

CORNELL Chronicle

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Commons art 5

When Ithaca needed a sculpture to dress up the Commons, an art professor and her students lent their helping hands.

AIDS prayers 6

"As I look out through the chapel today, I know that although our numbers may be few, this room is crowded with memories."

A day in the life

The three faces of Elizabeth Adkins-Regan

By Lisa Bennett

Elizabeth Adkins-Regan has done the research-teaching challenge one better. She lives not two but three lives at Cornell since she accepted a five-year appointment as associate dean of the College of Arts and Sciences.

Now in her second year in this position, the professor of psychology and neurobiology and behavior also continues to teach introductory biopsychology to 130 undergraduates three times a week. And, as an

animal behaviorist, she makes daily trips to the lab to look after her 40 Japanese quail, holds weekly meetings with her graduate students, is organizing a symposium on animal cognition that will be held here in the summer and makes trips far afield to present research to the Society for Neuroscience, among other groups.

So how, and why, does she do it?

Twelve-hour-days give one piece of the answer. So, too, do the jars of energy food—freeze-dried nuts, dried apricots and Swiss Miss hot chocolate — she keeps atop her

Uris Hall file cabinet and in a drawer of her Lincoln Hall one.

But, as the dean, professor and researcher explained in recent conversations held in each office, motivation is also a factor.

"I've been here 17 years, and every five or 10 years, it's good to do something new. Other people sometimes meet that need by moving to another university, but I expect to be here until I retire. This keeps me from being stale," she said, in characteristic understatement.

"For the dilettante in me, it's also a

chance to become broader in my daily and weekly contacts and meet a lot of new people. And it's an opportunity to make things better over the long term.

"As associate dean, I hope to help departments bring in more women in science, improve their status here and try to be an administrative ear to what is going on among the faculty."

Modest ambitions

And yet, with the demands of her three jobs and the restraints on long-term planning imposed by recent years of budget cutbacks, Adkins-Regan says she must be modest in her ambitions.

Indeed, her eyes are often focused on today's schedule of appointments with students, faculty, department chairs, committees and her colleagues: romance studies Professor Phil Lewis, the other associate dean in the College of Arts and Sciences, and Don M. Randel, the Harold Tanner Dean of the College of Arts and Sciences and the Given Foundation Professor of Musicology.

"There are two kinds of things to which I rigidly adhere," she explains: "To class lectures, office hours, weekly lab meetings and appointments with students; and to my appointments with faculty. Everything else gets shoved around and done on the weekend."

Looking at the piles of papers that literally cover both her desks, Adkins-Regan adds in explanation, "I do what I must do today."

On this day, like most, she begins at 8 a.m. in her Psychology Department office on the second floor of Uris Hall. In the next 90 minutes, she checks her mail: e-mail, answering machine, fax and the mail that still gets delivered in envelopes; she answers a letter that offers a visiting professorship in France ("I'd love to, but. . ."); she reviews lecture notes for the class she will teach at 10:10; and she writes a letter to participants of an animal cognition symposium she agreed to organize for the Cognitive Studies Program even though she is not a member.

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Peter Morenus/University Photography

Elizabeth Adkins-Regan, associate dean of the College of Arts and Sciences and professor of psychology and neurobiology and behavior, takes a telephone call in her Uris Hall office. This semester, her life as teacher, researcher and administrator embodied the conflicting and complementary demands of life at a research university.

Dead raccoons studied in fight against rabies

By Roger Segelken

Cornell veterinarians are collecting dead raccoons here to learn whether an experimental "trap-vaccinate-release" program — one of the first of its kind in the United States — can control the spread of rabies.

Since the experiment began in June, needle-wielding veterinarians from the Diagnostic Laboratory of the College of Veterinary Medicine have immunized 508 raccoons that were lured into humane traps on campus and surrounding neighborhoods. Released with identification tags, the raccoons are in the path of a rabies epidemic that is spreading north at about 25 miles a year.

"The vaccination trial is completed," reported Dr. Susan Stehman, the veterinarian who led the project. "Now we sit back and see if it works." The trap-vaccinate-release ap-

proach has been used experimentally in Toronto, and as an attempted control method in Philadelphia and parts of Maryland.

Compared to the 16-hour days the four-person vaccination team put in during the summer, they are "sitting back." But in fact, veterinarians now must dissect dead raccoons and send the brains to a state rabies laboratory in Albany. At one point this year, some 60 percent of dead raccoons found in the Ithaca area had rabies. While reported incidents of raccoon rabies have declined, Stehman said public health officials can expect two peaks each year: following the "juvenile dispersal period" in the fall when young animals leave their mothers, and again in late spring and early summer, following the February-March breeding season.

The Ithaca experiment set about 80 traps

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Fungus that fights gypsy moths spreads faster than anticipated

By William Holder

A fungus that kills gypsy moth caterpillars has spread in the Northeast at a rate that greatly exceeded the wildest expectations of scientists, raising the hope that an effective palliative for this leaf-devouring scourge has arrived.

Since surveys began in 1989, the fungus has migrated from a core of New England states to as far south as Virginia and westward toward Ohio, according to Ann Hajek, senior research associate at the Boyce Thompson Institute for Plant Research.

Hajek and her collaborators surveyed sites this fall where they had released the fungus in the spring of 1991. They originally sampled up to 1 kilometer from the release site to determine how well the fungus had survived winter and spread. To their astonishment, they

found that the fungus had traveled many times that distance.

"We were stunned," she said. In Virginia, where the researchers sampled most intensively, the fungus was present in an unbroken swath running from north to south in the western part of the state.

It is now so widespread that it is virtually impossible to determine whether fungus originated from a release site or from natural migration from sites to the north where it is established.

The researchers released the fungus at 34 small, isolated sites in West Virginia, Virginia, Maryland and Pennsylvania in 1991 and at seven sites in Virginia and Pennsylvania in 1992. All the sites were at the advancing edge of gypsy moth migration where fungus had not been found previously.

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Helping out



Chris Hildreth/University Photography

Maureen Kelly (left) of Loaves and Fishes receives a \$474 check from Jamie Murray of the Cornell Tradition. The money helped the local soup kitchen feed the needy on Thanksgiving. Another local food program, Foodnet, received 400 pounds of non-perishable foods from Lambda Chi Alpha fraternity, which conducted a "pantry raid" by collecting donations from about 100 households. That donation will help Foodnet supply weekend and emergency meals for home-bound elderly people during the winter.

Fraternities, sororities are helped to meet local codes

Senior Vice President James E. Morley Jr. announced last week the initial step in the university's plan to assist privately owned fraternities and sororities meet and maintain their residences in compliance with all applicable municipal building and fire codes. Approval of the new program was given by the Executive Committee of the Board of Trustees at its November meeting.

Under the proposed plan, the university will work with local lending institutions and the greek system to guarantee loans made to fraternities and sororities for facility improvements related to code compliance. The guarantee of the loan by the university is expected to increase the availability of such funds and to lower the interest rates that would be charged by the banking community. The maximum size of the loan guarantee for each house in this initial phase of the program would be \$25,000;

the aggregate level of such guarantees is expected to be capped at \$1 million.

Among the conditions for participating in the program is that privately owned houses would have to develop a fiscal plan that demonstrates their ability to repay the loans and an operational plan to continue to maintain the structures in good condition. The university bursar would collect house rents and dues for those houses participating in the program and would submit debt service payments on behalf of the houses directly to the lending institutions.

Approval by the vice president for academic programs and campus affairs will be required for participation; exceptions to the regulations governing the terms of the loan guarantee will require the advance approval of the vice president for finance and treasurer.

"The greek system continues to be a vital element of the residential life of the Cornell student community," said Morley. "This new loan guarantee program should provide immediate assistance to those fraternities that must respond to outstanding code violations that threaten their continued operation. Additional support, through such efforts as university assistance to fraternity and sorority fundraising endeavors will be discussed with the Board of Trustees at its meeting in January."

Trustee panel meets

The Executive Committee of the Board of Trustees will meet in open session today, Dec. 10, beginning at 2 p.m. in the Executive Faculty Room of the Cornell Medical College in Manhattan. The session will include a campus update from President Frank H.T. Rhodes.

BRIEFS

• **Parking improvements:** The improvements to "A" Lot are complete. Faculty and staff parking remains available there at no charge. While provisions for gates at the entrances were incorporated into the renovations, there are no plans to install gates at this time. The changes have improved access for cars, buses, pedestrians and persons with disabilities.

• **TOMTRAN route:** The TOMTRAN buses to Dryden and Groton have reverted to their normal routes and schedules with the reopening of the Virgil Creek bridge on Route 13.

• **Attention chimes fans:** A melody familiar to generations of Cornellians has been arranged for organ and chime. *The Cornell Changes*, affectionately known as the *Jennie McGraw Rag* in honor of the original patron of the bells, until now has been performed exclusively by Cornell chimesmasters on the university's 125-year-old 19-bell chime. Inspired by the musical notation for *The Cornell Changes* that appears in the recently published book *The Cornell Chimes*, Benjamin J. Stone of Newburyport, Mass., composed the new arrangement and dedicated it to his brother, Philip J. Stone '29, a chimesmaster from 1927 to 1929. The new arrangement premiered in October during a concert at the First Congregational Church of Monson, Mass., at the rededication of the church's restored 1892 Johnson & Son pipe organ.

NOTABLES

A Japanese-language book on Indonesia written by **Takashi Shiraishi**, associate professor of history and associate director of the Southeast Asia Program, has received a Suntory Academy Award in Japan for the best book published in the field of social sciences during the year ended in June. The Suntory Foundation gave its annual 1 million yen (about U.S. \$8,000) prize to Shiraishi for his book *Indonesia: Kokka to Seiji [Indonesia: State and Politics]*, published early this year by Libro of Tokyo. It was Shiraishi's second book award in Japan. Last year, his book *An Age in Motion: Popular Radicalism in Java* (Cornell University Press, 1990) received the Ohira Memorial Foundation prize.

Students **Colin Williams** and **Storm Tharp** have received awards in the annual Alpha Delta Phi literary competition. Williams shared second prize for poetry for *Morning Prayer* and Tharp won first place in photography for his work entitled *Saturday Afternoon*. The Cornell Chapter as a whole received honorable mention in the Chapter Historical Essay Contest.

The Geological Society of America at its annual meeting awarded the E.B. Burwell Memorial Award to **George A. Kiersch**, professor emeritus of geological sciences, in recognition of his distinguished contributions to the theory and practice of environmental engineering and geology.

Sutphin named education chair

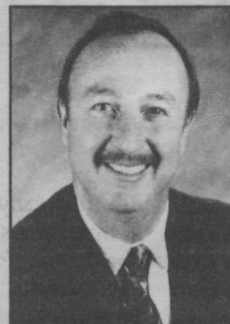
By Lisa Bennett

Dean Sutphin, associate professor of agricultural, extension and adult education and a leader in educational technologies, has been named chair of the Department of Education.

Sutphin was also recently named president-elect of the American Association of Agricultural Educators, a 350-member professional organization, and president-elect of the Cornell chapter of Gamma Sigma Delta, an international honorary society in agriculture and life sciences, which currently has some 200 members.

Since joining Cornell in 1982, Sutphin has established himself as a specialist in educational technology and in developing agricultural technologies curricula in high schools and colleges.

He is currently co-coordinator of curriculum for Agri-Tech Prep 2000, a four-year plan that aims to provide a comprehensive approach to teaching agriculture and related fields between high school and two-year colleges. The program's curriculum, which is being



Sutphin

developed by Cornell and a consortium of secondary and post-secondary schools, is expected to be implemented by 1994 in New York high schools and post-secondary schools.

An advocate for the advancement of new educational technologies, Sutphin helped lead the first satellite-based course ever offered in the College of Agriculture and Life Sciences in the spring of 1992. The course on the improvement of college education, which originated at Ohio State University, linked 11 universities and 200 students and faculty.

He was also co-leader of a \$300,000 project which established a computer-networked laboratory in Clara Dickson Residence Hall. The project, which was funded in part by a grant from Cornell's President's Fund for Educational Initiatives, opened in 1988.

The recipient of many awards, Sutphin was named the top young educator in the nation in 1987 by the National Association of Teacher Educators in Agriculture. In 1985, he was named Author of the Year by the American Association of Teacher Educators in Agriculture. He has received journalism awards at the state and national levels, from 1982 to 1991.

He received a Ph.D. in agricultural education, vocational education, teacher education research and educational administration from Ohio State University in 1981.

He succeeds Richard Ripple, professor of educational psychology and education, who served as the department chairman since 1987.

GRADUATE BULLETIN

Thesis/Dissertation: The thesis/dissertation submission deadline is Jan. 15.

Registration will be held Jan. 21 and 22 from 8:30 a.m. to 4 p.m. in Sage Hall.

Student Council will meet Dec. 7 at 5:15 p.m. in the Big Red Barn.

Conference Travel Grant Applications are due by Jan. 1 for February conferences.

Holiday: The Graduate School offices will be closed from Dec. 25 through Jan. 1. The offices will close Dec. 23 at noon but will be open Dec. 24.

Fellowships: Applications for 1993-94 foreign language and area studies fellowships are available. Application deadline is Jan. 29.

Javits Fellowship: Available to U.S. citizens or permanent residents who are doctoral candidates in the arts, humanities or social sciences. Deadline is early February.

Summer support: Dec. 15 is the deadline for U.S. citizens and permanent residents for filing documents with the Graduate Fellowship Office for 1993 summer awards.

OBITUARIES

Eleanor York, executive staff assistant at the Center for Radiophysics and Space Research, died Nov. 21 at Strong Memorial Hospital in Rochester after a long illness. A Cornell graduate, York worked here since 1980 and at the radiophysics center as a member of Professor Carl Sagan's research group since 1984. She was an active participant in the Cornell community, including serving as a member of the Committee on Transportation Services.

Tatsuya Kato, a graduate student from Japan, died Dec. 4 from injuries suffered in a one-car accident on Route 96B.

CHRONICLE SCHEDULE

Next week's issue of the *Chronicle* will be the last edition for the fall semester. Publication will resume with the Jan. 21 issue.

CORNELL Chronicle

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U.S.-Chinese team obtains deep-Earth profile in Tibet

By Larry Bernard

After a decade of planning and negotiating, American and Chinese scientists cooperating in Tibet have successfully probed deeper into the Earth's crust than ever before in a search for deeply buried clues to the formation of the Tibetan plateau and Himalayan mountains.

Deep seismic profiling of the Himalaya-Tibet region, where two continents have collided to form the world's highest terrain, has long been a goal of earth scientists. But the difficult terrain and remote location have made such studies a risky proposition.

This project, involving several U.S. universities led by

Cornell, used deep seismic reflection profiling in Tibet last summer in a joint Sino-U.S. effort. Scientists demonstrated that rock structures 45 miles beneath the surface can be imaged even in this remote and adverse location. Cornell's counterpart on the Chinese side was the Ministry of Geology and Mineral Resources (MGMR).

The area being profiled is of special importance because it lies where continents currently are colliding. The uplift of Tibet started 20 million years ago, with India being shoved under Tibet. However, scientists still do not agree about the mechanism by which it is happening.

"Did India simply crush Asia, or did it slide underneath? This work is important because it may tell us how continents

coalesce," said K. Douglas Nelson, a Cornell adjunct professor of geological sciences and professor of geology at Syracuse University who is one of the leaders of this new study.

Four papers presented at the American Geophysical Union fall meeting Wednesday describe the effort and future plans. "Findings clearly indicate that deep seismic reflection profiling can effectively probe the unusually thick crust of Tibet. Equally important, U.S. and Chinese scientists established the working relationship necessary to mount such a grand geoscience initiative," said Larry D. Brown, professor of geological sciences and senior scientist in Cornell's Institute for the Study of the Continents.

The technique of deep seismic profiling uses explosives to send energy waves into the crust, which are reflected back to the surface where detectors measure the distance to buried interfaces. The result, after considerable computer processing, is an acoustic image profile of the crust. U.S. scientists working with their colleagues from the Chinese MGMR successfully tested this technique from June to mid-August in a pilot effort for a project dubbed INDEPTH (International Deep Profiling of Tibet and the Himalayas). Approximately 60 miles were surveyed in southern Tibet.

Base of the crust

"We surveyed over a number of geologically important faults, including the one thought to represent the underthrusting of India beneath Asia," Brown said. "We were successful beyond some of our original expectations. We actually got to the base of the crust and traced the deep geometry of several of these key faults."

In addition to Nelson and Brown, the U.S. team which supervised the field work includes John Kuo of Columbia University and Simon Klemperer of Stanford University. Klemperer led a group who made auxiliary seismic measurements using instruments provided by IRIS (Incorporated Research Institutions for Seismology). The Chinese team was coordinated by Zhao Wenjin of the Chinese Academy of Geological Sciences and directed in the field by Che Jingkai of the Beijing Processing Center of the MGMR of China. The field work was jointly funded by the Continental Dynamics Program of the National Science Foundation and the Chinese ministry.

The U.S. effort is guided by a science team which also includes Jack Oliver and Muawia Barazangi of Cornell, Clark Buchfiel and Pete Molnar of M.I.T., Kevin Burke of Rice University, William Kidd of SUNY-Albany and Robert Yeats of Oregon State University.

After a workshop in Beijing next year, scientists expect to embark on another field experiment in the summer of 1994. "The success of Project INDEPTH is due to the cooperation of Chinese authorities and the People's Government of Tibet. Scientists from both sides of the effort express their sincere thanks to the agencies involved, as well as to the Tibetan people for their warmth and hospitality during our stay," Brown said.

Tasty buildings



David Lynch-Benjamin/University Photography

Sophomore Darrin Miles (center) helps 6-year-olds Jason Mosher (left) and Christine Malone decorate gingerbread houses last week. Children from the Greater Ithaca Activities Center were invited to the decorating party by the School of Hotel Administration's chapter of the National Society of Minority Hoteliers. Wegman's and Tops supermarkets donated the ingredients.

Biographer discusses the ongoing interest in Eleanor Roosevelt

By Lisa Bennett

When Eleanor Roosevelt began her public career, she was both racist and anti-Semitic, "steeped in the sensibility of the old South," her biographer, Blanche Wiesen Cook, said in a lecture here last week.

In time, however, Roosevelt committed her life to "the most pressing and controversial issues of the 20th century: women and power, race and class, war and peace, issues of justice, economic security and human rights," said Cook, author of *Eleanor Roosevelt: A Life*.

How did Roosevelt change so?

By coming to understand and identify with people she met and by being a person who, once she had her eyes opened, became committed to help bring dignity and decency to all, according to Cook.

As a result, she added, some 60 years after

the former first lady went to Washington, D.C., "In many ways, Eleanor Roosevelt remains a bellwether for our belief systems: a woman who insists on the right to self-identity, who creates herself over and over again, a woman of consummate power and courageous vision who continues to challenge her sense of what is acceptable and what is possible," said Cook.

"Many of us," she added, "especially those of us born in a world that encourages daughters to sit along the sidelines of action, are drawn to her because of her vision and her commitment to an active life. She continues to haunt our memories and inspire our days because she never gave up on life, she never stopped learning and changing."

Cook's lecture was the last in a series entitled "Notable American Women: Writing Feminist Biography." The series, organized

by Joan Jacobs Brumberg, professor of human development and family studies and of women's studies, aimed to show what a uniquely feminist perspective can unearth by looking at issues of gender, sexuality and the balancing of family and careers, in addition to other traditional interests of biographers.

