazine survey that showed that 93 percent of 1,500 current and former CEOs of major companies graduated from college, 10 percent of them from only seven elite private universities: Yale, Princeton, Harvard, Northwestern, Cornell, Columbia and Stanford.

"This is no surprise," the economists write, "given that students at elite schools are selected for many personal qualities that happen also to predict success on the job."

They add: "It is a matter of dispute whether elite schools have greater value added than other schools in terms of subsequent earnings and career accomplishments. . . . Although graduates of higher-quality institutions do have demonstrably more successful careers, their greater success largely reflects greater intellectual and personal endowments and advantaged family backgrounds."

A number of major newspapers reported on the Frank-Cook research, including *The Washington Post* and *The Boston Globe*, and Frank was quoted on the topic in *U.S. News & World Report*.

## Cornell favored by NEH in seminar grants

By Albert E. Kaff

The changes in Eastern and Central Europe show that knowledge of the historical processes through which widespread grievances and demands are translated into collective action remains primitive, says Professor Sidney G. Tarrow.

To address that challenge, Tarrow, the Maxwell M. Upson Professor of Government, invited college professors from across the nation to spend eight weeks with him this summer exploring the cultural, social and symbolic texture of collective action.

In simple terms, Tarrow sought an understanding of how ordinary people become involved in collective action that leads to organized movements and changes in politics and institutions.

The National Endowment for the Humanities accepted Tarrow's proposal for a seminar on "Collective Histories of Collective Action and Political Change" and provided a grant to help fund it.

This summer the National Endowment funded two other seminars on campus for college professors and one in France for secondary schoolteachers, "making Cornell one of the more favored institutions this year," reported John W. Kronik, a professor of Romance studies.

More than 50 such seminars are organized each summer around the country. "It is quite a feather in Cornell's cap to receive National Endowment grants for four seminars in one summer," Kronik said.

Kronik's seminar, "Hispanic Metafiction," dealt with narratives from the fiction of Spain and Latin America. Calum M. Carmichael, a professor of comparative literature and Biblical

studies, conducted a seminar on law and religion in the Bible. For his seminar, Robert G. Calkins, a professor of history of art, took secondary teachers to Paris to explore his field.

Tarrow commented: "I think I can speak for all three of my Cornell colleagues who are doing NEH summer seminars when I say that, as a teaching experience, it is both great and humbling: great because the participants are terrific and humbling for the same reason."

Tarrow has conducted undergraduate seminars on social movements and collective action for the past 16 years and graduate seminars on collective action and how governments respond to protests for 10 years.

He is the author of *Democracy and Disorder* (Oxford, 1989), a study of cycles of protest, violence and reform in Italy in the late 1960s and early 1970s.

From more than 40 applicants, a committee of Cornell faculty accepted 12 professors for his seminar. Participants said they gave up a summer of teaching or relaxed reading in order to fine tune their own research through discussions with scholars from other institutions. Several participants said that Tarrow himself was the magnet that drew them to Cornell.

Karen Beckwith teaches political science at the College of Wooster in Ohio and has published a study on women in American elections. She focused her seminar work on women participating in mining strikes.

"I know Sidney Tarrow, and I have a great deal of respect for his work," she commented. Beckwith said she also was attracted to the seminar because "Cornell has a good labor school, Government Department and Women's Studies Program."

# CORNELL Employment News

Published

by the

Office of

Human Resources

Volume 4 Number 31 August 6, 1992

## JOB OPPORTUNITIES

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

- Employees may apply for any posted position with an Employee Transfer Application. A resumé and cover letter, specifying the job title, department and job number, are recommended. Career counseling interviews are available by appointment.
- Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Candidates should submit a completed and signed employment application which will remain active 4 months. Interviews are conducted by appointment only.
- Staffing Services will acknowledge receipt of all material by mail. Hiring supervisors will contact those individuals selected for interview by phone; please include two or more numbers if possible. When the position is filled, candidates should receive notification from the hiring supervisor.
- Cornell University is an equal-opportunity, affirmative-action educator and employer.
- Job Opportunities can be found on CUINFO

### Professional

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

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

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

#### Associate Director III (PA3102) HRII University Development-Endowed Posting Date: 8/6/92

Assist the director with the management, coordination and execution of Special Gift fund raising initiatives. These initiatives are oriented toward individuals who have the capacity to give \$100,000-\$1 million. Special gift fund raising develops and cultivates the prospective giver's relationship with the university and solicitation of Special Gifts.  
**Requirements:** Bachelor's degree or equivalent required. 3 - 5 years experience in capital gift fundraising, institutional advancement, (higher education), or professional volunteer management. Demonstrated Sensitivity to human relations and ability to work with volunteers at the highest levels. Strong management & writing skills necessary, strong interpersonal skills and the ability to work well with faculty, staff, senior volunteer leadership, and the executive staff of the University. Knowledge of the processes of large individual gift fundraising using a range of appropriate cultivation and solicitation methods. Send cover letter and resume to Cynthia Smithbower.

#### Technical Specialist (PT2607,PT2608) Level 36 Theory Center-Endowed Posting Date: 7/2/92

Provide top-level internal technical support and guidance to other technical staff for high-performance UNIX. Provide technical leadership in specifying designing, implementing, maintaining and documenting functional enhancements to high-performance computing systems at the Theory Center.

**Requirements:** BS in computer science or equivalent combination of education and experience required. MS preferred. 4-5 yrs. experience in operating systems and maintenance support, programming languages, high-performance computing techniques and procedures. Significant experience with UNIX operating systems and computer systems. Knowledge of C programs language, UNIX utilities and system calls is essential. Knowledge of UNIX kernel internals highly desirable. Familiarity with other large-scale operating systems and computer environment useful. Strong communication, interpersonal and organizational skills. Send cover letter and resume to Sam Weeks.

#### Technical Specialist I (PT2606) Level 36 Theory Center-Endowed Posting Date: 7/2/92

Provide top-level internal technical support and guidance to Theory Center technical staff for the VM operating system. Provide technical leadership in specifying, designing, implementing, maintaining and documenting functional enhancements to high-performance computing systems.

**Requirements:** BS in computer science or equivalent combination of education and experience required. MS preferred. 4-5 yrs. experience in operating systems maintenance and support, programming languages and UNIX utilities is desirable. Familiarity with other large-scale operating systems and computer environments useful. Strong communication, interpersonal, and organizational skills. Send cover letter and resume to Sam weeks.

#### Project Leader I (PT3104) Level 35 CIT Information Resources-Endowed Posting Date: 8/6/92

Provide technical supervision and support to programmers, user department's system and computer area. Insure that the system is performing to agreed specifications. Organize, schedule and supervise programmers' work problems. Maintain communication with users for efficient solutions to problems. Analyze user requirements for incorporation within the system. Schedule the workload. Investigate & evaluate outside software systems. Prepare reports.  
**Requirements:** BS or equivalent experience. 3-5 yrs. computer and systems experience including the design of major systems. Thorough technical knowledge of ADABAS and NATURAL. Experience in student administration and human resources areas helpful. Send cover letter and resume to Sam Weeks.

#### Computer Operations Manager I (PT3008) Level 35 Theory Center-Endowed Posting Date: 7/30/92

Manage the daily operations of the theory center's multiple computer systems which supply advanced scientific computing resources to a national data base of users.  
**Requirements:** BS degree or equivalent and 2-3yrs. related experience. Experience supervising the operation of a major computer facility. Knowledge of various operating systems, especially UNIX, VM/XA and/or VM/ESA. CAD experience desirable. Strong Communications, interpersonal, organizational, technical and supervisory skills. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT3004) Level 35 Financial Systems Development-Endowed Posting Date: 7/30/92

Provide technical support in financial systems area. Serve

as liaison to central computing (CIT) technical staff and technical consultant to administrative staff. Write, maintain and analyze systems where commonly used programming languages are unsuitable.

**Requirements:** Bachelor's degree or equivalent. 5-7 years experience in programming application and systems; ADABAS & BATCH; and VM/CMS interaction. Knowledge of commonly used programming languages such as basic and assembler for systems mainframe thru micro. Strong communication skills required. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer (PT2604,PT2605) Level 35 Theory Center-Endowed Posting Date: 7/2/92

Provide technical support for various Theory Center high-performance computing systems and their operating systems and major sub-systems (e.g. high-speed connectivity and networking sub-systems, etc). Specify, design, implement, document and maintain necessary functional enhancements to these systems.

**Requirements:** BS in computer science or equivalent combination of education and experience required. MS preferred. 4-5yrs. experience in operating systems maintenance and support, programming languages and high-performance computing techniques and procedures. Significant experience with UNIX utilities and system calls essential. Familiarity with other operating systems and computing environments, including supercomputing, mainframes, and high-performance workstations highly desirable. Strong communication, interpersonal and organizational skills. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT2303) Level 35 Theory Center-Endowed Posting Date: 6/11/92

Provide visualization support for a broad range of scientific projects with a specific emphasis on chemistry. Support graphics applications running on Cornell Theory Center machines which are interfaced to workstations on local or national computer networks.

**Requirements:** M.S. or equivalent in chemistry or related field. 3-5yrs. experience in computer graphics and/or science visualization. Experience with graphics software and hardware in a science environment. Ability to develop graphics program using C and Fortran; and UNIX operating systems. Experience with SGI GL Parallel program experience desirable. Familiarity with video technology and animation. Strong communication, interpersonal, organizational and planning skills. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst III (PT3103) Level 34 CIT Information Resources-Endowed Posting Date: 8/6/92

Design, develop, modify, maintain, and document fairly complex applications software in support of a major administrative system. Analyze functional and performance requirements and develop software alternatives to increase usability and efficiency. Diagnose most problems in production system software and effect emergency repairs. Write production procedures, JCL and user manuals. Attend conferences, seminars and classes to increase user knowledge of large scale system. Assist and advise users.

**Requirements:** BS or equivalent experience. 3 - 5 years related experience. Knowledge of applications for interactive administrative systems, database management system, machine architecture and systems utility programs. Knowledge of ADABAS and NATURAL. Experience in student administration and human resources areas helpful. Send cover letter and resume to Sam Weeks.

#### Systems Programmer/Analyst II (PT3002) Level 33 LASSP-Endowed Posting Date: 7/30/92

Maintain and Develop graphics and analysis tools in support to the IBM/LASSP joint study.

**Requirements:** B.S. or equivalent in computer related field. Physics background helpful. 2-3 years computer graphics experience. Experience with UNIX, C and X11. C++, Motif, AIX3, IBMR6000 and SGI experience helpful. Send cover letter and resume to Sam Weeks.

#### Associate Director of Development (PA3103) HRII Human Ecology Administration-Statutory Posting Date: 8/6/92

Assist with the implementation of the operations plan for the campaign for Human Ecology, take leadership for the Leadership Gift and regional campaign efforts along with annual giving programs. Complete funding of special projects currently underway.

**Requirements:** Bachelors degree or equivalent required. Masters degree desirable. 3 - 5 yrs. development & management experience. Excellent oral & written communications skills & strong interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

#### Assistant Director (PA3101) HRII University Development-Endowed Posting Date: 8/6/92

Assist the Director of the Cornell Fund in the development of programs within the Cornell Fund with a particular emphasis place on the Reunion Class Campaigns. Assist with planning, development and implementation of the University's effort to obtain support from private sources.

**Requirements:** Bachelor's degree or equivalent is required. 3-5 yrs. related experience. Experience with volunteers and fund-raising desired. Ability to communicate persuasively both orally and in writing. Good organizational ability is necessary. Send cover letter and resume to Cynthia Smithbower.

#### Systems Analyst III (PT3105) HRII Soil, Crop and Atmospheric Sciences-Statutory Posting Date: 8/6/92

Manage, operate, and maintain MicroVAX II minicomputers, Ultrix workstations and macintosh personal computer network for the Atmospheric Sciences unit. Update systems software, design and program applications; recommend equipment purchases and arrange maintenance; serve as consultant for staff and students using systems; and troubleshoot network problems.

**Requirements:** B.S. or equivalent with major or minor in computer science including coursework in computer operating systems and assembly language programming. 3 - 5 year experience with VAX VMS programming and management. Familiarity with LAN management, DECnet, TCP/IP and apple talk as well as with Ultrix operating system and associated networking components. Proficiency in Fortran and C. Send cover letter and resume to Sam Weeks.

#### Systems Analyst III (PT3005) HRII Finance & Business Services-Statutory Posting Date: 7/30/92

Develop, maintain, install and modify administrative system software. Provide overall project leadership of programmer/analyst team. Primary liaison to users and technical personnel.

**Requirements:** Bachelor's with computer related courses or the equivalent combination of experience. 3-5 years experience with machine architecture and programming languages. Strong communication skills both oral and written, plus the ability to deal effectively with people. Supervisory experience strongly desired. Send cover letter and resume to Sam Weeks.

#### Associate Director Alumni Affairs (PA3005) HRII Alumni Affairs-Endowed Posting Date: 7/30/92

Assist Cornell alumni and their families in exploring the educational opportunities and programs of the undergraduate schools and colleges of Cornell University. Provide on-campus contact for alumni families and encourage maximum number of next generation Cornellians to enroll once accepted. Serve as the liaison between public affairs, the undergraduate admissions office and the seven college admissions offices to communicate special interest priority candidates.

**Requirements:** Bachelor's degree or equivalent. Familiarity with Cornell. 3-5 years related experience. Must have excellent public relations and communication (oral/written) skills. Must be able to deal with sensitive issues and maintain confidentiality. Attention to detail with the ability to see the larger picture is essential. Counseling experience helpful.

## JOB SEARCH Information Night

Tuesday, August 25, 1992

7:00 p.m. to 9:00 p.m.

2-H Pleasant Grove Apartments

Attention graduate student partners and spouses!

*Are you a newcomer to the community and interested in finding employment in the area?*

You are invited to attend the Job Search Information Night.

This special evening has been set aside for you to meet with Cornell and Department of Labor Representatives and find out about the opportunities and the resources available to those seeking area jobs.

Sponsored by: Department of Residence Life, University Human Resource Services, Graduate Student Affairs, and the New York State Department of Labor.

Prior registration is not required. For further information call 255-5226, Staffing Services.

## Cornell Approves Addition of Global Equities Account to TIAA-CREF Investment Fund Options

Effective July 1, 1992, Cornell University has approved the addition of a new CREF investment fund, the Global Equities Account. This account is now available to participants in both the TIAA-CREF Regular and SRA accounts.

According to TIAA-CREF, the Global Equities Account offers a way to take advantage of foreign markets, yet maintain the diversification needed for prudent retirement planning. Because CREF is a variable annuity, the account will not guarantee principal or return, but offers greater growth potential because of its long-term characteristics.

For more information on the Global Equities Account, contact TIAA-CREF directly at 1-800-842-2252.

ful. Must be able to develop programs, implement and follow through. Public speaking skills necessary. Willing to travel. Send cover letter and resume to Cynthia Smithbower.

**Conservation Specialist (PC2912) HRII  
Preservation and Conservation Library-Endowed  
Posting Date: 7/23/92**

Responsible for the conservation treatment of rare and unique bound library materials. Perform a wide variety of conservation tasks including: pater treatment (washing, deacidification, sizing, etc.); document repair; binding restoration; rebinding and some supervision to a conservation technician. Assist in conservation planning; program development; apprentice training; staff education. Make treatment decisions and recommendations, and help to develop and control work flow and scheduling.

**Requirements:** Advanced diploma/degree in conservation; apprenticeship completion certification; other verifiable certification of advanced training. A minimum of 2yrs. related experience after training. Sound academic background, with good oral and written communication skills, and ability to impart knowledge to others. Ability to stand for long periods, lift moderate weights and push heavy book carts. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Director of Records (PC2310) HRII  
Graduate School-Endowed  
Posting Date: 6/11/92**

Responsible for all aspects of management of the Graduate Records office: the interpretation of Graduate and University legislation regarding student status, degree requirements, etc.; the maintenance, accuracy and security of the permanent records of all students enrolled in the Graduate School and with monitoring and verifying their status and progress toward the satisfaction of requirements of the specific advanced degree programs; the distribution of information regarding fields of study and programs available in the Graduate School to faculty and students and for coordination of policies with other office; the development of the Graduate School Information System; and supervision of a permanent staff of four (the Degree Coordinator, the Information Receptionist and two records Assistants).

**Requirements:** Bachelors degree required, graduate degree preferred. 3-5yrs. related experience. Knowledge on all aspects of graduate programs essential. Able to interact with sensitivity to students and faculty. Must have experience with academic administrative databases, both mainframe and microcomputers, and will serve as responsible department systems administrator. Must be flexible and innovative in developing solutions for particular problems, and be capable of designing procedures to improve efficiency and effectiveness within the Records Office. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Staff Writer II (PC3112) HRI  
University Development-Endowed  
Minimum Biweekly Salary: \$671.23  
Posting Date: 8/6/92**

A member of the professional staff of University Development who is responsible for writing a variety of communications which have a fund raising and/or public relations purpose. He/she is as essential member of the development communications department staff and as such is called upon to serve not only development but the entire Public Affairs division. 1 year term appointment.

**Requirements:** Bachelor's degree or equivalent required. 1-3 years writing experience preferably in fund raising, higher education, news and feature writing, or public relations. Demonstrated ability to write creatively in a variety of styles: promotional, formal, academic, and journalistic. Excellent command of verbal and written English, including word usage, syntax, spelling, and punctuation. Editing and proofreading skills. Ability to work creatively under pressure. Interpersonal skills necessary for effective participation in team efforts. Send cover letter, resume, & 2 writing samples to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Budget Analyst I (PA3104) HRI  
Maintenance Management-Endowed  
Posting Date: 8/6/92**

Analysis of routine, preventive, and planned maintenance budgets controlled by Maintenance Management. Additional responsibilities include network administration, micro computer training and support, and office management. Three year term until 1995.

**Requirements:** BS in business or computing or equivalent required. 3-5 yrs. related experience or combination of education and applicable experience. Cornell statutory and endowed accounting and procedures, budget process, and personnel system experience desirable. Demonstrated organizational, managerial, interpersonal, written, and verbal skills necessary. Basic concepts of data processing, communications, distributed processing, logical database design required. Demonstrated proficiency in Natural/ADABAS, JCL, and other high level language (BASIC, PASCAL) desirable. Extensive experience utilizing spreadsheet, database, and word processing applications. Knowledge of physical plant operations preferred. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director (PA3105) HRI  
Cornell Tradition-Endowed  
Posting Date: 8/6/92**

Assist the director and the associated director in the administration of fellowship aspects of program; serve as staff liaison to Tradition Student Advisory Council and the Public Service Center. Responsible for implementing certain program aspects of the Tradition, including activities of the Tradition Alumni Association. Some Travel required.

**Requirements:** Bachelor's degree or equivalent required. 2 - 3 yrs. related experience. Experience working with students and alumni necessary. Excellent communication skills necessary; knowledge of desk-top publishing skills; ability to deal with confidential information. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director (PA3001) HRI  
Engineering Admissions-Endowed  
Posting Date: 7/30/92**

Work closely with the Director to assist in the recruitment of university undergraduates, in selection and enrollment of engineering freshman and transfer students, and in planning and research functions. Special emphasis on recruitment of women.

**Requirements:** Bachelor of Science, or equivalent, in engineering, preferably from Cornell. 1-2yrs related experience. Excellent communications and interpersonal skills; understanding of the engineering profession; familiarity with computer based information systems. Send cover letter and resume to Cynthia Smithbower.

**Staff Nurse (PA3003) HRI  
University Health Services-Endowed  
Posting Date: 7/30/92**

Provide nursing care for inpatients and facilitate care of after hours ambulatory care patients; to assist over night unit nursing supervisor with patient flow; to act as a patient advocate. 9 month position.

**Requirements:** Graduation from an accredited school of nursing - BSN degree preferred. Current New York State license with minimum of 2 years recent experience in an ambulatory or acute care setting. CPR-BLS level certification required with on year of employment. Send cover letter and resume to Cynthia Smithbower.

**Research Support Specialist (PT2907) HRI  
Veterinary Microbiology-Statutory  
Posting Date: 7/23/92**

Perform experiments in molecular biology and biochemistry CDNA-RNA isolation, transformation, transfection, northern and southern blotting, DNA sequencing, PCR, immunoprecipitation, SDS-PAGE, autoradiography; maintain supplies, records, protocols; assist with experimental planning; discuss results; organize laboratory maintenance rota. Some weekends.

**Requirements:** BS or equivalent in biochemistry, biology, chemistry, molecular biology and 2-4yrs. related experience required. Send cover letter & resume to Sam Weeks.

**Applications Programmer II (PT2902) HRI  
Theory Center-Endowed  
Posting Date: 7/23/92**

With very general supervision, design and implement database systems for the theory center.

**Requirements:** Bachelors degree or equivalent with related computer courses required. 2-3yrs. related computer experience, including experience with UNIX, Informix/SOL and Informix/4GL. Experience with personal computers and local area networks. Experience with PC-DOS, Wordperfect, Microsoft Word, and Microsoft Excel desirable. Ability to work independently. Send cover letter and resume to Sam Weeks.

**Research Support Specialist I (PT0706) HRI  
Veterinary Pathology-Statutory  
Posting Date: 7/16/92 Report**

Provide technical support and investigative assistance in studies on leukemia, oncogenes and tumor suppressor genes in cancer biology. Plan and execute experiments. Supervise staff. Provide data analysis.

**Requirements:** BS degree or equivalent in the biological sciences; MS preferred. Knowledge of techniques related to flow cytometry, biochemistry and tissue culture. Skills in interpersonal communications and supervision. Send cover letter and resume to Sam Weeks.

**Accounting Supervisor (PC2606) HRI  
Administrative Operations/CUL-Endowed  
Posting Date: 7/2/92**

Serve as an accounting supervisor in the central accounting office of the library system. Supervise 2 GR20 accounts assistants and 1 GR19 accounts assistant. Responsible for operations of the office including: analysis of accounting data, maintenance of all designated, general purpose and restricted accounts, and daily office procedures and processes. Provide analytical support for budgeting and planning under direction of the accounting manager.

**Requirements:** Associates degree in accounting, 3-5yrs. accounting related experience, 2-3yrs. supervisory experience. Bachelors degree with 2-3yrs. related experience preferred. Knowledge of Cornell's accounting system preferred. Excellent organizational, communication (oral and written), and interpersonal skills. Ability to handle confidential, sensitive information and situations. Familiarity with IBM/PC applications such as Lotus 1-2-3, FoxBase and wordprocessing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Pipe Shop Trades Supervisor (PG2402) HRI  
Maintenance and Service Operations-Endowed  
Posting Date: 6/18/92**

Supervise the Maintenance and service operations pipe shop which includes welders, steamfitters, and plumbers who perform work on water, sewer and steam systems on the Cornell campus.

**Requirements:** Must have completed and apprentice program. Must be a registered plumber with the City of Ithaca and must maintain a valid NYS driver's license. Must have 7yrs. experience in the plumbing field. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

## Professional Off-Campus

**PA#12A Extension Associate, Environmental Issues  
Leadership Specialist**

**Location:** New York City, NY

**Posting Date:** 8/6/92

**Salary:** Commensurate with Qualifications

Develop, implement, and evaluate youth environmental issues education programs with particular emphasis on water-related issues. Building on existing extension programs and working with new and established community networks, focus on reaching urban youth and enhancing their opportunities to build on their interests and skills in science and technology, leadership, career orientation, and environmental conservation, management and policy.

**Minimum Qualifications:** Master's degree in environmental studies or closely related field. Demonstrated ability to work with inner city adults and youth and to relate to diverse urban audiences. Ability to speak Spanish, emphasis on water related studies, waste management and public policy desirable. 3yrs. professional experience in environmental issues education. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#29 Human Development**

**Location:** Washington County, Hudson Falls, NY 12839

**Posting Date:** 8/6/92

**Salary:** \$20,300, commensurate with qualifications

**Apply by August 13, 1992**

Plan, implement, and evaluate educational programs in the issue area of "Building Individual and Family Strengths" including program in leadership development for youth; parenting; and child development for Cornell cooperative extension of Washington County. Conduct educational programs using a variety of delivery methods and develop and enhance networks of volunteers to extend program.

**Minimum Qualifications:** Bachelor's degree appropriate to the responsibilities of the position. Coursework in education highly preferred. 1yr. related experience in teaching or extension-related work or a three to six month experience as a Cornell cooperative extension agent intern. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#27 4-H/Youth Development Program. Leader**

**Location:** Schoharie County, Cobleskill, NY

**Posting Date:** 8/6/92

**Salary:** \$26,300, Commensurate With Experience

**Apply By August 10, 1992**

Lead, plan, manage, and evaluate all 4-H/youth development educational programming for youth audiences and adult volunteers in Schoharie County. Provide creative leadership to further develop and administer a county-wide system of 4-H clubs, special interest groups, school programs, and other priority programs for youth audiences. Manage program resources and supervise staff. Lead 4-H volunteer recruitment and training efforts.

**Minimum Qualifications:** Master's degree preferably in education or youth development with 3yrs. progressively responsible experience in 4-H youth development or equivalent professional educational experience with youth in schools, industry or government. Demonstrated experience in administration and management. Experience working with volunteers and in financial management desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#28 4-H Youth Development**

**Location:** Cortland County, Cortland, NY

**Posting Date:** 8/6/92

**Salary:** \$19,600, Commensurate with Qualifications

**Apply by August 13, 1992**

Provide leadership, coordination, implementation and evaluation of programs in youth development including 4-H club organization and management; school programs; teen leadership and development; youth-at-risk; and youth and adult home economics/human ecology programs. Recruit, organize, and support volunteers.

**Minimum Qualifications:** Bachelor's degree preferably in home economics/human ecology or related area with coursework in human development and family studies. Ability to organize work and communicate effectively both in writing and verbally. Ability to work with a variety of audiences and to manage and coordinate a variety of educational programs and delivery methods. Knowledge in the area of clothing and textiles desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#30 4-H/Youth Development**

**Location:** Putnam County, Brewster, NY

**Posting Date:** 8/6/92

**Salary:** \$23,500, commensurate with qualifications

**Apply By August 13, 1992**

Plan, implement and evaluate 4-H educational programs for youth in Putnam County. Major programs include, but are not limited to the following issue areas: strengthening individuals, families and communities; developing human potential; and enhancing the environment. Recruit, orient, and manage volunteer to staff 4-H programming.

**Minimum Qualifications:** Bachelor's degree in natural resources, human development, sociology, communication, psychology, education or other related fields with specialization appropriate to program area. 1yr. related professional work experience in Cooperative Extension, teaching or extension-related work. Volunteer management experience highly desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#42A Extension Associate III, Area Extension Integrated Pest Management Specialist-Vegetable  
Western New York State**

**Posting Date:** 8/6/92

**Salary:** \$Commensurate with qualifications

Provide leadership for planning, conducting and evaluating a comprehensive extension education program in integrated pest management for the commercial vegetable industry in western New York State. The program will em-

phasize using methods and materials which result in minimized use of pesticides while still maintaining farm profitability.