Cook's first volume of a projected two-volume study has appeared on *The New York Times* best seller list, won the *Los Angeles Times* Biography Award and has become possibly the most popular feminist biography yet, Brumberg said.

Eleanor Roosevelt: A Life has also become a somewhat controversial biography because of Cook's suggestion that Roosevelt may have had affairs with her bodyguard, Earl Miller, and Associated Press reporter Lorena Hickok.

Until now, biographers have tended to dismiss these friendships, Cook noted, describing the first as a "mother-son thing" and the second as "just two Victorian women having a schoolgirl crush."

But Cook said that she rejected those analyses when she learned that Miller was with Roosevelt for weekends and weeks at a time, was political and was 34 when she was 42, a gap, Cook added, that "some of us, quite frankly, think is about perfect."

As for the friendship between Roosevelt and Hickok, Cook said: "First of all, chronologically, they were Edwardian," and, in fact, devoted to modernity. Roosevelt was more than 50 when they met. And the friendship is documented by thousands of letters.

"So what I finally say, leaving the final interpretation to the reader, is, Sigmund Freud notwithstanding, 'A cigar may not always be a cigar, but the northeast corner of your mouth against my lips is always the northeast corner of your mouth.'"

But while this discussion of Roosevelt's personal life has received much attention in reviews of Cook's book, Cook noted that most of her book deals with Roosevelt's development, politics and commitment to the most



Peter Morenus/University Photography

Blanche Wiesen Cook

important social issues of the century.

And, on the eve of the Clintons' move to the White House, Roosevelt's life offers lessons that could be helpful to the next first lady, said Cook, who interrupted readings of sections of her book's introduction with the comment, "I think I'll send that to Hillary."

"People forget," Cook said, "how Eleanor Roosevelt was viciously attacked in the press and by cartoonists and members of the administration who wanted to get the pants off Eleanor and onto Franklin."

Yet Roosevelt always believed that "the only life worth living was a fighting life" and gave evidence of it in a letter she wrote to a friend in 1940: "I'm sorry all of these attacks against me are upsetting my friends," she wrote, "but I intend in these terrible times to go on doing what has to be done and saying what has to be said, and I intend to supply lots of ammunition for attack in the future."

The lecture series was sponsored by the Women's Studies Program, the College of Human Ecology, the School of Industrial and Labor Relations, the Life-Course Institute, the History Department, University Lectures and the New York Council for the Humanities.



Division of Rare and Manuscript Collections

Eleanor Roosevelt (center) is shown with Flora Rose, director of the College of Home Economics (now the College of Human Ecology) and Cornell President Edmund Ezra Day during a visit to campus in 1940.

Meeting Raoul

Biologist writes children's book on elephants

By Roger Segelken

If children of all ages want to run away and join scientists who study African elephants, Cornell biologist and children's author Katharine B. Payne will understand.

And if readers of her children's book, *Elephants Calling*, which features 35 pages of photographs by Payne of Kenya and detailed descriptions of elephant communication and family structure, become conservationists, that's all right with the author, too.

Better known in the scientific literature as the biologist who discovered low-pitched, infrasonic communication among elephants and rhymelike structures in the songs of humpback whales, Payne has an explanation for childish behavior of scientists who take to the field: They are rediscovering the innate powers of observation that educated children lose, says the research associate in the Laboratory of Ornithology.

"When children start school they are the best observers they will ever be. Plain, childish observation is a true treasure, and we teach it out of kids by correcting them and removing the sense that 'this is mine, this thing that I am noticing,'" according to Payne. "Life removes our childish ability to observe. Then we get to be 50 and spend the rest of our lives trying to recapture the ability so we can be receptive to the natural world around us — to live in it, feel it, know it."

That also explains why her children's story of Raoul, the baby elephant whose blood-curdling scream disrupts his herd's daily routine and teaches scientists something about animal communication in the middle of a terrifying stampede, reads like a perceptive biologist's field notes. The observations, which sometimes add up to important insights about

ers learn together with the scientists.

For instance, mud baths are more than cosmetic for elder elephants, Payne notes while watching Raoul's 50-year-old grandmother; dried mud keeps off insects and protects the skin from sunburn. Also, the youngest elephants in a herd dictate the group's schedule; the whole herd stops to rest when the calves are tired and moves on when the little ones are bored with napping.

Raoul will grow up (if he escapes poachers

elephants don't ask for explanations."

While there is no overt conservation message in Raoul's story, readers can't help but care about the welfare of the animals they know by name and gentle disposition. Payne, who recently lost several elephants in long-term studies to population-control culls by government officials, says she wrote the book for all the children of Africa. It is her hope that future generations will value wild animals "not for money but for who they are and what



A truck shelters biologist Katharine B. Payne from the African sun, and from the occasional elephant stampede.

Joyce Poole

and government-sanctioned culls of elephant populations) to be a typical bull, the book predicts. He will live apart from the herds of females and their young, and fight ferociously with other males for the annual chance to mate. An older Raoul will broadcast his readiness to mate through distinctive, gravelly-voiced calls, and his fights with rivals will shake the ground.

Just such a "sorting out of who is stronger than whom" had transfixed Raoul's herd the day the inquisitive youngster slipped away to explore a warthog hole. Warthogs have a way of bolting out of their holes, Payne reports, and it seems that this one turned on Raoul, who screamed in alarm, and that prompted his mother, Renata, to issue a concerned roar.

Whatever she said alerted all the elephants, including the fighting males. In Payne's words, "Elephants in all directions answer Renata, and they answer each other with roars, screams, bellows, trumpets and rumbles. Male and female elephants of all sizes and ages charge past each other and us with eyes wide, foreheads high, trunks, tails and ears swinging wildly. The air throbs with infrasound made not only by elephants' voices but also by their thundering feet. Running legs and swaying bodies loom toward and above us and veer away at the last second."

Hours later the scientists locate the herd, closely packed together and wary, but with all their young accounted for. "Renata does not seem angry at Raoul," Payne writes. "Perhaps

we can learn from them."

Some of Payne's photographs are panoramic enough for *National Geographic* magazine, where the biologist's reports have appeared. Others are the frame-by-frame documentation by a data-gathering observer of animal behavior — or an excited child with a motor-drive camera. What the book leaves out are the thousands of hours of tedious data-analysis when the scientists return to their home laboratory.

Payne escaped the lab routine for a time this summer to study well-digging behavior of elephants in Zimbabwe. In the height of the dry season, elephants somehow sense underground water and dig for it, through deep sand, with their trunks. For three and a half months, she and two assistants, including her youngest son, Sam, peered over the edge of a precipice. Below they saw elephants drilling and drinking, as well as leopards, baboons, warthogs and flocks of birds taking advantage of the firm-walled wells that only animals with trunks can make. The expedition was a follow-up to an observation Payne made in 1990.

"They only happen once in a while," she says of "great observations," the ones that lead to new dimensions or kinds of understanding. "You have to be alone and undistracted. You have to be concentrating on what's there, as if it were the only thing in the world and you were a tiny child again. The observation comes the way a dream — or a poem — comes. Being ready is what brings it to you."

Memorial planned for alumni veterans

By Sam Segal

President Frank H.T. Rhodes will dedicate a memorial to alumni who died in the Vietnam and Korean wars at class reunions in June 1993.

The memorial, in the rotunda of Anabel Taylor Hall across from a World War II memorial, will focus on names — 18 from Korea and 27 from Vietnam — inscribed in one-inch bronze letters on a limestone tablet set in an existing column. There also will be a memorial flag of white, with red lettering and trim, including the Cornell seal and the words: "To Those Who Served."

The memorial will include an endowed scholarship fund, available first for heirs of the honored dead and then for the children of veterans more broadly defined.

By Dec. 1, just a month after the memorial was approved, after seven years of discussion, more than 200 alumni and friends had committed about \$50,000 to the memorial fund established by the university.

Time has come

"Lots of alumni seem to share our feeling that the time has come to honor these fallen Cornellians," said William W. Huling Jr., university coordinator of the 19-member memorial committee and development director for the Johnson Graduate School of Management.

Huling graduated from Cornell in 1968, served with the Army in Vietnam during 1970 and retired as a lieutenant colonel in 1988, having earned an M.B.A. from the Johnson School while in the service. At a veterans' reception during 1990 reunions, he discovered enthusiasm for the memorial idea, reorganized a dormant committee and pulled together all the pieces needed for a plan.

Dennis Osika, a 1964 Cornell graduate and a Vietnam veteran who is the university's superintendent of grounds, is in charge of the physical aspects of the memorial; W. Barlow Ware, Class of 1947, director of special projects for University Development, is coordinating activities of that key office; and Joseph E. Ryan, Class of 1965, a Buffalo-area resident who was a Navy diver during the Vietnam War, is overall committee chairman and the off-campus engine of the project.

It was Ryan who instigated the 1990 veterans' reception that revived the memorial idea, and it was Ryan who proposed the inclusion of the Korea/Vietnam Memorial Fund, which seeks to raise at least \$100,000 in scholarship endowment.

One committee member, Ralph S. Watts, Class of 1972, has personally committed \$25,000 "to help Cornell recognize the contribution and sacrifice of the Cornell veterans who perished and served in the Korean and Vietnam wars. The memorial and the memorial scholarship fund are the best ways we can honor them and build for the future by aiding their dependents."

Watts, a Cornell Council member who led his 20th Reunion Fund Drive to new records in dollars committed and donors, is a managing director at Smith Barney Harris Upham & Co. of New York. After graduating as top midshipman in his Navy ROTC battalion, he served in the Navy five years during the end of the Vietnam War, although not in Vietnam.

Proud to have served

"Cornell's veterans are proud to have served in the Armed Forces, even during these difficult conflicts," Watts says. "I am very pleased that the university has acknowledged this pride by establishing the memorial and providing scholarship aid to special Cornellians in the years to come. Hopefully, others will choose to demonstrate appreciation and support for our Cornell veterans by ensuring the growth of the fund."

Of the 27 Vietnam dead, the names of 25 are inscribed on the memorial wall in Washington. (The other two were civilians.) On Veterans' Day, five Cornellians — including Undersecretary of Defense Paul Wolfowitz, a member of the Class of 1965, and Lois Berkowitz, Class of 1959 and president of the Cornell Club of Washington — laid a wreath at the memorial wall in honor of Cornell's dead.

'When children start school they are the best observers they will ever be. Childish observation is a true treasure, and we teach it out of kids by correcting them.'

animal behavior and ecology, are so simple and direct that a child could make them.

Besides being one day in the life of Raoul, *Elephants Calling* is an invitation to join Payne and Joyce Poole, a scientist who has studied some elephant families at close range for so long that her now-familiar truck became a scratching post for the skittish animals. Along for the ride (actually for hours of sitting in the shade and semi-protection of the truck), read-

Rural development awards presented today

By William Holder

Sponsors of projects ranging from nutrition surveillance to yard waste management and farming alternatives are to receive the 1992 Community and Rural Development Innovator Awards today, Dec. 10.

The awards are presented annually by Cornell's Community and Rural Development Institute.

They recognize collaborative programs of Cornell departments, county associations of Cornell Cooperative Extension and state agencies that have made a distinct contribution to furthering rural development. This year's recipients are:

- The Yard Waste Management Technology Transfer Program for "demonstrating the feasibility for both small and large governments in New York to transform yard waste into useful products through composting and chipping."
- The New York State Nutrition Surveillance Program for "innovative research in nutrition and health and identifying a policy agenda in response to research findings."
- Housing Options for Seniors Today for "innovative research providing the basis for local demonstration activities as well as policy change relative to housing for the senior citizen community."
- The Small Business and Leadership De-

velopment Program of Oswego County, for "aggressively embracing programming in the small business area and establishing a strong and effective link with this new clientele."

- An individual award presented to Kathy Castania-Fox of the Cornell Cooperative Extension Migrant Program for "developing creative, new multicultural extension programs in a rural context." Three projects have heightened consciousness about the plurality of cultures in local history.
- The Farming Alternatives Program for "conducting innovative applied research and extension programs focused on the development of new enterprises for farm families in New York and the Northeast."

Art professor and students sculpt an Ithaca landmark

Every city has its hub, and Ithaca's has always been the corner of State and Tioga streets. For years "State and Tioga" was even the name of a goings-on-about-town column in the *Ithaca Journal*. But when the Ithaca

CORNELL Teaching

Commons was built, turning two blocks of State Street into a pedestrian mall, the corner lost its conspicuousness.

Now it is becoming a downtown focal point again — as the site of a public installation: a granite ring inscribed with the names of 30 local geographic features enclosing a trolley-track-like intersection of steel.

The granite ring sculpture was designed by Cornell Assistant Professor of Art Gail Scott White, the city of Ithaca engineer's office and the architectural firm of Egner and Associates,

from the ground — to avoid interfering with pedestrians and in case emergency vehicles need to drive onto the center of the Commons. It is 31 feet across with a ring of 6-inch-wide granite blocks enclosing half-inch-deep stainless steel rails — laid out in the shape of a Y to resemble the actual trolley intersection laid on that spot 100 years ago. The tracks are surrounded by 100-year-old street pavers, or cobblestones.

"As you step over the granite ring and walk across the brick circle, you will be stepping back in time for a moment, almost as if this were an archaeological site that reveals an earlier layer of the city," said White.

She studied turn-of-the-century photographs of the Ithaca trolley system in the DeWitt Historical Society in preparation for the piece.

"In the past, public art often referred to site-dominant sculpture — that is sculpture conceived primarily as an object and made out of context and placed or adjusted to fit into a setting," White said.

"In recent years, site-specific works have emerged which are often contextual responses to a site — using physical features, history and symbolism to inform their conceptualization, form and experience."

The ring of granite blocks points toward 30 notable geographic features — including Buttermilk Falls, Six Mile Creek, Cayuga Lake, Titus Flats, Cornell University, Ithaca College and Washington Park.

"Civic art works often tell people where they are or what time it is. This one tells you where you are," said Lynn Gifford, a city engineer closely involved with the project. "The piece will orient people from the center of the city to any place marked on the circle," she added.

In its time, the Ithaca trolley system was known as one of the more scenic trolley lines in America, White said.

"The tracks were laid in the 1890s and carried passengers across the city and along the waterfront [of Cayuga Lake] and through Cornell and Cayuga Heights with its gorgeous views of the lake. At the time, Ithaca was one of the first cities in the country to have a trolley system like this," she said.

Ithaca's trolleys stopped running in 1936, and the tracks were torn up in the early 1940s



Peter Morenus/University Photography

Assistant Professor Gail Scott White burnishes the sculpture's steel rails.

which designed the Commons in 1974. White, some of her students and local artisans began building the piece in October.

White brought her advanced sculpture class to the site to lay the sculpture's gravel bed, assist the project's masons in laying brick and see and discuss the piece. Cornell's Faculty-Fellow-in-Service program awarded White a \$1,000 grant last summer to involve Cornell students in her community-based project.

The sculpture is raised only a few inches



Peter Morenus/University Photography

The sculpture in progress, seen from the roof of a building on the Ithaca Commons shopping area downtown.

when the iron was needed as a contribution to the war effort.

The Commons sculpture came about after the city engineer's office noticed that its recent Commons reconstruction and repair project was under budget.

It was agreed a public sculpture would enhance the site, and the Ithaca Common Council, after discussion about the value of artwork versus social services, approved funding for the \$46,000 project.

"I'm really enthusiastic about working on this project," said Pamela Baze, a senior majoring in fine arts and one of two students who assisted White with the brick circle sculpture since last summer. "It's complicated and tough but completely worthwhile."

Baze and Glenn McGinnis, White's scul-

ture students, have witnessed the evolution of the project from close range: "I got a chance to see the process of Gail explaining her ideas to a group of people, getting the [Ithaca Common] Council's approval, working with the problems of construction, waiting out the delays," McGinnis said.

"On a technical level, too, it's been great," McGinnis said. "I had never done on-site welding or worked on this scale before, on a monument like this."

Would he like the opportunity someday to create a public sculpture?

"Certainly!" he said. "You might have to bend over backward to make your ideas accessible to everyone, not just artists, but it's an opportunity to have it seen by so many people."

— Carole Stone

Professor finds support for free markets in former communist states

By Albert E. Kaff

In a wide-ranging study of economic, social and political attitudes in four former East European nations, a Cornell professor has found that a plurality of their citizens favor conversion to a free-market economy.

During the past year, Antonio Ruiz-Quintanilla, a visiting professor in the School of Industrial and Labor Relations, conducted surveys in Poland, Hungary, Czechoslovakia and Bulgaria under a SEED-Act grant from the U.S. Department of Labor.

The research is part of a larger technical assistance program of the Labor Department to facilitate economic transitions in the countries of Eastern and Central Europe. In each nation, he interviewed nationally representative samples of 1,000 to 1,600 men and women between the ages of 16 and 65.

Meaning of work

Summarizing his findings, Ruiz-Quintanilla said: "The surveys produced a body of hitherto unavailable data from former communist states about the meaning of work, attitudes about employment, expectations and apprehensions regarding the national and personal consequences of ongoing changes in the economy and political system, and attitudes towards the provision of various kinds of assistance by Western countries."

The scholar has prepared preliminary re-

ports on each of the four countries for dissemination as working papers by the Center for Advanced Human Resource Studies, a division of the ILR School.

According to Ruiz-Quintanilla, the Labor Department commissioned the study to produce information and insight that might help the U.S. government in designing technical assistance programs appropriate for the new political and economic situation in Central and Eastern Europe.

"The government's goal in establishing these assistance programs was to help stabilize democracy and facilitate a transition to a free-market economy," Ruiz-Quintanilla said in an interview.

"But design of the programs could benefit from more complete information about what was in the hearts and minds of the people they are intended to serve."

In Czechoslovakia, the researcher found that 53 percent of the people interviewed prefer a free-market economy while 35 percent favor a mixed economy — part socialist and part free.

Polls in other countries for free market vs. mixed economies were Bulgaria, 50 and 36 percent; Poland, 45 and 38 percent; and Hungary, 43 and 33 percent.

"By contrast, only a tiny proportion of respondents in all countries — no more than 2 percent — have any desire to return to a

communist economic system," Ruiz-Quintanilla said. "Some people who have lived under communism for many years simply are suspicious of a free-market system, fearing that it will serve only to make a few people rich. This view was especially prominent among respondents who favor a socialist economic system."

System preferences and other attitudes varied significantly in each country according to the respondents' ages, levels of education and whether they lived in cities, towns or villages.

But Ruiz-Quintanilla said that "results should be interpreted cautiously because most respondents were apt to have a limited understanding of these different economic systems and only vague ideas about their possible implications."

Public ownership

Another set of survey questions asked what types of companies should continue under public ownership and which ones should be privatized.

Restaurants and television stations ranked high as candidates for private ownership, public transportation ranked somewhere in the middle, while public ownership was favored strongly for utilities (energy plants and postal services) and schools.

Czechs, Poles and Hungarians were more receptive to privatization than Slovaks and Bulgarians. Anticipating a breakup of Czecho-

slovakia, the survey was targeted for both the Czech and Slovak regions, where significant differences were found.

Central and East Europeans generally oppose purchase by foreigners of land in their countries and, to a lesser extent, of companies. Also they are chary about accepting Western assistance in developing basic institutions of a democracy such as the media, legislative and judicial systems, and political party structures.

Ruiz-Quintanilla, 41, who was born in Germany of a Spanish father and German mother, earned his bachelor's, master's and doctorate degrees from West German universities.

In 1990, he came to Cornell as a visiting professor from the University of Technology in West Berlin, where his teaching and research helped develop relationships with European scholars and organizations that facilitated his research for the Department of Labor.

At Cornell, Ruiz-Quintanilla has developed his own personal aid program for former Soviet-bloc countries. He collects surplus and outdated books from the ILR School's Martin P. Catherwood Library for shipment to universities in Russia, Romania, Poland, Hungary, Bulgaria and Czechoslovakia.

"These countries are seriously short of textbooks, particularly in smaller universities that are least well endowed," he said.

COMMENTARY

Remembering those taken by AIDS and asking God for strength

The following talk was given during an AIDS service of remembrance in Sage Chapel on Dec. 3.

By Michael P. Busch

The person who was originally going to speak today was too ill to join us, so I've been pressed into service. My name is Michael Busch, and I'm a member of Cornell AIDS Action as well as the board of directors of AIDS Work, where I also have worked as a direct support volunteer for a number of years.

We've come together today to remember those people in our lives who have been taken from us by this disease we call AIDS, to celebrate their lives and the time they spent with us, and to stand in solidarity with all people with AIDS to fight for a cure, to advocate for better health care, to work for an end to the intransigence of many of our elected officials, and to ask God for the strength to see us through these times. But most of all, we've come to remember. As I look out through the chapel today, I know that although our numbers may be few, this room is crowded with memories.

As a gay man, the specter of AIDS has been a presence for longer than I would care to remember. But the incident that brought it home for me — that made it more than just an abstraction — began in 1985 when I spent 18 months with my friend Daniel as he battled this disease. There are moments of that time that are as real to me today as they were then — many of them unpleasant. I know that I don't need to tell you that this disease can be a sublimely painful and difficult thing. But what I was left with, in the end, was a very different way of looking at life.

I know it sounds like a cliché to say that Daniel changed my life; but the problem with life is that all the old clichés are true. It was from Daniel that I learned up close and personal about grace and courage. He reminded me that there are actually very few things in life that are terribly precious and how important it is for us to be aware of them all the time. Daniel made me wish that we could all learn to deal with each other a little more gently, a little more tenderly.

I think of him often — not a day goes by that I don't remember him — and all the others who are with him now. For Daniel — and for Kevin and Dougie and Alex and all the

others — I'd like to close with this poem by Edna St. Vincent Millay:

Time does not bring relief; you all have lied
Who told me time would ease me of my pain!
I miss him in the weeping of the rain;
I want him at the shrinking of the tide;
The old snows melt from every mountain-side,
And last year's leaves are smoke in every lane;
But last year's bitter loving must remain
Heaped on my heart, and my old thoughts abide.
There are a hundred places where I fear
To go, — so with his memory they brim.
And gathering with relief some quiet place
Where never fell his foot or shone his face
I say, "There is no memory of him here!"
And so stand stricken, so remembering him.

Michael P. Busch is administrative manager of the Government Department.

How to weather the winter itch

By Myrna Manners

Winter sun can be as dangerous as summer sun — it can cause premature aging and skin cancer, says Dr. Rachelle Scott, a dermatologist at The New York Hospital-Cornell Medical Center. Cold and dry air can also irritate skin, causing the "winter itch," dry itchy skin all over the body. Scott offers the following advice on how to weather the winter itch and maintain healthy skin and nails throughout the winter months.

- Moisturize daily. Cream moisturizers are best for normal to dry skin. An oil-free moisturizer is recommended for those who tend to break out. Those with sensitive skin should choose a moisturizer without perfumes or lanolin.

- Cleanse your skin, but don't overdo it. It is enough to wash your face, hands and feet and between the folds of your skin once a day. The trunk, arms and legs can be rinsed daily, but do not use soap or cleanser on these areas every day. Too much cleansing removes the skin's natural moisturizers.

- Limit the use of hot water and soap. Those with winter itch should take short, lukewarm showers or baths with a non-irritating, detergent-based cleanser. Immediately after the bath, apply a water-in-oil-type moisturizer.

- Humidify. Humidifiers can be very beneficial. However, be sure to clean the units per manufacturer's instructions to reduce the production of molds or fungi.

- Protect yourself from the wind. In addition to moisturizing your face and hands before going outdoors, cover your face and use a petroleum-based chap stick for the lips.

- Avoid extreme cold. Cold temperatures can cause skin disorders or frostbite in some people. It is important to see a doctor immediately if you develop color changes in your hands or feet in association with pain or ulceration. If you suffer extreme pain followed by loss of sensation in a finger or toe, you may have frostbite.

- Avoid excessive heat. Do not keep your heat above 78 degrees Fahrenheit. Besides adding to your heating bill, it keeps the humidity too low and contributes to winter itch. Also, avoid using heating pads or placing legs in front of the fireplace for long periods of time.

- Protect your skin from the sun. When skiing, mountain climbing, sledding, hiking or just walking for prolonged periods of time, use a sunscreen with a sun-protection factor of 15 or greater.

- Exercise. For skin with a healthy glow, about two to three minutes of aerobic exercise three times a week is recommended.

- See your dermatologist. If you have persistent dry skin, scaling, itching or other rashes, or skin growths that concern you, see your dermatologist — not only in the winter, but throughout the year.

Adkins-Regan continued from page 1

Her next stop is B99, the biopsychology lab. A "pizza delivery here" sign on the door suggests how often lunch is mixed with work. She walks in, says hello to a graduate student and then goes into a room that contains 20 female and 20 male Japanese quails in individual cages.

"I'm trying to understand how fertilization works in this particular bird," she explains, while picking up the eggs that have dropped from the female quails onto a shelf beneath their cages.

"We're mating the females with the males and collecting the female eggs to look at them to see what percentage of the eggs is fertilized, when the first and last fertilized eggs are laid," she said.

Male Japanese quail secrete a foam that she thinks may prevent other males from fertilizing a female they have already mated with.

Adkins-Regan writes the birds' identifying number and the date on the eggs and puts them in an egg carton that she will store in a refrigerator until they can be studied.

"This is my daily chore. No matter how busy I am, I have to get these eggs and label them with who laid them," she explains.

"It's a simple, dopey chore but it gets me in the lab every day. I can see if anything has gone wrong, and I can touch base with a student or two."

Fortunately — and with the demands on Adkins-Regan's schedule, fortune is something she must plan — the mating part of this experiment should be completed by Christmas. That means she can then begin to analyze the data with the time freed by not teaching next semester.

Reassuring students

At 10 a.m., Adkins-Regan walks to Goldwin Smith Hall for a 10:10 lecture in Introduction to Biopsychology, a course she has been teaching since she came to Cornell. This semester, there are 130 students in the class, half again as many as last year, and many of them shocked by the less-than-perfect grades they received

on her first exam.

She stands in front of them, wearing black cuffed jeans, a black-and-white striped shirt and flat black shoes, with her keys hooked to her jeans and a microphone looped around her neck, and tries to ease the students' concerns about grades by telling them part of learning about biopsychology is learning what kind of information is required to provide a logically sufficient answer. With that experience behind them now, she says, they should do better on future tests.

After lecturing on today's topic, hormones and the development of sex differences, she takes questions from eight students and walks back to her Uris Hall office to have a private conference with another. Then she heads back to the psychology labs for a luncheon meeting with her graduate students. She counts on someone bringing pizza and is not disappointed.

Paperwork defines role

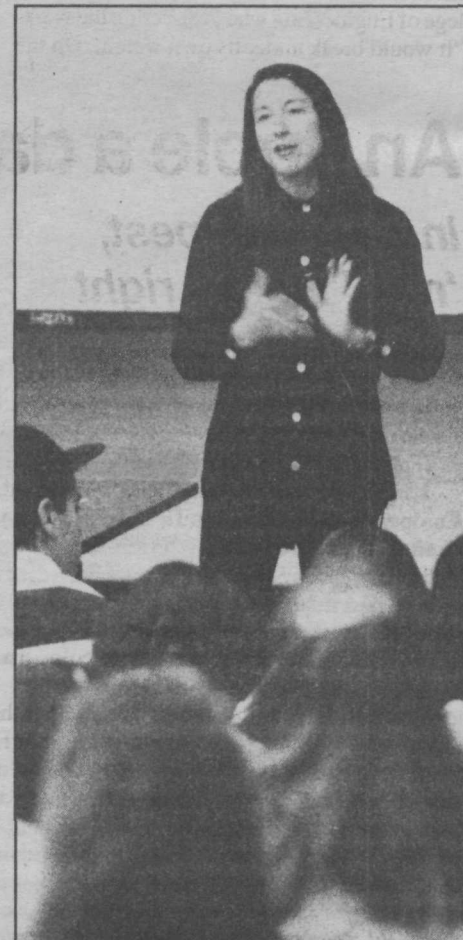
After lunch, Adkins-Regan puts on the face of associate dean: a role that is defined by meetings and paperwork, decisions about college budgeting and about faculty appointments. It is a role so different from being teacher and researcher that it took this past year to get used to, she says.

"As a faculty member, I am used to doing things I have some expertise in and am prepared for. But this is a job where things suddenly happen and you're not prepared. It was discombobulating at first, the feeling of not being particularly competent," she says.

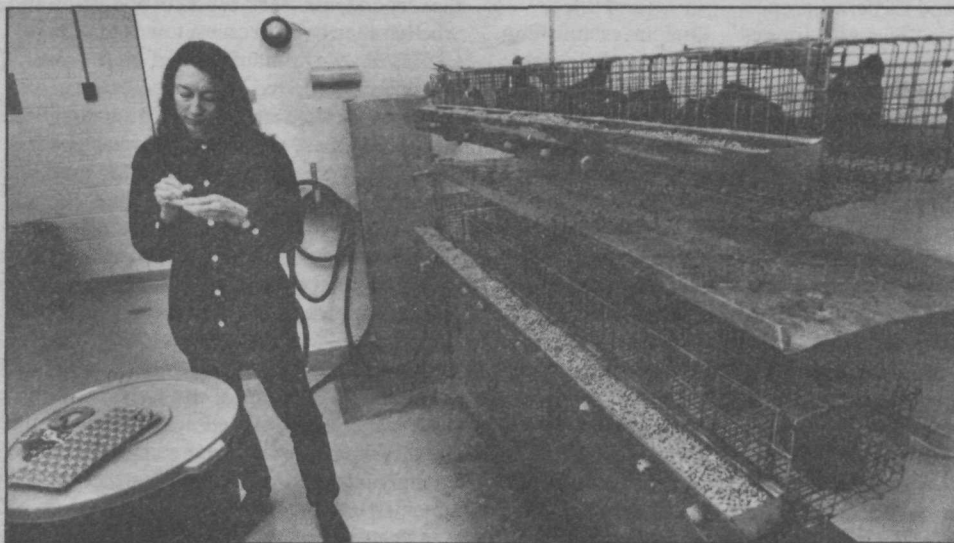
But she has learned by finding people with an institutional memory, understanding the culture of various departments and learning when to say, "I have to think about it."

At 2 p.m. today, there is an Honors Committee meeting. At 3 p.m., a two-hour Human Resources Development Council meeting. At 5 p.m., she goes back to her Lincoln Hall office and begins her paperwork.

The files on this desk, she explains, represent the typical daily work of a dean's office,



Peter Morenus/University Photography
Elizabeth Adkins-Regan the teacher, in Hollis E. Cornell Auditorium.



Peter Morenus/University Photography
Elizabeth Adkins-Regan the researcher, in her Uris Hall laboratory with 20 female and 20 male Japanese quails.

such as requests to search for a new faculty member, status reports about the progress of a search and promotion applications.

"During searches, we pay close attention to affirmative action, discuss the short list of candidates, sometimes meet with some of the candidates and discuss salary offers," she explains.

"For promotion applications, we read the dossier, appoint an ad hoc committee, read its report to us and make the final college decision."

She also helps departments select new chairs and tries to persuade the candidates to take the job, helps fill the occasional newly endowed positions, and considers routine and special circumstances leaves.

And she considers requests for money to support a conference, requests by departments to hire temporary faculty to replace those on leave, and salary reviews for everyone, a busy cycle that begins mid-spring.

Tonight, Adkins-Regan does what she must do for the following day. The rest will have to wait.

And finally, the last to depart from this office, Adkins-Regan leaves, three hours after the sun has set, to get home for a 9 o'clock dinner with her husband, a little relaxation and sleep, before coming back tomorrow to start all over again.

Cornell-built machine tests fibers to find the right cable

By Larry Bernard

A cable-testing machine designed and built by Cornell engineers and students is helping the U.S. Army develop target practice for "smart" missiles chasing high-speed jet fighters and helicopters.

The Army, through its White Sands Missile Range in New Mexico, wants a 3-mile cable strung between two mountain peaks to support a trolley that would be a target for fighter pilots using these "smart" weapons. The cable has to be strong yet light, to support

other hand, new synthetic fibers, which have very high strength and low weight, suffer from severe wear."

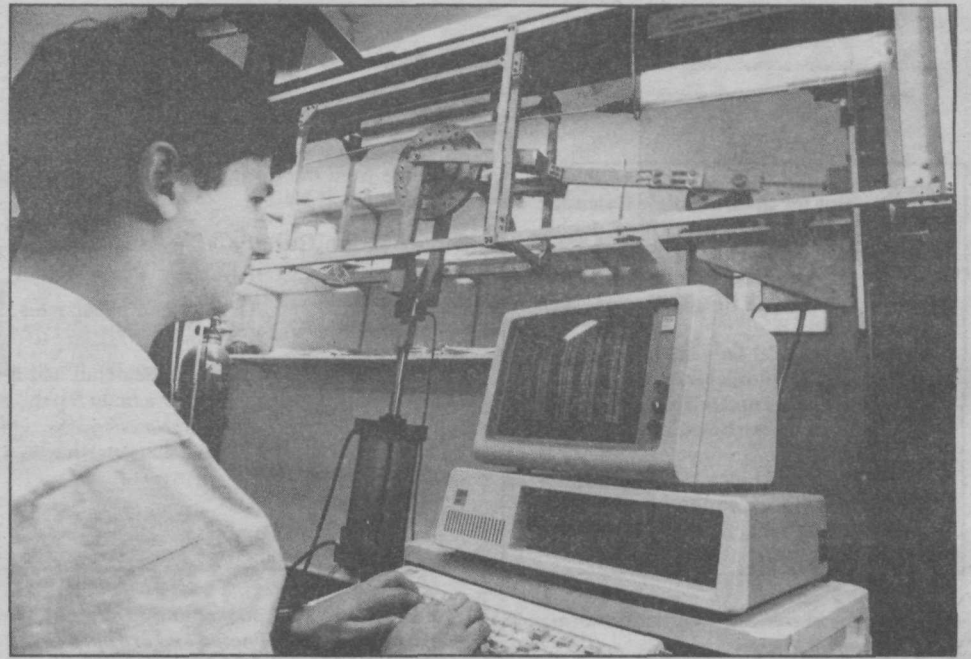
It could cost close to \$1 million to build a cable, and it's not possible to make 25 different designs and test them all. So Alex Deyhim, a graduate student under Phoenix's supervision, designed and built a cable wear machine that can test just one 50-inch strand yet simulate the wear on a whole cable. Petru Petrina, a researcher, helped with the project, and two undergraduate students help analyze damaged strand fibers.

This is no ordinary cable. Made of DuPont's Kevlar, a synthetic fibrous material, a cable more than 2 inches in diameter has 37 strands twisted into a cylinder, with each strand made of thousands of small fibers. That structure makes it extremely strong.

Excessive wear

Still undetermined is what coating, or jacket, would best protect the cable from damage due to excessive wear of a rolling wheel or slider, and Cornell researchers are investigating that now. Their guess: A blend, or mix, of polyester and Kevlar, and a sub-jacket of a type of polyurethane. Teflon, which may be best, was discarded as a coating because the trolley would be difficult to brake.

The cable tester can subject an individual strand to load patterns and pressures seen in the whole cable — which has a 500,000-pound breaking strength — to determine how a cable breaks, where the damage occurs and how to



Peter Morenus/University Photography

Graduate student Alex Deyhim puts a Kevlar rope to the test in a machine designed and built by Cornell engineers and students to help the U.S. Army develop target practice for "smart" missiles chasing high-speed jet fighters and helicopters.

avoid it. It uses a sheave — the grooved wheel on which a cable rolls — and a Teflon backplate to simulate the internal pressure in the cable, thus simulating wear. An electric motor powers the sheave to roll 8 inches at 20 rpm, at a load or pressure that can vary depending on the use. The load is simulated using a nitrogen-air cylinder and piston assembly. Information is fed directly into a computer, and the damaged strands can be analyzed by electron microscopy to determine what happened.

The machine may have other useful applications, the researchers say. For example, cables used for offshore rigs and moorings for ocean liners and tankers can be tested, to help industry determine the best materials to resist fatigue for these uses, Phoenix said. "There has never been a good way of testing fiber surface treatments to resist fatigue. This machine is going to be able to provide the ability to study fiber wear in many kinds of cables," Phoenix said.

An apple a day . . .

In case of a pest, 'mite' makes right

By William Holder

A predatory mite that has evolved an unusual relationship with the European red mite pest has demonstrated its ability to suppress this pest of apple orchards, according to Cornell researchers.

Largely absent before pesticides wiped out its natural enemies, the European red mite can significantly diminish yield and quality of fruit in an apple orchard, said Jan Nyrop, associate professor of entomology at the New York State Agricultural Experiment Station in Geneva.

The pest mites attack only leaves, removing juices and producing a characteristic bronze color. They can cost growers between \$300 and \$500 an acre simply by degrading the color quality of the apples, Nyrop said.

Since 1985, Nyrop has been examining the ability of a predatory mite called *Typhlodromus pyri* to control the European red mite. Now in the third year of a field trial at a commercial orchard, the predator has reduced red mite populations to negligible levels, enabling the grower to dispense with pesticides.

"The grower is producing commercial quality fruit, and biological control of mites is working," he said.

Season after season

Results of tests at the Experiment Station suggest that the predator can endure season after season.

Since the predator was first introduced to selected plots in 1985, European red mites have virtually disappeared, while predator populations have remained.

The ability of this predator to persist even after its prey has vanished defies current biological theories about the relationship between mite predator and prey, Nyrop said.

The standard view is that mite predators cluster around their prey, driving them to extinction in a small area. Like a shell game, prey and predator move from one location to another, with populations of each rising and falling.

The *T. pyri* predator, however, shows no tendency to cluster near red mites in the field, Nyrop says in a forthcoming issue of *Experimental and Applied Acarology*.

Nyrop's co-authors in this study are Sandra Walde and J. Michael Hardman, both Canadian researchers.

This behavior becomes more reasonable, however, when viewed against the characteristics of European red mite populations.

In wild habitats, as opposed to commercial apple orchards, the pest is present in low numbers and is dispersed throughout a tree, with only one or two mites on any given leaf.

The predator is thus most likely to eat well by moving quickly from leaf to leaf.

The predator and prey co-evolved under this situation, and the predator retains this behavior, Nyrop explained, whether or not a particular leaf has a higher than normal infestation.

"This behavior is in complete agreement with what you would expect from co-evolution," Nyrop said. "It's an optimal foraging strategy."

When the European red mite population has dropped, the predators will feed on other plant-feeding mites, pollen, fungi and even each other, although their preferred food is the European red mite, Nyrop said.

Their ability to eat alternative prey accounts for the their long-term survival in orchards.

Genetically engineered plants more resistant to disease

By William Holder

An apple plant modified by insertion of foreign genes shows increased resistance to fire blight, the worst bacterial disease of fruit crops in the world, according to a Cornell researcher.