**Minimum Qualifications:** Master's degree in pest management, plant pathology, entomology or closely related field. Coursework in vegetable crops production, plant physiology, soils, agricultural engineering, economics, statistics, communications and education are desired. 3yrs. of professional work experience in agri-business, vegetable crop production, pest management, cooperative extension or in developing informal educational programs. Must possess agricultural experience with ability to related to routine farm situations; Certified NYS Pesticide Applicators License. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

## Professional Part-Time

**Coordinator, Committee on U.S.-Latin American Relations  
Center for Religion, Ethics and Social Policy (CRESP)**

**Posting Date:** 8/6/92

**Salary:** \$6,000/year

Involves the administrative and organizational responsibility of maintaining an office and busy programming schedule, as well as working with volunteers and doing fundraising. Flexible hours during the work week must be combined with overseeing work study student staff and volunteer office help. Work with the Latin American Studies Program on programs designed to further educate local teachers on Latin America and on curriculum development. Attend afternoon and evening programming and to participate in other University and community events around Latin America. Participates in staff meetings and planning. Fundraising responsibilities should include local events, direct mail, and grantwriting. 20hrs./week.

**Requirements:** Academic and/or life experience in Latin American issues, some knowledge of Spanish and/or Portuguese, good interpersonal and organizational skills. Generous vacation benefits; Cornell employee health insurance may be available. Beginning September 1, 1992, 4-6 months negotiable. Contact the CUSLAR office, G-29 Anabel Taylor Hall, 255-7293.

**Director of Development**

**Protestant Cooperative Ministry at Cornell**

**Posting Date:** 8/6/92

Responsible for the overall direction and management of all fund raising campaigns beyond the PCM worshipping community which support the operations and services of the Protestant Cooperative Ministry at Cornell.

**Qualifications:** Computer literacy (macintosh: filemaker, word, pagemaker, excel); excellent organizational skills; associate's degree or equivalent and 1yr. related experience; excellent written and oral communication skills; excellent interpersonal skills. send cover letter and resume to the Rev. Barbara A. Heck, G-7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853, by August 14, 1992.

**Undergraduate Advisor (PA3006) HRI**

**Government-Endowed**

**Posting Date:** 7/30/92

Act as substitute and supplementary advisor for undergraduate students in the Department of Government. Provide relief to faculty members in the areas of advising and counseling students with respect to their studies at Cornell. Provide back-up assistance to the undergraduate coordinator. Special projects as assigned. 9 month appointment, August-May, 20hrs./week.

**Requirements:** BA or equivalent. 2yrs. experience in advising in an academic setting. Familiarity with departmental and college requirements for undergraduate students. Proficiency in computer support and database management. Send cov letter & resume to Cynthia Smithbower.

## Professional Temporary Part-Time

**Technical Consultant I (PT3015)**

**CIT-Endowed**

**Posting Date:** 7/30/92

Provide support for faculty, staff, students, and potential users by delivering technical information on five supported platforms (IBM-PC, IBM mainframe, macintosh, VAX mainframe, and telecommunications). Resolve problems concerning the technical aspects of a diverse set of hardware and software applications. Direct clients to services within Cornell Information Technologies and facilitate back line consulting services. Provide support via service on the helpdesk, group & individual contacts, etc. Irregular hours.

**Requirements:** BS degree or equivalent. Course work in computer sciences, business, education preferred. 1-3yrs. of computing service delivery (consulting, instruction, or related client support services). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

## Professional Temporary

**Temporary Research Support Specialist (PT2504)**

**Design and Environmental Analysis**

**Posting Date:** 6/25/92

Coordinate a project involving up to 5 separate research studies investigating how US, European and Japanese companies manage their space efficiently. Supervise research assistants. Act as liaison with research consortium members. Coordinate production of reports and newsletter. Assist in the development of research instruments and in data collection and analysis. Assist in preparation of final reports and presentations. Chance of full-time employment.

**Requirements:** MS or equivalent in facility planning and management. Strong background in behavioral and social sciences. Supervisory experience. Experience with MAC systems and software including word processing, Excel, StatView, MacDraw, and MacPaint. Experience with social science and environmental design research methods; survey design and analysis; data coding and entry; behavioral mapping techniques; and architectural plan analysis. Must have drivers license and be willing to travel. Must have people, writing and communication skills. Ability to work independently. Send cover letter & resume to Sam Weeks.

**Temporary Lab Information Systems Manager (PT2208)**

**Diagnostic Laboratory-Statutory**

**Posting Date:** 6/4/92

Direct lab data management activities for the vet diagnostic lab and its branch labs. Implement a rewrite of DL's Lab Informations Management System. Provide hardware and software support for over 50 IBM-PC compatible computers and associated equipment including several computer networks. 6 month appointment with a chance for regular position.

**Requirements:** BS in computer science or equivalent. 5 yrs. experience with IBM-PC hardware and software. Experience with UNIX systems management and C programming. Extensive LOTUS & WordPerfect macro programming. Relational database programming desirable. Experience in biological sciences and software system implementation preferred. Send cover letter and resume to Sam Weeks.

## Technical

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

All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position. Send a cover letter and resume for each position, specifying the job title, department and job number, to Sam Weeks, 160 Day Hall. Skill assessment check lists, available at the Day Hall office, are a valuable aid when applying for computer or laboratory related positions.

**Animal Technician GR18 (T2904)**

**Physiology-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/23/92**

Participate in long-term animal experiments with pregnant

animals. All aspects of general maintenance of animals and records related to the experiments. Blood sampling and preparation of infusions.

**Requirements:** Bachelors degree or equivalent or other formal 4yr. training program desirable in biological sciences. Some related experience preferred. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Technician GR18 (T2801)**

**Physiology-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/16/92**

Assist in a laboratory doing studies on the physiological controls of food and water in young pigs. The varied duties include lab maintenance, animal care, surgery preparation and assistance, blood analysis, and routine injections.

**Requirements:** Minimum 2yrs. coursework in biological sciences. Associates degree or equivalent. A general background in the biological studies including some chemistry is required. Experience with animals, light typing, and courses in physiology desired. Willingness to learn and to take on a variety of tasks. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Animal Technician GR18 (T2705)**

**Physiology-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/9/92**

Assist the farm manager in general management duties related to a flock of pregnant and non-pregnant sheep. Assist with breeding program. Feed sheep. Clean pens and barns. Monitor health of sheep. Administer medications. Collect blood samples. Keep records.

**Requirements:** High School diploma or equivalent required. AAS strongly preferred. Accurate record keeping and six months to 1yr. experience with sheep management. Able to lift 80lbs. Pre-employment physical. Send cover letter and resume to Sam Weeks.

**Technician GR18 (T2404)**

**Food Science-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 6/18/92**

Conduct analytical tests on dairy products to provide support for research projects. Test procedures include: Kjeldahl nitrogen, total solids, salt, fat, and others. Assist in cheese making, enter data in computer, clean glassware, and help with other laboratory related activities.

**Requirements:** Associates degree or equivalent in dairy technology or food science. Course and laboratory skill training in routine dairy product analyses (Kjeldahl, Mojonnier, Babcock.) Minimum 1yr. related experience. Send cover letter and resume to Sam Weeks.

**Research Technician GR19 (T2302)**

**Genetics and Development-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 7/23/92 Report**

Carry out biochemical and molecular biology experiments including DNA isolation, blotting and cloning. Perform tissue culture as well as animal embryology work. Responsible for general lab organization and ordering of supplies. Supervise undergrad lab aides.

**Requirements:** Associates degree or equivalent in biology, chemistry or biochemistry. At least 1yr. experience in a biology or biochemistry lab. Experience with gel electrophoresis and blotting enzyme assays highly desirable. Send cover letter and resume to Sam Weeks.

**Technician GR19 (T2901)**

**Chemistry-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 7/23/92**

Site-directed mutagenesis using E. coli; DNA sequencing; general molecular biology cloning techniques; protein purification (HPLC).

**Requirements:** BS in microbiology, molecular biology or biochemistry or equivalent required. 1 or more yrs. experience in recombinant-DNA techniques. Send cover letter and resume to Sam Weeks.

**Veterinary Technician GR20 (T3001)**

**Vet Medical Teaching Hospital-Statutory**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 7/30/92**

Maintain aseptic conditions and provide coordination of the surgery team in the operating room during a surgical procedure. Clean and sterilize surgical and hospital equipment. Must be available at designated times to assist with emergency procedures. (On-Call schedule)

**Requirements:** AAS degree in animal health technology. Licensed or eligible for NYS license or equivalent. Experience with small animals. Experience with surgical procedures preferred. Send cov letter & resume to Sam Weeks.

**Technician GR20 (T2905)**

**Clinical Sciences-Statutory**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 7/23/92**

Provide technical support for research laboratory and teaching activities in the wildlife medicine program. **Requirements:** Bachelors degree or equivalent required. Advanced coursework in immunology helpful. At least 2yrs. experience or training in molecular biology/immunology. Send cover letter and resume to Sam Weeks.

**Technician GR21 (T3007)**

**Nutritional Sciences-Statutory**

**Minimum Biweekly Salary: \$615.42**

**Computer Operator III GR23 (T3009-14)**

**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$669.23**  
**Posting Date: 7/30/92**

Operate the theory center's multiple computer systems which supply advanced scientific computing are sources to a national base of users.

**Requirements:** Associates degree or equivalent beyond high school diploma. 2-4yrs related experience. A proven ability to work alone. A high level of integrity and judgement are essential. Knowledge of hardware, software, and the UNIX operating system are highly desirable. Requires good communication, interpersonal, and technical skills. Send cover letter and resume to Sam Weeks.

**Technical Temporary****Temporary Technician (T3102)**

**Clinical Sciences-Statutory**  
**Hiring Rate: \$7.25/hr.**  
**Posting Date: 8/6/92**

Provide technical assistance in a lab involved in studies on horse reproduction. Collect and prepare blood samples. Perform endocrine analysis including radioimmunoassay and enzyme immunoassay. Prepare frozen tissue and stain by immuno-histochemistry. Perform tissue incubations.

**Requirements:** BS in Science, preferably biological sciences or equivalent required. Must be able to perform quantitative chemical analysis. Previous experience with endocrine analysis by RIA and ELISA desirable. Microcomputer skills (word processing, database management, data analysis, graphics and biographic searches). Must be willing to work with radioactive and potentially hazardous chemicals. Previous animal handling desirable. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

**Temporary Computer Programmer/Analyst (T3101)**

**Quality Milk Promotion Services-Statutory**  
**Posting Date: 8/6/92**

Analyze, design, develop, implement, and document computer applications for QMPS. Update and set up computer systems. Maintain all aspects of computer systems. Analyze program data for research projects, using statistical packages and procedures. Train employees in use of hardware and software.

**Requirements:** Bachelor's degree or equivalent experience. Thorough knowledge of DBase III+ and Clipper software programming required. Knowledge of Lotus 1-2-3 and WP preferred; and statistical packages and applications desirable. Strong interpersonal skills. Send cover letter and resume to Sam Weeks.

**Temporary Service Technician (T3003)**

**Entomology-Statutory**

**Hiring Rate:**

**Posting Date: 7/30/92**

Assist with a variety of field and laboratory projects aimed at developing environmentally sensitive pest control tactics. Projects include assessing the importance of naturally occurring or released enemies of insect pests of sweet corn, onions, and beans, trapping and monitoring cucumber beetles, and evaluating squash varieties for resistance to insect pests.

**Requirements:** Background in agriculture or biological sciences preferred but not required. Driver's license and computer experience helpful. Send cover letter and resume to Sam Weeks.

**Temporary Technician (T2908)**

**Diagnostic Lab/Clinical Pathology-Statutory**

**Hiring Rate: \$8-8.50/hr.**

**Posting Date: 7/23/92**

Perform various diagnostic tests in hematology, cytology, chemistry and immunology. Use computer for data entry and retrieval. Participate in emergency coverage. Part-time until 1/1/93. Thursday, Friday, Saturday, 8hrs./day.

**Requirements:** AAS in medical technology or equivalent required. BS in medical technology and ASCP certification preferred. 1yr. clinical laboratory experience. Send cover letter and resume to Sam Weeks.

**Temporary Technician (T2909)**

**Fruit and Vegetable Science-Statutory**

**Hiring Rate: \$7-9/hr**

**Posting Date: 7/23/92**

Implement field and greenhouse plantings for breeding projects involving cucumbers, melons, and squash. Prepare plans for plantings. Make controlled pollinations, assist with tests for disease resistance, select resistant plants and record keeping. Assist with weed control, insect and unwanted diseases that might interfere with normal growth. Harvest, process and store plants. Full-time until 1/15/93.

**Requirements:** Associates or equivalent in agriculture required. BS in agricultural science preferred. NYS Pesticide applicators license preferred. Ability to work independently. Send cover letter and resume to Sam Weeks.

**Office Professionals**

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

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

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

**Office Assistant GR17 (C3102)**

**Hispanic American Studies Program-Endowed**

**Minimum Biweekly Salary: \$530.38**

**Posting Date: 8/6/92**

Provide clerical support to the administrative aide in the planning, coordinating, and managing of the overall administrative support functions for the program. Full-time, 10 month appointment.

**Requirements:** High school diploma or equivalent. Minimum 2 years related work experience. Excellent communication (written, oral) skills are essential. Ability to deal with a variety of people of all levels. Knowledge of Cornell and some Spanish desirable. Medium typing. Send cover letter and resume to Esther Smith, Staffing Svcs, EHP #2. Employees should include an employee transfer application.

**Receptionist/Office Assistant GR17 (C3114)**

**CIT Administration-Endowed**

**Minimum Biweekly Salary: \$530.38**

**Posting Date: 8/6/92**

Under supervision provide switchboard coverage for second floor Computing & Communications Center. Secretarial support to Administrative Aide.

**Requirements:** High school diploma or equivalent required. Minimum 1 year related experience. General knowledge of Macintosh computer with word processing, spreadsheet, database and/or graphic software familiarity. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Circulation/Reserve Assistant GR17 (C2707)**

**Circulation/Urns Library-Endowed**

**Minimum Biweekly Salary: \$530.38**

**Posting Date: 7/9/92**

Perform a variety of circulation and reserve tasks. Work at the circulation, information and security desks assisting patrons.

**Requirements:** High School diploma or equivalent required. Some college coursework preferred. Some knowledge of IBM-PC or comparable word processing equipment. Ability to work well with a variety of people in a public service setting. Good organizational skills and exceptional dependability. Ability to lift, shelf, and carry books (10-20lbs.) and push loaded book carts (Approx. 50lbs.) Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Office Assistant GR18 (C1611)**

**Agricultural and Biological Engineering-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 4/23/92 Repest**

Provide secretarial and administrative support to the Cornell Local Roads Program staff. Register workshop participants, perform routine accounting tasks, distribute publications, type correspondence, answer telephones, and respond to inquiries. Travel four to six times annually for three to four days per trip.

**Requirements:** High school diploma or equivalent required. Some college coursework desirable. Valid NYS Drivers license. Advance proficiency in WordPerfect 5.0 or 5.1 necessary. Knowledge of DBase III inquiry, Lotus, and Harvard graphics desirable. Minimum 1 year general office experience necessary. Desire to work in a service oriented position with daily public contact helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR18 (C3015)**

**University Development-Endowed**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/30/92**

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

**Requirements:** High school diploma or equivalent. Good interpersonal skills and telephone techniques. prior office experience helpful. Familiarity with office equipment, including Dictaphone. Knowledge of macintosh PC helpful. Ability to work under pressure, must respect privilege of confidential materials and pay attention to detail. Send cover letter and resume to Esther Smith, Staffing Services, EHP#2. Employees should include an employee transfer application.

**Secretary GR18 (C3016)**

**Academic Advising Center-Endowed**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/30/92**

Provides support for two assistant deans and secretary. Typing, filing, answer telephones, scheduling appointments, computer work.

**Requirements:** High school diploma or equivalent required. Some college coursework desirable. 1yr. related experience. Excellent organizational interpersonal and communication (written and oral) skills. Familiar with computers. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Secretary GR18 (C2609)**

**Agricultural Economics-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/2/92**

Provide secretarial support for one faculty member. Accurate typing for research and teaching activities. Manuscript preparation, proposals, correspondence, telephone and library work.

**Requirements:** High School diploma or equivalent required. Some college coursework desirable. 1-2yrs. related experience or aptitude with computer/word processor helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Circulation/Reserve Assistant GR18 (C2708)**

**Circulation/Urns Library-Endowed**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/9/92**

Responsible for preparing and sending overdue notices, book replacement bills and fine bills. Work at the circulation desk and assist in a variety of circulation activities. Perform a range of clerical, secretarial, and administrative tasks.

**Requirements:** High School diploma or equivalent. Some college coursework preferred. 1-2yrs. related experience with a detailed record keeping system. Ability to work effectively with a variety of people in a public service setting. Excellent interpersonal, organizational, and communication skills. Ability to lift/carry loads of books, 10-20lbs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**AV/Technical Services Specialist GR18 (C2706)**

**Veterinary Library-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date: 7/9/92**

Order, process, catalog, organize, and maintain the audiovisual software collection. Maintain AV equipment including resolving operational problems, performing preventive maintenance and installing new/replacement hardware. Perform technical processing of monographs including some catalog maintenance. Provide circulation, information/directional and other reference help to patrons from the public service desk as well as specialized AV-related assistance. Other duties as assigned.

**Requirements:** High School diploma or equivalent required. Some college coursework preferred. 1-2yrs. related experience (or demonstrated aptitude) with AV materials and equipment preferred. Excellent organizational, communications and interpersonal skills. Strong service commitment. Able to work with different people in a public setting. Able to work independently. Accuracy in detailed work. Knowledge of NOTIS or word processing helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Accounts Assistant GR19 (C3101)**

**Bursars Office-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Maintain student accounts; process transactions to student loan system; have personal and telephone contact with student loan borrowers regarding their accounts; answer correspondence from borrowers; organize and perform exit interviews for graduating students; perform monthly loan functions such as paid reporting and general accounting functions.

**Requirements:** High school diploma or equivalent. Some college coursework preferred with 1 -2 years related accounting experience. Strong organizational, communication, and interpersonal skills. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR19 (C3109)**

**School of Hotel Administration-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Under general supervision, provide secretarial and administrative support to approximate 4 - 7 faculty members. Requires excellent word processing skills, commitment to precision and accuracy, positive public relations manner, independent judgement and decision making. Will serve as receptionist for all faculty on floor.

**Requirements:** Community college course(s) in secretarial skills preferred. High school or equivalent required. 1-2 years related experience. Highly developed word processing skills. IBM & Macintosh preferred. Ability to learn new software programs and computer skills important. Excellence in copyreading. Solid command of English grammar, usage, punctuation, and spelling. Good interpersonal skills in order to work cooperatively with a variety of people. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Office Assistant GR19 (C3108)**

**Plantations-Statutory**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Provide secretarial support to the director of Plantations, the development officer, & the public affairs assistant. Maintain Filemaker database and gift acknowledgement system. Work with the University gift tracking and reporting system. Act as receptionist. Schedule meetings, maintain calendars. Provide word processing, draft & monitor correspondence, proof read & file. Arrange travel. Take meeting minutes, prepare & distribute.

**Requirements:** High school diploma or equivalent required, college coursework preferred. 2 years secretarial experience. Knowledge of Macintosh computers and software including Microsoft Word and Filemaker Pro. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR19 (C3111)**

**University Development-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Provide administrative and secretarial support for an assistant director & development assistant in the Cornell Fund. **Requirements:** High school diploma or equivalent required. Some college coursework preferred. 1-2 years experience. Previous experience in volunteer support, especially fund-raising volunteers, is highly desirable. Excellent organizational and interpersonal skills. Excellent communication skills—written and oral—especially concerning telephone communication. Knowledge of Cornell preferred. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR19 (C3113)**

**University Development-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Provide secretarial and administrative assistance to the director of the Office of Planned Giving.

**Requirements:** High school education or equivalent required. Some college coursework preferred. Minimum 2 years work experience; bookkeeping and accounting. Good typing skills. Knowledge of Macintosh computer. Good organizational and interpersonal skills. Ability to work independently and handle multiple projects simultaneously. Good command of written and spoken English. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR19 (C3110)**

**Mathematics-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Provide secretarial support to the undergraduate program and the associate chairperson in Mathematics. Liaison between faculty and Math majors. Screen inquiries pertaining to courses offered. Provide clerical support to course instructors. Main office receptionist.

**Requirements:** High school diploma or equivalent required. College courses preferred. Work experience in an academic environment preferred. 1 -2 years related experience. Computer expertise in wordprocessing, spreadsheets, and databases. Ability to work in a fast-paced environment. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR19 (C3115)**

**Floriculture & Ornamental Horticulture-Statutory**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 8/6/92**

Serve as department extension & conference secretary. Provide clerical & administrative support to faculty & staff of extension, teaching & research programs.

**Requirements:** Minimum high school diploma or equivalent required and one year formal training in relevant field. Secretarial Science degree preferred. 1-2 years related secretarial/clerical experience. Knowledge of IBM PC & Word Perfect 5.1 essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Secretary GR19 (C3020)**

**Geological Sciences/INSTOC-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 7/30/92**

Provide secretarial and editorial support to faculty, researchers, supervisors, and staff; maintain INSTOC office, records, and microcomputers; general office assistance.

**Requirements:** High school diploma or equivalent. Some college coursework preferred. Strong computer skills (Macintosh/IBM PC and related software), 2yrs. related experience, strong interpersonal, organizational, communication (written and oral) skills, knowledge of CU policies and procedures strongly preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Administrative Aide GR19 (C3008)**

**ILR, Center for Advanced Human Resources Studies-Statutory**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 7/30/92**

Provide secretarial and administrative assistance to executive director of CAHRS. Maintain public relations and cooperative relations with faculty; serve as contact for sponsor executives and those requesting CAHRS information and publications. Initiate routine correspondence with faculty, staff and senior corporate executives, handle arrangements, registration, meal counts, etc. for senior executive conferences. Maintain financial records of income and expenses for all programs. Prepare solicitation letters for annual sponsor contributions.

**Requirements:** High school diploma or equivalent. Some college coursework preferred. Minimum of 2yrs. related experience. Excellent typing and interpersonal skills and ability to prioritize work. Word processing using PC. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Office Assistant GR19 (C3007)**

**University Development/Public Affairs-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 7/30/92**

Works closely with the development assistant, director of leadership gifts, and others in the operation of the tracking system, thereby insuring appropriate communication and management involving leadership gifts prospects. Medium typing.

**Requirements:** High school diploma and equivalent. Some college coursework preferred. Ability to work without supervision and institute new procedures. Strong organizational, interpersonal and communication (written and verbal) skills. Ability to work under pressure, meet deadlines, recognize and react to priorities. Knowledge of macintosh computer systems, constant accuracy a must. Ability to maintain an extreme degree of confidentiality. Send cover letter and resume to Esther Smith, Staffing Services, EHP#2, employee should include an employee transfer application.

**Core Literature Project Assistant GR19 (C2807)**

**Albert R. Mann Library-Statutory**

**Minimum Biweekly Salary: \$566.28**

**Posting Date: 7/16/92**

Under the direction of the Core Literature Project Director, assist in the compilation of subject bibliographies of the most significant publishing of that subject. Duties include bibliographic searching, use of database management software, editing and verifying of bibliographic information. Some administrative support.

**Requirements:** High School diploma or equivalent. Associate's degree or equivalent education preferred. Computer experience including wordprocessing ability. 1-2yrs. experience searching bibliographic databases, including RLIN and NOTIS highly desirable. Experience with database management. Software (particularly procite) desirable. Ability to be self-directed and to meet deadlines and attention to detail is essential. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3120)**

**Science & Technology Studies-Endowed**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 8/6/92**

Manage administrative support functions for S&TS Graduate Program. Process applications, maintain student database. Clerical support for faculty. Oversee student progress. Develop and edit materials for publications. **Requirements:** Associates degree or equivalent combination of education and experience. Minimum 2 years experience. Knowledge of educational institution desired. Knowledge of Macintosh required, Microsoft Word and Filemaker. Excellent communication skills. Strong organizational abilities. Must be able to work independently with minimal supervision. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Administrative Aide GR20 (C3106)**

**Mechanical & Aerospace Engineering-Endowed**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 8/6/92**

Provide extensive administrative support for Director and Administrative Associate of a large academic department. Work with personnel matters and other highly confidential subjects.

**Requirements:** A.A.S. degree or equivalent required. 2-3 years experience (Cornell preferred). Good interpersonal and communication skills. Ability to work with spreadsheets, Microsoft word and excel programs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Administrative Aide GR20 (C3002)**

**VP for Finance and Treasurer-Endowed**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 7/30/92**

To provide under general supervision, the secretarial/clerical and office support to the vice president for finance and treasurer, working independently, with a high level of confidentiality.

**Requirements:** Associates degree and/or equivalent experience. 2-3yrs. of secretarial/clerical experience preferable. Knowledge of Cornell university preferred. Knowledge of macintosh computer and software, including word and excel preferred. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3014)**

**University Development-Endowed**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 7/30/92**

Provide administrative and secretarial assistance for the office of capital projects. Type, edit and proofread materials. Maintain accurate record of gifts and commitments. Initiate requests for and track gift acknowledgements. Prepare gift reports. Make travel arrangements. Schedule appointments. Assist in preparation of mailings.

**Requirements:** Associates degree or equivalent. 2-3 yrs. related work experience. Bookkeeping/accounting experience desirable. Good typing skills required. Excellent organizational and interpersonal skills. Good command of written and spoken English. Knowledge of macintosh pc helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C2911)**

**Veterinary Library-Statutory**

**Minimum Biweekly Salary: \$590.45**

**Posting Date: 7/23/92**

Responsible for the operation of the operation of the veterinary library during evening and some weekend hours, including circulation/reserves, security and some student supervision. Provide various information services, including assist patrons in locating materials, searching CD-ROM databases, and using audiovisual equipment. Also responsible for all aspects of interlibrary borrowing services. Fill interlibrary lending requests. Other duties as assigned, including daily cash management and special projects. Evenings, some day/weekend hours.

**Requirements:** AAS degree or equivalent

#### Administrative Aide GR22 (C2915) Facilities and Business Operations-Endowed Minimum Biweekly Salary: \$641.92 Posting Date: 7/23/92

Provide assistance to the associate vice president and the director of administration for facilities and business operations: oversee, coordinate and integrate the flow of information and materials through the office. Refer inquiries and materials to others for handling as appropriate; work independently with the highest degree of confidentiality. **Requirements:** Associates degree or equivalent, 3-5yrs. related experience. Excellent organizational, interpersonal skills; demonstrated oral and written communication skills and initiative necessary. Ability to set priorities. Confidentiality essential. Knowledge of macintosh computer preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

#### Office Professionals Part-time

##### Administrative Assistant Protestant Cooperative Ministry at Cornell Posting Date: 8/6/92

Responsible for maintaining the smooth functioning of the PCM office. Includes but is not limited to bookkeeping, filing, typing, and being present to assist PCM community members and staff and the larger Cornell community. **Qualifications:** Good typing and proof-reading skills; word processing experience; knowledge of macintosh computer essential; good oral and written communication skills; excellent organizational skills; enjoys and works well with students; familiarity with Cornell accounting preferred. Send cover letter and resume to Rev. Barbara A. Heck, G-7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853, By August 14, 1992.