This accomplishment is potentially of considerable economic importance because many of the most popular varieties of apples and pears are highly susceptible to fire blight, which can result in diminished yield and even the loss of entire trees, said Herb Aldwinckle, professor of plant pathology at the New York State Agricultural Experiment Station in Geneva.

By increasing resistance, growers could minimize the hazard posed by fire blight and decrease their expenditures on antibiotics used to control it, which also would contribute to public health, Aldwinckle said.

"This disease is becoming increasingly difficult to control by standard chemical methods," he said. "The potential of genetic engineering is not only that it provides another method of disease resistance, but also preserves all the genes of the parent except for the one you insert."

Standard methods of fruit breeding cannot provide such precision control of genetic content. If a scientist tries to incorporate fire blight resistance into a McIntosh, for instance, the chances of cross-breeding the apple without losing some of its desirable characteristics are slim.

Fire blight

And the popular McIntoshes are among the many varieties that are susceptible to fire blight, a disease that originated in New York state but is now prevalent throughout the United States and Europe. Caused by the bacterium *Erwinia amylovora*, it also prevents the growing of pears in some areas.

The standard treatment for fire blight is use of the antibiotic, streptomycin, an expensive approach that, according to Aldwinckle, is becoming less effective as resistant strains of the bacteria spread. He and his colleague at the Experiment Station, John Norelli, discussed their findings Oct. 23 at an international workshop on fire blight, held in Athens, Greece. Other collaborators in this work are Jesse Jaynes and Luis Destefano-Beltran, biochemists at Louisiana State University.

The researchers have genetically modified a popular rootstock used in apple orchards by inserting a gene known to damage bacterial cell walls. Apples are grown commercially by planting a rootstock with desirable growing characteristics and grafting another variety onto the rootstock. By transforming the rootstock, the researchers point out that the fruit will contain no foreign genes, although they also stress that there is no reason to believe that genetically modified fruit would pose any problem.

The Cornell Research Foundation has applied for a patent on the process, which employs *Agrobacterium tumefaciens*, a bacterium that normally inserts its own genes into plant cells but has been tamed by scientists to insert genes of choice. It is one of the most commonly used methods for transforming plant tissue. The researchers succeeded in transforming one piece of apple leaf, from which they have regenerated many identical apple trees. Preliminary results in greenhouse experiments did not produce any undesirable characteristics, but the researchers plan to continue their study by growing transgenic trees in the field. The trees will consist of transgenic rootstock (which produces dwarf trees now commonly used in orchards) plus yet-to-be determined varieties of grafts.

DNA-repairing enzyme found in plants

By William Holder

An enzyme that repairs DNA in bacteria but until now had not been found in more complex organisms is present in higher plants, according to Cornell scientists.

The finding is consistent with the theory that plants acquired some of their genetic material from bacteria at some point in their evolutionary history, according to Andre Jagendorf, professor of plant science. It provides the first hint of why DNA in plant chloroplasts — the site of photosynthesis — is more resistant to change than DNA in the cell nucleus. It's also likely that this enzyme is part of the mechanism for resistance to increasing levels of damaging ultraviolet radiation.

Writing in the September issue of the *Proceedings of the National Academy of Sciences*, Jagendorf and his colleagues say theirs is the first report of an enzyme substantially similar to recombinaseA in a cell containing a nucleus. Such cells, called eukaryotes, are the hallmark of complex organisms. Co-authors of the report are former doctoral student Hariberito Cerutti as well as graduate student Mahasin Osman and former postdoctoral associate Patricia Grandoni.

"People had looked hard for this kind of enzyme in eukaryotes, including yeast, human and insect cells, and fungi, but they hadn't found it. No one, however, had looked in higher plants," Jagendorf said.

The researchers found an enzyme homologous to recombinaseA, or recA, in chloroplasts of pea plants and *Arabidopsis thaliana*, a common weed. The enzyme is active in tests designed to detect DNA repair, and it reacts with an antibody that seeks out bacterial recA.

DNA repair

Using a DNA probe, the researchers also cloned the gene responsible for the newly found enzyme. Deducing the structure of the enzyme from its gene, they determined that it is identical to bacterial recA in several regions crucial for the function of DNA repair.

The researchers say their evidence is consistent with the view that, as with bacteria, recA in chloroplasts assists in the removal of damaged strands of DNA and their replacement with identical, intact strands. The enzyme thus helps keep DNA pure and conserves it through generations.

This function may explain why DNA in chloroplasts, where recA is present, tends to change more slowly than DNA in cell nuclei, where recA is not found, Jagendorf said.

CALENDAR

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

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

Notices should also include the 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.

Dec. 13: Holiday party, 6 p.m., followed by request dancing. Please bring a dish to pass, Senior Citizen's Center, 325 S. Geneva St., Ithaca. Global Dancing, Tuesdays, teaching at 8:30 p.m.; open dancing from 9:45 to 10:30 p.m. in Helen Newman Hall Dance Studio.

European and Scandinavian Couple Dancing, Thursdays, 8:30 p.m., Helen Newman Dance Studio. For information call Dick at 273-0707 or Marie at 844-8783.

Israeli Folkdancing

Thursdays, 8 p.m., Edwards Room, Anabel Taylor Hall.

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.

"Our Land/Ourselves: American Indian Contemporary Artists," through Dec. 16.

The Department of Art Faculty Exhibition, through Dec. 20.

"The Voice of the Print: Photographs by Paul Caponigro," through Dec. 20.

Dec. 13 at 2 p.m., Stephen Fadden will present a program of Native American storytelling. Fadden, an instructor in the Department of Communication and a member of the American Indian Program, is an Akwesasne Mohawk. His program will focus specifically on Iroquois stories, which he has been telling since he was 10 years old. Many of the stories, he says, "explain how things come to be in a mythic sense." The event will be held in conjunction with the "Our Land/Ourselves" exhibition and is suitable for all ages.

Martha Van Rensselaer Hall

Dresses and other items worn by Martha Van Rensselaer are on display in the showcase outside G19A MVR Hall through January 1993. Included are a 1930 purple silk satin gown worn at the White House and a 1924 gown and shoes worn during presentation to the queen of Belgium. All

items are from the Cornell Costume Collection housed in MVR Hall.

Olive Tjaden Gallery

Conceptual installation by Susan Evens, through Dec. 12.

Installation by Karin Waisman, Dec. 12 through 19.

The gallery is located in Tjaden Hall and is open Monday through Friday, 9 a.m. to 5 p.m.

FILMS

Films listed are sponsored by Cornell Cinema unless otherwise noted and are open to the public. All films are \$4.50 (\$4 for students) EXCEPT Monday Night Film Club (9:30 p.m.), \$3 for all; Thursdays, \$3.50 for all; Saturday Ithakid Film Festival, \$2 and \$1.50 under 12; and Sunday Matinees, \$3.50. All films are held in Willard Straight Theatre except where noted.

Thursday, 12/10

"Goldfinger" (1964), directed by Guy Hamilton, with Sean Connery, Gert Frobe and Honor Blackman, 7:30 p.m.

"Single White Female" (1992), directed by Barbet Schroeder, with Bridget Fonda and Jennifer Jason Leigh, 10 p.m.

Friday, 12/11

"Night on Earth" (1992), directed by Jim Jarmusch, with Winona Ryder, Gena Rowlands and Rosie Perez, 6:45 p.m., Uris.

"35 UP" (1991), directed by Michael Apted, 7:15 p.m.

"Single White Female," 9:30 p.m., Uris.

"Hamlet" (1990), directed by Franco Zeffirelli, with Mel Gibson, Glenn Close and Helena Bonham-Carter, 10 p.m.

"Goldfinger," midnight, Uris.

Saturday, 12/12

"Vincent and Me" (1990), directed by Michael Rubbo, Ithakid Film Festival, recommended for ages 8 and up, 2 p.m.

"Home Sweet Home" (1981), directed by Mike Leigh, with Eric Richard, Timothy Spall and Kay Stonham, 7:30 p.m.

"Single White Female," 7:30 p.m., Uris.

"Night on Earth," 9:40 p.m.

"Goldfinger," 10 p.m., Uris.

Sunday, 12/13

"Night on Earth," 8 p.m.

Monday, 12/14

"Night on Earth," 6:45 p.m.

"Hamlet," 9:30 p.m.

Tuesday, 12/15

"35 UP," 7:15 p.m.

"Single White Female," 10 p.m.

Wednesday, 12/16

"A Clockwork Orange" (1972), directed by Stanley Kubrick, with Malcolm McDowell, Patrick Magee and Adrienne Corri, 7 p.m.

"Universal Soldier" (1992), directed by Roland Emmerich, with Jean-Claude Van Damme, Dolph Lundgren and Ally Walker, 10 p.m.

Thursday, 12/17

"Life is Sweet," (1990), directed by Mike Leigh, with Alison Steadman, Jim Broadbent, Claire Skinner and Jane Horrocks, 7:30 p.m.

"Universal Soldier," 10 p.m.

RELIGION

Sage Chapel

Robert L. Johnson of University Ministries will deliver the sermon Dec. 13 at 11 a.m. Music by the Sage Chapel choir, under the direction of William Cowdery, acting university organist. Sage is a non-sectarian chapel that fosters dialogue and exploration with and among the major faith traditions.

Afro-American

Sundays, 6:30 p.m., Robert Purcell Union.

Catholic

Weekend Masses: Saturday, 5 p.m.; Sunday, 9:30 a.m., 11 a.m. and 5 p.m., Anabel Taylor Auditorium. Daily Masses at 12:20 p.m. in Anabel Taylor Chapel. Sacrament of Reconciliation, Saturday, 3:30 p.m., G-22 Anabel Taylor Hall.

Christian Science

Testimony and discussion meeting every Thursday, 7 p.m., Founders Room, Anabel Taylor Hall.

Episcopal (Anglican)

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

Friends (Quakers)

Sundays, 9:45 a.m., adult discussion; 11 a.m., meeting for worship, Edwards Room, Anabel Taylor Hall.

Jewish

Morning Minyan at Young Israel, 106 West Ave., call 272-5810.

Reform: Fridays 5:30 p.m., chapel, Anabel Taylor Hall; Conservative/Egalitarian: Fridays, 5:30 p.m., Founders Room, and Saturdays 9:30 a.m., Founders Room, Anabel Taylor Hall; Orthodox: Friday, call 272-5810 for time, and Saturday, 9:15 a.m., Edwards Room, Anabel Taylor Hall.

Korean Church

Sundays, 1 p.m., chapel, Anabel Taylor Hall.

Muslim

Friday prayers, Founders Room at 1 p.m.; Edwards Room at 1:25 p.m. Daily prayer, 1 p.m., 218 Anabel Taylor Hall.

Protestant Cooperative Ministry

Sundays, 11 a.m., chapel, Anabel Taylor Hall.

Zen Buddhist

Thursdays, 5 p.m., chapel, Anabel Taylor Hall.

SEMINARS

Biochemistry, Molecular & Cell Biology

"Chromosome Segregation and Replication in Early Drosophila Development," Terry Orr-Weaver, Massachusetts Institute of Technology, Dec. 14, 4 p.m., Large Conference Room, Biotechnology Building.

Communication

"Role of the Mass Media in China," Xigen Li, Shanghai bureau chief of Science & Technology Daily, one of the leading national daily newspapers in China, Dec. 10, 4 p.m., 213 Kennedy Hall.

Genetics & Development

"Mutations that Alter the Embryonic Cleavage Pattern in C. elegans," Lesilee Rose, genetics

& development, Dec. 16, 12:20 p.m., Small Seminar Room, Biotechnology Building.

Geological Sciences

Title TBA, Leonardo Seeber, Lamont Doherty, Dec. 15, 4:30 p.m., 1120 Sneek Hall.

Natural Resources

"Acid Precipitation Mediated Effects on Throughfall Chemistry of Red Spruce," Roger Sayre, natural resources, Dec. 15, 4 p.m., 304 Fernow.

Neurobiology & Behavior

"Honey Bee Foragers as Sensory Units of Their Colonies," Tom Seeley, neurobiology & behavior, Dec. 10, 12:30 p.m., Morison Seminar Room, Corson Hall.



"Spirit Beings of the Hunt III" by Dan V. Lomahaftewa, one of 87 works in the exhibition "Our Land/Ourselves: American Indian Contemporary Artists" at the Johnson Museum through Dec. 16.

Pharmacology

"Function Domains of the Nicotinic Acetylcholine Receptor: Regions of the Non-Alpha Subunits that Regulate Ligand Affinity and Cooperativity," Steve Sine, Mayo Foundation, Dec. 14, 4:30 p.m., G-3 Veterinary Research Tower.

Plant Pathology

"Fruit Disease Research in Eastern New York," David Rosenberger, Hudson Valley Laboratory, Dec. 10, 3 p.m., A133 Barton Laboratory, NYSAES, Geneva.

"Biology and Control of Root Knot Nematodes on Vegetable Crops," George Abawi, plant pathology, Geneva, Dec. 17, 3 p.m., A133 Barton Laboratory, NYSAES, Geneva.

MISC.

Alcoholics Anonymous

Meetings are open to the public and will be held Monday through Friday at 12:15 p.m. and Saturday evenings 7 p.m. in Anabel Taylor Hall. For more information call 273-1541.

Plantations

Holiday craft workshop, "Fruitful Holiday Arrangement," Dec. 17, 6:30 - 9:30 p.m. Call Plantations for information, 255-3020.

Rabies continued from page 1

each night on private and municipally owned property as well as on campus. Cornell veterinarians would prefer immunizing wild raccoons with a less labor-intensive method, such as scattering oral bait with a recombinant-DNA vaccine. But that vaccine has not been approved for populated areas of the United States. So the veterinarians do it the old fashioned way, one injection at a time, with the same vaccine routinely used on pet cats and dogs.

Finding rabies in dead raccoons in the 5-square-mile trial area could mean the animals already had the disease when they were vaccinated, that they somehow evaded the traps or that the shots are not completely effective.

"We don't expect to eradicate the disease this way," Stehman said. "If we can reduce the number of wild animals infected with rabies—and minimize their contact with household

pets and humans — this experiment will be a success."

The Cornell veterinarian gave this accounting of the 1992 trap-vaccinate-release program: A total of 896 animals were trapped, including several hundred raccoons that were previously vaccinated and tagged, 24 opossums, seven cats, one woodchuck and one rabbit.

In addition to the 480 raccoons captured by Cornell traps and vaccinated, rabies shots were administered to 28 Ithaca-area raccoons from nuisance-wildlife trappers. At least four raccoons on the Cornell campus had rabies.

The \$30,000 program was supported, in part, by the Diagnostic Laboratory, the Tompkins County S.P.C.A., as well as \$500 in corporate donations and \$3,000 in voluntary contributions from area homeowners. Vaccines were donated by Pitman-Moore Inc.

Fungus continued from page 1

"It's definitely a well-established natural enemy of gypsy moths in North America," Hajek said. "It won't prevent outbreaks, but it's quite possible that it will keep the populations of moths down." It may be, she added, that there will never be another season like 1981, when gypsy moths defoliated a record 13 million acres in the Northeast. She warns, however, that no one knows how quickly the levels of fungal infection will rise in a major gypsy moth outbreak. Also, the effect of local weather conditions, particularly moisture and temperature, on the fungus may be important for development of high levels of infection.

The researchers also conducted an intensive two-week survey of sites in Ithaca. Where the fungus was present, they found only two new egg masses. These results suggest that the ability of this natural enemy to control gypsy moth is formidable, she said.

The fungus, *Entomophaga maimaiga*, is native to Japan, where it provides effective control of a strain of gypsy moth. It does not appear to infest insects other than members of the gypsy moth family, although Boyce Thompson researchers are continuing to study its biology. Hajek's collaborators are Joseph Elkinton at the University of Massachusetts and Linda Butler at West Virginia University. Funding is provided by the U.S. Forest Service and the U.S. Department of Agriculture.

Next year the researchers hope to survey areas where the gypsy moth has migrated but the fungus is not yet present, such as in Ohio and Michigan, and to study conditions that promote spread of the fungus. They also are seeking ways to develop a formulation of fungus that would be suitable for commercial production, although such use is several years away, Hajek said.

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services

All in the Family? Results of the Work & Family Survey

Editor's Note: Welcome back! I trust that those who celebrated Thanksgiving with family and friends enjoyed a time of renewal and conversation, and that those who spent the holiday weekend alone found time for reflection and relaxation.

For the next few weeks, The Cornell Workplace will explore further the themes of work and family, as well as individual and organizational health. In keeping with the holiday season, the common thread that will run through these articles is the idea of community; the premise underlying them will be that one of the ways to cope with change and uncertainty is to strengthen and build upon the many communities of which we are a part—the local community, the Cornell community, our informal communities of family and friends. In some instances, this means creating networks and connections where none existed before; in others it means breaking down the barriers between us as individuals and groups; oftentimes it means both strengthening our traditional communities of family, friends, and organizations and developing new communities at work and at home to meet our changing needs.

This week's articles look at two aspects of community-building. The article below on the efforts in behalf of United

Way illustrates how people of all ages can work together to meet the objectives of several diverse groups. And "All in the Family? Results of the 1991 Work and Family Survey," suggests that work and family issues are the concern not only of married or single women with children, but also of men and of single adults who may have no children but have parents or other caregiving responsibilities. While survey respondents indicated that other family members are their primary resource for elder and child care, there are also many other connections and networks—communities—that they draw upon to help meet these work and family responsibilities.

The survey results were distributed to Cornell deans, directors, and department heads on October 12, 1992 and are reprinted here in their entirety. A summary of the survey results is also published in this week's Cornell Chronicle. As the first step in following up on the survey's results, Cornell has recently adopted a policy on work and family issues. The aim of this policy is to provide a holistic approach to the complex and multi-faceted issues that arise from the work and family interface, addressing the work and family interdependencies in the global, general terms of solid and ethical human resource management practice that are relevant to all of us, in our many

various family roles. Next week's Cornell Workplace will discuss this policy statement in greater detail.

Introduction

In the spring of 1991, with the help of researchers in the College of Human Ecology and CISER, the office of Work and Family Services conducted a survey of Cornell's Ithaca faculty and staff to provide university policy-makers with substantive data on the local impact of national trends in the workforce and in the work and family interface. The detailed analysis of the results has been completed by Marilee Bell, director of Work and Family Services in the office of University Human Resource Services.

The survey findings indicate that the Cornell workforce and Cornell as an employer are not immune from the pressures being faced nationwide as a result of the increasing numbers of dual-career and single-parent families, and of working adults whose parents as well as children require care. Of the respondents, 75 percent indicated that they were in dual career families. Child care responsibilities were split evenly between men and women, indicat-

ing that balancing the demands of work and family is not "just" a "women's issue" but a family issue. And, with one in ten respondents indicating that they have caregiving responsibilities for persons over 60 years of age, work and family is a concern of single adults who have no children as well. The more recent increases in the need for eldercare and for caregiving for other than typical child care, however, still are responsibilities that, over 60 percent of the time, are assumed by women.