##### Circulation Reserve Assistant GR17 (C3003) Circulation/Uriis Library-Endowed Minimum Full-Time Equivalent: \$530.38 Posting Date: 7/30/92

Assist in the reshelving of materials returned from circulation and work at the security desk inspecting knapsacks, briefcases, etc. of exiting patrons when the security alarm sounds. Monday-Friday, 20hrs./week. **Requirements:** High school diploma or equivalent. Ability to work effectively with a variety of people at a public service desk. Must be able to shelve and shift books. Must be exceptionally dependable. Good interpersonal and communication skills. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Senior Records Assistant GR18 (C3011) Serials/Central Technical Services-Endowed Minimum Full Time Equivalent: \$542.89 Posting Date: 7/30/92

Responsible for checking in the daily receipts of Southeast Asian serials and assist with the claiming and invoice posting for these titles. **Requirements:** High school diploma or equivalent. Additional academic or clerical training desirable. Reading knowledge of Indonesian desirable; reading knowledge of other Southeast Asian/Western European languages helpful. Good interpersonal, communication and organizational skills. Attention to detail and accuracy essential. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Binding Assistant GR18 (C3012) Physical Sciences Library-Endowed Minimum Full-time equivalent: \$542.89 Posting Date: 7/30/92

Coordinate preservation, conservation, and binding activities in the physical sciences library. Provide information services to library users. Supervise 1 to 2 student employees. Ability to work in a changing environment with constant interruptions. Good communication, interpersonal, and organizational skills. Attention to detail. Monday-Friday, 20hrs./week, with Flexibility. **Requirements:** Associate's degree desirable. A minimum of 2yrs. academic experience with some course work in physical sciences preferred. Familiarity with computers required. Previous library experience (especially with NOTIS) desired. Ability to push loaded book trucks and lift filled book bins (up to 100lbs.). Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

##### Child Care Assistant GR18 (C3010) Human Development and Family Studies-Statutory Minimum Full-time Equivalent: \$542.89 Posting Date: 7/30/92

Work as a classroom support person to the teaching team which provides a program for 16 preschool children. Duties include assisting in the planning of developmentally appropriate activities; assisting children throughout their daily classroom routines. Mon-Friday 7-1pm, 11 month position. **Requirements:** Associate's degree in child development, early childhood education or a related field or the equivalency in education and experience. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

##### Child Care Assistant GR18 (C3009) Human Development and Family Studies-Statutory Minimum Full-time Equivalent: \$542.89 Posting Date: 7/30/92

Work as a classroom support person to the teaching team which provides a program for 16 preschool children. Duties include assisting in the planning of developmentally appropriate activities; assisting children throughout their daily classroom routines. Mon-Friday 12-6, 11 month position. **Requirements:** Associate's degree in child development, early childhood education or a related field or the equivalency in education and experience. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

##### Senior Circulation/Reserve Assistant GR18 (C2909) Access Services/Olin Library-Endowed Minimum Full-Time Equivalent: \$542.89 Posting Date: 7/23/92

Work at the circulation desk and be responsible for reserve requests from other CUL units. Responsible for recall and hold process, including notifying patrons to return materials needed by other readers and notifying readers of available materials. Renew loans for items charged out. **Requirements:** High school diploma or equivalent required. Some college coursework preferred. Minimum 2yrs. related experience. Organizational ability and aptitude for detailed work. Ability to work effectively with a variety of people in a public services setting. Strong interpersonal and communication skills. Experience with microcomputers. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Senior Interlibrary Services Assistant GR18 (C2908) Interlibrary Services/Olin Library-Endowed Minimum Full Time Equivalent: \$542.89 Posting Date: 7/23/92

Prepare materials for photocopying including locating article(s) and verifying bibliographic information when the article is not found as cited. Process completed photocopy.

Fax materials as requested. Responsible for maintaining photocopy files, compiling statistics and paging materials from special collections for loan approval. Search local and national databases. 20hrs./week until 9/30/93.

**Requirements:** High school diploma or equivalent required. Some college coursework required. Ability to work with foreign languages. Organizational ability and aptitude for detailed work. Experience with keyboards and microcomputers. Ability to work under pressure while maintaining accuracy. Experience in an academic library desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include a transfer application.

##### Secretary GR18 (C2905) Physiology-Statutory Minimum Full time Equivalent: \$542.89 Posting Date: 7/23/92

To provide secretarial support for 1 or 2 faculty members and assist the accounting section by typing requisitions and filing. Monday-Friday 8-12. **Requirements:** High School diploma or equivalent. Some college coursework preferred. Minimum 1yr. related secretarial experience. Knowledge of computers (IBM/wordperfect 5.1) preferred. Medium typing. Send cover letter & resume to Esther Smith, Staffing Svcs, EHP #2. Employees should include employee transfer application.

##### Collections Assistant GR18 (C2805) Reference Department/Olin Library-Endowed Minimum Biweekly Salary: \$542.89 Posting Date: 7/16/92

Assist with the processing and management of a map collection consisting of 200,000 maps and atlases. Provide basic information service on cartographic materials to library patrons. Assist with the processing of the reference collection. Search local & national databases. 20hrs./week. **Requirements:** HS diploma or equivalent required. Associates or equivalent preferred. Excellent interpersonal, organizational and communication skills. 1-2yrs. previous library experience desirable. Familiarity with microcomputers and word processing desirable. Light typing. Send cov letter & resume to Esther Smith, Staffing Svcs, EHP #2. Employees should include employee transfer application.

##### Secretary GR18 (C2609) Agricultural Economics-Statutory Minimum Full-time Equivalent: \$542.89 Posting Date: 7/2/92

Provide secretarial support for one faculty member. Accurate typing for research and teaching activities. Manuscript preparation, proposals, correspondence, telephone and library work. Monday-Friday, 20hrs./week. **Requirements:** High School diploma or equivalent required. Some college coursework desirable. 1-2yrs. related experience or aptitude with computer/word processor helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Reference Assistance GR20 (C2006) Albert R. Mann Library-Statutory Minimum Biweekly Salary: \$590.45 Posting Date: 5/21/92 Repost

Coordinate, organize and supervise the daily operation of the Entomology Library. Responsible for hiring, scheduling, and training all students who work in the Entomology Library. Participate with the Document Access Librarian in evaluating the students' performance. Work a portion of the week in Mann Library's Document Access Unit assisting patrons at service desks and with public access databases.

**Requirements:** Bachelors degree or equivalent experience and education. Minimum 1-2 years related experience. Background in entomology, agriculture, or biological sciences, experience working in an academic/research library, and experience with use of microcomputers preferred. Strong interpersonal and communication skills. Ability to be self-directed, meet deadlines, pay attention to detail. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Accounts Representative III GR20 (C3022) Theory Center-Endowed Minimum Full-Time Equivalent: \$590.45 Posting Date: 7/30/92

Under general supervision, provide part-time support to finance coordinator. Requires independent judgement, a high degree of confidentiality, and the ability to work independently. **Requirements:** Formal training of 1 or 2yrs., 2yrs. of college coursework, or associate's degree beyond high school diploma. 2-4yrs. related experience. Familiarity with university resources and procedures (ie-accounting, payroll, etc.) highly desirable. Experience with macintosh (microsoft word, filemaker plus, and microsoft excel) highly desirable. Strong interpersonal, organizational, and communication skills. Ability to work independently and maintain strict confidentiality. Ability to work under pressure, set priorities, maintain a degree of accuracy and take initiative. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Administrative Aide GR20 (C2910) Academic Programs, CALS-Statutory Minimum Full-time Equivalent: \$590.45 Posting Date: 7/23/92

Must work independently to coordinate and carry out initiatives developed by the college of agriculture and life sciences minority resource development committee. These include on-campus colloquia, graduate student recruitment, including campus visits, data-base management, and an undergraduate research program. Some supervision of undergraduate assistants is likely. Monday-Friday, 20-hrs./week (negotiable). **Requirements:** Associates degree or equivalent required. 2-3yrs. work experience. Strong organizational, communication, and interpersonal skills. Familiarity with microcomputer use (Macintosh preferred) for word processing and data-base management is essential. Must be able to work within deadlines. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Senior Night Supervisor GR20 (C2603) School of Hotel Administration-Endowed Minimum Full-time Equivalent: \$590.45 Posting Date: 7/23/92

Responsible for library operation during evening and Saturday Hours. Daily activities including circulation and reserve operations; manage video collection manage MPS monograph service, perform routine circulation functions, supervise student assistants. 25hrs./week, flexible. **Requirements:** Associates degree or equivalent required. 2-3yrs. related experience. Previous library, public service and/or supervisory experience are highly desirable. Medium data entry/typing is required. Experience with wordprocessing program is required. Strong interpersonal and communication skills required. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include and employee transfer application.

##### Senior Night Supervisor GR20 (C1908) Public Services/Music Library-Endowed Minimum Full-time Equivalent: \$590.45

##### Posting Date: 7/23/92

Supervise and assist in the circulation operations of the music library. Provide information and reference assistance to patrons. Responsible for the security of the building during evening and weekend library hours. Assist with collection maintenance & processing operations. 20hrs./week. **Requirements:** Associates degree in music with emphasis in music history. 2-3yrs. related experience. Experience supervising others. Good interpersonal and organizational skills. knowledge of at least one foreign language. Must be able to work well under pressure. Must be able to lift books and push heavy book trucks (maximum 50lbs.). Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

##### Administrative Secretary GR20 (C2714) Computer Science-Endowed Minimum Full-time Equivalent: \$590.45 Posting Date: 7/9/92

Provide administrative and secretarial support to several faculty. Responsibilities include: coordinating faculty editorial duties, workshops and conferences. Prepare correspondence and other materials using advanced workstations and UNIX operating systems. Monday-Friday 9:00-1:30. **Requirements:** Associates degree or equivalent combination of education and experience. 2-3yrs. administrative/secretarial experience, preferably in a university environment. Excellent interpersonal, organizational and communication skills. Ability to work independently, set priorities, write and edit own material. Handle confidential material. Ability to use complex computer systems in a highly technical environment. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

#### Office Professionals Part-Time

##### Administrative Aide GR19 (C3116) Statutory Office for Capital Facilities-Statutory Minimum Full-time Equivalent: \$566.28 Posting Date: 8/6/92

To provide, under little supervision, the secretarial/clerical and office support of a complex and fast paced office. Mon. - Fri., 8am-noon.

**Requirements:** High school diploma or equivalent required. Some college coursework preferred. Minimum 2 years related office experience. Word processing experience required. Knowledge of Macintosh with Excel and mainframe desirable. Ability to work independently and set priorities. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

#### Office Professionals Temporary

##### Compensation Specialist Assistant (S3104) University Human Resource Services-Endowed Posting Date: 8/6/92

Under general supervision, assist in various aspects of the daily operation of the wage & salary administration of Cornell University's compensation program. Support the compensation associates with job analysis involving the research, review, and classification of exempt and non-exempt positions (new and reclassifications). Investigate requests, including interviewing supervisors and employees. Prepare and defend recommendations for job classifications and salary adjustments. Advise unit heads about evaluations/classifications & organizational concerns. Other duties as assigned to support the compensation office. **Requirements:** Bachelor's degree or equivalent required. 2-3 years related work experience. Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.

##### Editor/Designer (S3001) Agriculture and Biological Engineering-Statutory Posting Date: 7/30/92

Edit manuscripts for engineering-related cooperative extension publications. Make grammatical and structural changes as necessary; write news releases; design and proof publications; prepare mechanicals for delivery to printer; assist in performing clerical-administrative tasks. **Requirements:** Bachelor of Science emphasizing writing, editing and design of technical information for a general audience. Must be familiar with macintosh; experience with pagemaker desirable. Send cover letter and resume to Karen Raponi.

##### Temporary Secretary (S3002) Agricultural and Biological Engineering-Statutory Posting Date: 7/30/92

Provide secretarial services to the farm safety and health programs in Agricultural and biological engineering. Assist the executive director and board of directors of the NYS rural health and safety council. **Requirements:** A.A.S. degree or equivalent experience in secretarial services. Experience in macintosh computer programs is beneficial. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

##### Temporary Staff Assistant (S2601) Cornell Press Hourly Rate: \$8:00 Posting Date: 7/23/92

Assist associate marketing manager and advertising associate in publicizing and advertising scholarly books. Prepare press releases, reserve advertising space, and help to coordinate production of ads. Some clerical duties will be required.

**Requirements:** B.A. degree. Medium typing. Experience with macintosh or similar computer helpful. Excellent written communication and proofreading skills required. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

##### Distribution Assistant (S2402) Agric. & Bio Eng.-Statutory Hiring Rate: \$7:00 Posting Date: 6/18/92

Assist in distribution of publications. Enter orders in computer, print invoices, pack boxes and prepare for mailing. Assist in marketing and other office duties. Answer phone. Mon-Fri. 20-30 hrs/wk. Position begins Aug. 4, 1992. 6-month position.

**Requirements:** Familiarity with Mac computer. Ability to lift 40-pound boxes. Medium typing. Send application and resume to Karen Raponi, Staffing Services, EHP#2.

#### General Service

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

##### Room Attendant SO03 (G3101)

Staffer Hotel-Endowed  
Hiring Rate: \$6.83/hr.  
Posting Date: 8/6/92  
Responsible for maintaining the highest standards of cleanliness for the hotel, giving guests, students and employees the best service available. Full-time, flexible; nights and weekends; 9 month appointment. **Requirements:** Basic reading and writing skills. Minimum of two years' hotel housekeeping experience preferred. Cornell employees only. Please submit an employee transfer application to Esther Smith, Staffing Services, EHP #2.

#### General Service

#### Send application materials for the following positions to Cynthia Smithbower, Staffing Services, 160 Day Hall.

##### Duplicating Machine Operator SO06 (B3002) Agricultural Economics-Statutory Hiring Rate: \$7.91 Posting Date: 7/30/92

Responsible for running a kodak 225 copier, an off-line collator, binding equipment, a cutter, perforator, and A.B. Dick 360 offset press, and other peripheral equipment as well as hand assembling materials in a print shop for a large academic department. Reports directly to the print shop supervisor. 20-39hrs./week. **Requirements:** High school diploma or equivalent. Minimum of 1yr related experience. Mechanical knowledge preferred. Print shop experience desirable, but not necessary. Application materials to Cynthia Smithbower.

#### General Service Casual

##### Casual Animal Technician (B3001) Laboratory Animal Services-Statutory Hiring Rate: \$6.00 Posting Date: 7/30/92

Provide weekend and holiday care of lab animals: feed, water, clean and monitor following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting veterinarians in treating and vaccinating animals. Saturday, Sunday and holidays, 16-20hrs./week. **Requirements:** High school diploma or equivalent required. Associates in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1yr animal experience. Ability to lift 50#. Pre-employment physical and all necessary immunization required. Send application materials to Cynthia Smithbower.

#### General Service Temporary

##### Temp Laboratory Assistant Plant Breeding (S2001)

Order for a large laboratory, filling out order forms, placing phone calls, receiving items (checking packing slips), working with lab personnel and administrative staff. Perform basic lab work such as extracting seeds from fruit, DNA extractions, autoclaving, making media, and gel electrophoresis. 20hrs/week. **Requirements:** Good organizational ability, math skills, and strong interpersonal skills. Science background preferred, lab experience desirable. Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2. Employees should include employee transfer application.

#### Academic

##### Senior Lecturer (50%time) Human Development and Family Studies Posting Date: 7/30/92

One year, half-time position comprised of 1/3 teaching responsibility as senior lecturer the department of human development and family studies (one course on adulthood and aging-spring 1993) and 2/3 administrative responsibility as assistant director of the life course institute and overseeing the undergraduate gerontology certification program. The life course institute was established in 1992 to nurture faculty-directed, multidisciplinary research within the college of human ecology. **Requirements:** Ph.D. in relevant social science required. Both teaching and administrative experience expected. Skills in writing grant proposals are necessary. Send a letter of application and a vita, by July 7, 1992 to: Professor Phyllis Moen, Director, Life Course Institute, G60B MVR hall, College of Human Ecology, Cornell University, Ithaca, NY 14853-4401.

##### Extension Associate III

**Plant Science Center  
Posting Date: 7/30/92**  
A teaching and outreach initiative in plant molecular biology. We seek and individual to oversee and participate in the development and teaching of laboratory workshops in molecular biology, with emphasis on plant materials or problems related to plant systems.

**Requirements:** Ph.D. and postdoctoral training with extensive experience in molecular biology techniques, teaching experience highly desirable. Please send letter of interest, cover letter, and names of three references to: Dr. Karen L. Kindle, 151 Biotechnology Building, Cornell University, Ithaca, NY 14853-2703, (Fax: 607-255-2428).

#### Other

##### Part-time Office Assistant Ithaca Community Childcare Center Posting Date: 8/6/92

Immediate opening in the Ithaca Community Childcare Center for a part-time office assistant. 12-15 hours/week. (2:30-5:30 pm, M + F). **Requirements:** Macintosh computer experience. Basic typing skills (40 wpm). Knowledge of general office procedures (office experience preferred). To apply stop by the center to fill out an application OR send resume to: Ithaca Community Childcare Center, Attention: Wendy Fonder, 579 Warren Road, Ithaca, NY 14850. No phone calls, please. Position will remain open until filled; EOE.

## CORNELL Employment News

EDITOR: Nancy Doolittle

PAGE LAYOUT: Cheryl Seland  
PHOTOGRAPHY: University Photography

Published weekly except for one week each in January and November and two weeks in December by the Office of Human Resources, Cornell University, 14853. Distributed free and available to staff and faculty at locations around the campus.

Mail subscriptions available US delivery first class mail at: \$12.00 for 3 months; \$18.00 for 6 months; or \$26.00 for 12 months. Make checks payable to: Cornell University, 160 Day Hall, Ithaca, NY 14853.

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

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

# CORNELL Employment News

Published  
by the  
Office of  
Human Resources

Volume 4 Number 32 August 13, 1992

## JOB OPPORTUNITIES

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

- Employees may apply for any posted position with an Employee Transfer Application. A resumé and cover letter, specifying the job title, department and job number, are recommended. Career counseling interviews are available by appointment.
- Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Candidates should submit a completed and signed employment application which will remain active 4 months. Interviews are conducted by appointment only.
- Staffing Services will acknowledge receipt of all material by mail. Hiring supervisors will contact those individuals selected for interview by phone; please include two or more numbers if possible. When the position is filled, candidates should receive notification from the hiring supervisor.
- Cornell University is an equal-opportunity, affirmative-action educator and employer.
- Job Opportunities can be found on CUINFO

### Professional

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

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

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

#### Associate Director III (PA3102) HRIII University Development-Endowed Posting Date: 8/6/92

Assist the Director with the management, coordination and execution of Special Gift fund raising initiatives. These initiatives are oriented toward individuals who have the capacity to give \$100,000 - \$1 million. Special gift fund raising develops and cultivates the prospective giver's relationship with the University and the solicitation of Special Gifts.

**Requirements:** Bachelor's degree or equivalent required. 3 - 5 years experience in capital gift fundraising, institutional advancement, (higher education), or professional volunteer management. Demonstrated Sensitivity to human relations and ability to work with volunteers at the highest levels. Strong management & writing skills necessary, strong interpersonal skills and the ability to work well with faculty, staff, senior volunteer leadership, and the executive staff of the University. Knowledge of the processes of large individual gift fundraising using a range of appropriate cultivation and solicitation methods. Send cover letter and resume to Cynthia Smithbower.

#### Technical Specialist I (PT3203) Level 36 CIT-Computer Resources-Endowed Posting Date: 8/13/92

Develop UNIX name space directory server that interfaces with a general storage service based on the UniTree Mass storage system provided by distributed computing solutions.

**Requirements:** Bachelor's degree or equivalent experience; 5-7yrs. related experience. Knowledge of UNIX operating system on a variety of platforms. Excellent C language programming skills. Knowledge of distributed system, network/client/server programming and multi-threaded programming. Send cover letter and resume to Sam Weeks.

#### Project Leader I (PT3104) Level 35 CIT Information Resources-Endowed Posting Date: 8/6/92

Provide technical supervision and support to programmers, the user department's system and computer area. Insure that the system is performing to agreed specifications. Organize, schedule and supervise programmers' work problems. Maintain communication with users for efficient solutions to problems. Analyze user requirements for incorporation within the system. Schedule the work load. Investigate and evaluate outside software systems. Prepare reports.

**Requirements:** BS or equivalent experience. 3-5 yrs. computer and systems experience including the design of major systems. Thorough technical knowledge of ADABAS and NATURAL. Experience in student administration and human resources areas helpful. Send cover letter and resume to Sam Weeks.

#### Computer Operations Manager I (PT3008) Level 35 Theory Center-Endowed Posting Date: 7/30/92

Manage the daily operations of the theory center's multiple computer systems which supply advanced scientific computing resources to a national data base of users.

**Requirements:** BS degree or equivalent and 2-3yrs. related experience. Experience supervising the operation of a major computer facility. Knowledge of various operating systems, especially UNIX, VM/XA and/or VM/ESA. CAD experience desirable. Strong Communications, interpersonal, organizational, technical and supervisory skills. Send cover letter and resume to Sam Weeks.

#### Senior Technical Consultant (PT3004) Level 35 Financial Systems Development-Endowed Posting Date: 7/30/92

Provide technical support in financial systems area. Serve as liaison to central computing (CIT) technical staff and technical consultant to administrative staff. Write, maintain and analyze systems where commonly used programming languages are unsuitable.

**Requirements:** Bachelor's degree or equivalent. 5-7 years experience in programming application and systems; ADABAS & BATCH; and VM/CMS interaction. Knowledge of commonly used programming languages such as basic and assembler for systems mainframe through micro. Strong communication skills required. Send cover letter and resume to Sam Weeks.

#### Senior Systems Programmer (PT2604,PT2605) Level 35 Theory Center-Endowed Posting Date: 7/2/92

Provide technical support for various Theory Center high-performance computing systems and their operating systems and major sub-systems (e.g. high-speed connectivity and networking sub-systems, etc). Specify, design, implement, document and maintain necessary functional enhancements to these systems.

**Requirements:** BS in computer science or equivalent

combination of education and experience required. MS preferred. 4-5yrs. experience in operating systems maintenance and support, programming languages and high-performance computing techniques and procedures. Significant experience with UNIX utilities and system calls essential. Familiarity with other operating systems and computing environments, including supercomputing, mainframes, and high-performance workstations highly desirable. Strong communication, interpersonal and organizational skills. Send cover letter and resume to Sam Weeks.

#### Applications Programmer/Analyst III (PT3103) Level 34 CIT Information Resources-Endowed Posting Date: 8/6/92

Design, develop, modify, maintain, and document fairly complex applications software in support of a major administrative system. Analyze functional and performance requirements and develop software alternatives to increase usability and efficiency. Diagnose most problems in production system software and effect emergency repairs. Write production procedures, JCL and user manuals. Attend conferences, seminars and classes to increase your knowledge of large scale system. Assist and advise users.

**Requirements:** BS or equivalent experience. 3 - 5 years related experience. Knowledge of applications for interactive administrative systems, database management system, machine architecture and systems utility programs. Knowledge of ADABAS and NATURAL. Experience in student administration and human resources areas helpful. Send cover letter and resume to Sam Weeks.

#### Head Coach, Gymnastics (PA3209) HRII Athletics-Endowed Posting Date: 8/13/92

Plan, organize and supervise all practices, team meetings and games. Recruit student athletes to Cornell in accordance with Ivy League and University policies. Other duties as assigned by Director of Athletics.

**Requirements:** Bachelors degree in physical education or related field. Previous experience coaching gymnastics at HS or collegiate level. Send cover letter and resume to Cynthia Smithbower.

#### Associate Director of Development (PA3103) HRII Human Ecology Administration-Statutory Posting Date: 8/6/92

Assist with the implementation of the operations plan for the campaign for Human Ecology, take leadership for the Leadership Gift and regional campaign efforts along with annual giving programs. Complete funding of special projects currently underway.

**Requirements:** Bachelors degree or equivalent required. Masters degree desirable. 3 - 5 yrs. development & management experience. Excellent oral & written communications skills & strong interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

#### Assistant Director (PA3101) HRII University Development-Endowed Posting Date: 8/6/92

Assist the Director of the Cornell Fund in the development of programs within the Cornell Fund with a particular emphasis place on the Reunion Class Campaigns. Assist with planning, development and implementation of the University's effort to obtain support from private sources.

**Requirements:** Bachelor's degree or equivalent is required. 3-5 yrs. related experience. Experience with volunteers and fund-raising desired. Ability to communicate persuasively both orally and in writing. Good organizational ability is necessary. Send cover letter and resume to Cynthia Smithbower.

#### Systems Analyst III (PT3105) HRII Soil, Crop and Atmospheric Sciences-Statutory Posting Date: 8/6/92

Manage, operate, and maintain MicroVAX II minicomputers, Ultrix workstations and macintosh personal computer network for the Atmospheric Sciences unit. Update systems software, design and program applications; recommend equipment purchases and arrange maintenance; serve as consultant for staff and students using systems; and troubleshoot network problems.

**Requirements:** B.S. or equivalent with major or minor in computer science including coursework in computer operating systems and assembly language programming. 3 - 5 year experience with VAX VMS programming and management. Familiarity with LAN management, DECnet, TCP/IP and apple talk as well as with Ultrix operating system and associated networking components. Proficiency in Fortran and C. Send cover letter and resume to Sam Weeks.

#### Systems Analyst III (PT3005) HRII Finance & Business Services-Statutory Posting Date: 7/30/92

Develop, maintain, install and modify administrative system software. Provide overall project leadership of programmer/analyst team. Primary liaison to users and technical personnel.

**Requirements:** Bachelor's with computer related courses or the equivalent combination of experience. 3-5 years experience with machine architecture and programming languages. Strong communication skills both oral and written, plus the ability to deal effectively with people. Supervisory experience strongly desired. Send cover letter and resume to Sam Weeks.

#### Conservation Specialist (PC2912) HRII Preservation and Conservation Library-Endowed Posting Date: 7/23/92

Responsible for the conservation treatment of rare and unique bound library materials. Perform a wide variety of conservation tasks including: pater treatment (washing, deacidification, sizing, etc.); document repair; binding restoration; rebinding and some supervision to a conservation

technician. Assist in conservation planning; program development; apprentice training; staff education. Make treatment decisions and recommendations, and help to develop and control work flow and scheduling.

**Requirements:** Advanced diploma/degree in conservation; apprenticeship completion certification; other verifiable certification of advanced training. A minimum of 2yrs. related experience after training. Sound academic background, with good oral and written communication skills, and ability to impart knowledge to others. Ability to stand for long periods, lift moderate weights and push heavy book carts. Send cover letter and resume to Esther Smith, Staffing Services. EHP #2. Employees should include employee transfer application.