Although many of the solutions to changes in the work and family connection rest within a larger societal context than can be addressed through Cornell's policies and procedures, some of the findings indicate that there are ways we can work together to lessen the pressures we experience, as either supervisors or staff (or both) as a result of the work and family interface. For instance, the high percentage of respondents who have needed to leave work early, come to work late, or take vacation time to care for their children indicates the appropriateness of encouraging flexibility in work and scheduling arrangements when doing so does not compromise the performance of the department or

(continued on p. 2)

Day Care Art and Bake Sale Benefits United Way Campaign

On October 17, 1992, David Huckle, chair of the Tompkins County United Way campaign, was presented with a check for \$170.00. The money was raised through an art and bake sale organized by the University Children's Network, and will be applied toward the local United Way annual campaign. The University Children's Network is a consortium of Cornell affiliated day care providers working to raise community awareness about children's needs on campus, and consists of the Cornell Early Childhood Program, Ithaca Community Childcare Center, the University Cooperative Nursery School, the Day Care Council of Tompkins County, Human Resources Work and Family Services, and the Maplewood Park Play Group.

Preschool children attending the day care centers created the artwork for the sale, and parents did most of the baking. The sale was held on October 12, 1992 at the Statler Atrium and the Campus Store from 10 a.m. to 2 p.m.

"This is a tremendous example of how we can help each other by working together," said Marilee Bell, director of Work and Family Services at Cornell. She noted that the art and bake sale strengthened the connections between Cornell and the local Ithaca community: "The collective effort of the day care centers, the creativity of the children, and the generosity of the parents all came together to make this a success." She added, "children—not just adults—are part of our community," and said that the children knew that their artwork was being sold to help United Way.

Because contributions to United Way can be designated to specific purposes, some of the funds raised will be used to further child care services and opportunities in the Ithaca area. Educational materials and resources, and child care subsidies are often funded in part through the generosity of those dedicated to improving child care facilities, opportunities, and services.



Members of the University Children's Network and the chair of the United Way local campaign hold up artwork prepared by preschoolers for the art and bake sale. From left to right: Cindy Wright and Marilee Bell (both from Work and Family Services), Sue West (Cornell Early Childhood Program), David Huckle (United Way), Alene Wyatt (Day Care Council of Tompkins County), and Sally Reimer and Martha Frammalt (both from the University Cooperative Nursery School).

Work & Family

(continued from p. 1)

unit. This flexibility is already encouraged by Cornell policy; but it takes creativity, initiative, and collaboration within each staff-supervisor relationship to determine how to best meet the needs of both workplace and working family.

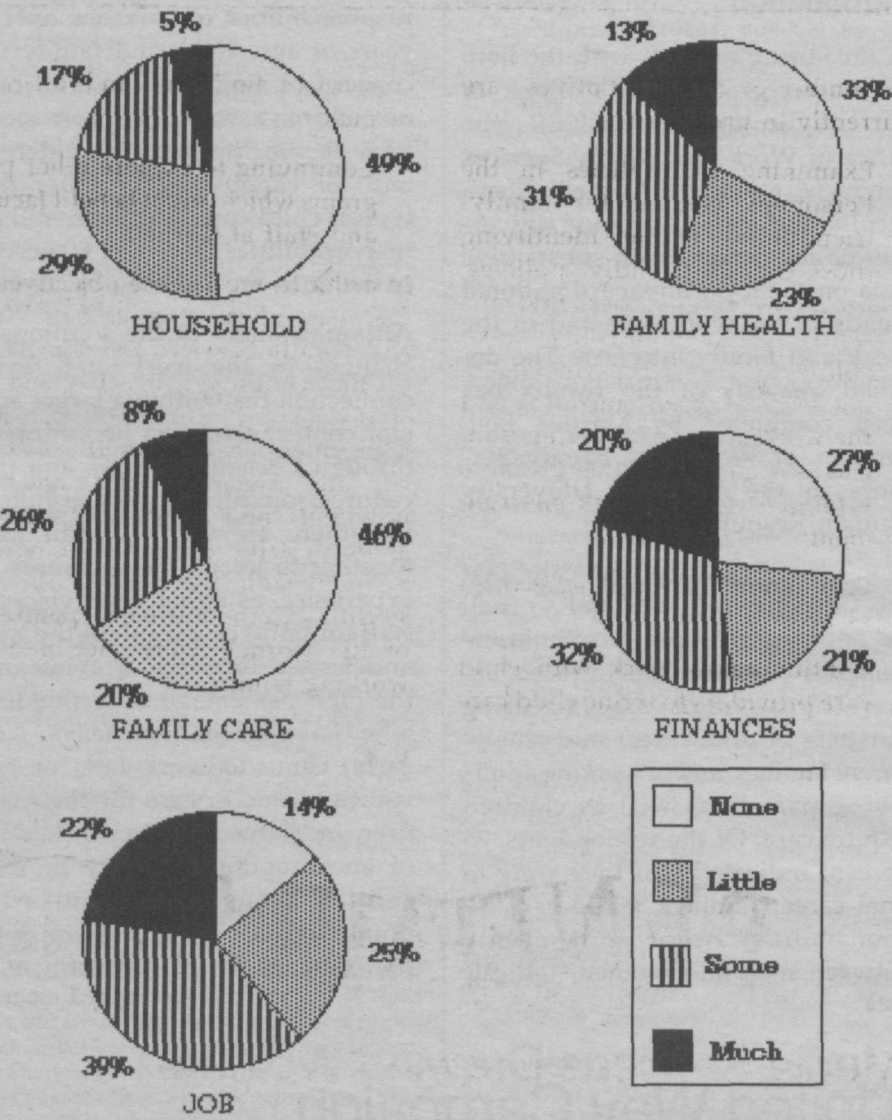
Other findings of this survey raise questions that need further exploring. For instance, almost half of all respondents rely on other family members to take care of their families' child care needs; one third rely on other family members to take care of their families' elder care

Survey Scope

This survey consisted of three parts:

- Section I addressed work and other responsibilities, and these eight pages pertained to each respondent.
- Section II was comprised of six pages of questions about child care issues, and were relevant only to those with children.
- Section III inquired about caregiving other than typical child care, and these 13 pages were filled out by those with such responsibilities as elder care or care for a child with a disability.

Chart 1 Sources of Stress



needs. Do these figures indicate that formal day care programs are not preferred over family member care by these respondents, or are there other reasons that formal day care is not chosen?

Similarly, when asked about the stressors in their lives, most respondents placed household relationships at the lower end of the scale, while the pressures of the job were seen as the greatest sources of stress. This certainly is an area of concern, raising the question of how we as an institution and as individuals promote excellence in human resource management practice. But it also raises the question of definition: i.e., suppose a caregiver needs to leave work early because of an unexpected change in day care coverage. Is that perceived as a work-related issue, because of the stress involved in asking to leave work early, or is that perceived as stress resulting from family care or family health? Further research, either formally or informally, into these questions also seems to be indicated.

Survey Distribution

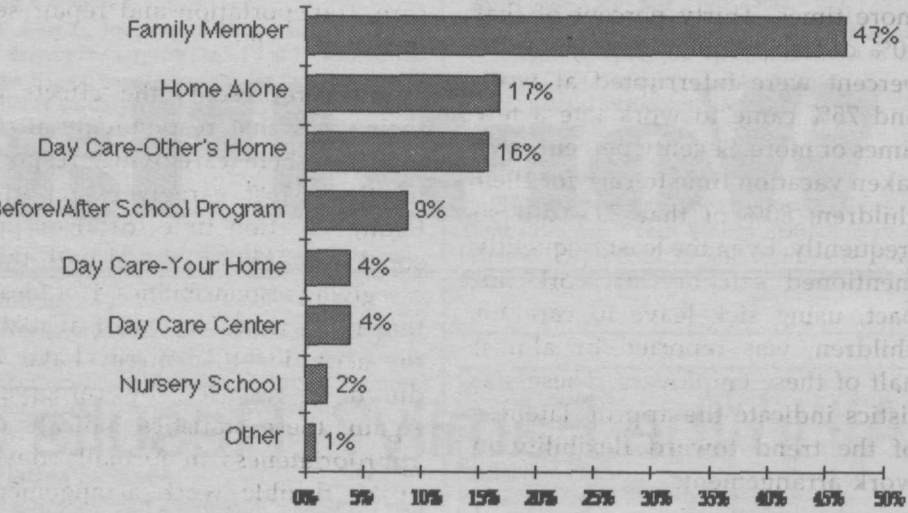
Surveys were sent to 1,773 Cornell faculty and staff. This comprised a random sample of 20% of all Cornell faculty and staff in the following categories: faculty (tenured and tenure track); lecturers and instructors; librarians; research and extension associates; administrative and professional staff; office professionals; technical and skilled trades staff; and service and maintenance staff. The 1,296 usable surveys that were returned constituted a response rate of 73%.

This high response rate, following an informational campaign about the survey, is one indicator of the significance of these issues among Cornell employees.

Section I: General Family-related Work Concerns

Section I dealt with general family-related work concerns. The results of this section confirmed that balancing the demands of work and

Chart 2 Current Child Care Arrangement



family is no longer a "women's" issue, but a family issue. Fifty percent of the employees with childcare responsibilities were women; 50% were men.

The marital status of all respondents was as follows: married-67% (60% women, 73% men); living with a partner-8% (10% women, 7% men); divorced or separated-11% (14% women, 7% men); widowed-2% (3% women, 12% men); single (never married)-13% (13% women, 12% men).

The employment status of spouses/partners was as follows: full-time-60% (73% women, 46% men); part-time-12% (4% women, 20% men); unemployed-14% (5% women, 21% men); retired-3% (3% women, 3% men); other-13% (15% women, 10% men).

In short, 75% of the survey respondents were married or living with a partner; 72% were in dual career families.

In only one area were the number of respondents mostly women: caregiving other than typical child care, such as care of an elderly family member. Here 61% of the employees with caregiving responsibilities other than typical child care were women and 39% were men.

In examining the general conflict between work and outside responsibilities, all employees surveyed were asked about stress in five areas: household relationships; health concerns; family care; finances; and employment. Chart 1 represents the results reported using a simple stress scale. Respondents indicated that issues relating to their jobs caused

the greatest stress, with 61% reporting some or much stress (22% indicated the highest scale value, "much stress"). The lowest indicated stress producers were household relationships, where only 22% of respondents reported some or much stress.

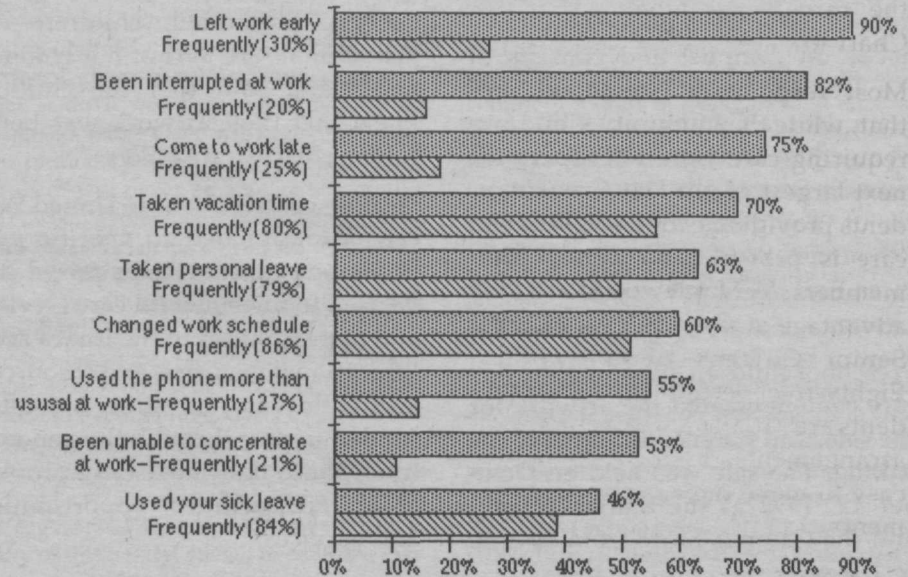
Section II: Children Living at Home

Section II of the survey was completed by those employees who had children living at home. Forty-one percent of the total number of respondents completed this section. The most frequently used child care arrangement was family member care, followed by self-care and then by day care in another's home (see Chart 2).

Of the 33% with child care needs who were not able to procure their preferred child care, 41% indicated that this was due to cost and 29% that it was due to availability. Almost half (40%) of all respondents with children had difficulty finding child care, and 38% had to change their child care arrangements at least once in the past year. Thirty-five percent of those who usually pre-arranged child care felt compelled periodically to leave their children alone because they were unable to arrange care. These data are consistent with the difficulty reported nationwide in arranging for child care.

Chart 3 illustrates the ways in which the child care respondents felt that their home responsibilities have affected their work. Ninety percent of all respondents with children living

Chart 3 In order to do things for your children, have you ever...

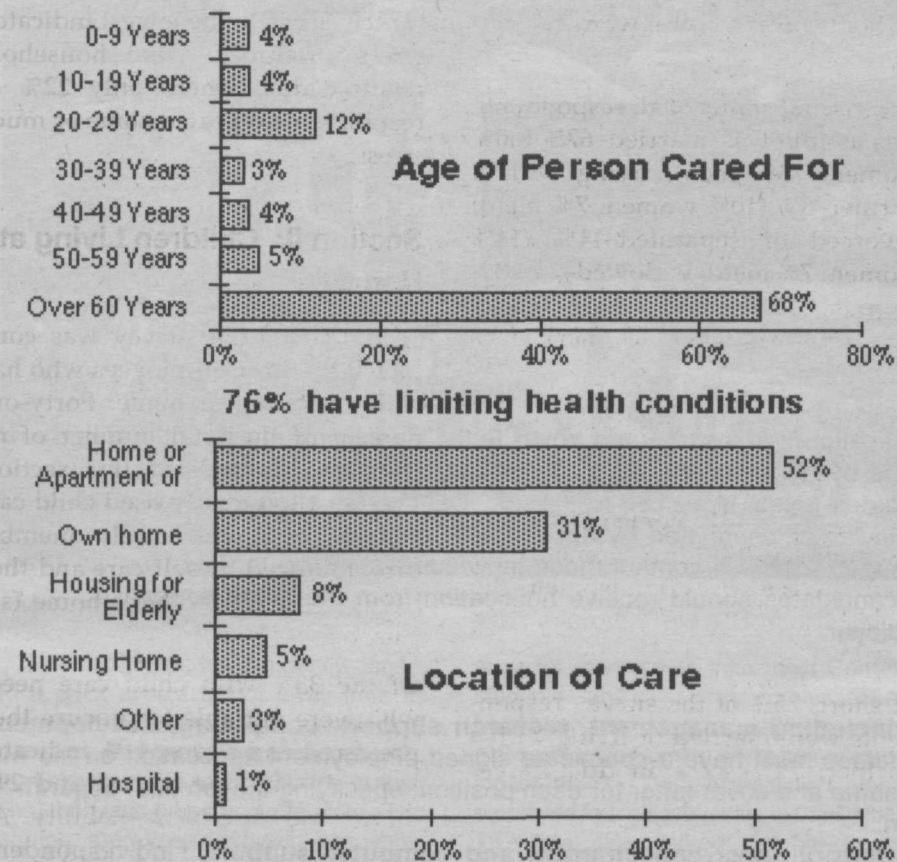


at home answered that in the past year they left work early two or more times. Thirty percent of that 90% did so frequently. Eighty-two percent were interrupted at work and 75% came to work late a few times or more. Seventy percent have taken vacation time to care for their children; 80% of that 70% did so frequently. Even the least frequently mentioned category of work impact, using sick leave to care for children, was reported by almost half of these employees. These statistics indicate the appropriateness of the trend toward flexibility in work arrangements.

are the most often used, followed closely by homemaking, personal care, transportation and repair services.

Chart 5 represents the effects on their work that respondents attributed to their caregiving responsibilities. Most caregivers reported taking vacation time (61%) or personal leave (55%) to deal with their caregiving responsibilities. This means that these times were not available for activities that might have reduced stress felt by caregivers. Again, these statistics indicate the appropriateness in formally developing flexible work arrangements where possible.

Chart 4



Section III: Caregiving Other Than Typical Child Care

Section III of the survey was completed by those employees—16%—who have caregiving responsibilities other than typical child care. These types of caregiving relationships include caring for ones: mother (39%); child with disability (13%); father (13%); friend (9%); mother-in-law (8%); spouse (7%); father-in-law (4%); grandmother (4%); other (12%). The large majority (68%) of these caregivers were providing care for persons over 60 years of age. Most of the care was provided in the home or apartment of the person cared for, followed by care given in the caregiver's home (31%). (See Chart 4)

Most respondents (59%) reported that, while they were at work, those requiring care were left alone. The next largest group (34%) of respondents providing care responded that care is provided by other family members. Very few reported taking advantage of the Adult Day Care or Senior Citizens Center options. Eighty-five percent of the respondents are satisfied with their current arrangements, and 31% found it easy to make their current arrangements.

Caregivers noted that they use a variety of services to supplement their own efforts. Nursing services

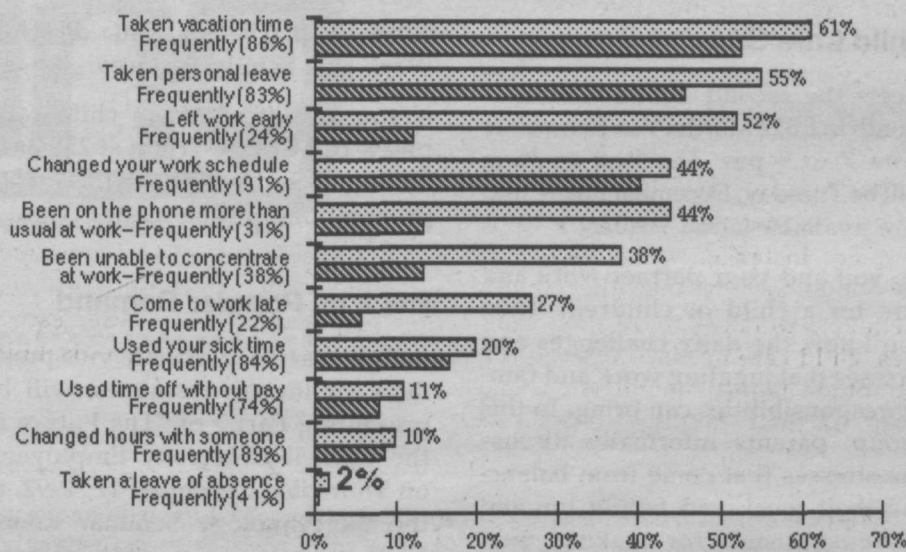
A Look Ahead

Work and Family Services has already realized a number of initiatives that help address some common work and family issues. These include:

- Offering courses on parenting and support groups on child care, single parents, and elder care,
- Beginning family consultation services,
- Beginning relocation services,
- Helping to implement an afterschool program for middle school children,
- Working to extend summer camps' hours last summer, with the intention to extend them again in the summer of 1993,
- The formulation of the work and family policy statement, to be published next week,
- The development of the Work and Family Matrix of Policies, Programs, and Practices at Cornell University. Published in the November 19, 1992 issue of *The Cornell Workplace*, this matrix delineates the many benefits, services, programs, and policies that are already in place at Cornell to assist in meeting work and family responsibilities.

Chart 5

In order to do things for this person, have you ever . . .



A number of other initiatives are currently in progress:

- Examining the policies in the Personnel Manual for family-friendliness—further identifying those family-friendly policies, programs, and practices that currently exist, modifying some policies to better address the changing needs of the organization and the workforce, and creating policies as needed to further promote a family-friendly work environment,
- Providing other support groups as needed.
- Continuing to work with child care providers to refine child care

services both on- and off-campus,

- Continuing to explore other programs which might benefit faculty and staff at Cornell.