#### Resourch Support Specialist I (PT3205) HRI Soil, Crop, Atmospheric Sciences-Statutory Posting Date: 8/13/92

Provide technical support to the nitrogen flows project of Cornell's agricultural ecosystems program. Assess nitrogen transformations and movement within and from dairy farms. Conduct measurements of denitrification and nitrous oxide fluxes in riparian zones.

**Requirements:** Bachelor's degree in chemistry with strong training in analytical chemistry. 2yrs. research experience working in analytical chemistry. Familiarity with computers and simulation modelling. Capacity for independent development of chemical methodology for analysis of atmospheric ammonia. Send cover letter and resume to Sam Weeks.

#### Conferences Services Manager (PA3207) HRI Statler Hotel-Endowed Posting Date: 8/13/92

Manage the conference center and the Alice Statler Auditorium. Oversee all functions form set-up through programs end. Insure guest satisfaction in both areas. Responsible for all equipment set-up for functions within the hotel.

**Requirements:** Bachelor's degree in hospitality field or equivalent experience. 2-3yrs. experience in management and supervision of skilled and unskilled employees. Knowledge of audio visual equipment and the operation of an auditorium. Good communication skills. Send cover letter and resume to Cynthia Smithbower.

#### Staff Writer II (PC3112) HRI University Development-Endowed Posting Date: 8/6/92

A member of the professional staff of University Development who is responsible for writing a variety of communications which have a fund raising and/or public relations purpose. He/she is as essential member of the development communications department staff and as such is called upon to serve not only development but the entire Public Affairs division. 1 year term appointment.

**Requirements:** Bachelor's degree or equivalent required.

1-3 years writing experience preferably in fund raising, higher education, news and feature writing, or public relations. Demonstrated ability to write creatively in a variety of styles: promotional, formal, academic, and journalistic. Excellent command of verbal and written English, including word usage, syntax, spelling, and punctuation. Editing and proofreading skills. Ability to work creatively under pressure. Interpersonal skills necessary for effective participation in team efforts. Send cover letter, resume, and 2 writing samples to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

#### Budget Analyst I (PA3104) HRI Maintenance Management-Endowed Posting Date: 8/6/92

Analysis of routine, preventive, and planned maintenance budgets controlled by Maintenance Management. Additional responsibilities include network administration, micro computer training and support, and office management. Three year term until 1995.

**Requirements:** BS in business or computing or equivalent required. 3-5 yrs. related experience or combination of education and applicable experience. Cornell statutory and endowed accounting and procedures, budget process, and personnel system experience desirable. Demonstrated organizational, managerial, interpersonal, written, and verbal skills necessary. Basic concepts of data processing, communications, distributed processing, logical database design required. Demonstrated proficiency in Natural/ADABAS, JCL, and other high level language (BASIC, PASCAL) desirable. Extensive experience utilizing spreadsheet, database, and word processing applications. Knowledge of physical plant operations preferred. Send cover letter and resume to Cynthia Smithbower.

#### Assistant Director (PA3105) HRI Cornell Tradition-Endowed Posting Date: 8/6/92

Assist the director and the associated director in the administration of fellowship aspects of program; serve as staff liaison to Tradition Student Advisory Council and the Public Service Center. Responsible for implementing certain program aspects of the Tradition, including activities of the Tradition Alumni Association. Some Travel required.

**Requirements:** Bachelor's degree or equivalent required. 2 - 3 yrs. related experience. Experience working with students and alumni necessary. Excellent communication skills necessary; knowledge of desk-top publishing skills; ability to deal with confidential information. Send cover letter and resume to Cynthia Smithbower.

#### Research Support Specialist (PT2907) HRI Veterinary Microbiology-Statutory Posting Date: 7/23/92

Perform experiments in molecular biology and biochemis-

## JOB SEARCH Information Night

Tuesday, August 25, 1992

7:00 p.m. to 9:00 p.m.

2-H Pleasant Grove Apartments

Attention graduate student partners and spouses!

*Are you a newcomer to the community and interested in finding employment in the area?*

You are invited to attend the Job Search Information Night.

This special evening has been set aside for you to meet with Cornell and Department of Labor Representatives and find out about the opportunities and the resources available to those seeking area jobs.

Sponsored by: Department of Residence Life, University Human Resource Services, Graduate Student Affairs, and the New York State Department of Labor.

*Prior registration is not required. For further information call 255-5226, Staffing Services.*

try CDNA-RNA isolation, transformation, transfection, northern and southern blotting, DNA sequencing, PCR, immunoprecipitation, SDS-PAGE, autoradiography; maintain supplies, records, protocols; assist with experimental planning; discuss results; organize laboratory maintenance rota. Some weekends.

**Requirements:** BS or equivalent in biochemistry, biology, chemistry, molecular biology and 2-4yrs. related experience required. Send cover letter and resume to Sam Weeks.

#### Applications Programmer II (PT2902) HRI Theory Center-Endowed

**Posting Date:** 7/23/92

With very general supervision, design and implement database systems for the theory center.

**Requirements:** Bachelors degree or equivalent with related computer courses required. 2-3yrs. related computer experience, including experience with UNIX, Informix/SOL and Informix/4GL. Experience with personal computers and local area networks. Experience with PC-DOS, Wordperfect, Microsoft Word, and Microsoft Excel desirable. Ability to work independently. Send cover letter and resume to Sam Weeks.

#### Pipe Shop Trades Supervisor (PG2402) HRI Maintenance and Service Operations-Endowed

**Posting Date:** 6/18/92

Supervise the Maintenance and service operations pipe shop which includes welders, steamfitters, and plumbers who perform work on water, sewer and steam systems on the Cornell campus.

**Requirements:** Must have completed and apprentice program. Must be a registered plumber with the City of Ithaca and must maintain a valid NYS driver's license. Must have 7yrs. experience in the plumbing field. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

## Professional Off-Campus

#### PA#12A Extension Associate, Environmental Issues Leadership Specialist

**Location:** New York City, NY

**Posting Date:** 8/6/92

**Salary:** Commensurate with Qualifications

Develop, implement, and evaluate youth environmental issues education programs with particular emphasis on water-related issues. Building on existing extension programs and working with new and established community networks, focus on reaching urban youth and enhancing their opportunities to build on their interests and skills in science and technology, leadership, career orientation, and environmental conservation, management and policy.

**Minimum Qualifications:** Maser's degree in environmental studies or closely related field. Demonstrated ability to work with inner city adults and youth and to relate to diverse urban audiences. Ability to speak Spanish, emphasis on water related studies, waste management and public policy desirable. 3yrs. professional experience in environmental issues education. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

#### PA#29 Human Development

**Location:** Washington County, Hudson Falls, NY 12839

**Posting Date:** 8/6/92

**Salary:** \$20,300, commensurate with qualifications

**Apply by August 13, 1992**

Plan, implement, and evaluate educational programs in the issue area of "Building Individual and Family Strengths" including program in leadership development for youth; parenting; and child development for Cornell cooperative extension of Washington County. Conduct educational programs using a variety of delivery methods and develop and enhance networks of volunteers to extend program.

**Minimum Qualifications:** Bachelor's degree appropriate to the responsibilities of the position. Coursework in education highly preferred. 1yr. related experience in teaching or extension-related work or a three to six month experience as a Cornell cooperative extension agent intern. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

#### PA#27 4-H/Youth Development Program Leader

**Location:** Schoharie County, Cobleskill, NY

**Posting Date:** 8/6/92

**Salary:** \$26,300, Commensurate With Experience

**Apply By August 10, 1992**

Lead, plan, manage, and evaluate all 4-H/youth development educational programming for youth audiences and adult volunteers in Schoharie County. Provide creative leadership to further develop and administer a county-wide system of 4-H clubs, special interest groups, school programs, and other priority programs for youth audiences. Manage program resources and supervise staff. Lead 4-H volunteer recruitment and training efforts.

**Minimum Qualifications:** Master's degree preferably in education or youth development with 3yrs. progressively responsible experience in 4-H youth development or equivalent professional educational experience with youth in schools, industry or government. Demonstrated experience in administration and management. Experience working with volunteers and in financial management desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

#### PA#28 4-H Youth Development

**Location:** Cortland County, Cortland, NY

**Posting Date:** 8/6/92

**Salary:** \$19,600, Commensurate with Qualifications

**Apply by August 13, 1992**

Provide leadership, coordination, implementation and evaluation of programs in youth development including 4-H club organization and management; school programs; teen leadership and development; youth-at-risk; and youth and adult home economics/human ecology programs. Recruit, organize, and support volunteers.

**Minimum Qualifications:** Bachelor's degree preferably in home economics/human ecology or related area with coursework in human development and family studies. Ability to organize work and communicate effectively both in writing and verbally. Ability to work with a variety of audiences and to manage and coordinate a variety of educational programs and delivery methods. Knowledge in the area of clothing and textiles desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

#### PA#30 4-H/Youth Development

**Location:** Putnam County, Brewster, NY

**Posting Date:** 8/6/92

**Salary:** \$23,500, commensurate with qualifications

**Apply By August 13, 1992**

Plan, implement and evaluate 4-H educational programs for youth in Putnam County. Major programs include, but are not limited to the following issue areas: strengthening individuals, families and communities; developing human potential; and enhancing the environment. Recruit, orient, and manage volunteer to staff 4-H programming.

**Minimum Qualifications:** Bachelor's degree in natural resources, human development, sociology, communication, psychology, education or other related fields with specialization appropriate to program area. 1yr. related professional work experience in Cooperative Extension, teaching or extension-related work. Volunteer management experience highly desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

#### PA#42A Extension Associate III, Area Extension Integrated Pest Management Specialist-Vegetable Western New York State

**Posting Date:** 8/6/92

**Salary:** Commensurate with qualifications

Provide leadership for planning, conducting and evaluating a comprehensive extension education program in integrated pest management for the commercial vegetable industry in western New York State. The program will emphasize using methods and materials which result in minimized use of pesticides while still maintaining farm profitability.

**Minimum Qualifications:** Master's degree in pest management, plant pathology, entomology or closely related field. Coursework in vegetable crops production, plant physiology, soils, agricultural engineering, economics, statistics, communications and education are desired. 3yrs. of professional work experience in agri-business, vegetable crop production, pest management, cooperative extension

or in developing informal educational programs. Must possess agricultural experience with ability to related to routine farm situations; Certified NYS Pesticide Applicators License. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

## Professional Part-Time

#### Assistant Coach (PA3206) HRI

**Athletics, Women's Basketball-Endowed**

**Posting Date:** 8/13/92

Assist the head women's basketball coach with the planning and execution of the intercollegiate basketball program. Coach and recruit student athletes.

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

#### Program Coordinator I (PA3208) HRI

**Language House-Endowed**

**Posting Date:** 8/13/92

Administer the language house program. Develop and maintain liaison with department of residence life. Formulate procedures for selecting, supervising and evaluating the resident native speakers. Formulate and execute guidelines for recruiting, selecting and retaining student residents. Develop and maintain faculty liaison and participation in the language house program. Prepare budget and develop funding strategies.

**Requirements:** Bachelor's degree or equivalent required. Fluency in speaking and writing one of the target languages. 2-3yrs. experience administering a program, working with faculty and students. Training and/or experience in teaching languages, literature or other disciplines related to the mission and international focus. Budget experience and knowledge of account systems desirable. Excellent written, oral and communication skills. Send cover letter and resume to Cynthia Smithbower.

#### Teaching Support Specialist I (PA3201) HRI

**Human Development and Family Studies-Statutory**

**Posting Date:** 8/13/92

Provide a developmentally appropriate preschool program for sixteen 3-5yr. olds. Plan and supervise daily activities for children in cooperation with head teacher.

**Requirements:** BA or BS in child development, early childhood education or related field or equivalent in education and experience is required. A minimum of 2yrs. experience with preschool children. Send cover letter and resume to Cynthia Smithbower.

#### Coordinator, Committee on U.S.-Latin American Relations

**Center for Religion, Ethics and Social Policy (CRESP)**

**Posting Date:** 8/6/92

**Salary:** \$6,000/year

Involves the administrative and organizational responsibility of maintaining an office and busy programming schedule, as well as working with volunteers and doing fundraising. Flexible hours during the work week must be combined with overseeing work study student staff and volunteer office help. Work with the Latin American Studies Program on programs designed to further educate local teachers on Latin America and on curriculum development. Attend afternoon and evening programming and to participate in other University and community events around Latin America. Participates in staff meetings and planning. Fundraising responsibilities should include local events, direct mail, and grantwriting. 20hrs./week.

**Requirements:** Academic and/or life experience in Latin American issues, some knowledge of Spanish and/or Portuguese, good interpersonal and organizational skills. Generous vacation benefits; Cornell employee health insurance may be available. Beginning September 1, 1992, 4-6 months negotiable. Contact the CUSLAR office, G-29 Anabel Taylor Hall, 255-7293.

#### Director of Development

**Protestant Cooperative Ministry at Cornell**

**Posting Date:** 8/6/92

Responsible for the overall direction and management of all fund raising campaigns beyond the PCM worshipping community which support the operations and services of the Protestant Cooperative Ministry at Cornell.

**Qualifications:** Computer literacy (macintosh: filemaker, word, pagemaker, excel); excellent organizational skills; associate's degree or equivalent and 1yr. related experience; excellent written and oral communication skills; excellent interpersonal skills. send cover letter and resume to the Rev. Barbara A. Heck, G-7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853, by August 14, 1992.

## Professional Temporary Part-Time

#### Technical Consultant I (PT3015)

**CIT-Endowed**

**Posting Date:** 7/30/92

Provide support for faculty, staff, students, and potential users by delivering technical information on five supported platforms (IBM-PC, IBM mainframe, macintosh, VAX mainframe, and telecommunications). Resolve problems concerning the technical aspects of a diverse set of hardware and software applications. Direct clients to services within Cornell Information Technologies and facilitate back line consulting services. Provide support via service on the helpdesk, group and individual contacts, etc. Irregular hours.

**Requirements:** BS degree or equivalent. Course work in computer sciences, business, education preferred. 1-3yrs. of computing service delivery (consulting, instruction, or related client support services). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

## Professional Temporary

#### Temporary Computer Programmer/Analyst (T3101)

**Quality Milk Promotion Services-Statutory**

**Posting Date:** 8/6/92

Analyze, design, develop, implement, and document computer applications for QMPS. Update and set up computer systems. Maintain all aspects of computer systems. Analyze program data for research projects, using statistical packages and procedures. Train employees in use of hardware and software.

**Requirements:** Bachelor's degree or equivalent experience. Thorough knowledge of DBase III+ and Clipper software programming required. Knowledge of Lotus 1-2-3 and WP preferred; and statistical packages and applications desirable. Strong interpersonal skills. Send cover letter and resume to Sam Weeks.

#### Temporary Research Support Specialist (PT2504)

**Design and Environmental Analysis**

**Posting Date:** 6/25/92

Coordinate a project involving up to 5 separate research studies investigating how US, European and Japanese companies manage their space efficiently. Supervise research assistants. Act as liaison with research consortium members. Coordinate production of reports and newsletter. Assist in the development of research instruments and in data collection and analysis. Assist in preparation of final reports and presentations. Chance of full-time employment.

**Requirements:** MS or equivalent in facility planning and management. Strong background in behavioral and social sciences. Supervisory experience. Experience with MAC systems and software including word processing, Excel, StatView, MacDraw, and MacPaint. Experience with social science and environmental design research methods; survey design and analysis; data coding and entry; behavioral mapping techniques; and architectural plan analysis. Must have drivers license and be willing to travel. Must have people, writing and communication skills. Ability to work independently. Send cover letter and resume to Sam Weeks.

#### Temporary Lab Information Systems Manager (PT2208)

**Diagnostic Laboratory-Statutory**

**Posting Date:** 6/4/92

Direct lab data management activities for the vet diagnostic lab and its branch labs. Implement a rewrite of DL's Lab Informations Management System. Provide hardware and software support for over 50 IBM-PC compatible computers and associated equipment including several computer

networks. 6 month appointment with a chance for regular position.

**Requirements:** BS in computer science or equivalent. 5 yrs. experience with IBM-PC hardware and software. Experience with UNIX systems management and C programming. Extensive LOTUS and WordPerfect macro programming. Relational database programming desirable. Experience in biological sciences and software system implementation preferred. Send cover letter and resume to Sam Weeks.

## Boyce Thompson Institute

#### Photographic Assistant II

**Boyce Thompson Institute for Plant Research/Graphics Salary: Part-time position, 15-20 hours per week, minimum \$5.85 per hour, commensurate with experience** Position involves heavy copy stand work, black and white processing and printing, production of slides. Maintain darkrooms and inventory of supplies. Assist photographer in wide range of tasks. Process incoming jobs, interact with outside agencies for services, answer phone.

**Requirements:** Requires a HS degree. Must have one year of printing experience and portfolio. Attention to detail is an absolute must. Knowledge of various B&W films and their processing required. Knowledge of general science, video production, studio lighting is a plus. Contact Anne Zientek, 254-1239.

## Technical

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

All external candidates must have a completed signed employment application on file with Staffing before they can be interviewed for a position. Send a cover letter and resume for each position, specifying the job title, department and job number, to Sam Weeks, 160 Day Hall. Skill assessment check lists, available at the Day Hall office, are a valuable aid when applying for computer or laboratory related positions.

#### Animal Technician GR18 (T2904)

**Physiology-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date:** 7/23/92

Participate in long-term animal experiments with pregnant animals. All aspects of general maintenance of animals and records related to the experiments. Blood sampling and preparation of infusions.

**Requirements:** Bachelors degree or equivalent or other formal 4yr. training program desirable in biological sciences. Some related experience preferred. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

#### Technician GR18 (T2404)

**Food Science-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date:** 6/18/92

Conduct analytical tests on dairy products to provide support for research projects. Test procedures include: Kjeldahl nitrogen, total solids, salt, fat, and others. Assist in cheese making, enter data in computer, clean glassware, and help with other laboratory related activities.

**Requirements:** Associates degree or equivalent in dairy technology or food science. Course and laboratory class training in routine dairy product analyses (Kjeldahl, Mojonnier, Babcock.) Minimum 1yr. related experience. Send cover letter and resume to Sam Weeks.

#### Technician GR19 (T2901)

**Chemistry-Endowed**

**Minimum Biweekly Salary: \$566.28**

**Posting Date:** 7/23/92

Site-directed mutagenesis using E. coli; DNA sequencing; general molecular biology cloning techniques; protein purification (HPLC).

**Requirements:** BS in microbiology, molecular biology or biochemistry or equivalent required. 1 or more yrs. experience in recombinant-DNA techniques. Send cover letter and resume to Sam Weeks.

#### Technician GR20 (T3204)

**Diagnostic Lab-Statutory**

**Minimum Biweekly Salary: \$590.45**

**Posting Date:** 8/13/92

Review submission forms for completeness and appropriateness. Label and prepare specimen submissions for testing. Perform preliminary data input to lab computer. Assist in development and distribution of information regarding correct results. Provide back-up to serum splitter, export technician and referral technician. Open, sort and distribute mail.

**Requirements:** A.S. in animal science or related animal health field, licensed animal health technician, or equivalent experience required. BS preferred. 1-2yrs. experience in a veterinary diagnostic lab facility w/degrees or significantly more experience w/o degrees. Send cover letter and resume to Sam Weeks.

#### Technician GR20 (T3206)

**Biochemistry, Molecular and Cell Biology-Endowed**

**Minimum Biweekly Salary: \$590.45**

**Posting Date:** 8/13/92

Provide technical assistance in the purification and characterization of cellulases. Perform DNA isolation and sequencing.

**Requirements:** B.S. in biochemistry or microbiology or equivalent in education and experience required. 2-3yrs. related experience. Knowledge and experience with enzymology. Experience with DNA isolation and sequencing. Send cover letter and resume to Sam Weeks.

#### Veterinary Technician GR20 (T3001)

**Vet Medical Teaching Hospital-Statutory**

**Minimum Biweekly Salary: \$590.45**

**Posting Date:** 7/30/92

Maintain aseptic conditions and provide coordination of the surgery team in the operating room during a surgical procedure. Clean and sterilize surgical and hospital equipment. Must be available at designated times to assist with emergency procedures. (On-Call schedule)

**Requirements:** AAS degree in animal health technology. Licensed or eligible for NYS license or equivalent. Experience with small animals. Experience with surgical procedures preferred. Send cover letter and resume to Sam Weeks.

#### Technician GR20 (T2905)

**Clinical Sciences-Statutory**

**Minimum Biweekly Salary: \$590.45**

**Posting Date:** 7/23/92

Provide technical support for research laboratory and teaching activities in the wildlife medicine program.

**Requirements:** Bachelors degree or equivalent required. Advanced coursework in immunology helpful. At least 2yrs. experience or training in molecular biology/immunology. Send cover letter and resume to Sam Weeks.

#### Technician GR21 (T3007)

**Nutritional Sciences-Statutory**

**Minimum Biweekly Salary: \$615.42**

**Posting Date:** 7/30/92

Provide technical assistance in research on the effect of nutritional status on reproductive performance in rats. Manage general research lab operations. Assist with animal experiments including feeding, surgery and sample collection. Perform lab analysis including work with radioisotopes. Develop new methods of analysis. Schedule work to run individual projects and to help with grad student projects.

**Requirements:** BS or equivalent in nutrition, animal science or physiology; MS preferred. At least 3yrs. relevant lab experience including small animal research. Ability to network with people. Knowledge of computers and Lotus 1-2-3, WordPerfect, and SAS. Ability to work alone and develop lab method as needed. Send cover letter and resume to Sam Weeks.

#### Technician GR22 (T2903)

**Microbiology, Immunology, and Parasitology-Statutory**

**Minimum Biweekly Salary: \$641.92**

**Posting Date:** 7/23/92

Initiate and maintain mammalian cell cultures, producing

and assaying for monoclonal antibodies, perform serological assays including ELISA, initiating lymphocyte cultures, assaying for cytokines and working with animals, including immunizations and taking blood samples. Until 6/94.

**Requirements:** MS preferred. BS in biology or equivalent required. 3-5yrs. related experience. Ability to work independently. Send resume and cover letter to Sam Weeks.

#### Computer Operator III GR23 (T3009-14)

**Theory Center-Endowed**

**Minimum Biweekly Salary: \$669.23**

**Posting Date:** 7/30/92

Operate the theory center's multiple computer systems which supply advanced scientific computing are sources to a national base of users.

**Requirements:** Associates degree or equivalent beyond HS diploma. 2-4yrs related experience. A proven ability to work alone. A high level of integrity and judgement are essential. Knowledge of hardware, software, and the UNIX operating system are highly desirable. Requires good communication, interpersonal, and technical skills. Send cover letter and resume to Sam Weeks.

## Technical Off-Campus

#### Technician GR18 (T3202)

**Plant Pathology, Geneva-Statutory**

**Minimum Biweekly Salary: \$542.89**

**Posting Date:** 8/13/92

Assist in conducting plant tissue culture and transformation research. Prepare plant tissue culture media and other sterile supplies. Transfer and maintain tissue culture and greenhouse plants. Perform routine chemical assays and record results.

**Requirements:** Associate's degree or equivalent in biology, biotechnology, microbiology, or plant pathology required. Training or experience in plant micropropagation and bacteriology or microbiology. Course work in genetics and chemistry. Ability to keep accurate records and to work without constant supervision required. Valid driver's license. Send cover letter and resume to Sam Weeks.

## Technical Part-time

#### Technician GR20 (T3206)

**Biochemistry, Molecular and Cell Biology-Endowed**

**Minimum Full-Time Equivalent: \$590.45**

**Posting Date:** 8/13/92

Provide technical assistance in the purification and characterization of cellulases. Perform DNA isolation and sequencing.

**Requirements:** B.S. in biochemistry or microbiology or equivalent in education and experience required. 2-3yrs. related experience. Knowledge and experience with enzymology. Experience with DNA isolation and sequencing. Send cover letter and resume to Sam Weeks.

## Technical Temporary

**Receptionist/Office Assistant GR17 (C3114)****CIT Administration-Endowed****Minimum Biweekly Salary: \$530.38****Posting Date: 8/6/92**

Under supervision provide switchboard coverage for second floor Computing & Communications Center. Secretarial support to Administrative Aide.

**Requirements:** HS diploma or equivalent required. Minimum 1 year related experience. General knowledge of Macintosh computer with word processing, spreadsheet, database and/or graphic software familiarity. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Circulation/Reserve Assistant GR17 (C2707)****Circulation/Urish Library-Endowed****Minimum Biweekly Salary: \$530.38****Posting Date: 7/9/92**

Perform a variety of circulation and reserve tasks. Work at the circulation, information and security desks assisting patrons.

**Requirements:** HS diploma or equivalent required. Some college coursework preferred. Some knowledge of IBM-PC or comparable word processing equipment. Ability to work well with a variety of people in a public service setting. Good organizational skills and exceptional dependability. Ability to lift, shelf, and carry books (10-20lbs.) and push loaded book carts (Approx. 50lbs.) Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Sales Assistant GR18 (C3203)****Food Science-Statutory****Minimum Biweekly Salary: \$542.89****Posting Date: 8/13/92**

Assist coordination of operations in the cheeseroom, office, and salesroom along with salesroom assistant, assist sales manager in setting up daily activities in each area and oversee their completion. Train student employees. Tuesday 10:30-6pm, Wednesday-Saturday 9:30-6pm.

**Requirements:** HS degree or equivalent required. Experience with Lotus and WordPerfect helpful. Ability to train and oversee student employees. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Office Assistant GR18 (C1611)****Agricultural and Biological Engineering-Statutory****Minimum Biweekly Salary: \$542.89****Posting Date: 4/23/92**

Provide secretarial and administrative support to the Cornell Local Roads Program staff. Register workshop participants, perform routine accounting tasks, distribute publications, type correspondence, answer telephones, and respond to inquiries. Travel four to six times annually for three to four days per trip.

**Requirements:** HS diploma or equivalent required. Some college coursework desirable. Valid NYS Drivers license. Advance proficiency in WordPerfect 5.0 or 5.1 necessary. Knowledge of Dbase III inquiry, Lotus, and Harvard graphics desirable. Minimum 1 year general office experience necessary. Desire to work in a service oriented position with daily public contact helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR18 (C3016)****Academic Advising Center-Endowed****Minimum Biweekly Salary: \$542.89****Posting Date: 7/30/92**

Provides support for two assistant deans and secretary. Typing, filing, answer telephones, scheduling appointments, computer work.

**Requirements:** HS diploma or equivalent required. Some college coursework desirable. 1yr. related experience. Excellent organizational interpersonal and communication (written and oral) skills. Familiar with computers. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Senior Circulation/Reserve Assistant GR18 (C2708)****Circulation/Urish Library-Endowed****Minimum Biweekly Salary: \$542.89****Posting Date: 7/9/92**

Responsible for preparing and sending overdue notices, book replacement bills and fine bills. Work at the circulation desk and assist in a variety of circulation activities. Perform a range of clerical, secretarial, and administrative tasks.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2yrs. related experience with a detailed record keeping system. Ability to work effectively with a variety of people in a public service setting. Excellent interpersonal, organizational, and communication skills. Ability to lift/carry loads of books, 10-20lbs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Secretary GR19 (C3211)****Near Eastern Studies-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 8/13/92**

Provide secretarial/receptionist support for Department and a program. Assist with Graduate Program and lecture series; maintain student records and coursework materials; light accounting.