In order to meet these objectives in the years ahead, the staff of Work and Family Services looks forward to the continued involvement of staff and supervisors, professors and department chairs, benefits specialists and executive staff, and the university and Ithaca communities as we all strive to ensure an environment that is supportive of and sensitive to the mutual dependence of the Cornell workplace and its working families.

BENEFAIR '92

Media Services Drawing Winners

- Eileen Driscoll, ILR – Packet of Cornell Cooperative Extension publications on flower gardening produced by the Department of Floriculture and Ornamental Horticulture, College of Agriculture and Life Sciences and distributed by the Media Services Resources Center at Cornell Business & Technology Park.
- David Jones, Chemistry Department – *Princess Ida* video produced by the Media Services ETV Center and T-shirt; both distributed by the Media Services Resource Center.
- Sheila Haddad, Modern Languages and Linguistics – Computer Program, *Personal Finance Templates*, produced by the Department of Consumer Economics and Housing, College of Human Ecology and distributed by the Media Services Resource Center.
- Sandy Stein, Student Life Union – A set of CEH Topics *Retirement Planning*, also produced by the CEH Department in the College of Human Ecology and distributed by the Media Services Resource Center.
- Dave Reniff, Plant Pathology; Jackie Henkel, J.S. Knight Writing Program; June Shipos, Mann Library; Robin Nichols, National Nanofabrication Facility; Larry Bernard, Cornell News Service – Each won a blank videocassette from the Media Services ETV Center, MVR Hall.
- Peter Fraissinet, Entomology (CALS) – Six blank audiocassettes from the Media Services ETV Center.
- Denise Howland, Gordon Marshall, and Laurie Saltsman – A resume formatting service and printing from the Computer Aided Publishing/Printing section of Media Services in MVR Hall.
- Judy VanDermark, Conference Services – Cornell business cards, design and printing from the Design section of Media Services in Comstock Hall.
- Karen Hornbrook, ILR Conference Center – A subscription to *Human Ecology Forum* from the Editorial division of Media Services in Comstock Hall.



THE Bulletin Board

Child Care Support Group

Meets the second Tuesday of each month in EB22 Martha Van Rensselaer from 7 to 9 pm. The first meeting will be Tuesday, December 8th. (Child care available upon request.)

Do you and your partner work and care for a child or children? Then you know the daily challenges and stresses that juggling work and family responsibilities can bring. In this group, parents informally discuss the stresses that come from balancing their work and family life and share strategies for making their work and family life easier. Facili-

tated by Marilee B. Bell, director, Work and Family Services.

If you are interested in child care, please call Cindy Wright at 255-3649 by Monday, December 7th so that preparations can be made.

Back by Popular Demand

Beth I. Warren, associate vice president for human resources, will be presenting Part 2 of "The Future of the Cornell University Employee," on Thursday, December 17, 1992, in the Biotechnology Seminar Room, 12:00 noon-1:15 p.m. This informal

discussion with staff and faculty is part of a brown bag luncheon series sponsored by Judy VanDermark, employee-elected trustee.

Hiring Freeze Guidelines

Endowed and statutory units of the university will initiate a freeze on all external hiring for regular positions, beginning on November 26, 1992 and continuing through January 6, 1993. This action is normally instituted annually prior to the Thanksgiving holiday through New Year's Day, due to the large number of employee holidays during this period.

Since, for many positions, the recruitment process is lengthy, departments may continue to post regular positions during this period. Current regular employees (*not in-*

cluding temporary employees) may transfer to other positions, and persons on layoff status may be hired. Deans and vice presidents may approve exceptions to the prohibition of external hires. Departments may continue to hire *temporary* employees without additional approvals.

Deadline for Updating W-2 Addresses

The deadline for updating W-2 addresses is 12/18/92. To update your address, contact Records Administration at 255-6883 or contact your department.

Winter Holiday

Friday, December 25, 1992 through Friday, January 1, 1993 (six working days).

CAREER Opportunities

Employment 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.
- Employment 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.
- Career Opportunities can be found on CUINFO

Please note the following different procedures for each category of positions:

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

Professional

Sales Coordinator (PA4701)

C.U. Press-Endowed

Posting Date: 12/3/92

Responsible for CU Press liaison with commission sales representatives. Miscellaneous related administrative duties. **Requirements:** B.A. or equivalent. Sales experience in publishing or bookstore experience highly desirable. Basic microcomputer capability helpful. Interest in and capability to understand and sell scholarly books. Ability to work with numbers. Some travel. Send cover letter and resume to Cynthia Smithbower.

Senior Technical Consultant (PT4703) Level 35

Theory Center-Endowed

Posting Date: 12/3/92

Provide highly specialized and complex scientific consulting and applications support to the theory center's national and international scientific research community. Provide assistance to users enabling scientific applications on parallel architectures, analyzing program execution, and optimizing performance.

Requirements: Bachelor's degree in computer science or a scientific discipline. Master's degree with 4-6 yrs. related experience strongly preferred. Ability to work with scientific researchers using high performance computing. Scientific computing experience highly desirable. Excellent interpersonal and communication skills. Fluency in at least two programming languages. Experience with mainframe computers essential. UNIX experience desirable. Send cover letter and resume to Sam Weeks.

Hotel Programmer/Analyst (PT4504) Level 34

Statler Hotel-Endowed

Posting Date: 11/12/92

Design, develop, modify, maintain, analyze, and document application software in support of the major hotel systems. Serve as primary programming consultant. Coordinate hotel's networking with IBM project members. Investigate and evaluate outside hardware. Flexible nights and weekends.

Requirements: Bachelor's degree or equivalent combination of education and experience. 3-5yrs. computer system and programming experience. Extensive micro through mainframe knowledge including

experience in the design of major systems. Knowledge of commonly used programming languages such as Cobol, P1/1, and Natural as well as more technical languages such as Basic and Assembler; Knowledge of hotel systems highly desirable. Send cover letter and resume to Sam Weeks.

Systems Programmer/Analyst III (PT3803) Level 34

Computer Science-Endowed

Posting Date: 9/24/92

Maintain, install, integrate and create computer programs in the computing facility of the design research institute. Install new systems and applications from commercial and public domain sources on sun workstations. Design, implement and document user interfaces using x-window systems. Provide consulting and support.

Requirements: BS or equivalent in computer science, mathematics, or equivalent combination of education and experience. 2-3yrs. experience with common LISP, writing C programs on UNIX and X-window system. Familiarity with Emacs text editor; GNU Emacs LISP; and user interface design and modification. Send cover letter and resume to Sam Weeks.

Programmer/Analyst II (PT4507) Level 33

Human Resource Information Systems/Records-Endowed

Posting Date: 11/12/92

Under general supervision, design, develop, and maintain software in support of University Human Resource Services. Position will be for approximately 18 months.

Requirements: Bachelor's degree or equivalent with computer related coursework required. Minimum of 1-2yrs. of related experience. Knowledge of applications for interactive administrative systems, database management systems, and desktop and department level hardware systems required. Experience with microcomputer systems (specifically Macintosh) essential. Experience with IBM mainframe systems, databases (specifically ADABAS), and microcomputer interfaces preferred. Knowledge of at least two languages or applications development systems-ADABAS/Natural, SAS, 4th Dimension. Demonstrated working knowledge of word processing, spreadsheets, database packages and other microcomputer software tools (Macintosh). Familiarity with human resources and benefits administration systems desirable. Send cover letter and resume to Sam Weeks.

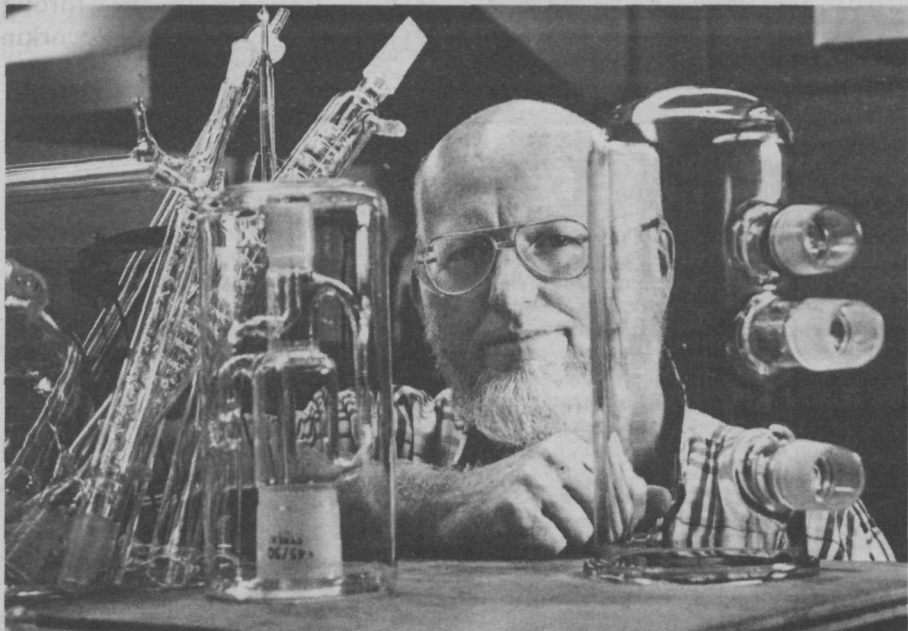
Networking

AN EMPLOYEE NEWSPAPER BY EMPLOYEE VOLUNTEERS FOR THE CORNELL COMMUNITY WORLD WIDE.

EMPLOYEE SPOTLIGHT

Paul D. Andrews, Glass Artisan

by Harry Dutton



Paul D. Andrews

photo by Charles Harrington

The blue flame, hissing gently, tapers to a point almost a foot away from its source of natural gas. The cylinders of glass, cradled gently in the man's hands, turn slowly in the torch's blaze. At their tips, the glass tubes begin to glow—first orange, then yellow passing into white, altering the flame's color as it streams away from them. At the precise moment, he removes the two glass pieces from the flame and presses them together, then quickly blows a puff of air into one end of the glass tube. In an instant, the two pieces of glass which are different in diameter, have been seamlessly joined.

Paul D. Andrews of the Chemistry Department has been shaping custom glass-

ware for more years than most Cornell students—and some of their professors—have been alive. He handcrafted glass for a decade at the Corning works before coming to Cornell in 1965. At the time, Cornell employed four glassblowers in Clark Hall. Two have since retired; one has found employment in Florida, and Paul is now the sole glass worker employed at the Ithaca campus.

When the Chemistry Department (his largest customer, although he does outside work for the university) needs a special, one-of-a-kind glass piece; a beaker, a vial, some glass tubing of a particular size or shape, Paul goes to work in his basement shop in Olin Laboratory. He

transforms a customer's drawings into glistening finished pieces, all taking shape in his sure hands, making three-dimensional forms that the lines on paper represent. He keeps a variety of glass tubing—the largest measuring 7" in diameter—in his inventory, along with other standardized pieces, such as valves and stopcocks.

He fulfills numerous unusual requests. Some of his work requires specialized tubing within tubes, globes with various outlets, specialized glasswork for condensation, distillation, high temperatures, for gasses, liquids, or dry substances.

Glassmaking transforms silica, the basic ingredient of sand, into myriad shapes. Molten glass, the consistency of honey, is worked at high temperatures. The Pyrex

glass Paul uses most is malleable around 800 degrees F. Quartz glass needs much higher temperatures before melting. At all stages it is delicate and requires careful handling until completely cooled.

Perhaps typical for a person employed in a windowless shop, Paul enjoys outdoors activities after work. He fishes and hunts, and delights in travel with his wife of 37 years. With a new van, they recently drove around New England. They have visited with some of their six grown children, and Paul wants to drive to Nevada to visit with a son living there.

He is a kind and patient man, qualities that serve him well in his one-of-a-kind craft at Cornell.

Visions of The Future

by Judy VanDermark

Employee Elected Trustee

Beth Warren, Associate Vice President for Human Resource Services, readily admits that if, in the past, a person had visions, they were almost certifiable. She went on to add that in today's workforce, one must have visions to create a successful and productive work environment.

In a first of a series of brown bag luncheons held on November 11 that are designed to open lines of communication between staff and administration, over sixty people gathered to meet Cornell University's newest Associate Vice President, Beth Warren. Ms. Warren joined Cornell University in April 1992 replacing former director Lee Snyder.

"If an organization is going to survive, the people must be in a continuous learning and growing cycle," Ms. Warren went on to note. Although Cornell University may seem behind in these efforts, they are light years ahead of the game. The objective remains to bring the University into present day understanding of human resource services. Although not an easy charge, there are practices that can be avoided to arrive at this objective. Inadequate ways of achieving this objective are to work harder. It is also not a matter of being technically or politically smarter. The University must work collectively smarter (using the resources of all individuals on campus), reflectively smarter (examine where we have been and where we need to be), and spiritually smarter. Ms. Warren was quick to point out to the audience that this requires the right people who move beyond the organizational established practices. By being in the right place at the right time, it is possible to reconstruct reality.

After her opening remarks, a general question and answer session followed which allowed members of the audience to voice their concerns. Many topics were discussed, some of which included the definition of family, employee benefits such

as an endowed dental plan and funeral leave, status of the current classification study and review, assistance for lay-off individuals, the future of women in the senior administration, and constructive feedback to employees considering a change in position at the University.

Ms. Warren noted that family, as defined by the benefits package, is predetermined. However, family, as determined by Beth Warren, includes any individual whom you consider as a family member. Although the benefits package does not currently recognize this, she did add that the current benefit package is very family friendly. During pregnancy, the health insurance provides for prenatal care and delivery. Life insurance plans provide for spousal and children's benefits. And flex time is encouraged to allow an equitable balance between family and work time.

Lay-offs have always been a societal issue. It is more apparent now, as they begin to affect middle class society. University Human Resource Services currently has in place an individual who works primarily with lay-off candidates. There is also a support group available for both lay-off individuals and people seeking advancement in their current positions. Ms. Warren suggests that as lay-offs become increasingly evident, the Employee Assistance Program will also play an integral part.

The brown bag luncheon offered a refreshing and stimulating look at the future of Cornell University as an employer and could have continued for the remainder of the day. Because of the success of this session, Beth Warren has been invited to present Part 2 on the visions of the future. Please mark your calendars now for Thursday, December 17, 1992, from 12:00 p.m. to 1:15 p.m., at the Biotech Seminar Room. All interested employees are encouraged to attend and continue in the efforts of opening the lines of communication.

LEADERSHIP LEADS

by George Peter

We have in the past quoted from the great Chinese philosopher, Lao Tsu. My son-in-law, Clint Sidle, recently loaned me a book written by Lao Tsu probably in the sixth century B.C. It is entitled, "Tao Te

Ching" and was translated in 1972 by Gia-Fu Feng and Jane English. The following quotation from that book seems appropriate to prepare us for the fast approaching holiday season.

"A man (sic) is born gentle and weak.
At his death he is hard and stiff.
Green plants are tender and filled with sap.
At their death they are withered and dry.

Therefore the stiff and unbending is the disciple of death.
The gentle and yielding is the disciple of life.

Thus an army without flexibility never wins a battle.
A tree that is unbending is easily broken.

The hard and strong will fail.
The soft and weak will overcome."

Highlights

by Judy VanDermark
Employee Elected Trustee

It has been a busy couple of months and a lot has taken place since my term as Employee Elected Trustee began on July 1, 1992. In my continued effort to keep the employee informed, I have highlighted below items of importance which have taken place since the beginning of my term.

- A record number of 2,300 employees and their family members enjoyed the 18th Annual Employee/Family Day held on September 18, 1992. After a close football game between the Cornell Big Red and Princeton Tigers, they adjourned to Barton Hall where they shared in good food, great music, and informative departmental displays. Keep your eyes open for your invitations to the 7th Annual Employee/Family Night at The Court.

- In recognition of their 20th anniversary, the Advisory Committee on the Status of Women celebrated with a dinner on the evening of November 10, 1992. Congratulations to Professor Joan Jacobs Brumberg, Rosalind Kenworthy, Professor William B. Streett, Professor Jean F. Blackall, and Professor Jennie T. Farley for being this year's recipients of the Constance E. Cook and Alice H. Cook Awards for their efforts made on behalf of women.

- The first in a series of brown bag luncheons was held on November 12, 1992 with our special guest, Beth Warren, Associate Vice President for Human Resource Services. With over sixty in attendance, the session was refreshing and informative and provided the participants a safe environment for addressing their concerns. The second brown bag lunch will be a continuation of the first. All are invited to attend on Thursday, December 17, 1992 from 12:00 p.m. to 1:15 p.m. in the Biotech Seminar Room.

- Benefair '92 was held at the Statler Hotel on November 11 and November 12. This provided an excellent opportunity for all employees to discuss their benefits needs with the respective suppliers. I hope you all had a chance to visit Benefair.

- The Wellness Health Fair '92 was held at Alberding Field House on October 21, 1992. Over 600 people participated in this year's health fair. Informational booths allowed individuals to participate in such areas as cholesterol screening, bike safety, blood pressure screening, breast self examination, and healthy eating habits.

- The Cornell Transportation Demand Management Project received one of four New York State 1992 innovative energy awards on November 12, 1992. Noted for bringing fewer cars on the road, saving fuel, lessening the vehicles environmental impact, and reducing the dependency on imported petroleum, Cornell University was the only university in New York State to receive this award.

Clip & Return

Question(s):

(If additional space is needed, please attach extra sheet and return.)

Name and Address:

Phone:

Return to: Office of the Assemblies, Communications Committee, 165 Day Hall

Dear Colleagues:

I am reminded that too many employees are unaware of the extent to which the Employee Assembly has an outgoing opportunity to impact decisions, policies, and benefits which profoundly affect their lives as well as their work environment. Assembly members meet regularly with the President, Provost, Senior Vice President, Vice President for Academic Programs and Campus Affairs and the Associate Vice President for Human Resources. In addition, we have access to all other administrators/supervisors and/or offices/departments within the Cornell community. Over the years, I have seen the Assembly's influence and reputation enhanced by the hard work of committed and dedicated employees who have contributed significantly to the constructive and effective resolution of problems and issues within the larger community. Their tireless efforts have earned them a working partnership with the University's decision-makers. The Assembly's effectiveness is enhanced every time another employee becomes involved in campus governance. A diversity of views, energies and talents enriches the governance process.

The Assembly provides a mechanism for the informal exchange of information and views between employees and University administrators. It ensures a direct focus for the continued involvement of exempt and non-exempt employees in the governance of non-academic affairs and in the life of the University. In so doing, the Assembly creates greater visibility for employees as community members, more equal participation with faculty and students in the policy process, and an increased sense of community. The Assembly has the authority to examine the University's personnel policies as well as other policies affecting the work environment and make recommendations to the appropriate bodies and/or University administrators concerning these matters. Recommendations might address work and family issues, education/training opportunities, transportation/parking, recreation, and communication among employees.

Employees may be surprised to learn just how many of their fellow workers are involved in the governance process. The Employee Assembly consists of just thirteen members. However, to expedite its work, the Assembly is dependent on a number of standing and ad hoc committees. Each committee is charged by the Assembly with specific responsibilities. These committees are the "work horses" of the Assembly and are staffed with employees. The committees collect and analyze the information relating to issues before the Assembly. Committee recommendations and suggestions are then forwarded to the Assembly for consideration. More than 200 employees serve on the various standing and ad hoc committees of the Employee Assembly.

I want to encourage those employees who have not taken the opportunity to become involved in the campus governance system to do so. We need your input. Your concerns, understandings and energies can and will make a difference.

Respectfully submitted,
Mick Ellis

Child Care Support Group

The Child Care Support Group meets the second Tuesday of each month in EB22 Martha Van Rensselaer from 7 to 9 pm. **The first meeting will be on Tuesday, December 8th.** (Child care available upon request.)

Do you and your partner work and care for a child or children? Then you know the daily challenges and stresses that juggling work and family responsibilities can bring. In this group, parents informally discuss the stresses that come from balancing their work and family life and share strategies for making their work and family life easier. Facilitated by Marilee B. Bell, director, Work and Family Services.

If you are interested in child care, please call Cindy Wright at 255-3649 by Monday, December 7th so that preparations can be made.

Special Olympics Update

by Lynn Perko

Do you remember where you were on June 12 and 13, 1992? That glorious, rare perfect summer weekend in Ithaca, NY? I do. I was here on the Cornell campus, as one of the over 3,000 volunteers at the 23rd Annual New York Special Olympics Summer Games. What a tremendous event that was, a total of 1,454 athletes earned more than 2,000 medals in eight sports ranging from Aquatics to Volleyball. Athletes from all 38 Areas of New York State were represented at these games. And where are they now? The athletes? The volunteers?

Well, right here in Area 17 New York State Special Olympics (NYSO) consisting of Tompkins, Cayuga and Cortland counties, there are 120 athletes on record. There is also an executive committee of dedicated parents, coaches and volunteers who meet every third Tuesday of the month at the Ithaca Youth Bureau at 6:30pm, to keep the "flame" burning for our local athletes.

Special Olympics began in 1968 when Eunice Kennedy Shriver organized the First International Special Olympics at

Solider Field, Chicago, Illinois. The concept was born in the early 1960's when Mrs. Shriver started a daycamp for persons with mental retardation. She saw that people with mental retardation were far more capable in sports and physical activities than many experts thought. Special Olympics believes that with proper instruction, consistent training and encouragement, these athletes can learn and enjoy individual and team sports that are adapted as necessary to meet the needs of those with mental and physical limitations. Special Olympics also believes that competition among those of equal abilities is the best way to test the athlete's skills, measure their progress, and inspire them to grow.

The benefits to athletes include improved physical fitness and motor skills, greater self-confidence, friendships and increased family support. Special Olympics athletes carry these benefits with them into their daily lives at home, in the classroom, on the job, and in the community. Families who participate become stronger as they learn a greater appre-

ciation of their athlete's talents, and community volunteers learn more about the capabilities of persons with mental retardation.

Locally, Area 17 held a fund-raiser at Pyramid Mall along with other local non-profit organizations. It was our attempt to increase community awareness that there are still athletes here in Ithaca, who continue to train for the Summer Games that will be held in Syracuse for the next two years. We hope to use the success of the 1992 Summer Games to keep our athletes prepared and in readiness for competition in the 1993 Games. Special Olympics is a year-round activity, there is more involved than the final competition at the Games.

In October, members of the executive committee, including myself, attended the 1992 Fall Workshop and Board of Directors Awards Program in Utica, NY. The purpose of the workshop was to provide knowledge and skills necessary, to administer a year-round program of sports training and competition for persons with mental retardation. It also provided sessions

which reviewed NYSO's development effort for 1991-92 as well as trainings on how to plan and work collaboratively with volunteers. We attended the awards banquet which brought together volunteers from all over New York State. What an inspiring evening it was listening to successes that other communities shared with us. Suffolk county reported that they had a very unusual problem - "too many" volunteers and not enough jobs!

Volunteers are the mainstay of these successful community programs. Over 500,000 nationwide, they organize and run local programs serving as coaches, Games officials, drivers, "huggers" and cheerleaders at competitions, and in many other capacities. Anyone can learn how to participate through the many programs Special Olympics offers for coaches, officials, and volunteers. Volunteers increase integration and socialization opportunities for Special Olympic athletes. If you'd like to get involved or are the parent of an athlete, call our local chapter at 257-6876 today and *Join The World of Winners!*

CAMPUS HELP SOUGHT IN PROTECTION OF CAMPUS LANDSCAPING

by CPO George Sutfin
Crime Prevention Unit
Dept. of Public Safety

The cooperation of everyone in and around the Cornell Community is being sought again this year to prevent the destruction of decorative evergreens on campus. Each year around Christmas time, these valuable trees are cut down by individuals to be used as their Christmas tree. Many of these trees are valued at hundreds of dollars.

There are numerous places in the area to purchase trees, and the cost is minimal compared to the expense and embarrassment of being caught in possession of a stolen tree. The Department of Public

Safety encourages anyone who sees a tree being cut down, or knows or suspects that one has been cut down unlawfully, to call Public Safety at 5-1111. All information will be kept strictly confidential.

The theft of trees is a violation of both civil and criminal laws, as well as the University Campus Code of Conduct. Numerous cases have been prosecuted over the years with guilty parties forced to pay high restitution along with fines and penalties.

Let's all help keep the landscape at Cornell looking its best!

New Telephone Number for Sufferers of Alzheimer's Disease and Other Dementias

Irene Stein, Director of the Tompkins County Office for the Aging, announced that the Long Term Care Coordinating service will now provide information and referral to those affected by Alzheimer's Disease and other dementias through one central phone number, 274-6651.

Alzheimer's Disease is a progressive, degenerative disease that attacks the brain and results in impaired memory, thinking and behavior. It affects an estimated 2.5 million American adults. Other medical conditions can also result in similar behavior. The Long Term Care

Coordinating service, based at the Tompkins County Health Department and supported by the Office for the Aging, Department of Social Services and the Health Department, currently assists individuals and families to determine long term care needs and plans for appropriate levels of services. The central phone number will simplify the process of locating available services for dementias sufferers and their families. The hours for the new phone number are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Ninth Annual Elves' Workshop and Holiday Faire Saturday, December 5, 1992 — 10 am to 5 pm

Contact: Maureen McKenna
Phone: 273-4088
277-5573

Children of all ages are invited to Ithaca's Ninth Annual Elves' Workshop and Holiday Faire. The Elves begin working Saturday, December 5, 1992 at 10 am behind Oak Hill Manor at 602 Hudson Street, just up the hill from South Hill School. Located in a renovated and decorated Victorian mansion, this event is only minutes from The Commons and is easily accessible by city bus. Parking is available in the South Hill School parking lot, accessed via Aurora Street.

Teachers and parents of the Waldorf School of the Finger Lakes are proud to provide, for the ninth year, an opportunity for families to join in the holiday spirit of by-gone days. The Elves will help you create your own personal gifts, and help your children do the same. You may purchase quality crafts and unique gifts, or simply enjoy the seasonal activities.

The Faire includes Storytelling, four Puppet Shows by the Inlet Valley Puppe-


teers, a performance by parents and friends, members of the Sing Out! Choir at 2 pm, Healthy Food in the Cafe, Fine Crafts and Quality Gifts at reasonable prices in the Gift Shoppe, and Baked Goods as gifts for sale, and for immediate enjoyment in the Tea Room. The Workshops include Doll Making, Candle Decorating, Sachet Making, Origami Ornaments, the Dreidel Room, and Wreath Making. *Most workshops have a fee; the funds will benefit tuition aid.*

There will be live music, and the Pocket Lady will delight the younger ones. Holiday activities for all ages are available throughout the day, from 10 am to 5 pm. All activities are priced with a child's budget in mind, between 50¢ and \$4.00.

For additional information, contact the Waldorf School of the Finger Lakes at 273-4088 or Mariann Carpenter at 255-1361.

RIDESHARE CLASSIFIEDS

Commuter



Connection

CORNELL UNIVERSITY OFFICE OF TRANSPORTATION SERVICES • 255-4600

PLACE	NAME	PHONE	OPTION	DAYS	HOURS	SMOKE	COMMENTS
Alpine Jct.	Diana	5-1873	Share	M-F	6:30-3:00	OK	
Binghamton	John	5-6527	Share	M-F	8:00-5:00		
Binghamton	Hong	5-0738	Share	M-F	9:00-4:00		
Binghamton	Wally	5-4201	Share	M-F	8:00-4:30	No	South Side
Burdett	Robert	5-8342	Share	M-F	8:00-5:00	No	Home # 546-2241
Candor	Ruth	5-5174	Share	M-F	6:00-2:30		
Candor	Gerald	5-6244	Ride	M-F	11:00-7:00	No	11AM to 7PM
Caroline	Cheryl	3-3010	Share	M-F	7:00-3:30	No	
Cayuta	Mary	5-2029	Share	M-F	7:30-4:30		Alpine Junction
Corning	Caverlee	5-3615	Ride		Flexible	No	Wks 2 days/week
Cortland	Donna	5-9431	Drive	M-F	8:30-5:00	No	near High School
Danby	Maureen	5-6381	Ride	M-F	8:00-4:30	OK	
Dryden	Suzanne	5-8127	Share	M-F	8:00-5:00		Ellis Hollow
Enfield	Shirley	5-6310	Share	M-F	8:00-4:00		
Enfield	Diane	5-6050	Share	M-F	8:00-4:30	No	near Hospital
Etna	Felicity	5-4004	Share	M-F	8:00-4:30	No	Routes 13
Freeville	Paula	5-6839	Share	M-F	8:00-4:30		
Geneva	Chris	5-3298	Ride	M-F	Flexible	OK	Home(315) 789-3135
Genoa	Dave	3-3100	Share	Su-Th	6:00-3:00	OK	
Groton	Steve	4-7103	Ride	M-F	8:00-4:30	No	
Hammndsprt	Gerald	5-6927	Ride	M-F	8:00-4:30		
Homer	Mary Ellen	5-8488	Share	M-Th	9:00-4:30	OK	
Interlaken	Marca	5-7148	Share	Th,F	8:00-4:00	No	
Ithaca	Jan	3-3365	Share	M-F	7-9AM, 4:30-6:30PM		
Ithaca	Doris	5-8198	Share	M-F	10:00-9:00		Parkwood Village
Ithaca	Lois	3-3323	Drive	M-F	8:00-5:00		Snyder Hill Road
Ithaca	Joe	5-1687	Share	M-F	10:00-5:00	No	Route 89
Ithaca	Tom	5-4882	Drive	M-F	9:00-5:00	OK	
Ithaca	Suzanne	5-4882	Ride	M-F	12-9AM	OK	Winston Court Apts.
Ithaca	Karin	5-8124	Ride	M-F	7:00-12:30	No	
Jacksonville	Timis	5-5174	Share	M-F	6:00-2:30	No	only females
Jacksonville	Eileen	5-3228	Ride	M-F	6:00-4:30		
Lansing	Susan	5-4139	Share	M-F	8:30-5:00	No	
Lansing	Betsy	4-1210	Share	M-F	8:00-5:00		
Lansing	Bill	5-9134	Drive	M-F	9:00-6:00	No	Myers Point
Locke	Barb	5-7212	Ride	M-F	8:00-4:30	No	West Groton Rd.
Moravia	Jim	5-3272	Share	M-F	6:30-3:00		via Rt. 34 or 38
Moravia	Mike	4-4899	Ride	M-F	8:00-5:00	OK	Home(315) 497-3989
Newfield	Linda	5-1866	Share	M-F	8:00-4:30		
Odessa	Susan	5-5338	Drive	M-Th	4:45-3:00	No	4:45 AM - 3:00 PM
Odessa	Rose		Share	M-F	5:00-2:30	No	Home # 594-3352
Owego	RaeAnn	5-6224	Share	M-F	8:00-4:30	No	
Spencer	Barry	5-2423	Ride	M-F	8:00-5:00	No	8 miles N of Spencer
Syracuse	Wendy	5-0885	Share	M-F	8:30-5:00	No	
Trumansburg	Tim	5-1381	Ride	M-F	8:00-5:00	No	
Trumansburg	Ellen	5-5411	Drive	M-F	7:30-4:30	No	
Trumansburg	Debbie	5-4123	Ride	M-F	8:00-4:30	No	3 miles N of T-burg
Varna	Betty Ann	4-1234	Share	M-F	8:00-5:00		Trailer Park
Virgil	Jean	3-3100	Share	M-F	8:00-5:00		
Waverly	Robin	3-3011	Share	M-F	8:30-5:30	No	
Waverly	Linda	5-4284	Drive	M-F	8:00-4:30	No	
West Danby	Pat	5-1977	Share	M-F	Flexible	No	Route 96
Willseyville	Ramona	5-2262	Share	M-F	8:00-4:30	No	
Willseyville	Sharon	5-9731	Drive	M-F	8:00-4:30		

THE NEXT COMMUTER CONNECTION: October
This information is also available on CUINFO

Brown Bag Luncheon Series

The Future of the Cornell University Employee Fact or Fiction - Part 2

Biotechnology Seminar Room
Thursday - December 17, 1992
12:00 p.m.-1:15 p.m.

Special Guest
Beth Warren

Associate Vice President for Human Resources

Take this opportunity to once again address your concerns and share in the visions of the future. This will be your chance to keep the lines of communication between employees and the administration open. What will be the contributions from the University to employee growth? What will be the contributions from the employee to the University's growth? You will have the opportunity to hear the thoughts of the administration as well as participate in a question and answer session.

Please join us for the second in a series of informational sessions designed for the Cornell University employee.

Sponsored by Judy VanDermark
Employee Elected Trustee

UNCLASSIFIED ADS

All ads will be printed on a FIRST COME, FIRST SERVED basis. They will be printed in the order received, AS SPACE PERMITS. The Editorial Board of *Networking* has established the following guidelines for unclassified ads.

1. All ads must be sent through CAMPUS MAIL to **Networking Unclassifieds, c/o Flora Karasin, 272 Roberts Hall.**
2. All ads must include items for sale of a **personal nature only**, such as: automotive, household items, clothing, land, homes, etc. Ads that promote work outside of the University (ie: consulting, office help, employment, other services, etc.) will not be accepted.
3. All ads must include your **name and campus phone number.**
4. All ads must be limited to **20 words or less.**
5. **Only one ad per person per issue** will be accepted.
6. If your ad does not appear in the upcoming issue, it is your responsibility to **re-submit** it (by the appropriate deadline) for the

next issue. Unprinted ads will not be saved by the *Networking* staff for future issues.

Any ads that do not comply with these guidelines will not be printed. The *Networking* staff retains the right to review and reject any ads that are submitted for publication.

Networking is not responsible for typing errors or lost ads.

FOR SALE:

King size water bed with heavy duty frame/headboard. Also new heater/thermostat, \$150. Call 5-5313 or 753-3995.

King Woodstove. Takes 18 inch length logs. Decorative cover around firebox. Used two winters, \$275. Call 5-3729 or 753-6995.

Excellent downtown duplex for sale. 2 BR, study, LR, DR, kitchen, each side. Pleasant, quite block. Belle Sherman schools. Katy 4-6459 or 564-7930.

1990 Volkswagen Passant, 5 speed with air, pull-out cassette, 19,000 miles. Call 5-7461.

Drum set - 5 piece drum set by Majestic De Luxe and 4 symbols by Camber. Great condition, \$300. Call 5-5313 or 753-3995.

Plymouth Colt 1896, 2-door hatchback, good condition, low mileage, front-wheel drive, great winter car, \$2,000. Call Robin 5-5613.

1989 Nissan Sentra ZDR, excellent condition, sunroof, all service records available. New exhaust/breaks, \$4,000 negotiable. Call Laurie 5-5977 or 869-9931.

Piano for sale. Small Grand 58" deep, \$2,000 or B.O. Must sell, moving. Call Elaine 5-2150 or 315-364-7271.

Panasonic video editing system complete with controller, titler, enhancer, special effects generator. Excellent condition, \$2,100, O.B.O. Call 749-7315 after 4 p.m.

'88 Ford Mustang LX, 55K, 4 cyl, auto, tilt, cruise, tinted windows, sunroof, ground effects, new brakes & rear tires, \$4,200 O.B.O. Kimberly 589-6338.

Sega Genesis Video System with "Altered Beast", 16 bit power, used once. New \$149+, now \$95. Ellen 5-6708 or 273-4379.

Camcorder Hi8: Sony EVO-9100. Professional, lightweight. Includes two batteries, video tripod, more. New '6/92. Excellent picture and sound, \$1,900. 844-9676.

Vivitar 283 flash w/varipower. Nicad charger, \$40. Gogen 3047 tripod head, \$30. Whirlpool dryer, \$90/ Eureka vacuum, \$20. Chris 5-8145 or 273-5163.

K2 skis (160's) with bindings, boots (size 7-7 1/2) and poles, \$150. Call Chris 5-3393 or 749-2543.

FOR RENT:

One bedroom in a two br apt. \$175+1/2 utl. in Lock, Large yard Pets ok. Call Jackey 3-3528 or 315-497-0126.

WANTED:

Heated workspace for quiet hand operated machinery. Will consider garage, half house, apt., etc. Call Mike Stevans 5-4951.

CORNELL RECREATION CLUB

The Cornell Recreation Club would like to express our deepest appreciation to Dennis Osika and the entire Grounds Department for the donation of a riding lawn mower to the CRC Park, and for the many kindnesses and "helping hands" CRC has received over the years.

A very special thanks also goes to Bill Crissey and the CU Transportation Department for their many contributions to CRC this year.

And finally, thanks to all of the Cornell Departments that have contributed to CRC. What a wonderful, generous "family" we have at Cornell.

The Cornell Recreation Club is proud to offer the Cornell Community the following trips and events.

Any member of the Cornell Community and their guest is welcome to join us.

THE NUTCRACKER SOLD OUT!

A MARDI GRAS GALA/MURDER MYSTERY EVENT 2/5-2/7/93:

The Pocono Manor Inn in Pocono Manor, PA invites you to a fun-filled weekend in the country, interrupted, if you please, by MURDER - MAYHEM - MYSTERY. Be both suspect and sleuth as you interact with professional actors in an attempt to untangle the web of murders that occur before your very eyes. At Pocono Manor everything will be perfectly executed, including some of the guests! There will be a grand Mardi Gras Gala Ball—so find a costume and enjoy this fabulous evening. For the price of only \$275.00 per person, double occupancy,

this trip includes a lot. Call the office for all of the details.

WALT DISNEY WORLD PREMIER CRUISE 3/8-3/15/93:

Here's a vacation most people only dream about. It is filled with all the warmth of togetherness and the wonder of discovery you can get from Walt Disney World and its Official Cruise Line. Premier's Cruise and Disney vacation is two incredible vacations in one. This trip includes air transportation, hotel, admission tickets, rental car and many other extras. CRC is working with Stone Travel on this vacation trip. Please call the CRC office at 255-7565 for more details. The prices of this trip start at \$899.00 per person, double occupancy.

HAWAII IN PITTSBURGH 4/16-4/18/93:

The Conley Inn in Monroeville, PA invites you to escape to the Pacific and a taste of paradise. The natives of Polynesia bring you the culture and costumes of their homelands with graceful Hulas and dances from Tonga and New Zealand. Feast on the Hawaiian Luau Buffet, sip exotic island cocktails and join in the rhythms of the islands. On Saturday you'll enjoy a sightseeing trip before being whisked off to "Broadway" and a sit down dinner. This price is \$200.00 per person, double occupancy. Included in the great get-a-way package is your deluxe motorcoach transportation, hotel lodging, two breakfast buffets, two dinners, sightseeing, a welcome mai-tai and a Sunday cruise. Our own Donna Vose is leading this trip.