**Requirements:** HS diploma or equivalent. Some college coursework in secretarial science preferred. 2-3yrs. office experience essential. Confidentiality a must. Extensive experience with IBM computers and WordPerfect 5.0/5.1 required. Excellent organizational and communication (written and oral) skills. Able to set priorities and work in active environment. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.

**Administrative Aide GR19 (C3105)****University Career Center-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 8/13/92**

Provide reference service; maintain reserve book shelves; assist library coordinator in classifying and maintaining library resources.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2yrs. related experience. Public service orientation. Skill in (written and oral) communication. Computer skills; Macintosh familiarity desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Secretary GR19 (C3109)****School of Hotel Administration-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 8/6/92**

Under general supervision, provide secretarial and administrative support to approximate 4 - 7 faculty members. Requires excellent word processing skills, commitment to precision and accuracy, positive public relations manner, independent judgement and decision making. Will serve as receptionist for all faculty on floor.

**Requirements:** Community college course(s) in secretarial skills preferred. HS or equivalent required. 1-2 years related experience. Highly developed word processing skills. IBM & Macintosh preferred. Ability to learn new software programs and computer skills important. Excellence in copyreading. Solid command of English grammar, usage, punctuation, and spelling. Good interpersonal skills in order to work cooperatively with a variety of people. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Office Assistant GR19 (C3108)****Plantations-Statutory****Minimum Biweekly Salary: \$566.28****Posting Date: 8/6/92**

Provide secretarial support to the director of Plantations, the development officer, & the public affairs assistant. Maintain Filemaker database and gift acknowledgement system. Work with the University gift tracking and reporting system. Act as receptionist. Schedule meetings, maintain calendars. Provide word processing, draft & monitor correspondence, proof read & file. Arrange travel. Take meeting minutes, prepare & distribute.

**Requirements:** HS diploma or equivalent required, college coursework preferred. 2 years secretarial experience. Knowledge of Macintosh computers and software including Microsoft Word and FileMaker Pro. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3111)****University Development-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 8/6/92**

Provide administrative and secretarial support for an assistant director and a development assistant in the Cornell Fund.

**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 years experience. Previous experience in volunteer support, especially fund-raising volunteers, is highly desirable. Excellent organizational and interpersonal skills. Excellent communication skills—written and oral—especially concerning telephone communication. Knowledge of Cornell preferred. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3113)****University Development-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 8/6/92**

Provide secretarial and administrative assistance to the director of the Office of Planned Giving.

**Requirements:** HS education or equivalent required. Some college coursework preferred. Minimum 2 years work experience; bookkeeping and accounting. Good typing skills. Knowledge of Macintosh computer. Good organizational and interpersonal skills. Ability to work independently and handle multiple projects simultaneously. Good command of written and spoken English. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3110)****Mathematics-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 8/6/92**

Provide secretarial support to the undergraduate program and the associate chairperson in Mathematics. Liaison between faculty and Math majors. Screen inquiries pertaining to courses offered. Provide clerical support to course instructors. Main office receptionist.

**Requirements:** HS diploma or equivalent required. College courses preferred. Work experience in an academic environment preferred.

1-2 years related experience. Computer expertise in wordprocessing, spreadsheets, and databases. Ability to work in a fast-paced environment. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3115)****Floriculture & Ornamental Horticulture-Statutory****Minimum Biweekly Salary: \$566.28****Posting Date: 8/6/92**

Serve as department extension & conference secretary. Provide clerical & administrative support to faculty & staff of extension, teaching & research programs.

**Requirements:** Minimum HS diploma or equivalent required and one year formal training in relevant field. Secretarial Science degree preferred. 1-2 years related secretarial/clerical experience. Knowledge of IBM PC & Word Perfect 5.1 essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3020)****Geological Sciences/INSTOC-Endowed****Minimum Biweekly Salary: \$566.28****Posting Date: 7/30/92**

Provide secretarial and editorial support to faculty, researchers, supervisors, and staff; maintain INSTOC office, records, and microcomputers; general office assistance.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. Strong computer skills (Macintosh/IBM PC and related software), 2yrs. related experience, strong interpersonal, organizational, communication (written and oral) skills, knowledge of CU policies and procedures strongly preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR19 (C3008)****ILR, Center for Advanced Human Resources Studies-Statutory****Minimum Biweekly Salary: \$566.28****Posting Date: 7/30/92**

Provide secretarial and administrative assistance to executive director of CAHRS. Maintain public relations and cooperative relations with faculty; serve as contact for sponsor executives and those requesting CAHRS information and publications. Initiate routine correspondence with faculty, staff and senior corporate executives, handle arrangements, registration, meal counts, etc. for senior executive conferences. Maintain financial records of income and expenses for all programs. Prepare solicitation letters for annual sponsor contributions.

**Requirements:** HS diploma or equivalent. Some college coursework preferred. Minimum of 2yrs. related experience. Excellent typing and interpersonal skills and ability to prioritize work. Word processing using PC. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Core Literature Project Assistant GR19 (C2807)****Albert R. Mann Library-Statutory****Minimum Biweekly Salary: \$566.28****Posting Date: 7/16/92**

Under the direction of the Core Literature Project Director, assist in the compilation of subject bibliographies of the most significant publishing of that subject. Duties include bibliographic searching, use of database management software, editing and verifying of bibliographic information. Some administrative support.

**Requirements:** HS diploma or equivalent. Associate's degree or equivalent education preferred. Computer experience including wordprocessing ability. 1-2yrs. experience searching bibliographic databases, including RLIN and NOTIS highly desirable. Experience with database management. Software (particularly procite) desirable. Ability to be self-directed and to meet deadlines and attention to detail is essential. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3208)****Human Development Family Studies-Statutory****Minimum Biweekly Salary: \$590.45****Posting Date: 8/13/92**

Provide administrative and accounting support for the Cornell migrant program office. Administer budgets, process accounting transactions, secretarial support to program, travel and conference scheduling.

**Requirements:** Associates degree or equivalent. 2yrs. Cornell experience preferred. Computer skills—IBM compatible using Lotus and WordPerfect. Excellent organizational interpersonal and communication (written and oral) skills. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application. Women and minorities encouraged to apply.

**Accounts Assistant GR20 (C3207)****Payroll-Statutory****Minimum Biweekly Salary: \$590.45****Posting Date: 8/13/92**

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

**Requirements:** AA or AAS degree or equivalent payroll/accounting experience. Excellent interpersonal and organizational skills. Accounting/administrative support. Macintosh and PC computer skills desirable. 2-3yrs. related experience. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3212)****University Development-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 8/13/92**

Provide administrative assistance to the director, associate director, and assistant director of foundation relations. Coordinate field and oversee completion of work within the office; i.e., prepare reports, arrange meetings, compile data, maintain computer database information, and assist in special projects.

**Requirements:** Associates degree or equivalent. Extension experience in providing high level executive support.

2-3yrs. related experience. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Secretary GR20 (C3021)****Computer Science-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 8/13/92**

Coordinate the graduate office operation for the department of computer sciences under general direction from the graduate field representative. Administer the selection and admissions process; general orientation and counseling of students in the computer science graduate program with regard to curriculum and other academic matters. Function as liaison between graduate school, bursar's office and university registrar.

**Requirements:** Associates degree or equivalent. Minimum of 3-4yrs. experience in student personnel or student records. Extensive knowledge of university and college of engineering administrative office & overseeing graduate student curriculum/records. Strong communication, written and editorial skills. Knowledge of degree program requirements. Microcomputer experience essential; familiarity with Macintosh software a plus. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3201)****Employee Benefits/OHR-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 8/13/92**

Under general supervision, provide administrative and secretarial support to the director, employee benefits and the assistant directors in the overall administration of employee benefits office. This is a complex, fast-paced office.

**Requirements:** Associate's degree in secretarial science or equivalent combination of education and experience preferred. Minimum of 3yrs. of similar administrative/secretarial/personnel experience. Knowledge of secretarial and office organizational procedures essential. Confidentiality, tact and flexibility essential. Excellent public relations, organizational and interpersonal skills essential. Demonstrated oral and written communication skills and initiative necessary. Familiarity with Cornell organization, personnel policies and procedures preferred. Ability to set priorities, work on several concurrent projects, and pay attention to detail under pressure preferred. Working knowledge of word processing (Digital All-in-One, Macintosh). Ability to take minutes using shorthand very helpful. Ability to work in a team environment. Regular Cornell employees only. Send cover letter, resume and employee transfer application to Esther Smith, Staffing Services, EHP #2.

**Administrative Aide GR20 (C3205)****Campus Planning Office-Statutory****Minimum Biweekly Salary: \$590.45****Posting Date: 8/13/92**

Assist the director of the campus planning office by coordinating and assisting with the functions of the office. Handle correspondence: answer telephones; keeps difficult calendar; accounting functions; other duties as assigned.

**Requirements:** Associates degree or equivalent experience. 2-3yrs. related experience. Need excellent (oral and written) communication skills. Macintosh computer experience preferred. Medium typing. Regular Cornell employees only. Send cover letter, resume and employee transfer application to Esther Smith, Staffing Services, EHP #2.

**Senior Document Access Assistant GR20 (C2006)****Albert R. Mann Library-Statutory****Minimum Biweekly Salary: \$590.45****Posting Date: 5/21/92**

Coordinate, organize and supervise the daily operation of the Entomology Library. Responsible for hiring, scheduling, and training all students who work in the Entomology Library. Participate with the Document Access Librarian in evaluating the students' performance. Work a portion of the week in Mann Library's Document Access Unit assisting patrons at service desks and with public access databases.

**Requirements:** Bachelors degree or equivalent experience and education. Minimum 1-2 years related experience. Background in entomology, agriculture, or biological sciences, experience working in an academic/research library, and experience with use of microcomputers preferred. Strong interpersonal and communication skills. Ability to be self-directed, meet deadlines, pay attention to detail. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3120)****Science & Technology Studies-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 8/6/92**

Manage administrative support functions for S&TS Graduate Program. Process applications, maintain student database. Clerical support for faculty. Oversee student progress. Develop and edit materials for publications.

**Requirements:** Associates degree or equivalent combination of education and experience. Minimum 2 years experience. Knowledge of educational institution desired. Knowledge of Macintosh required, Microsoft Word and Filemaker. Excellent communication skills. Strong organizational abilities. Must be able to work independently with minimal supervision. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Administrative Aide GR20 (C3106)****Mechanical & Aerospace Engineering-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 8/6/92**

Provide extensive administrative support for Director and Administrative Associate of a large academic department. Work with personnel matters and other highly confidential subjects.

**Requirements:** A.A.S. degree or equivalent required. 2-3 years experience (Cornell preferred). Good interpersonal and communication skills. Ability to work with spreadsheets, Microsoft word and excel programs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Senior Night Supervisor GR20 (C2911)****Veterinary Library-Statutory****Minimum Biweekly Salary: \$590.45****Posting Date: 7/23/92**

Responsible for the operation of the operation of the veterinary library during evening and some weekend hours, including circulation/reserves, security and some student supervision. Provide various information services, including assist patrons in locating materials, searching CD-ROM databases, and using audiovisual equipment. Also responsible for all aspects of interlibrary borrowing services. Fill interlibrary lending requests. Other duties as assigned, including daily cash management and special projects. Evenings, some day/weekend hours.

**Requirements:** AAS degree or equivalent required. 2-3yrs. previous library public services and/or customer services experience preferred. Able to work and interact with a wide variety of people. Excellent interpersonal, organizational, and communications skills. Able to work independently. Knowledge of NOTIS or microcomputer applications helpful. Some supervisory experience helpful. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C2205)****Geological Sciences-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 7/23/92**

Provide administrative and secretarial assistance to administrative manager and administrative assistant; heavy typing with complicated formulas; macintosh; answer telephones; handle mail; editorial assistance to senior faculty member; general office assistance.

**Requirements:** AAS degree or equivalent. Macintosh (heavy technical and mathematical typing). Graduate field experience strongly preferred. 2yrs. related experience. Strong organizational and interpersonal (written and oral), communication skills. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Service, EHP #2.

**Administrative Aide GR20 (C2802)****Electrical Engineering-Endowed****Minimum Biweekly Salary: \$590.45****Posting Date: 7/16/92**

Provide secretarial and administrative support to the associate director of the school of electrical engineering whose

responsibility covers all aspects of the undergraduate degree program.

**Requirements:** Associate's degree or equivalent required. 2-3yrs. of administrative experience. Notary public license desirable. Must be proficient on Macintosh computer using Microsoft Word, Excel, WriteNow, e-mail, and Filemaker Pro programs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR21 (C3217)****Dean's Office, Architecture, Art and Planning-Endowed****Minimum Biweekly Salary: 8/13/92****Posting Date: 8/13/92**

Provide executive administrative support to the dean and associate dean, provide college level reception to all visitors and callers. Handle dean's and associates deans correspondence with significant composing/editing responsibilities; oversee hartell gallery exhibition and publicity; prepare dean's payroll; and special reports for the dean and associate dean. Related other office tasks.

**Requirements:** Associates degree in business, office management or related field or equivalent combination of education and experience. 2-3yrs. office/administrative support experience. must have outstanding (written and verbal) communication skills. Must have strong word processing skills on Macintosh (or ability) to learn immediately) and excellent judgement and interpersonal skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application. Women and minorities encouraged to apply.

**Research Aide GR21 (C3117)****University Development-Endowed****Minimum Biweekly Salary: \$615.42****Posting Date: 8/6/92**

To meet the information needs of those persons engaged in development work. More specifically, the research aide locates, compiles, organizes, and evaluates public and confidential information about Cornell alumni/ae and friends, foundations, and corporations which are current or potential supporters of the University. Generally, the finished written product is used by the president, trustees, administrators, public affairs, and development staff and alumni/ae of Cornell for fundraising activities.

**Requirements:** Associates degree or equivalent required. Bachelor's degree or equivalent preferred. 2 - 3 years related experience. Demonstrated writing ability. Good interpersonal skills. Ability to use personal computers. Ability to use standard library reference materials. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Personnel Assistant GR21 (C3018)****Theory Center-Endowed****Minimum Biweekly Salary: \$615.42****Posting Date: 7/30/92**

Under very general supervision, assist human resources manager in advising and consulting with theory center staff. Provide administrative support. Requires independent judgement, the ability to work independently and a high degree of confidentiality.

**Requirements:** Associates degree or 1-2yrs. of college coursework. 2-4yrs. related experience. Background in human resources highly desirable. Experience with macintosh word processing, spreadsheet and database software highly desirable. Strong interpersonal, organizational and communication skills. Ability to work under pressure. Familiar with university resources (ie. payroll, SES, etc) highly desirable. Ability to set priorities, maintain a high degree of accuracy and take initiative. Medium typing. Send cover letter and resume to

**Circulation Reserve Assistant GR17 (C3003)**  
**Circulation/UrIs Library-Endowed**  
**Minimum Full-Time Equivalent: \$530.38**  
**Posting Date: 7/30/92**  
Assist in the reshiving of materials returned from circulation and work at the security desk inspecting knapsacks, briefcases, etc. of exiting patrons when the security alarm sounds. Monday-Friday, 20hrs./week.  
**Requirements:** HS diploma or equivalent. Ability to work effectively with a variety of people at a public service desk. Must be able to shelve and shift books. Must be exceptionally dependable. Good interpersonal and communication skills. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Secretary GR18 (C3215)**  
**Office of the Assemblies-Endowed**  
**Minimum Full-time Equivalent: \$542.89**  
**Posting Date: 8/13/92**  
Provide secretarial/clerical support to the office of the assemblies in the provision of services to the elected campus governance representatives and their committees. 10month, 20hrs/week, possible 30hrs. within next few months.  
**Requirements:** HS diploma or equivalent. Some college coursework in business and/or secretarial science preferred. 1-3yrs. clerical experience desirable. Solid word processing skills (IBM PC, WordPerfect, Lotus, DBase). Excellent organizational, interpersonal and communication skills. Solid skills in general office procedures. Heavy typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Binding Assistant GR18 (C3012)**  
**Physical Sciences Library-Endowed**  
**Minimum Full-time equivalent: \$542.89**  
**Posting Date: 7/30/92**  
Coordinate preservation, conservation, and binding activities in the physical sciences library. Provide information services to library users. Supervise 1 to 2 student employees. Ability to work in a changing environment with constant interruptions. Good communication, interpersonal, and organizational skills. Attention to detail. Monday-Friday, 20hrs./week, with Flexibility.  
**Requirements:** Associate's degree desirable. A minimum of 2yrs. academic experience with some course work in physical sciences preferred. Familiarity with computers required. Previous library experience (especially with NOTIS) desired. Ability to push loaded book trucks and lift filled book bins (up to 100lbs.). *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Senior Circulation/Reserve Assistant GR18 (C2909)**  
**Access Services/Olin Library-Endowed**  
**Minimum Full-Time Equivalent: \$542.89**  
**Posting Date: 7/23/92**  
Work at the circulation desk and be responsible for reserve requests from other CUL units. Responsible for recall and hold process, including notifying patrons to return materials needed by other readers and notifying readers of available materials. Renew loans for items charged out.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. Minimum 2yrs. related experience. Organizational ability and aptitude for detailed work. Ability to work effectively with a variety of people in a public services setting. Strong interpersonal and communication skills. Experience with microcomputers. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Secretary GR18 (C2905)**  
**Physiology-Statutory**  
**Minimum Full time Equivalent: \$542.89**  
**Posting Date: 7/23/92**  
To provide secretarial support for 1 or 2 faculty members and assist the accounting section by typing requisitions and filing. Monday-Friday 8-12.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. Minimum 1yr. related secretarial experience. Knowledge of computers (IBM/wordperfect 5.1) preferred. Medium typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Collections Assistant GR18 (C2805)**  
**Reference Department/Olin Library-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/16/92**  
Assist with the processing and management of a map collection consisting of 200,000 maps and atlases. Provide basic information service on cartographic materials to library patrons. Assist with the processing of the reference collection. Search local and national databases. 20hrs./week.  
**Requirements:** HS diploma or equivalent required. Associates or equivalent preferred. Excellent interpersonal, organizational and communication skills. 1-2yrs. previous library experience desirable. Familiarity with microcomputers and word processing desirable. Light typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Administrative Aide GR20 (C3204)**  
**Cornell Manufacturing Engineering and Productivity Program-Endowed**  
**Minimum Full-time Equivalent: \$566.28**  
**Posting Date: 8/13/92**  
Provide administrative and clerical assistance to the director and administrator for daily office activities. Prepare routine correspondence. Assist with course and conference arrangements, prepare and process personnel and accounting forms. Complete other related duties as needed/required.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2yrs. experience desirable, familiar with Macintosh computers and software. Strong interpersonal, organizational and communication skills. Medium typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C3214)**  
**Circulation/UrIs Library-Endowed**  
**Minimum Full-time Equivalent: \$590.45**  
**Posting Date: 8/13/92**  
Responsible for the UrIs library building during the evenings hours when senior staff are absent. Supervise the work of staff and student assistants at four desks. Assist with routine desk duties as necessary. 25hrs./week, evenings and weekends.  
**Requirements:** Associates degree or equivalent. 2-3yrs. related experience. Ability to work well with a variety of people in a public setting and in a supervisory capacity. Dependability and punctuality absolutely essential. Supervisory experience desired. Excellent interpersonal and communications skills. Light typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Accounts Assistant GR20 (C3206)**  
**Biochemistry, Molecular, and Cell Biology-Endowed**  
**Minimum Full-time Equivalent: \$590.45**  
**Posting Date: 8/13/92**  
Perform accounting, budget, and administrative services for a large research and teaching facility. Monday-Friday, 25hrs/week.  
**Requirements:** A.A.S. degree in accounting or equivalent and 2-3yrs. experience in accounting. Some Cornell accounting experience preferred. Since the section is both State and Endowed, Experience with either system is preferred to no Cornell experience at all. Familiarity with federal grants and contracts a plus. Light typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Accounts Representative III GR20 (C3022)**  
**Theory Center-Endowed**  
**Minimum Full-Time Equivalent: \$590.45**  
**Posting Date: 7/30/92**  
Under general supervision, provide part-time support to finance coordinator. Requires independent judgement, a high degree of confidentiality, and the ability to work independently.  
**Requirements:** Formal training of 1 or 2yrs., 2yrs. of college coursework, or associate's degree beyond HS diploma. 2-4yrs. related experience. Familiarity with university resources and procedures (ie-accounting, payroll, etc.) highly desirable. Experience with macintosh (microsoft word, filemaker plus, and microsoft excel) highly desirable. Strong interpersonal, organizational, and communication skills. Ability to work independently and maintain strict confidentiality. Ability to work under pressure, set priorities, maintain a degree of accuracy and take initiative. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Administrative Aide GR20 (C2910)**  
**Academic Programs, CALS-Statutory**  
**Minimum Full-time Equivalent: \$590.45**  
**Posting Date: 7/23/92**  
Must work independently to coordinate and carry out initiatives developed by the college of agriculture and life sciences minority resource development committee. These include on-campus colloquia, graduate student recruitment, including campus visits, data-base management, and an undergraduate research program. Some supervision of undergraduate assistants is likely. Monday-Friday, 20+hrs./week (negotiable).  
**Requirements:** Associates degree or equivalent required. 2-3yrs. work experience. Strong organizational, communication, and interpersonal skills. Familiarity with microcomputer use (Macintosh preferred) for word processing and data-base management is essential. Must be able to work within deadlines. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C1908)**  
**Public Services/Music Library-Endowed**  
**Minimum Full-time Equivalent: \$590.45**  
**Posting Date: 7/23/92**  
Supervise and assist in the circulation operations of the music library. Provide information and reference assistance to patrons. Responsible for the security of the building during evening and weekend library hours. Assist with collection maintenance and processing operations. 20hrs./week.  
**Requirements:** Associates degree in music with emphasis in music history. 2-3yrs. related experience. Experience supervising others. Good interpersonal and organizational skills. knowledge of at least one foreign language. Must be able to work well under pressure. Must be able to lift books and push heavy book trucks (maximum 50lbs.). Light typing. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

**Administrative Secretary GR20 (C2714)**  
**Computer Science-Endowed**  
**Minimum Full-time Equivalent: \$590.45**  
**Posting Date: 7/9/92**  
Provide administrative and secretarial support to several faculty. Responsibilities include: coordinating faculty editorial duties, workshops and conferences. Prepare correspondence and other materials using advanced workstations and UNIX operating systems. Monday-Friday 9:00-1:30.  
**Requirements:** Associates degree or equivalent combination of education and experience. 2-3yrs. administrative/secretarial experience, preferably in a university environment. Excellent interpersonal, organizational and communication skills. Ability to work independently, set priorities, write and edit own material. Handle confidential material. Ability to use complex computer systems in a highly technical environment. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

### Office Professionals Part-Time

**Administrative Aide GR19 (C3116)**  
**Statutory Office for Capital Facilities-Statutory**  
**Minimum Full-time Equivalent: \$566.28**  
**Posting Date: 8/6/92**  
To provide, under little supervision, the secretarial/clerical and office support of a complex and fast paced office. Mon. - Fri., 8am-noon.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. Minimum 2 years related office experience. Word processing experience required. Knowledge of Macintosh with Excel and mainframe desirable. Ability to work independently and set priorities. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include an employee transfer application.

### Office Professionals Temporary

**Compensation Specialist Assistant (S3104)**  
**University Human Resource Services-Endowed**  
**Posting Date: 8/6/92**  
Under general supervision, assist in various aspects of the daily operation of the wage and salary administration of Cornell University's compensation program. Support the compensation associates with job analysis involving the research, review, and classification of exempt and non-exempt positions (new and reclassifications). Investigate requests, including interviewing supervisors and employees. Prepare and defend recommendations for job classifications and salary adjustments. Advise unit heads about evaluations/classifications and organizational concerns. Other duties as assigned to support the compensation of office.  
**Requirements:** Bachelor's degree or equivalent required. Related coursework in compensation helpful. 2 - 3 years related work experience. Familiarity with compensation/job

analysis practices preferred. Excellent interpersonal and communication skills. *Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.*

**Editor/Designer (S3001)**  
**Agriculture and Biological Engineering-Statutory**  
**Posting Date: 7/30/92**  
Edit manuscripts for engineering-related cooperative extension publications. Make grammatical and structural changes as necessary; write news releases; design and proof publications; prepare mechanicals for delivery to printer; assist in performing clerical-administrative tasks.  
**Requirements:** Bachelor of Science emphasizing writing, editing and design of technical information for a general audience. Must be familiar with macintosh; experience with pagemaker desirable. *Send cover letter and resume to Karen Raponi.*

**Temporary Secretary (S3002)**  
**Agricultural and Biological Engineering-Statutory**  
**Posting Date: 7/30/92**  
Provide secretarial services to the farm safety and health programs in Agricultural and biological engineering. Assist the executive director and board of directors of the NYS rural health and safety council.  
**Requirements:** A.A.S. degree or equivalent experience in secretarial services. Experience in macintosh computer programs is beneficial. *Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.*

**Temporary Staff Assistant (S2601)**  
**Cornell Press**  
**Hourly Rate: \$8:00**  
**Posting Date: 7/23/92**  
Assist associate marketing manager and advertising associate in publicizing and advertising scholarly books. Prepare press releases, reserve advertising space, and help to coordinate production of ads. Some clerical duties will be required.  
**Requirements:** B.A. degree. Medium typing. Experience with macintosh or similar computer helpful. Excellent written communication and proofreading skills required. *Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.*

**Distribution Assistant (S2402)**  
**Agric. & Bio Eng.-Statutory**  
**Hiring Rate: \$7.00**  
**Posting Date: 6/18/92**  
Assist in distribution of publications. Enter orders in computer, print invoices, pack boxes and prepare for mailing. Assist in marketing and other office duties. Answer phone. Mon-Fri. 20-30 hrs/wk. Position begins Aug. 4, 1992. 6-month position.  
**Requirements:** Familiarity with Mac computer. Ability to lift 40-pound boxes. Medium typing. *Send application and resume to Karen Raponi, Staffing Services, EHP#2.*

### General Service

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

### Off-Campus

**Orchard Worker GR20 (G3201)**  
**Hudson Valley Lab/Highland, NY-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
Routine care of orchards and grounds at the Hudson Valley laboratory; maintenance and repair of orchard equipment, trickle irrigation, station vehicles, and buildings. Assist research staff with execution of experiments. 39hrs/week mid-May thru August. 20-25hrs/week September thru mid-May.  
**Requirements:** A.A.S. in Biological Sciences required. B.S. (any field) with relevant experience preferred. 2-3yrs. experience in operating farm machinery; experience with plumbing, electrical, or equipment repair; computer literate. *Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.* Employees should include employee transfer application.

### General Service

**Send application materials for the following positions to Cynthia Smithbower, Staffing Services, 160 Day Hall.**

### General Service Casual

**Casual Animal Technician (B3001)**  
**Laboratory Animal Services-Statutory**  
**Hiring Rate: \$6.00**  
**Posting Date: 7/30/92**  
Provide weekend and holiday care of lab animals: feed, water, clean and monitor following strict protocols for sterile or disease control environments and regulations for

animal welfare. Maintain animal records. May include assisting veterinarians in treating and vaccinating animals. Saturday, Sunday and holidays, 16-20hrs./week.  
**Requirements:** HS diploma or equivalent required. Associates in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1yr animal experience. Ability to lift 50#. Pre-employment physical and all necessary immunization required. *Send application materials to Cynthia Smithbower.*

### General Service Temporary

**Temp Laboratory Assistant**  
**Plant Breeding (S2001)**  
Order for a large laboratory, filling out order forms, placing phone calls, receiving items (checking packing slips), working with lab personnel and administrative staff. Perform basic lab work such as, extracting seeds from fruit, DNA extractions, autoclaving, making media, and gel electrophoresis. 20hrs/week.  
**Requirements:** Good organizational ability, math skills, and strong interpersonal skills. Science background preferred, lab experience desirable. *Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.* Employees should include employee transfer application.

### Academic

**Research Associate Grade IV CA06**  
**Veterinary Microbiology**  
**Posting Date: 8/13/92**  
**Salary \$26,530 Minimum**  
To investigate the regulation of lymphoid cell proliferation in the gut using molecular biology methods. Techniques will involve gene cloning and sequencing, northern and southern blotting, PCR, in situ hybridization and antisense oligonucleotide knockout experiments. Must have experience with the above techniques in eukaryotic species.

**Assistant Professor**  
**Financial Management, Hotel Administration**  
**Posting Date: 8/13/92**  
**Start Date: August 1993**  
Teach and administer courses in financial management or managerial accounting and related areas in conjunction with other financial management faculty and to perform a proportionate share of research, advising, and administrative functions.  
**Requirements:** Ph.D. in financial management, accounting, or related area is preferred. Business experience and/or a research record in the hospitality or related field is extremely desirable. Must be willing to update continually, to conduct research, to publish, and to work with a wide variety of undergraduate and graduate students and faculty members. Professional rank on tenure track, rank and salary negotiable. Nine-month term with attractive fringe benefits. Significant professional development, research funding, and supplementary income opportunities. *Send a letter of application, resume and names and addresses of three references to: Dr. Michael H. Redlin, Associate Dean for Academic Affairs, School of Hotel Administration, Cornell University, Ithaca, NY 14853.*

**Senior Lecturer (50%time)**  
**Human Development and Family Studies**  
**Posting Date: 7/30/92**  
One year, half-time position comprised of 1/3 teaching responsibility as senior lecturer the department of human development and family studies (one course on adulthood and aging-spring 1993) and 2/3 administrative responsibility as assistant director of the life course institute and overseeing the undergraduate gerontology certification program. The life course institute was established in 1992 to nurture faculty-directed, multidisciplinary research within the college of human ecology.  
**Requirements:** Ph.D. in relevant social science required. Both teaching and administrative experience expected. Skills in writing grant proposals are necessary. *Send a letter of application and a vita, by August 20, 1992 to: Professor Phyllis Moen, Director, Life Course Institute, G60B MVR hall, College of Human Ecology, Cornell University, Ithaca, NY 14853-4401.*

**Extension Associate III**  
**Plant Science Center**  
**Posting Date: 7/30/92**  
A teaching and outreach initiative in plant molecular biology. We seek and individual to oversee and participate in the development and teaching of laboratory workshops in molecular biology, with emphasis on plant materials or problems related to plant systems.  
**Requirements:** Ph.D. and postdoctoral training with extensive experience in molecular biology techniques, teaching experience highly desirable. Please send letter of interest, cover letter, and names of three references to: Dr. Karen L. Kindle, 151 Biotechnology Building, Cornell University, Ithaca, NY 14853-2703. (Fax: 607-255-2428).

### Other

**Part-time Office Assistant**  
**Ithaca Community Childcare Center**  
**Posting Date: 8/6/92**  
Immediate opening in the Ithaca Community Childcare Center for a part-time office assistant. 12-15 hours/week. (2:30-5:30 pm, M - F).  
**Requirements:** Macintosh computer experience. Basic typing skills (40 wpm). Knowledge of general office procedures (office experience preferred). To apply stop by the center to fill out an application OR send resume to: Ithaca Community Childcare Center, Attention: Wendy Fonder, 579 Warren Road, Ithaca, NY 14850. No phone calls, please. Position will remain open until filled; EOE.

## CORNELL Employment News

EDITOR: Nancy Doolittle

PAGE LAYOUT: Cheryl Seland  
PHOTOGRAPHY: University Photography

Published weekly except for one week each in January and November and two weeks in December by the Office of Human Resources, Cornell University, 14853. Distributed free and available to staff and faculty at locations around the campus.

Mail subscriptions available US delivery first class mail at: \$12.00 for 3 months; \$18.00 for 6 months; or \$26.00 for 12 months. Make checks payable to: Cornell University, 160 Day Hall, Ithaca, NY 14853.

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

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

# CORNELL Employment News

Volume 4 Number 33 August 20, 1992

Published  
by the  
Office of  
Human Resources

## The Big Red Barn Graduate and Professional Student Center



If your daily travels take you near the Andrew Dixon White House, Malott Hall, or Space Sciences, you were bound to notice that the Big Red Barn, closed in December of 1989, came suddenly to life this past spring semester, replacing The Henry in Sage Hall as the primary venue for graduate and professional student activities and programming. Renovated from top to bottom, the Big Red Barn reopened February 6, 1992, as the Graduate and Pro-

exchange across the disciplines. The center's programs enjoyed considerable success while in Sage Hall and demonstrated the need for a larger and more flexible facility. Thus, in December 1990, the university administration approved the center's proposal to relocate in the Big Red Barn.

In replacing The Henry, the Big Red Barn has allowed the center's mission and programs to expand and reach a

fessional Student Center. Not limited to graduate and professional students, however, the center welcomes all members of the Cornell community, especially faculty and staff, to use the facility.

Because graduate students are separated, and too often isolated, within the many fields and professional schools, the Big Red Barn, and previously The Henry, offers the means for social, cultural and intellectual

much wider audience. Open seven days a week during the academic year, the Barn serves not only graduate student needs for activity space, but it also provides a much-needed center in the heart of campus for everyone to enjoy.

Cornell Dining operates a breakfast and lunch service Monday through Friday, offering a variety of hot and cold items. After 2 P.M. on weekdays and also on weekends, there is a snack service run by the Graduate and Professional Student Center. In addition, the center provides newspapers, magazines, music, a grand piano, CUINFO access, and a relaxed atmosphere unique to the 120 year-old former carriage house.

The recent renovations have made the Big Red Barn a comfortable and attractive facility, combining flexibility with the rustic charm so many Cornellians loved about the old Barn. The spectacular mezzanine, along with the more mundane improvements to the kitchen, restrooms, and mechanical systems have enhanced the building's usable space. By this fall, a paved patio area will be completed for outdoor dining and activities.

Departments and individuals are encouraged to use the Big Red Barn for their events. For reservation and facility information, contact Victoria Blodgett, manager, at 254-GRAD. Or, if you just happen to be walking by and have time to spare, stop in for a visit, a look around, and a coffee. The barn doors are open again!

### Hours during the Academic Year (beginning 8/24/92)

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 3:30 p.m.
Saturday and Sunday	11:00 a.m. - 5:00 p.m.

## Calendar of Workshops and Seminars

The Calendar of Workshops and Seminars was delivered to staff during the week of August 10. If you have not received a copy and would like to request one, please contact Human Resource Relations and Development, 255-7170.

There is one correction we'd like to make. *Building High Performance Teams* will be held on September 22, 29, and October 6 from 1:00-4:00 p.m. The description is correct as listed on page 6 of the Calendar.

## Weight Watchers at Work Program

Join a Weight Watchers at Work program to begin on September 2 (week 1) or September 9 (week 2) at 12:00 noon in Caldwell Hall, Room 250. Free informational meeting on August 26, 12:00-1:00 or 1:00-2:00. All employees are invited to join. For more information call Weight Watchers toll-free number at 1-800-234-8080.

## JOB OPPORTUNITIES

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

- Employees may apply for any posted position with an Employee Transfer Application. A resumé and cover letter, specifying the job title, department and job number, are recommended. Career counseling interviews are available by appointment.
- Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Candidates should submit a completed and signed employment application which will remain active 4 months. Interviews are conducted by appointment only.
- Staffing Services will acknowledge receipt of all material by mail. Hiring supervisors will contact those individuals selected for interview by phone; please include two or more numbers if possible. When the position is filled, candidates should receive notification from the hiring supervisor.
- Cornell University is an equal-opportunity, affirmative-action educator and employer.
- Job Opportunities can be found on CUINFO

### Professional

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

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

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

**Associate Director (PA3303) HRIII**  
**University Development-Endowed**  
**Posting Date: 8/20/92**

Assist the director with the management, coordination and execution of special gift fund raising initiatives that are oriented towards individuals who have the capacity to give \$100,000-\$1 million. Special gift fund raising develops and cultivates the prospective giver's relationship with the university and the solicitation of special gifts.

**Requirements:** Bachelor's degree or equivalent required. 3-5 yrs. experience in capital gift fundraising, institutional advancement, (higher education), or professional volunteer management. Demonstrated sensitivity to human relations and ability to work with volunteers at the highest levels. Strong management and writing skills necessary. Strong interpersonal skills and the ability to work well with faculty, staff, senior volunteer leadership, and the executive staff of the university. Pledge of the processes of large individual gift fundraising using a range of appropriate cultivation and solicitation methods. Send cover letter and resume to Cynthia Smithbower.

**Associate Director III (PA3102) HRIII**  
**University Development-Endowed**  
**Posting Date: 8/6/92**

Assist the Director with the management, coordination and execution of Special Gift fund raising initiatives. These initiatives are oriented toward individuals who have the capacity to give \$100,000 - \$1 million. Special gift fund raising develops and cultivates the prospective giver's relationship with the University and the solicitation of Special Gifts.

**Requirements:** Bachelor's degree or equivalent required. 3 - 5 years experience in capital gift fundraising, institutional advancement, (higher education), or professional volunteer management. Demonstrated Sensitivity to human relations and ability to work with volunteers at the highest levels. Strong management & writing skills necessary, strong interpersonal skills and the ability to work well with faculty, staff, senior volunteer leadership, and the executive staff of the University. Knowledge of the processes of large individual gift fundraising using a range of appropriate cultivation and solicitation methods. Send cover letter and resume to Cynthia Smithbower.

**Project Leader I (PT3104) Level 35**  
**CIT Information Resources-Endowed**  
**Posting Date: 8/6/92**

Provide technical supervision and support to programmers, the user department's system and computer area. Insure that the system is performing to agreed specifications. Organize, schedule and supervise programmers' work problems. Maintain communication with users for efficient solutions to problems. Analyze user requirements for incorporation within the system. Schedule the work load. Investigate and evaluate outside software systems. Prepare reports.

**Requirements:** BS or equivalent experience. 3-5 yrs. computer and systems experience including the design of major systems. Thorough technical knowledge of ADABAS and NATURAL. Experience

in student administration and human resources areas helpful. Send cover letter and resume to Sam Weeks.

**Computer Operations Manager I (PT3008) Level 35**  
**Theory Center-Endowed**  
**Posting Date: 7/30/92**

Manage the daily operations of the theory center's multiple computer systems which supply advanced scientific computing resources to a national data base of users.

**Requirements:** BS degree or equivalent and 2-3yrs. related experience. Experience supervising the operation of a major computer facility. Knowledge of various operating systems, especially UNIX, VM/XA and/or VM/ESA. CAD experience desirable. Strong Communications, interpersonal, organizational, technical and supervisory skills. Send cover letter and resume to Sam Weeks.

**Senior Technical Consultant (PT3004) Level 35**  
**Financial Systems Development-Endowed**  
**Posting Date: 7/30/92**

Provide technical support in financial systems area. Serve as liaison to central computing (CIT) technical staff and technical consultant to administrative staff. Write, maintain and analyze systems where commonly used programming languages are unsuitable.

**Requirements:** Bachelor's degree or equivalent. 5-7 years experience in programming application and systems; ADABAS & BATCH; and VM/CMS interaction. Knowledge of commonly used programming languages such as basic and assembler for systems mainframe thru micro. Strong communication skills required. Send cover letter and resume to Sam Weeks.

**Applications Programmer/Analyst III (PT3103) Level 34**  
**CIT Information Resources-Endowed**  
**Posting Date: 8/6/92**

Design, develop, modify, maintain, and document fairly com-

plex applications software in support of a major administrative system. Analyze functional and performance requirements and develop software alternatives to increase usability and efficiency. Diagnose most problems in production system software and effect emergency repairs. Write production procedures, JCL and user manuals. Attend conferences, seminars and classes to increase your knowledge of large scale system. Assist and advise users.

**Requirements:** BS or equivalent experience. 3 - 5 years related experience. Knowledge of applications for interactive administrative systems, database management system, machine architecture and systems utility programs. Knowledge of ADABAS and NATURAL. Experience in student administration and human resources areas helpful. Send cover letter and resume to Sam Weeks.

**Coordinator for Workstation Labs (PT3306) Level 33**  
**CIT Services-Endowed**  
**Posting Date: 8/20/92**

Coordinate and provide guidance and support for the main library workstation labs. Insure that the facility functions smoothly by maintaining its operational readiness and availability. Install and maintain software. Track, diagnose and solve or report problems. Provide support to faculty and TA's using the facility for instruction. Train student and temporary staff. Work with other CIT sections. Get training to maintain technical competence. Some irregular hours.

**Requirements:** BS degree or equivalent experience. At least 2yrs. experience working with workstation technologies with a demonstrated knowledge of these technologies and a proven aptitude for learning new ones. Ability to work without close supervision. Excellent organizational skills. Send cover letter and resume to Sam Weeks.

**Network Operations Supervisor (PT3307) Level 32**  
**College of Arts and Sciences-Endowed**  
**Posting Date: 8/20/92**

Provide support for the college of arts and sciences administrative LAN. This includes diagnosing and solving various hardware and software problems, installing network hardware and assisting with installation and maintenance of network software. Provide backup network administration.

**Requirements:** BS degree or equivalent desirable. 3-5yrs. experience with local area networks, preferably in a Novel Netware environment. Knowledge of IBM and Macintosh hardware, operating systems and software (WP, Q&A, Lotus, Excel). Familiarity with the Cornell networking environment. Ability to work independently with users of varying computing skills. Strong organizational, communication and written skills. Send cover letter and resume to Sam Weeks.

**Head Coach, Gymnastics (PA3209) HRII**  
**Athletics-Endowed**  
**Posting Date: 8/13/92**

Plan, organize and supervise all practices, team meetings and games. Recruit student athletes to Cornell in accordance with Ivy League and University policies. Other duties as assigned by Director of Athletics.

**Requirements:** Bachelors degree in physical education or related field. Previous experience coaching gymnastics at HS or collegiate level. Send cover letter and resume to Cynthia Smithbower.

**Associate Director of Development (PA3103) HRII**  
**Human Ecology Administration-Statutory**  
**Posting Date: 8/6/92**

Assist with the implementation of the operations plan for the campaign for Human Ecology, take leadership for the Leadership Gift and regional campaign efforts along with annual giving programs. Complete funding of special projects currently underway.

**Requirements:** Bachelors degree or equivalent required, Masters degree desirable. 3-5 yrs development & management experience. Excellent oral & written communications skills & strong interpersonal skills required. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director (PA3101) HRII**  
**University Development-Endowed**  
**Posting Date: 8/6/92**

Assist the Director of the Cornell Fund in the development of programs within the Cornell Fund with a particular emphasis place on the Reunion Class Campaigns. Assist with planning, development and implementation of the University's effort to obtain support from private sources.

**Requirements:** Bachelor's degree or equivalent is required. 3-5 yrs. related experience. Experience with volunteers and fund-raising desired. Ability to communicate persuasively both orally and in writing. Good organizational ability is necessary. Send cover letter and resume to Cynthia Smithbower.

**Systems Analyst III (PT3105) HRII**  
**Soil, Crop and Atmospheric Sciences-Statutory**  
**Posting Date: 8/6/92**

Manage, operate, and maintain MicroVAX II minicomputers, Ultrix workstations and macintosh personal computer network for the Atmospheric Sciences unit. Update systems software, design and program applications; recommend equipment purchases and arrange maintenance; serve as consultant for staff and students using systems; and troubleshoot network problems.

**Requirements:** B.S. or equivalent with major or minor in computer science including coursework in computer operating systems and assembly language programming. 3-5 year experience with VAX VMS programming and management. Familiarity with LAN management, DECnet, TCP/IP and apple talk as well as with Ultrix operating system and associated networking components. Proficiency in Fortran and C. Send cover letter and resume to Sam Weeks.

**Systems Analyst III (PT3005) HRII**  
**Finance & Business Services-Statutory**  
**Posting Date: 7/30/92**

Develop, maintain, install and modify administrative system software. Provide overall project leadership of programmer/analyst team. Primary liaison to users and technical personnel.

**Requirements:** Bachelor's with computer related courses or the equivalent combination of experience. 3-5 years experience with machine architecture and programming languages. Strong communication skills both oral and written; plus the ability to deal effectively with people. Supervisory experience strongly desired. Send cover letter and resume to Sam Weeks.

**Conservation Specialist (PC2912) HRII**  
**Preservation and Conservation Library-Endowed**  
**Posting Date: 7/23/92**

Responsible for the conservation treatment of rare and unique bound library materials. Perform a wide variety of conservation tasks including: paper treatment (washing, deacidification, sizing, etc.); document repair; binding restoration; rebinding and some supervision to a conservation technician. Assist in conservation planning; program development; apprentice training; staff education. Make treatment decisions and recommendations, and help to develop and control work flow and scheduling.

**Requirements:** Advanced diploma/degree in conservation; apprenticeship completion certification; other verifiable certification of advanced training. A minimum of 2yrs. related experience after training. Sound academic background, with good oral and written communication skills, and ability to impart knowledge to others. Ability to stand for long periods, lift moderate weights and push heavy book carts. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Warehouse Manager (PA3306) HRI**  
**Campus Store-Endowed**  
**Posting Date: 8/20/92**

Directs all activities of the Campus Store Warehouse, monitors all aspects of multi-million dollar shipping/receiving operation, including supervision of staff, inventory control, and communications between the warehouse, vendors and the main store.

**Requirements:** Bachelor's degree or equivalent level of education and experience. 5-7yrs. of experience in shipping/receiving related fields. Must be familiar with retail functions. Excellent organizational, communication, and interpersonal skills. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director/Financial Aid (PA3302) HRI**  
**Financial Aid/Student Employment-Endowed**  
**Posting Date: 8/20/92**

Take responsibility for the following financial aid programs: COSEP, EOP, HEOP and C-STIP. Provide liaison with the state programs office, the COSEP office, the COSEP associates and the office of the associate dean of admissions and financial aid. Act as consultant for the financial aid staff working with minority students with special problems. Insure compliance with state regulations. Compile, edit and submit the necessary financial aid information required by NY state.

**Requirements:** BS degree or equivalent, MS preferred in student personnel, higher education administration, business or related field. 1-3yrs. in financial aid administration or related field with experience in staff supervision. Send cover letter and resume to Cynthia Smithbower.

**Staff Nurse (PA3304) HRI**  
**University Health Services-Endowed**  
**Posting Date: 8/20/92**

Provide nursing care for ambulatory and inpatients at Gannett Health Center. Assist nursing supervisor with clinic flow and to act as a patient advocate. Direct health assistants. Use computer to assist in patient scheduling and billing.

**Requirements:** Graduation from an accredited school of nursing. BSN degree preferred. Current New York State License with a minimum of 2yrs. recent experience in an ambulatory or acute care setting. CPR-BLS level certification required within 1yr. of employment. Send cover letter and resume to Cynthia Smithbower.

**Physical Therapist (PA3305) HRI**  
**University Health Services-Endowed**  
**Posting Date: 8/20/92**

Plan and implement physical therapy programs for patients referred for physical therapy with particular emphasis on evaluating and treating orthopedic and sports related problems. Keep appropriate records.

**Requirements:** Master of science in physical therapy preferred. BS required. Current NYS license and registration. Experience in orthopedic and sports physical therapy required. Certification by national athletic trainers association preferred. Participation in continuing education programs. Send cover letter and resume to Cynthia Smithbower.

**Conferences Services Manager (PA3207) HRI**  
**Statler Hotel-Endowed**  
**Posting Date: 8/13/92**

Manage the conference center and the Alice Statler Auditorium. Oversee all functions from set-up through programs end. Insure guest satisfaction in both areas. Responsible for all equipment set-up for functions within the hotel.

**Requirements:** Bachelor's degree in hospitality field or equivalent experience. 2-3yrs. experience in management and supervision of skilled and unskilled employees. Knowledge of audio visual equipment and the operation of an auditorium. Good communication skills. Send cover letter and resume to Cynthia Smithbower.

**Staff Writer II (PC3112) HRI**  
**University Development-Endowed**  
**Posting Date: 8/6/92**

A member of the professional staff of University Development who is responsible for writing a variety of communications which have a fund raising and/or public relations purpose. He/

she is an essential member of the development communications department staff and as such is called upon to serve not only development but the entire Public Affairs division. 1 year term appointment.

**Requirements:** Bachelor's degree or equivalent required. 1-3 years writing experience preferably in fund raising, higher education, news and feature writing, or public relations. Demonstrated ability to write creatively in a variety of styles: promotional, formal, academic, and journalistic. Excellent command of verbal and written English, including word usage, syntax, spelling, and punctuation. Editing and proofreading skills. Ability to work creatively under pressure. Interpersonal skills necessary for effective participation in team efforts. Send cover letter, resume, and 2 writing samples to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Budget Analyst I (PA3104) HRI**  
**Maintenance Management-Endowed**  
**Posting Date: 8/6/92**

Analysis of routine, preventive, and planned maintenance budgets controlled by Maintenance Management. Additional responsibilities include network administration, micro computer training and support, and office management. Three year term until 1995.

**Requirements:** BS in business or computing or equivalent required. 3-5 yrs. related experience or combination of education and applicable experience. Cornell statutory and endowed accounting and procedures, budget process, and personnel system experience desirable. Demonstrated organizational, managerial, interpersonal, written, and verbal skills necessary. Basic concepts of data processing, communications, distributed processing, logical database design required. Demonstrated proficiency in Natural/ADABAS, JCL, and other high level language (BASIC, PASCAL) desirable. Extensive experience utilizing spreadsheet, database, and word processing applications. Knowledge of physical plant operations preferred. Send cover letter and resume to Cynthia Smithbower.

**Assistant Director (PA3105) HRI**  
**Cornell Tradition-Endowed**  
**Posting Date: 8/6/92**

Assist the director and the associated director in the administration of fellowship aspects of program; serve as staff liaison to Tradition Student Advisory Council and the Public Service Center. Responsible for implementing certain program aspects of the Tradition, including activities of the Tradition Alumni Association. Some Travel required.

**Requirements:** Bachelor's degree or equivalent required. 2-3 yrs. related experience. Experience working with students and alumni necessary. Excellent communication skills necessary. Knowledge of desk-top publishing skills; ability to deal with confidential information. Send cover letter and resume to Cynthia Smithbower.

**Research Support Specialist (PT2907) HRI**  
**Veterinary Microbiology-Statutory**  
**Posting Date: 7/23/92**

Perform experiments in molecular biology and biochemistry CDNA-RNA isolation, transformation, transfection, northern and southern blotting, DNA sequencing, PCR, immunoprecipitation, SDS-PAGE, autoradiography; maintain supplies, records, protocols; assist with experimental planning; discuss results; organize laboratory maintenance rota. Some week-ends.

**Requirements:** BS or equivalent in biochemistry, biology, chemistry, molecular biology and 2-4yrs. related experience required. Send cover letter and resume to Sam Weeks.

**Professional Off-Campus****PA#12A Extension Associate, Environmental Issues Leadership Specialist**

**Location:** New York City, NY  
**Posting Date:** 8/6/92

**Salary:** Commensurate with Qualifications

Develop, implement, and evaluate youth environmental issues education programs with particular emphasis on water-related issues. Building on existing extension programs and working with new and established community networks, focus on reaching urban youth and enhancing their opportunities to build on their interests and skills in science and technology, leadership, career orientation, and environmental conservation, management and policy.

**Minimum Qualifications:** Master's degree in environmental studies or closely related field. Demonstrated ability to work with inner city adults and youth and to relate to diverse urban audiences. Ability to speak Spanish, emphasis on water related studies, waste management and public policy desirable. 3yrs. professional experience in environmental issues education. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#29 Human Development**  
**Location:** Washington County, Hudson Falls, NY 12839

**Posting Date:** 8/6/92

**Salary:** \$20,300, commensurate with qualifications

**Apply by August 13, 1992**

Plan, implement, and evaluate educational programs in the issue area of "Building Individual and Family Strengths" including program in leadership development for youth, parenting, and child development for Cornell cooperative extension of Washington County. Conduct educational programs using a variety of delivery methods and develop and enhance networks of volunteers to extend program.

**Minimum Qualifications:** Bachelor's degree appropriate to the responsibilities of the position. Coursework in education highly preferred. 1yr. related experience in teaching or extension-related work or a three to six month experience as a Cornell cooperative extension agent intern. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#27 4-H/Youth Development Program Leader**  
**Location:** Schoharie County, Cobleskill, NY

**Posting Date:** 8/6/92

**Salary:** \$26,300, Commensurate With Experience

**Apply By August 10, 1992**

Lead, plan, manage, and evaluate all 4-H/youth development educational programming for youth audiences and adult volunteers in Schoharie County. Provide creative leadership to further develop and administer a county-wide system of 4-H clubs, special interest groups, school programs, and other priority programs for youth audiences. Manage program resources and supervise staff. Lead 4-H volunteer recruitment and training efforts.

**Minimum Qualifications:** Master's degree preferably in education or youth development with 3yrs. progressively responsible experience in 4-H youth development or equivalent professional educational experience with youth in schools, industry or government. Demonstrated experience in administration and management. Experience working with volunteers and in financial management desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#28 4-H Youth Development**  
**Location:** Cortland County, Cortland, NY

**Posting Date:** 8/6/92

**Salary:** \$19,600, Commensurate with Qualifications

**Apply by August 13, 1992**

Provide leadership, coordination, implementation and evaluation of programs in youth development including 4-H club organization and management; school programs; teen leadership and development; youth-at-risk; and youth and adult home economics/human ecology programs. Recruit, organize, and support volunteers.

**Minimum Qualifications:** Bachelor's degree preferably in home economics/human ecology or related area with coursework in human development and family studies. Ability to organize work and communicate effectively both in writing and verbally. Ability to work with a variety of audiences and to manage and coordinate a variety of educational programs and delivery methods. Knowledge in the area of clothing and textiles desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#30 4-H/Youth Development**

**Location:** Putnam County, Brewster, NY

**Posting Date:** 8/6/92

**Salary:** \$23,500, commensurate with qualifications

**Apply By August 13, 1992**

Plan, implement and evaluate 4-H educational programs for youth in Putnam County. Major programs include, but are not limited to the following issue areas: strengthening individuals, families and communities; developing human potential; and enhancing the environment. Recruit, orient, and manage volunteer to staff 4-H programming.

**Minimum Qualifications:** Bachelor's degree in natural resources, human development, sociology, communication, psychology, education or other related fields with specialization appropriate to program area. 1yr. related professional work experience in Cooperative Extension, teaching or extension-related work. Volunteer management experience highly desirable. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**PA#42A Extension Associate III, Area Extension Integrated Pest Management Specialist-Vegetable**  
**Western New York State**

**Posting Date:** 8/6/92

**Salary:** Commensurate with qualifications

Provide leadership for planning, conducting and evaluating a

comprehensive extension education program in integrated pest management for the commercial vegetable industry in western New York State. The program will emphasize using methods and materials which result in minimized use of pesticides while still maintaining farm profitability.

**Minimum Qualifications:** Master's degree in pest management, plant pathology, entomology or closely related field. Coursework in vegetable crops production, plant physiology, soils, agricultural engineering, economics, statistics, communications and education are desired. 3yrs. of professional work experience in agri-business, vegetable crop production, pest management, cooperative extension or in developing informal educational programs. Must possess agricultural experience with ability to related to routine farm situations; Certified NYS Pesticide Applicators License. Send letter of intent, resume and transcript(s) to: Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

**Professional Part-Time****Assistant Coach (PA3206) HRI**  
**Athletics, Women's Basketball-Endowed**  
**Posting Date: 8/13/92**

Assist the head women's basketball coach with the planning and execution of the intercollegiate basketball program. Coach and recruit student athletes.

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

**Program Coordinator I (PA3208) HRI**  
**Language House-Endowed**  
**Posting Date: 8/13/92**

Administer the language house program. Develop and maintain liaison with department of residence life. Formulate procedures for selecting, supervising and evaluating the resident native speakers. Formulate and execute guidelines for recruiting, selecting and retaining student residents. Develop and maintain faculty liaison and participation in the language house program. Prepare budget and develop funding strategies.

**Requirements:** Bachelor's degree or equivalent required. Fluency in speaking and writing one of the target languages. 2-3yrs. experience administering a program, working with faculty and students. Training and/or experience in teaching languages, literature or other disciplines related to the mission and international focus. Budget experience and knowledge of account systems desirable. Excellent written, oral and communication skills. Send cover letter and resume to Cynthia Smithbower.

**Teaching Support Specialist I (PA3201) HRI**  
**Human Development and Family Studies-Statutory**  
**Posting Date: 8/13/92**

Provide a developmentally appropriate preschool program for sixteen 3-5yr. olds. Plan and supervise daily activities for children in cooperation with head teacher.

**Requirements:** BA or BS in child development, early childhood education or related field or equivalent in education and experience is required. A minimum of 2yrs. experience with preschool children. Send cover letter and resume to Cynthia Smithbower.

**Director of Development**  
**Protestant Cooperative Ministry at Cornell**  
**Posting Date: 8/6/92**

Responsible for the overall direction and management of all fund raising campaigns beyond the PCM worshipping community which support the operations and services of the Protestant Cooperative Ministry at Cornell.

**Qualifications:** Computer literacy (macintosh: filemaker, word, pagemaker, excel); excellent organizational skills; associate's degree or equivalent and 1yr. related experience; excellent written and oral communication skills; excellent interpersonal skills. Send cover letter and resume to the Rev. Barbara A. Heck, G-7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853, by August 14, 1992.

**Professional Temporary Part-Time****Technical Consultant I (PT3015)**  
**CIT-Endowed**  
**Posting Date: 7/30/92**

Provide support for faculty, staff, students, and potential users by delivering technical information on five supported platforms (IBM-PC, IBM mainframe, macintosh, VAX mainframe, and telecommunications). Resolve problems concerning the technical aspects of a diverse set of hardware and software applications. Direct clients to services within Cornell Information Technologies and facilitate back line consulting services. Provide support via service on the helpdesk, group and individual contacts, etc. Irregular hours.

**Requirements:** BS degree or equivalent. Course work in computer sciences, business, education preferred. 1-3yrs. of computing service delivery (consulting, instruction, or related client support services). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

**Professional Temporary****Temporary Computer Programmer/Analyst (T3101)**  
**Quality Milk Promotion Services-Statutory**  
**Posting Date: 8/6/92**

Analyze, design, develop, implement, and document computer applications for QMPS. Update and set up computer systems. Maintain all aspects of computer systems. Analyze program data for research projects, using statistical packages and procedures. Train employees in use of hardware and software.

**Requirements:** Bachelor's degree or equivalent experience. Thorough knowledge of DBase III+ and Clipper software programming required. Knowledge of Lotus 1-2-3 and WP preferred; and statistical packages and applications desirable. Strong interpersonal skills. Send cover letter and resume to Sam Weeks.

**Temporary Research Support Specialist (PT2504)**  
**Design and Environmental Analysis**  
**Posting Date: 8/25/92**

Coordinate a project involving up to 5 separate research studies investigating how US, European and Japanese companies manage their space efficiently. Supervise research assistants.

Act as liaison with research consortium members. Coordinate production of reports and newsletter. Assist in the development of research instruments and in data collection and analysis. Assist in preparation of final reports and presentations. Chance of full-time employment.

**Requirements:** MS or equivalent in facility planning and management. Strong background in behavioral and social sciences. Supervisory experience. Experience with MAC systems and software including word processing, Excel, StatView, MacDraw, and MacPaint. Experience with social science and environmental design research methods; survey design and analysis; data coding and entry; behavioral mapping techniques; and architectural plan analysis. Must have drivers license and be willing to travel. Must have people, writing and communication skills. Ability to work independently. Send cover letter and resume to Sam Weeks.

**Temporary Lab Information Systems Manager (PT2208)**  
**Diagnostic Laboratory-Statutory**  
**Posting Date: 6/4/92**

Direct lab data management activities for the vet diagnostic lab and its branch labs. Implement a rewrite of DL's Lab Information Management System. Provide hardware and software support for over 50 IBM-PC compatible computers and associated equipment including several computer networks. 6 month appointment with a chance for regular position.

**Requirements:** BS in computer science or equivalent. 5 yrs. experience with IBM-PC hardware and software. Experience with UNIX systems management and C programming. Extensive LOTUS and WordPerfect macro programming. Relational database programming desirable. Experience in biological sciences and software system implementation preferred. Send cover letter and resume to Sam Weeks.

**Boyce Thompson Institute****Photographic Assistant II**

**Boyce Thompson Institute for Plant Research/Graphics Salary:** Part-time position, 15-20 hours per week, minimum \$5.85 per hour, commensurate with experience. Position involves heavy copy stand work, black and white processing and printing, production of slides. Maintain dark-rooms and inventory of supplies. Assist photographer in wide range of tasks. Process incoming jobs, interact with outside agencies for services, answer phone.

**Requirements:** Requires a HS degree. Must have one year of printing experience and portfolio. Attention to detail is an absolute must. Knowledge of various B&W films and their processing required. Knowledge of general science, video production, studio lighting is a plus. Contact Anne Zientek, 254-1239.

**Technical**

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

**Technician GR18 (T2404)**

**Food Science-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 6/18/92**

Conduct analytical tests on dairy products to provide support for research projects. Test procedures include: Kjeldahl nitrogen, total solids, salt, fat, and others. Assist in cheese making, enter data in computer, clean glassware, and help with other laboratory related activities.

**Requirements:** Associates degree or equivalent in dairy technology or food science. Course and laboratory class training in routine dairy product analyses (Kjeldahl, Mojonnier, Babcock.) Minimum 1yr. related experience. Send cover letter and resume to Sam Weeks.

**Technician GR19 (T3301)**  
**Diagnostic Laboratory-Statutory**  
**Minimum Biweekly Salary: \$520.92**  
**Posting Date: 8/20/92**

Perform preliminary data input to computer system and assign accession case numbers. Label forms and corresponding samples checking for accuracy. Process and deliver serum samples. Prepare, pack and ship referral samples to other diagnostic facilities. Open and sort incoming sample packages. Distribute samples to appropriate labs. Monday-Friday with Saturday rotation.

**Requirements:** A.A.S. in Animal Science or related animal health field preferred. 1-2yrs. experience with degree or significantly more experience with no degree. Send cover letter and resume to Sam Weeks.

**Technician GR19 (T2901)**  
**Chemistry-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/23/92**

Site-directed mutagenesis using E. coli; DNA sequencing; general molecular biology cloning techniques; protein purification (HPLC).

**Requirements:** BS in microbiology, molecular biology or biochemistry or equivalent required. 1 or more yrs. experience in recombinant-DNA techniques. Send cover letter and resume to Sam Weeks.

**Veterinary Technician GR20 (T3001)**  
**Vet Medical Teaching Hospital-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/30/92**

Maintain aseptic conditions and provide coordination of the surgery team in the operating room during a surgical procedure. Clean and sterilize surgical and hospital equipment. Must be available at designated times to assist with emergency procedures. (On-Call schedule).

**Requirements:** AAS degree in animal health technology-Licensed or eligible for NYS license or equivalent. Experience with small animals. Experience with surgical procedures preferred. Send cover letter and resume to Sam Weeks.

# JOB SEARCH Information Night

Tuesday, August 25, 1992

7:00 p.m. to 9:00 p.m.

2-H Pleasant Grove Apartments

Attention graduate student partners and spouses!

Are you a newcomer to the community and interested in finding employment in the area?

You are invited to attend the Job Search Information Night.

This special evening has been set aside for you to meet with Cornell and Department of Labor Representatives and find out about the opportunities and the resources available to those seeking area jobs.

Sponsored by: Department of Residence Life, University Human Resource Services, Graduate Student Affairs, and the New York State Department of Labor.

Prior registration is not required. For further information call 255-5226, Staffing Services.

**Technician GR20 (T2905)**  
**Clinical Sciences-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/23/92**  
 Provide technical support for research laboratory and teaching activities in the wildlife medicine program.  
**Requirements:** Bachelors degree or equivalent required. Advanced coursework in immunology helpful. At least 2yrs. experience or training in *molecular biology/immunology*. Send cover letter and resume to Sam Weeks.

**Technician GR21 (T3302)**  
**Diagnostic Laboratory/Clinical Pathology-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 8/20/92**  
 Perform diagnostic tests in *hematology, cytology, chemistry, and immunology* with the emphasis on hematology and cytology. Use computer for data entry and retrieval. Hours may be flexible.  
**Requirements:** BS in Medical technology and ASCP certification required. 1-2yrs. general lab experience. Send cover letter and resume to Sam Weeks.

**Technician GR21 (T3007)**  
**Nutritional Sciences-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/30/92**  
 Provide technical assistance in research on the effect of nutritional status on reproductive performance in rats. Manage general research lab operations. Assist with animal experiments including feeding, surgery and sample collection. Perform lab analysis including work with radioisotopes. Develop new methods of analysis. Schedule work to run individual projects and to help with grad student projects.  
**Requirements:** BS or equivalent in nutrition, animal science or physiology. MS preferred. At least 3yrs. relevant lab experience including small animal research. Ability to network with people. Knowledge of computers and Lotus 1-2-3, WordPerfect, and SAS. Ability to work alone and develop lab method as needed. Send cover letter and resume to Sam Weeks.

**Technician GR22 (T2903)**  
**Microbiology, Immunology, and Parasitology-Statutory**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 7/23/92**  
 Initiate and maintain mammalian cell cultures, producing and assaying for monoclonal antibodies, perform serological assays including ELISA, initiating lymphocyte cultures, assaying for cytokines and working with animals, including immunizations and taking blood samples. Until 6/94.  
**Requirements:** MS preferred. BS in biology or equivalent required. 3-5yrs. related experience. Ability to work independently. Send resume and cover letter to Sam Weeks.

**Computer Operator III GR23 (T3009-14)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$669.23**  
**Posting Date: 7/30/92**  
 Operate the theory center's multiple computer systems which supply advanced scientific computing are sources to a national base of users.  
**Requirements:** Associates degree or equivalent beyond HS diploma. 2-4yrs related experience. A proven ability to work alone. A high level of integrity and judgement are essential. Knowledge of hardware, software, and the UNIX operating system are highly desirable. Requires good communication, interpersonal, and technical skills. Send cover letter and resume to Sam Weeks.

## Technical Part-Time

**Technician GR21 (T3303)**  
**Diagnostic Laboratory/Clinical Pathology-Statutory**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 8/20/92**  
 Perform various diagnostic tests in hematology, cytology, chemistry and immunology. Use computer for data entry and retrieval. Hours may be flexible.  
**Requirements:** BS in medical technology and ASCP certification. 1-2 yrs. clinical laboratory experience. Send cover letter and resume to Sam Weeks.

## Technical Temporary

**Temporary Service Technician (T3003)**  
**Entomology-Statutory**  
**Hiring Rate:**  
**Posting Date: 7/30/92**  
 Assist with a variety of field and laboratory projects aimed at developing environmentally sensitive pest control tactics. Projects include assessing the importance of naturally occurring or released enemies of insect pests of sweet corn, onions, and beans, trapping and monitoring cucumber beetles, and evaluating squash varieties for resistance to insect pests.  
**Requirements:** Background in agriculture or biological sciences preferred but not required. Driver's license and computer experience helpful. Send cover letter and resume to Sam Weeks.

**Temporary Technician (T2908)**  
**Diagnostic Lab/Clinical Pathology-Statutory**  
**Hiring Rate: \$8-8.50/hr.**  
**Posting Date: 7/23/92**  
 Perform various diagnostic tests in hematology, cytology, chemistry and immunology. Use computer for data entry and retrieval. Participate in emergency coverage. Part-time until 1/11/93, Thursday, Friday, Saturday, 8hrs./day.  
**Requirements:** AAS in medical technology or equivalent required. BS in medical technology and ASCP certification preferred. 1yr. clinical laboratory experience. Send cover letter and resume to Sam Weeks.

**Temporary Technician (T2909)**  
**Fruit and Vegetable Science-Statutory**  
**Hiring Rate: \$7-9/hr**  
**Posting Date: 7 23/92**  
 Implement field and greenhouse plantings for breeding projects involving cucumbers, melons, and squash. Prepares plans for plantings. Make controlled pollinations, assist with tests for disease resistance, select resistant plants and record keeping. Assist with weed control, insect and unwanted diseases that might interfere with normal growth. Harvest, process and store plants. Full-time until 1/15/93.  
**Requirements:** Associates or equivalent in agriculture required. BS in agricultural science preferred. NYS Pesticide applicators license preferred. Ability to work independently. Send cover letter and resume to Sam Weeks.

## Office Professionals

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

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

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

**Office Assistant GR17 (C3309)**  
**Undergraduate Admissions-Endowed**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 8/20/92**  
 Process applications for 7 undergraduate colleges. Handle all admissions inquiries, applications and records for a specific section of the alphabet; process efficiently and accurately a high volume in a short period of time using on-line computer.  
**Requirements:** HS diploma or equivalent required. Minimum 1yr. related experience. Good clerical and organizational skills; particular attention to detail and interpersonal skills essential. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Office Assistant GR17 (C3102)**  
**Hispanic American Studies Program-Endowed**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 8/6/92**  
 Provide clerical support to the administrative aide in the planning, coordinating, and managing of the overall administrative support functions for the program. Full-time, 10 month appointment.  
**Requirements:** HS diploma or equivalent. Minimum 2 years related work experience. Excellent communication (written, oral) skills are essential. Ability to deal with a variety of people at all levels. Knowledge of Cornell and some Spanish desirable. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Receptionist/Office Assistant GR17 (C3114)**  
**CIT Administration-Endowed**  
**Minimum Biweekly Salary: \$530.38**  
**Posting Date: 8/6/92**  
 Under supervision provide switchboard coverage for second floor Computing & Communications Center. Secretarial support to Administrative Aide.  
**Requirements:** HS diploma or equivalent required. Minimum 1 year related experience. General knowledge of Macintosh computer with word processing, spreadsheet, database and/or graphic software familiarity. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR18 (C3307)**  
**ILR-Personnel and Human Resource Studies-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/20/92**  
 Provide secretarial support for department faculty members and center for advanced human resource studies (CAHRS). Prepare correspondence, course materials and manuscripts. Administer budgets, travel, filing, appointments, and meetings. Direct and screen phone calls, students, and visitors. Perform library research work. Work effectively with other secretaries. Adjust to meet constantly changing priorities. Serve as liaison between faculty and students and external contacts. Act as backup for department secretary. In the absence of the department secretary, coordinate and lead secretarial team.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2 yrs. office experience. Ability to contribute as part of a team in an active, complex environment. PC experience with wordprocessing, spreadsheet and graphics software. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Sales Assistant GR18 (C3203)**  
**Food Science-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 8/13/92**  
 Assist coordination of operations in the cheeseroom, office, and salesroom along with salesroom assistant, assist sales manager in setting up daily activities in each area and oversee their completion. Train student employees. Tuesday 10:30-6pm, Wednesday-Saturday 9:30-6pm.  
**Requirements:** HS degree or equivalent required. Experience with Lotus and WordPerfect helpful. Ability to train and oversee student employees. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Office Assistant GR18 (C1611)**  
**Agricultural and Biological Engineering-Statutory**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 4/23/92 Repost**  
 Provide secretarial and administrative support to the Cornell Local Roads Program staff. Register workshop participants, perform routine accounting tasks, distribute publications, type correspondence, answer telephones, and respond to inquiries. Travel four to six times annually for three to four days per trip.  
**Requirements:** HS diploma or equivalent required. Some college coursework desirable. Valid NYS Drivers license. Advance proficiency in WordPerfect 5.0 or 5.1 necessary. Knowledge of Dbase III inquiry, Lotus, and Harvard graphics desirable. Minimum 1 year general office experience necessary. Desire to work in a service oriented position with daily public contact helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR18 (C3016)**  
**Academic Advising Center-Endowed**  
**Minimum Biweekly Salary: \$542.89**  
**Posting Date: 7/30/92**  
 Provides support for two assistant deans and secretary. Typing, filing, answer telephones, scheduling appointments, computer work.  
**Requirements:** HS diploma or equivalent required. Some college coursework desirable. 1yr. related experience. Excellent organizational interpersonal and communication (written and oral) skills. Familiar with computers. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Secretary GR19 (C3311)**  
**JGSM-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/20/92**  
 Provide clerical and secretarial support to the dean's office. Answer telephones and assist in the preparation of reports and projects.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 1-2yrs. office experience required. Macintosh experience required; experience with Microsoft Word, Excel and Filemaker Pro. Familiarity with higher education and/or business management. Excellent organizational and oral skills. Ability to communicate and articulate with public, as well as academicians. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer applications.

**Accounts Assistant GR19 (C3303)**  
**Continuing Education and Summer Sessions-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/20/92**  
 Provide year round support to the accounting department including the preparation of vouchers, reconciling accounts, and reconciling student information system reporting. Assist the accounts coordinator and accounts assistant with the day to day operations of the accounting department.  
**Requirements:** HS diploma or equivalent. Knowledge of clerical accounting helpful. 2yrs. experience with a working knowledge of Lotus 123. Knowledge of WordPerfect preferred. Attention to detail, organizational skills, and accuracy essential. Medium typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, EHP #2.

**Secretary GR19 (C3211)**  
**Near Eastern Studies-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/13/92**  
 Provide secretarial/receptionist support for Department and a program. Assist with Graduate Program and lecture series; maintain student records and coursework materials; light accounting.  
**Requirements:** HS diploma or equivalent. Some college coursework in secretarial science preferred. 2-3yrs. office experience essential. Confidentiality a must. Extensive experience with IBM computers and WordPerfect 5.0/5.1 required. Excellent organizational and communication (written and oral) skills. Able to set priorities and work in active environment. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.

**Administrative Aide GR19 (C3105)**  
**University Career Center-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/13/92**  
 Provide reference service; maintain reserve book shelves; assist library coordinator in classifying and maintaining library resources.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2yrs. related experience. Public service orientation. Skill in (written and oral) communication. Computer skills; Macintosh familiarity desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2.

**Administrative Aide GR20 (C3205)**  
**Campus Planning Office-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
 Assist the director of the campus planning office by coordinating and assisting with the functions of the office. Handle correspondence: answer telephones; keeps difficult calendar; accounting functions; other duties as assigned.

**Secretary GR19 (C3109)**  
**School of Hotel Administration-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/6/92**

Under general supervision, provide secretarial and administrative support to approximate 4 - 7 faculty members. Requires excellent word processing skills, commitment to precision and accuracy, positive public relations manner, independent judgement and decision making. Will serve as receptionist for all faculty on floor.

**Requirements:** Community college course(s) in secretarial skills preferred. HS or equivalent required. 1-2 years related experience. Highly developed word processing skills. IBM & Macintosh preferred. Ability to learn new software programs and computer skills important. Excellence in copyreading. Solid command of English grammar, usage, punctuation, and spelling. Good interpersonal skills in order to work cooperatively with a variety of people. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Office Assistant GR19 (C3108)**  
**Plantations-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/6/92**  
 Provide secretarial support to the director of Plantations, the development officer, & the public affairs assistant. Maintain Filemaker database and gift acknowledgement system. Work with the University gift tracking and reporting system. Act as receptionist. Schedule meetings, maintain calendars. Provide word processing, draft & monitor correspondence, proof read & file. Arrange travel. Take meeting minutes, prepare & distribute.  
**Requirements:** HS diploma or equivalent required, college coursework preferred. 2 years secretarial experience. Knowledge of Macintosh computers and software including Microsoft Word and FileMaker Pro. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3110)**  
**Mathematics-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/6/92**  
 Under secretarial support to the undergraduate program and the associate chairperson in Mathematics. Liaison between faculty and Math majors. Screen inquiries pertaining to courses offered. Provide clerical support to course instructors. Main office receptionist.  
**Requirements:** HS diploma or equivalent required. College courses preferred. Work experience in an academic environment preferred.  
 1 - 2 years related experience. Computer expertise in wordprocessing, spreadsheets, and databases. Ability to work in a fast-paced environment. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3115)**  
**Floriculture & Ornamental Horticulture-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 8/6/92**  
 Serve as department extension & conference secretary. Provide clerical & administrative support to faculty & staff of extension, teaching & research programs.  
**Requirements:** Minimum HS diploma or equivalent required and one year formal training in relevant field. Secretarial Science degree preferred. 1-2 years related secretarial/clerical experience. Knowledge of IBM PC & Word Perfect 5.1 essential. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Secretary GR19 (C3020)**  
**Geological Sciences/INSTOC-Endowed**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/30/92**  
 Provide secretarial and editorial support to faculty, researchers, supervisors, and staff; maintain INSTOC office, records, and microcomputers; general office assistance.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. Strong computer skills (Macintosh/IBM PC and related software), 2yrs. related experience, strong interpersonal, organizational, communication (written and oral) skills, knowledge of CU policies and procedures strongly preferred. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Core Literature Project Assistant GR19 (C2807)**  
**Albert R. Mann Library-Statutory**  
**Minimum Biweekly Salary: \$566.28**  
**Posting Date: 7/16/92**  
 Under the direction of the Core Literature Project Director, assist in the compilation of subject bibliographies of the most significant publishing of that subject. Duties include bibliographic searching, use of database management software, editing and verifying of bibliographic information. Some administrative support.  
**Requirements:** HS diploma or equivalent. Associate's degree or equivalent education preferred. Computer experience including wordprocessing ability. 1-2yrs. experience searching bibliographic databases, including RLIN and NOTIS highly desirable. Experience with database management. Software (particularly procite) desirable. Ability to be self-directed and to meet deadlines and attention to detail is essential. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3208)**  
**Human Development Family Studies-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
 Provide administrative and accounting support for the Cornell migrant program office. Administer budgets, process accounting transactions, secretarial support to program, travel and conference scheduling.  
**Requirements:** Associates degree or equivalent. 2yrs. Cornell experience preferred. Computer skills—IBM compatible using Lotus and WordPerfect. Excellent organizational interpersonal and communication (written and oral) skills. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application. Women and minorities encouraged to apply.

**Accounts Assistant GR20 (C3207)**  
**Payroll-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
 Provide a broad range of administrative/organizational support to coordinator for tax reporting account reconciliation function. Primary duties include: control and maintenance of garnishments, other state withholding taxes, preparation of federal and state tax payments, federal levies, tax refunds, counsel foreigners, and special projects.  
**Requirements:** AA or AAS degree or equivalent payroll/accounting experience. Excellent interpersonal and organizational skills. Accounting/administrative support. Macintosh and PC computer skills desirable. 2-3yrs. related experience. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3212)**  
**University Development-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
 Provide administrative assistance to the director, associate director, and assistant director of foundation relations. Coordinate flow and oversee completion of work within the office; i.e., prepare reports, arrange meetings, compile data, maintain computer database information, and assist in special projects.  
**Requirements:** Associates degree or equivalent. Extension experience in providing high level executive support. 2-3yrs. related experience. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Secretary GR20 (C3021)**  
**Computer Science-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
 Coordinate the graduate office operation for the department of computer sciences under general direction from the graduate field representative. Administer the selection and admissions process; general orientation and counseling of students in the computer science graduate program with regard to curriculum and other academic matters. Function as liaison between graduate school, bursar's office and university registrar.  
**Requirements:** Associates degree or equivalent. Minimum of 3-4yrs. experience in student personnel or student records. Extensive knowledge of university and college of engineering administrative office & overseeing graduate student curriculum/records. Strong communication, written and editorial skills. Knowledge of degree program requirements. Microcomputer experience essential; familiarity with Macintosh software a plus. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3205)**  
**Campus Planning Office-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/13/92**  
 Assist the director of the campus planning office by coordinating and assisting with the functions of the office. Handle correspondence: answer telephones; keeps difficult calendar; accounting functions; other duties as assigned.  
**Requirements:** Associates degree or equivalent experience. 2-3yrs. related experience. Need excellent (oral and written) communication skills. Macintosh computer experience preferred. Medium typing. Regular Cornell employees only. Send cover letter, resume and employee transfer application to Esther Smith, Staffing Services, EHP #2.

**Senior Document Access Assistant GR20 (C2006)**  
**Albert R. Mann Library-Statutory**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 5/21/92 Repost**  
 Coordinate, organize and supervise the daily operation of the Entomology Library. Responsible for hiring, scheduling, and training all students who work in the Entomology Library. Participate with the Document Access Librarian in evaluating the students' performance. Work a portion of the week in Mann Library's Document Access Unit assisting patrons at service desks and with public access databases.  
**Requirements:** Bachelors degree or equivalent experience and education. Minimum 1-2 years related experience. Background in entomology, agriculture, or biological sciences, experience working in an academic/research library, and experience with use of microcomputers preferred. Strong interpersonal and communication skills. Ability to be self-directed, meet deadlines, pay attention to detail. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C3120)**  
**Science & Technology Studies-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/6/92**  
 Manage administrative support functions for S&TS Graduate Program. Process applications, maintain student database. Clerical support for faculty. Oversee student progress. Develop and edit materials for publications.  
**Requirements:** Associates degree or equivalent combination of education and experience. Minimum 2 years experience. Knowledge of educational institution desired. Knowledge of Macintosh required, Microsoft Word and Filemaker. Excellent communication skills. Strong organizational abilities. Must be able to work independently with minimal supervision. Medium

typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Administrative Aide GR20 (C3106)**  
**Mechanical & Aerospace Engineering-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 8/6/92**  
 Provide extensive administrative support for Director and Administrative Associate of a large academic department. Work with personnel matters and other highly confidential subjects.  
**Requirements:** A.A.S. degree or equivalent required. 2-3 years experience (Cornell preferred). Good interpersonal and communication skills. Ability to work with spreadsheets, Microsoft word and excel programs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Administrative Aide GR20 (C2802)**  
**Electrical Engineering-Endowed**  
**Minimum Biweekly Salary: \$590.45**  
**Posting Date: 7/16/92**  
 Provide secretarial and administrative support to the associate director of the school of electrical engineering whose responsibility covers all aspects of the undergraduate degree program.  
**Requirements:** Associate's degree or equivalent required. 2-3yrs. of administrative experience. Notary public license desirable. Must be proficient on Macintosh computer using Microsoft Word, Excel, WriteNow, e-mail, and Filemaker Pro programs. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR21 (C3217)**  
**Dean's Office, Architecture, Art and Planning-Endowed**  
**Minimum Biweekly Salary: \$813.92**  
**Posting Date: 8/13/92**  
 Provide executive administrative support to the dean and associate dean, provide college level reception to all visitors and callers. Handle dean's and associates deans correspondence with significant composing/editing responsibilities; oversee hartell gallery exhibition and publicity; prepare dean's payroll; and special reports for the dean and associate dean. Related other office tasks.  
**Requirements:** Associates degree in business, office management or related field or equivalent combination of education and experience. 2-3yrs. office/administrative support experience. must have outstanding (written and verbal) communication skills. Must have strong word processing skills on Macintosh (or ability) to learn immediately) and excellent judgement and interpersonal skills. Medium typing. External applicants are welcome to apply by submitting a cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application. Women and minorities encouraged to apply.

**Research Aide GR21 (C3117)**  
**University Development-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 8/6/92**  
 To meet the information needs of those persons engaged in development work. More specifically, the research aide locates, compiles, organizes, and evaluates public and confidential information about Cornell alumni/ae and friends, foundations, and corporations which are current or potential supporters of the University. Generally, the finished written product is used by the president, trustees, administrators, public affairs, and development staff and alumni/ae of Cornell for fundraising activities.

**Requirements:** Associates degree or equivalent required. Bachelor's degree or equivalent preferred. 2 - 3 years related experience. Demonstrated writing ability. Good interpersonal skills. Ability to use personal computers. Ability to use standard library reference materials. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Personnel Assistant GR21 (C3018)**  
**Theory Center-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/30/92**  
 Under very general supervision, assist human resources manager in advising and consulting with theory center staff. Provide administrative support. Requires independent judgement, the ability to work independently and a high degree of confidentiality.  
**Requirements:** Associates degree or 1-2yrs. of college coursework. 2-4yrs. related experience. Background in human resources highly desirable. Experience with macintosh word processing, spreadsheet and database software highly desirable. Strong interpersonal, organizational and communication skills. Ability to work under pressure. Familiar with university resources (ie. payroll, SES, etc) highly desirable. Ability to set priorities, maintain a high degree of accuracy and take initiative. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Circulation/Reserve Supervisor GR21 (C2711)**  
**Management Library-Endowed**  
**Minimum Biweekly Salary: \$615.42**  
**Posting Date: 7/9/92**  
 Manage public service operations in unit library: Circulation, reserve, and security. Responsible for collection management and supervision of all employees in this area, includes hiring, training, and evaluation. Participate in library planning and establish patron-based policies. 39hrs/week Tues.-Sat.  
**Requirements:** B.A. or the equivalent preferred. Associates degree or equivalent required. 2yrs. library experience. Experience with automated circulation database. Demonstrated supervisory skills and communication skills. Public service orientation. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Editorial Assistant GR22 (C3310)**  
**C.U. Press-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 8/20/92**  
 Assist direct mail manager and advertising associate in marketing scholarly books. Prepare copy for ads and direct mail (by excerpting review and jacket copy). Research and order mailing lists for direct mail, and reserve advertising space. Design selected flyers and occasional ads.  
**Requirements:** Associates degree or equivalent required. B.A. or equivalent preferred. 3-4yrs. related experience. Experience with Macintosh, and especially Pagemaker required. Good proofreading skills required. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Accounts Coordinator GR22 (C3210)**  
**Center for the Environment-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 8/13/92**  
 Manage all financial transactions for busy, complex research center. Reconcile monthly accounting statements and issue analysis reports for multi-functional, multi-source accounts across endowed and statutory divisions. Prepare non-exempt payroll; primary liaison for purchasing, telecommunications. Manage equipment database and inventory.  
**Requirements:** AAS degree in accounting or business administration or equivalent. 2-4yrs. work related accounting experience. Familiarity with fund accounting required. Cornell accounting experience preferred. excellent analytical and problem solving skills. Minimum 3yrs. experience with microcomputers and database programs, Macintosh preferred. Regular CU employees only. Send cover letter, resume and employee transfer application to Esther Smith, Staffing Services, EHP #2.

**Administrative Aide GR22 (C3019)**  
**Associate Vice President Human Relations-Endowed**  
**Minimum Biweekly Salary: \$641.92**  
**Posting Date: 7/30/92**  
 Word-process reports, draft correspondence. Assist with academic affirmative action, personnel processes. Collect/configure data. Process personnel and accounting transactions.  
**Requirements:** Associates degree or equivalent. 4-5yrs. Cornell experience. IBM wordperfect, excel. Endowed accounting and payroll. Professionalism, confidentiality, cultural sensitivity, attention to detail. Medium typing. send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

### Office Professionals Part-time

**Office Assistant GR16 (C3213)**  
**Johnson Museum-Endowed**  
**Minimum Full-time Equivalent: \$511.68**  
**Posting Date: 8/13/92**  
 Operate museum reception desk in lobby; provide information to visitors; sell cards, catalogs, and posters; answer telephones; take accurate messages for staff members; provide security to museum lobby; and be available to work special events during evening hours and for substituting for weekday and weekend receptionists. Monday-Friday 8:00-1:00pm, some evening hours for special events.  
**Requirements:** HS diploma or equivalent. Up to 1yr. related experience necessary. Experience in busy work environment answering phones and working with public. Interest and involvement in art or art related areas, as well as familiarity with the Ithaca community area. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Assistant  
Protestant Cooperative Ministry at Cornell**

**Posting Date:** 8/6/92  
Responsible for maintaining the smooth functioning of the PCM office. Includes but is not limited to bookkeeping, filing, typing, and being present to assist PCM community members and staff and the larger Cornell community.  
**Qualifications:** Good typing and proof-reading skills; word processing experience; knowledge of macintosh computer essential; good oral and written communication skills; excellent organizational skills; enjoys and works well with students; familiarity with Cornell accounting preferred. Send cover letter and resume to Rev. Barbara A. Heck, G-7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853, By August 14, 1992.

**Circulation Reserve Assistant GR17 (C3003)  
Circulation/Urns Library-Endowed**

**Minimum Full-time Equivalent:** \$530.38  
**Posting Date:** 7/30/92  
Assist in the reshelving of materials returned from circulation and work at the security desk inspecting knapsacks, briefcases, etc. of exiting patrons when the security alarm sounds. Monday-Friday, 20hrs./week.  
**Requirements:** HS diploma or equivalent. Ability to work effectively with a variety of people at a public service desk. Must be able to shelve and shift books. Must be exceptionally dependable. Good interpersonal and communication skills. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Secretary GR18 (C3215)**

**Office of the Assemblies-Endowed**  
**Minimum Full-time Equivalent:** \$542.89  
**Posting Date:** 8/13/92  
Provide secretarial/clerical support to the office of the assemblies in the provision of services to the elected campus governance representatives and their committees. 10month, 20hrs/week, possible 30hrs. within next few months.  
**Requirements:** HS diploma or equivalent. Some college coursework in business and/or secretarial science preferred. 1-3yrs. clerical experience desirable. Solid word processing skills (IBM PC, WordPerfect, Lotus, DBase). Excellent organizational, interpersonal and communication skills. Solid skills in general office procedures. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Binding Assistant GR18 (C3012)**

**Physical Sciences Library-Endowed**  
**Minimum Full-time equivalent:** \$542.89  
**Posting Date:** 7/30/92  
Coordinate preservation, conservation, and binding activities in the physical sciences library. Provide information services to library users. Supervise 1 to 2 student employees. Ability to work in a changing environment with constant interruptions. Good communication, interpersonal, and organizational skills. Attention to detail. Monday-Friday, 20hrs./week, with Flexibility.  
**Requirements:** Associate's degree desirable. A minimum of 2yrs. academic experience with some course work in physical sciences preferred. Familiarity with computers required. Previous library experience (especially with NOTIS) desired. Ability to push loaded book trucks and lift filled book bins (up to 100lbs.). Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Senior Circulation/Reserve Assistant GR18 (C2909)**

**Access Services/Olin Library-Endowed**  
**Minimum Full-Time Equivalent:** \$542.89  
**Posting Date:** 7/23/92  
Work at the circulation desk and be responsible for reserve requests from other CUL units. Responsible for recall and hold process, including notifying patrons to return materials needed by other readers and notifying readers of available materials. Renew loans for items charged out.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. Minimum 2yrs. related experience. Organizational ability and aptitude for detailed work. Ability to work effectively with a variety of people in a public services setting. Strong interpersonal and communication skills. Experience with microcomputers. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Secretary GR18 (C2905)**

**Physiology-Statutory**  
**Minimum Full time Equivalent:** \$542.89  
**Posting Date:** 7/23/92  
To provide secretarial support for 1 or 2 faculty members and assist the accounting section by typing requisitions and filing. Monday-Friday 8-12.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. Minimum 1yr. related secretarial experience. Knowledge of computers (IBM/wordperfect 5.1) preferred. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Collections Assistant GR18 (C2805)**

**Reference Department/Olin Library-Endowed**  
**Minimum Biweekly Salary:** \$542.89  
**Posting Date:** 7/16/92  
Assist with the processing and management of a map collection consisting of 200,000 maps and atlases. Provide basic information service on cartographic materials to library patrons. Assist with the processing of the reference collection. Search local and national databases. 20hrs./week.  
**Requirements:** HS diploma or equivalent required. Associates or equivalent preferred. Excellent interpersonal, organizational and communication skills. 1-2yrs. previous library experience desirable. Familiarity with microcomputers and word processing desirable. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR19 (C3204)**

**Cornell Manufacturing Engineering and Productivity Program-Endowed**  
**Minimum Full-time Equivalent:** \$566.28  
**Posting Date:** 8/13/92  
Provide administrative and clerical assistance to the director and administrator for daily office activities. Prepare routine correspondence. Assist with course and conference arrangements, prepare and process personnel and accounting forms. Complete other related duties as needed/required.  
**Requirements:** HS diploma or equivalent. Some college coursework preferred. 1-2yrs. experience desirable, familiar with Macintosh computers and software. Strong interpersonal, organizational and communication skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Secretary GR19 (C3306)**

**Biochemistry, Molecular and Cell Biology-Statutory**  
**Minimum Full-time Equivalent:** \$566.28  
**Posting Date:** 8/20/92  
Provide secretarial support for director of Cornell macromolecular crystallography resource which includes typing letters, scientific manuscripts, grant proposals, make travel arrangements, file, xeroxing. Other duties as assigned. Monday-Friday, 20hrs/week.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. 2yrs related experience. Experience with technical typing, and Macintosh computer and programs. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C3308)**

**School of Hotel Administration-Endowed**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 8/20/92  
Independently oversee library circulation/reserve services during evenings and on weekends. Establishes and maintains a high level of cordial, cooperative service to library patrons. Manages current awareness programs, interlibrary loan program (lending), and assists with maintenance of stacks and

periodical shelves. In the absence of other staff is responsible for all library operations and facilities. 25hours/week, evenings and weekends required.

**Requirements:** Associates degree or equivalent required. 2-3yrs. related experience. Previous library, public service and/or supervisory experience are highly desirable. Medium data entry/typing is required; experience with word-processing program is required. Strong interpersonal and communication skills required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Physical Therapist Aide GR20 (C3312)**

**University Health Services-Endowed**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 8/20/92  
Carry out treatments as directed and supervised by the department's physical therapists. Monday-Friday, 20hrs/week.  
**Requirements:** AAS degree in physical therapy assistantship or equivalent. Athletic training preferred. Experience in orthopedic/sports medicine setting desirable. 2-3yrs. experience in related setting without advanced degree considered. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C3214)**

**Circulation/Urns Library-Endowed**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 8/13/92  
Responsible for the Urns library building during the evenings hours when senior staff are absent. Supervise the work of staff and student assistants at four desks. Assist with routine desk duties as necessary. 25hrs./week, evenings and weekends.  
**Requirements:** Associates degree or equivalent. 2-3yrs. related experience. Ability to work well with a variety of people in a public setting and in a supervisory capacity. Dependability and punctuality absolutely essential. Supervisory experience desired. Excellent interpersonal and communications skills. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Accounts Assistant GR20 (C3206)**

**Biochemistry, Molecular, and Cell Biology-Endowed**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 8/13/92  
Perform accounting, budget, and administrative services for a large research and teaching facility. Monday-Friday, 25hrs/week.  
**Requirements:** A.A.S. degree in accounting or equivalent and 2-3yrs. experience in accounting. Some Cornell accounting experience preferred. Since the section is both State and Endowed, Experience with either system is preferred to no Cornell experience at all. Familiarity with federal grants and contracts a plus. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Accounts Representative III GR20 (C3022)**

**Theory Center-Endowed**  
**Minimum Full-Time Equivalent:** \$590.45  
**Posting Date:** 7/30/92  
Under general supervision, provide part-time support to finance coordinator. Requires independent judgement, a high degree of confidentiality, and the ability to work independently.  
**Requirements:** Formal training of 1 or 2 yrs., 2yrs. of college coursework, or associate's degree beyond HS diploma. 2-4yrs. related experience. Familiarity with university resources and procedures (ie-accounting, payroll, etc.) highly desirable. Experience with macintosh (microsoft word, filemaker plus, and microsoft excel) highly desirable. Strong interpersonal, organizational, and communication skills. Ability to work independently and maintain strict confidentiality. Ability to work under pressure, set priorities, maintain a degree of accuracy and take initiative. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR20 (C2910)**

**Academic Programs, CALS-Statutory**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 7/23/92  
Must work independently to coordinate and carry out initiatives developed by the college of agriculture and life sciences resource development committee. These include on-campus colloquia, graduate student recruitment; including campus visits, data-base management, and an undergraduate research program. Some supervision of undergraduate assistants is likely. Monday-Friday, 20+hrs./week (negotiable).  
**Requirements:** Associates degree or equivalent required. 2-3yrs. work experience. Strong organizational, communication, and interpersonal skills. Familiarity with microcomputer use (Macintosh preferred) for word processing and data-base management is essential. Must be able to work within deadlines. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C1908)**

**Public Services/Music Library-Endowed**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 7/23/92  
Supervise and assist in the circulation operations of the music library. Provide information and reference assistance to patrons. Responsible for the security of the building during evening and weekend library hours. Assist with collection maintenance and processing operations. 20hrs./week.  
**Requirements:** Associates degree in music with emphasis in music history. 2-3yrs. related experience. Experience supervising others. Good interpersonal and organizational skills. knowledge of at least one foreign language. Must be able to work well under pressure. Must be able to lift books and push heavy book trucks (maximum 50lbs.). Light typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Secretary GR20 (C2714)**

**Computer Science-Endowed**  
**Minimum Full-time Equivalent:** \$590.45  
**Posting Date:** 7/9/92  
Provide administrative and secretarial support to several faculty. Responsibilities include: coordinating faculty editorial duties, workshops and conferences. Prepare correspondence and other materials using advanced workstations and UNIX operating systems. Monday-Friday 9:00-1:30.  
**Requirements:** Associates degree or equivalent combination of education and experience. 2-3yrs. administrative/secretarial experience, preferably in a university environment. Excellent interpersonal, organizational and communication skills. Ability to work independently, set priorities, write and edit own material. Handle confidential material. Ability to use complex computer systems in a highly technical environment. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR21 (C3302)**

**Veterinary Administration-Statutory**  
**Minimum Full-time Equivalent:** \$615.42  
**Posting Date:** 8/20/92  
Responsible to the assistant dean for administration. Manage annual operating budgets and discretionary funds for the deans office. Provide expertise in implementation and use of networked systems and software. Reception, scheduling and general clerical and secretarial assistance. Work closely with and provide necessary back-up for 2 other administrative aides reporting respectively to the dean and associate dean. General direction is received; independent decision making is required. Monday-Friday, 8:00-1:00 preferred.  
**Requirements:** Associates degree or equivalent required. Strong (oral and written) communication skills. 3-4yrs. related work experience. Proficiency in using IBM compatible personal computers for word processing, database management and spreadsheet analyses. Ability to establish and accomplish priorities. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Administrative Aide GR22 (C3304)**

**Institution for German Cultural Studies-Endowed**  
**Minimum Full-time Equivalent:** \$615.42  
**Posting Date:** 8/20/92  
Provide administrative and secretarial support to the institute for German cultural studies. Responsibilities include coordinating conferences, seminars and related events; organizing travel and visitor arrangements; producing proposals and newsletters; handling correspondence. Some basic accounting. Half-time, nine month position.  
**Requirements:** Associates degree or equivalent required. 3-4yrs. relevant experience. Ability to work independently. Strong word-processing skills required; desk-top publishing skills desirable. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include employee transfer application.

**Office Professionals Part-Time****Administrative Aide GR19 (C3116)**

**Statutory Office for Capital Facilities-Statutory**  
**Minimum Full-time Equivalent:** \$566.28  
**Posting Date:** 8/6/92  
To provide, under little supervision, the secretarial/clerical and office support of a complex and fast paced office. Mon. - Fri., 8am-noon.  
**Requirements:** HS diploma or equivalent required. Some college coursework preferred. Minimum 2 years related office experience. Word processing experience required. Knowledge of Macintosh with Excel and mainframe desirable. Ability to work independently and set priorities. Send cover letter and resume to Esther Smith, Staffing Services, EHP #2. Employees should include an employee transfer application.

**Office Professionals Temporary****Compensation Specialist Assistant (S3104)**

**University Human Resource Services-Endowed**  
**Posting Date:** 8/6/92  
Under general supervision, assist in various aspects of the daily operation of the wage and salary administration of Cornell University's compensation program. Support the compensation associates with job analysis involving the research, review, and classification of exempt and non-exempt positions (new and reclassifications). Investigate requests, including interviewing supervisors and employees. Prepare and defend recommendations for job classifications and salary adjustments. Advise unit heads about evaluations/classifications and organizational concerns. Other duties as assigned to support the compensation office.  
**Requirements:** Bachelor's degree or equivalent required. Related coursework in compensation helpful. 2 - 3 years related work experience. Familiarity with compensation/job analysis practices preferred. Excellent interpersonal and communication skills. Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.

**Editor/Designer (S3001)**

**Agriculture and Biological Engineering-Statutory**  
**Posting Date:** 7/30/92  
Edit manuscripts for engineering-related cooperative extension publications. Make grammatical and structural changes as necessary; write news releases; design and proof publications; prepare mechanicals for delivery to printer; assist in performing clerical-administrative tasks.  
**Requirements:** Bachelor of Science emphasizing writing, editing and design of technical information for a general audience. Must be familiar with macintosh; experience with pagemaker desirable. Send cover letter, resume, 2 writing samples and 1 design sample to Karen Raponi, Staffing Services, EHP #2.

**Temporary Secretary (S3002)**

**Agricultural and Biological Engineering-Statutory**  
**Posting Date:** 7/30/92  
Provide secretarial services to the farm safety and health programs in Agricultural and biological engineering. Assist the executive director and board of directors of the NYS rural health and safety council.  
**Requirements:** A.A.S. degree or equivalent experience in secretarial services. Experience in macintosh computer programs is beneficial. Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.

**Temporary Staff Assistant (S2601)**

**Cornell Press**  
**Hourly Rate:** \$8.00  
**Posting Date:** 7/23/92  
Assist associate marketing manager and advertising associate in publicizing and advertising scholarly books. Prepare press releases, reserve advertising space, and help to coordinate production of ads. Some clerical duties will be required.  
**Requirements:** B.A. degree. Medium typing. Experience with macintosh or similar computer helpful. Excellent written communication and proofreading skills required. Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2.

**General Service**

**Send application materials for the following positions to Cynthia Smithbower, Staffing Services, 160 Day Hall.**

**Gardener SO08 (B3301)**

**Plantations-Statutory**  
**Hiring Rate:** \$9.08  
**Posting Date:** 8/20/92  
Develop, manage and interpret 3 botanical collections: pounder heritage crops garden, bowers rhododendron collection and meunsher poisonous plants garden.  
**Requirements:** BS preferred in plant science, horticulture, related field or equivalent experience. Good writing, communication and interpersonal skills required. 2-3yrs. relevant work experience required. Send cover letter and resume to Cynthia Smithbower.

**General Service Casual****Casual Animal Technician (B3001)**

**Laboratory Animal Services-Statutory**  
**Hiring Rate:** \$6.00  
**Posting Date:** 7/30/92  
Provide weekend and holiday care of lab animals: feed, water, clean and monitor following strict protocols for sterile or disease control environments and regulations for animal welfare. Maintain animal records. May include assisting veterinarians in treating and vaccinating animals. Saturday, Sunday and holidays, 16-20hrs./week.  
**Requirements:** HS diploma or equivalent required. Associates in animal science desired. Assistant animal certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1yr animal experience. Ability to lift 50#. Pre-employment physical and all necessary immunization required. Send application materials to Cynthia Smithbower.

**General Service Temporary****Temp Laboratory Assistant**

**Plant Breeding (S2001)**  
Order for a large laboratory, filling out order forms, place phone calls, receiving items (checking packing slips), work with lab personnel and administrative staff. Perform basic work such as extracting seeds from fruit, DNA extraction, autoclaving, making media, and gel electrophoresis. 20 week.  
**Requirements:** Good organizational ability, math skills, strong interpersonal skills. Science background preferred. Experience desirable. Send cover letter and resume to Karen Raponi, Staffing Services, EHP #2. Employees should include employee transfer application.

**Academic****Lecture/Senior Lecturer**

**Near Eastern Studies**  
**Posting Date:** 8/20/92  
**Salary: To be negotiated**  
Permanent appointment as lecturer or senior lecturer in Arabic language for a 3yr. term (renewable) beginning the academic year 1993-94. Appointee will direct the Arabic language program and teach beginning and intermediate Arabic.  
**Qualifications:** Ph.D. preferred or M.A. in appropriate plus native proficiency and the ability to utilize appropriate integrated-based methods. Contact Ross Brann, Chair, Near Eastern Studies, 360 Rockefeller Hall, Cornell University, Ithaca, NY 14853-2502 by appointment. (607) 255-6600. Please send curriculum vitae and a letter including names of possible recommenders.

**Research Associate Grade IV CA06**

**Veterinary Microbiology**  
**Posting Date:** 8/13/92  
**Salary \$26,530 Minimum**  
To investigate the regulation of lymphoid cell proliferation the gut using molecular biology methods. Techniques will involve gene cloning and sequencing, northern and southern blotting, PCR, in situ hybridization and antisense oligonucleotide knockout experiments. Must have experience with above techniques in eukaryotic species.

**Assistant Professor**

**Financial Management, Hotel Administration**  
**Posting Date:** 8/13/92  
**Start Date:** August 1993  
Teach and administer courses in financial management, managerial accounting and related areas in conjunction with other financial management faculty and to perform a proportionate share of research, advising, and administrative functions.  
**Requirements:** Ph.D. in financial management, accounting or related area is preferred. Business experience and research record in the hospitality or related field is extremely desirable. Must be willing to update continually, to conduct research, to publish, and to work with a wide variety of undergraduate and graduate students and faculty members. Professional rank on tenure track, rank and salary negotiable. Nine-month term with attractive fringe benefits. Significant professional development, research funding, and supplementary income opportunities. Send a letter of application, resume and names and addresses of three references to: Dr. Michael H. Redlin, Associate Dean for Academic Affairs, School of Hotel Administration, Cornell University, Ithaca, NY 14853-2502.

**Senior Lecturer (50%time)**

**Human Development and Family Studies**  
**Posting Date:** 7/30/92  
One year, half-time position comprised of 1/3 teaching responsibility as senior lecturer the department of human development and family studies (one course on adulthood/aging-spring 1993) and 2/3 administrative responsibility as assistant director of the life course institute and oversee the undergraduate gerontology certification program. The course institute was established in 1992 to nurture faculty directed, multidisciplinary research within the college of human ecology.  
**Requirements:** Ph.D. in relevant social science required. Both teaching and administrative experience expected. 3 in writing grant proposals are necessary. Send a letter of application and a vita, by August 20, 1992 to: Professor Phyllis Moen, Director, Life Course Institute, G60B MV, College of Human Ecology, Cornell University, Ithaca, NY 14853-4401.

**Extension Associate III**

**Plant Science Center**  
**Posting Date:** 7/30/92  
A teaching and outreach initiative in plant molecular biology. We seek and individual to oversee and participate in development and teaching of laboratory workshops in molecular biology, with emphasis on plant materials or problems related to plant systems.  
**Requirements:** Ph.D. and postdoctoral training with extensive experience in molecular biology techniques, teaching experience highly desirable. Please send letter of intent, cover letter, and names of three references to: Dr. Karl Kridle, 151 Biotechnology Building, Cornell University, Ithaca, NY 14853-2703, (Fax: 607-255-2428).

**Other****Part-time Office Assistant**

**Ithaca Community Childcare Center**  
**Posting Date:** 8/6/92  
Immediate opening in the Ithaca Community Childcare Center for a part-time office assistant, 12-15 hours/week. (2:30 pm - 4:00 pm, M - F).  
**Requirements:** Macintosh computer experience. Basic typing skills (40 wpm). Knowledge of general office procedures (office experience preferred). To apply stop by the center to fill out an application OR send resume to: Ithaca Community Childcare Center, Attention: Wendy Fonder, 579 West Road, Ithaca, NY 14850. No phone calls, please. Positions remain open until filled; EOE.

**CORNELL  
Employment News**

EDITOR: Nancy Doolittle

PAGE LAYOUT: Cheryl Seland  
PHOTOGRAPHY: University Photography

Published weekly except for one week each in January and November and two weeks in December by the Office of Human Resources, Cornell University, 14853. Distributed free and available to staff and faculty at locations around the campus.  
Mail subscriptions available US delivery first class mail at: \$12.00 for 3 months; \$18.00 for 6 months; or \$26.00 for 12 months. Make checks payable to: Cornell University, 160 Day Hall, Ithaca, NY 14853.

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

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