DEDICATED SERVICE AWARD

by Harry Dutton

The *Networking Board* appreciates the interest shown in honoring fellow employees with the Dedicated Service Award. As readers may note, we have featured two outstanding staff members thus far this year. In this issue, we are reprinting the nomination form. We hope to do this with every other issue of *Networking* during the year, and to feature a Dedicated Service Award story in every other issue throughout the year.

We cannot recognize your coworkers' extraordinary talents and selfless accomplishments without your input.

The *Networking Board* members remain confident that our readers can nominate certain exceptional coworkers for this award. Perhaps you've read the earlier issues of *Networking* and thought of a coworker who equally deserves the award. If you haven't been able to send in the nomination form before, you now have another chance to share in honoring a worthy nominee from the University staff.

The *Networking Board* thanks all those who took the time to fill out the first published nomination forms.

Holiday Entertaining With Ease

By Roxanne McHugh, Catering Manager, Cornell Dining

Here are a few tips to assist you in planning and preparing for holiday parties:

- Consider the layout and size of your apartment or house. Invite the number of people that your home can comfortably accommodate.

- If your kitchen is small or far from the living room, think twice about preparing food that will keep you isolated from your guests while they are arriving and socializing.

- Plan to serve hors d'oeuvres that can be made ahead and frozen. Simply thaw and reheat in the microwave. Many guests appreciate healthy snacks. A variety of cut up vegetables with a bowl of dip is very simple yet a colorful display on the coffee table.

- Complete as much of the prep work for the meal in advance. Cut up many of the vegetables a day in advance and store them in the refrigerator. By using plastic bags rather than large bowls you will take up less much needed space in the refrigerator.

- Chill beverages in a ice chest and free up even more refrigerator space.

- Garnishing the food will add eye appeal to the food and the table.

- You can control costs without sacrificing the quality of your meal by preparing more exotic, ethnic dishes that often require less meat and include grains, beans, rice, pasta as a base for the dish. Consider a vegetarian theme to your meal. Vegetarian entrees and fresh fruit desserts are often successful.

- Consider buying prepared food and then decorating and garnishing these edibles to make them your own. Although this may seem more expensive than if you were to prepare dishes from scratch, you may save money by eliminating the need to buy ingredients in amounts in excess of what you need, buying ready made dishes in the portions you need may be more cost effective, and your time is worth money!

•Above all, have fun and enjoy your party!

NOMINATION FOR Dedicated Employee Service Award

I Nominate _____ of _____

(department name) _____

The reason(s) I feel this person deserves the *Dedicated Employee Service Award*

Send this form to: Harry Dutton 115 Myron Taylor Hall

My name is _____

My telephone number is _____

Systems Programmer/Analyst II (PT4501) Level 33**Computer Science-Endowed****Posting Date: 11/12/92**

Provide critical technical support to 300 faculty, grad students, researchers and staff using a large, complex and rapidly changing research facility. Assist in maintaining, installing, integrating and programming computer systems. Provide systems programming support for UNIX-based workstation and server systems. Assist in the installation and upgrade of operating systems and commercial software. Respond to software, hardware and network emergencies. Provide software support for administrative MAC systems. **Requirements:** BS degree or equivalent in mathematics or computer science. 1-2yrs. with systems administration and programming (UNIX) on large, networked multi-vendor computer systems. Must have good planning and organizational skill. Experience with networks and distributed computer (TCP/IP, Ethernet, NFS and/or NIS) is highly desirable. Mac systems and software experience also desirable. Send cover letter and resume to Sam Weeks.

Applications Programmer/Analyst I (PT4207) Level 32**Mechanical and Aerospace Engineering-Endowed****Posting Date: 10/22/92**

Develop a large program in support of a research group. Write and maintain code to implement additional functionality in existing programs, new applications and system utilities. Project will involve interactive computer graphics, database concepts, distributed processing and use of the Cornell supercomputer. Maintain workstation and network facilities.

Requirements: BS degree or equivalent in a technical field with experience in FORTRAN and C; UNIX; and color graphics. Experience with data structures helpful. Send cover letter and resume to Sam Weeks.

Administrative Manager II (PA4706) HRII Johnson Museum-Endowed**Posting Date: 12/3/92**

Serve as the chief financial officer at the museum responsible for the fiscal management of the unit, working directly with the museum director, the vice president of academic programs, and the budget office. Develop and manage an annual operating budget of nearly 2 million dollars; manage the business office and develop income-producing programs; develop long-term financial strategy; manage the budget and application process for federal, state, and private grants. Supervise administrator responsible for personnel and facilities management.

Requirements: Bachelors degree in business, finances, or administration required. 4-5yrs. of experience in directing a business office, including experience in accounting, budgeting, financial strategy, and grant applications. Supervisory experience required and personnel management experience highly preferred. Send cover letter and resume to Cynthia Smithbower.

TV Producer/Director (PA4602) HRII Media Services-Statutory**Posting Date: 11/19/92**

Develop, write, produce, direct and supervise editing of videotaped programs for the Educational Television Center. Provide creative supervision of TV/film production staff as necessary. Provide counsel to faculty and clients in all areas of television and film production.

Requirements: Bachelor's degree or equivalent in TV/film production required. 5yrs. experience in producing, writing, directing and editing educational, documentary television programs. Minimum 2-3yrs. of management experience is necessary. Proven ability in securing grant monies for educational television and film. Strong demonstrated writing skills. Ability to interface easily with all levels of faculty and staff. Ability to work under pressure and difficult time frames. Send cover letter and resume to Cynthia Smithbower.

Senior Systems Analyst (PT4311) HRII Albert R. Mann Library-Statutory**Posting Date: 10/29/92**

Work with a team to develop innovative solutions in the creation of the Electronic Library. Provide consultative support and programming expertise. Provide training for information professionals, library staff, and other technicians in the specification, design, implementation, and support of computing systems for desktop delivery of scholarly information. Assist research teams with consulting support while they explore the frontiers of electronic delivery systems.

Requirements: BS degree or equivalent with computer related courses.

5-7yrs. related experience. A minimum of 2yrs. experience with local area networks and telecommunications software. An in-depth knowledge of the UNIX operating system and C programming and shell-scripting. Experience supporting software development. Experience with computer systems management, network management and multi-user systems highly desirable. Send cover letter and resume to Sam Weeks.

Development Assistant (PA4705) HRI Public Affairs/Arts and Sciences-Endowed**Posting Date: 12/3/92**

Serve as leadership gifts coordinator of regionally based volunteer effort soliciting gifts from 25k to 100k. Support a network of 75 volunteers through personal and telephone contact to facilitate assignment process and solicitations. Maintain database of volunteers and prospects at the leadership gift level. Produce reports for staff and volunteers summarizing regional activity and overall status of program.

Requirements: Bachelors degree or equivalent in experience required. Minimum 3yrs. related experience. Knowledge of Macintosh required. Knowledge of Word, Filemaker Pro and Excel preferred. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist I (PT4606) HRI**Food Science-Statutory****Posting Date: 11/19/92**

Provide technological support to an extensive research program in the area of extrusion processing. To assist in the planning, design, conducting, and analyzing experimental results in the area of food processing and engineering.

Requirements: Bachelors degree or equivalent in food sciences/engineering required. Master's preferred. Minimum 2yrs. of related experience required. Send cover letter and resume to Sam Weeks.

Research Support Specialist II (PT4609) HRI**Agricultural Economics-Statutory****Posting Date: 11/19/92**

Research the applicability and environmental impact of energy and natural resource technologies in developing countries. Evaluate economic feasibility of new technologies. Prepare manuscripts for professional journals.

Requirements: Master's degree or equivalent required in resource or environmental economics. Training and/or experience in environmental and resource economics, business, statistics and international relations. Experience with computers desired. Send cover letter and resume to Sam Weeks.

Editorial Associate (PT4611) HRI Chemistry-Endowed**Posting Date: 11/19/92**

Perform administrative duties relating to the content of the international journal "Accounts of Chemical Research". Coordinate, monitor, and maintain a timely manuscript flow from solicitation, to peer review, and final publication. Check manuscripts for adherence to policies. Communicate with authors, reviewers, editorial staff and publisher. Prepare surveys and reports.

Requirements: BS or equivalent in chemistry, MS desirable. Familiarity with modern chemistry and science library. Editorial experience helpful. Send cover letter and resume to Sam Weeks.

Workstation Analyst (PT4502) HRI Human Ecology Administration-Statutory**Posting Date: 11/12/92**

Provide support for a 500 user base including hardware and software support, testing, evaluation and purchasing. Provide technical assistance and decision support for administration, maintenance and troubleshooting of a large local area network. Responsible for planning, design, and support of a CAD facility. Supervise computing technicians.

Requirements: Bachelor's degree or equivalent experience in technical field required. 3-5yrs. experience with a wide variety of peripheral equipment. Knowledge of PC and Mac computers, operating systems and applications software. Able to work with administrators, faculty and other technical professionals in complex college environment. Good analysis and communication skills. Strong service orientation and interest in support technology. Minimum 2-5yrs. related experience. Send cover letter and resume to Sam Weeks.

Research Support Specialist II (PT4405) HRI**Section of Ecology and Systematics-Statutory****Posting Date: 11/5/92**

Conduct non-lethal biochemical and ultrasound analyses of fat and protein content of swallows. Develop and maintain data bases in PC environment. Supervise and assist in mist-net capture of swallows and monitoring of breeding success in hundreds of nests. Supervise student assistants in analysis of aerial insect samples. Prepare, analyze, and synthesize data for publication. Construct and maintain laboratory equipment.

Requirements: B.S. degree or equivalent in biology or related field required. 3-5yrs. of experience in several of the following: field ornithology (including mist-netting and banding); gas chromatography; ultrasound fault-detection; computer programming and data base management; insect sampling and identification. Send cover letter and resume to Sam Weeks.

MIS System Programmer (PT4204) HRI ILR-Resident Division-Statutory**Posting Date: 10/22/92**

Work on special administrative information projects. Analyze function and performance requirements. Write and maintain special applications programs, document programs and train staff to use programs as necessary. Diagnose and fix problems with applications programs and procedures. General consulting, problem solving, trouble shooting and referral for administrative users. Advise and assist users in feasibility and design of computer projects. Develop skills and experience in programming and operating environments.

Requirements: Bachelor's degree or equivalent experience and 5-6yrs. experience writing administrative applications. Extensive experience using IBM PC's or compatibles, Macintoshes and UNIX operating systems. Extensive experience using LOTUS, DBASE and other spreadsheet and database management systems. Expert knowledge of database concepts and systems such as ADABAS, SQL, Informix, Oracle and object oriented programming. Ability to handle sensitive and confidential data. Send cover letter and resume to Sam Weeks.

Executive Staff Assistant II (PC4110) HRI**Plant Breeding and Biometry-Statutory****Posting Date: 10/15/92**

Provide staff assistance to the executive director of International Service for the Acquisition of Agribiotech Applications. Prepare and write highly sensitive reports; coordinate telecommunications; prepare accounting reports; train, supervise, and evaluate office staff; coordinate schedules; develop policies; maintain confidential records. Available as long as funding lasts.

Requirements: BS degree or equivalent in business or related international area. 5-7yrs. related experience. Requires independent judgement. Skillful communication techniques. Originality and accounting skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Research Support Specialist I (PT3605) HRI**School of Chemical Engineering-Endowed****Posting Date: 9/10/92**

Design and conduct experiments involving differentiated cells and vesicles. Provide support to a research group (primarily graduate students) in instruction in maintenance of analytical devices, and in appropriate laboratory procedures. Perform and assist in experiments using radiolabels. Establish and maintain primary cell lines. Operate HPLC and Coulter Counter. Perform ELISA and gel electrophoresis (DNA and protein gels). Maintain equipment.

Requirements: B.S. or equivalent in biochemistry, cell biology, microbiology or related area. Experience with mammalian cell tissue culture is essential. At least 2yrs. as laboratory technician is desirable. Send cover letter and resume to Sam Weeks.

Applications Programmer II (PT2205) HRI**Section of Ecology and Systematics-Statutory****Posting Date: 9/3/92 Repost**

Design and code (in C++) the porting of an existing DOS-based database applications to UNIX, Windows, or Macintosh for the MUSE project. Provide programming documentation. Provide fixes for system bugs.

Requirements: BA or equivalent experience in computer science required. Minimum of 2-3yrs. of C and C++ programming experience. Requires experience programming user interfaces on at least two of the following platforms: DOS, UNIX, Macintosh, Windows. Database

programming experience desirable. Send cover letter and resume to Sam Weeks.

Professional Off-Campus**Cornell Cooperative Extension PA#37 4-H Youth Development/Animal Science and Agriculture Awareness Locations: Genesee County, Batavia, NY****Salary: \$23,800****Apply by December 10, 1992****Posting Date: 12/3/92**

Responsible for developing, implementing, and evaluating the 4-H agriculture education programs of Cornell Cooperative Extension of Genesee County. Provide leadership for agricultural sciences with an emphasis in youth animal science and agriculture awareness. Coordinate and supervise the efforts of paid consultants, program aides, and volunteer leaders to implement program efforts and support activities in the areas of animal science, agriculture awareness, and agriculture engineering (agriculture science and technology). Likelihood of eventual specialization in youth animal science and agriculture awareness under a two-county program agreement. Develop and/or identify educational resources and provide training for program support staff and volunteers working with youth agriculture programs. Coordinate planning efforts and make resources available for the New York State Agriculture in the Classroom Program.

Minimum Qualifications: Bachelor's degree related to the subject matter areas of agriculture, animal science, or adult/agriculture education. Master's degree preferred. Coursework in education and communication arts highly desirable. Send letter of intent, resume and transcripts to Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

Professional Part-time**Applications Programmer III (PT4702) HRI****Communication-Statutory****Posting Date: 12/3/92**

Designs and produces database applications and materials for interactive multimedia programs and collaborative design experiments which will be used for research purposes in the field of education. Document design process; perform software evaluations; prepare graphics for workshops and demonstrations; and keep apprised of trends and products in multimedia development. Supervise part-time programmers.

Requirements: BS degree or equivalent in computer-assisted instruction, evaluations, mass media communication or related fields. MS preferred. Must be familiar with IBM and Macintosh computer systems and with graphics options. Must interact effectively and cooperate with a professional design and evaluation team and with sponsors, vendors, and interested university personnel. Knowledge of software programming tools is desirable. Send cover letter and resume to Sam Weeks.

Assistant Coach (PA4703) HRI Athletics-Endowed**Posting Date: 12/3/92**

Assist the head coach in the preparation of the men's intercollegiate lacrosse program. Duties include coaching, recruiting, and other administrative duties as assigned. Instruct physical education classes. 10month appointment.

Requirements: Bachelor's degree or equivalent preferably in physical education required. Proven success and potential in coaching, recruiting and in working with student-athletes. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist I (PT4601) HRI**Ecology and Systematics-Endowed****Posting Date: 11/19/92**

Participate in research on the field ecology and epidemiology of insect-transmitted diseases of plants. Major tasks will include conducting field and laboratory experiments, maintenance of insect colonies, and analysis of data.

Requirements: B.S. degree or equivalent in biology, botany, entomology, plant pathology, or related field. Master's preferred. 2-3yrs. field and greenhouse experience and knowledge of ecology and agriculture. Statistics and computer use, with reference to biological or agronomic data. Send cover letter and resume to Sam Weeks.

Boyce Thompson Institute

Postdoctoral Associate Environmental Biology Program Posting Date: 12/3/92

Examine the mechanisms of P uptake and transport to shoots of southern pine seedlings, and the modifying effects associated with long-term rot hypoxia. Applicants should have a Ph.D. in plant physiology or other relevant field. A background in micro-autoradiography, NMR or radioisotope uptake work at a membrane or whole-plant level is desirable. Available in December 1992. Salary is commensurate with experience. Contact: Please send a cover letter describing research experience, curriculum vitae and names and addresses of three referees to: Dr. Mary A. Topa, Boyce Thompson Institute at Cornell University, Tower Rd., Ithaca, NY 14853-1801, (607)-254-1263.

Technical

Curatorial Technician GR18 (T4607) Laboratory of Ornithology-Endowed Minimum Biweekly Salary: \$542.89 Posting Date: 11/19/92

Edit field recordings of animal sounds for incorporation into the collection of the library of Natural Sounds. Prepare and enter into a computerized information storage and retrieval system, catalog data for recordings in the library. **Requirements:** Associates degree or equivalent in biology or related field. Must have strong interest and/or coursework in ornithology. Experience in the operations of studio audio equipment highly desirable. Good organizational skills essential. Ability to learn quickly and work independently. Light typing. Send cover letter and resume to Sam Weeks.

Technician GR19 (T4610) Nutritional Sciences-Statutory Minimum Biweekly Salary: \$566.28 Posting Date: 11/19/92

Assist in the conductance of basic research in a biochemistry/biophysics laboratory. Perform experimental procedures such as protein and lipid determination, low and high-speed centrifugation, protein purification, cell fractionation, and spectroscopic studies. Maintain records and lab. **Requirements:** B.S. in chemistry, biochemistry, biophysics, biology, or related field. Previous experience in relevant lab work (1-3yrs) preferred. Familiarity with the above procedures desirable. Send cover letter and resume to Sam Weeks.

Technician GR20 (T4503) Plant Breeding and Biometry-Statutory Minimum Biweekly Salary: \$590.45 Posting Date: 11/12/92

Provide technical support in genetic mapping of RFLP markers in the tomato. Extract DNA, run and blot gels, isolate and screen plasmid clones, and radiolabel probes. Manage computer data files and analyze genetic data on the computer. Assist in lab maintenance, prepare solutions, order supplies and monitor safety. **Requirements:** BS degree or equivalent in biology, genetics, biochemistry or related discipline. Minimum 2yrs. related lab experience in biochemistry or molecular biology. Send cover letter and resume to Sam Weeks.

Technician GR20 (T4306) Veterinary Pathology-Statutory Minimum Biweekly Salary: \$590.45 Posting Date: 10/29/92

Provide technical support and perform experiments for the Cancer Biology Lab

studies on the role of endothelial cell adhesion molecules in cancer metastasis. Isolate and culture cells. Perform tumor cell/endothelial cell adhesion assays. Assist in generating monoclonal antibodies. Keep routine records. Order supplies. Maintain tissue culture lab.

Requirements: Bachelor's degree or equivalent in the biological sciences. 1-2 yrs. experience in tissue culture and molecular and biochemical techniques. Send cover letter and resume to Sam Weeks.

Technician GR20 (T4304-5) Division of Nutritional Sciences-Statutory Minimum Biweekly Salary: \$590.45 Posting Date: 10/29/92

Provide technical lab support for a program investigating vitamin metabolism in humans. Analyze blood for various nutrition related factors including vitamin A and carotene. Perform solvent extractions, HPLC separation/quantification, and gas chromatography-mass spectrometry. Maintain lab, glassware and supplies. Assist in recruiting subjects. Assist in maintaining computer bibliographic and reprint files.

Requirements: BS degree or equivalent in biological science or chemistry required. 2-3yrs. lab experience including quantitative analytical procedures. Experience with solvent extraction, gas, or liquid chromatography and human metabolic studies preferred. Send cover letter and resume to Sam Weeks.

Animal Health Technician GR20 (T4203) Veterinary Medical Teaching Hospital-Statutory

**Minimum Biweekly Salary: \$590.45
Posting Date: 10/22/92**

Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. 39hrs/rotating shifts.

Requirements: A.A.S. in animal health technology, NYS licensure or eligible. Experience working with small animals and an interest in teaching critical care. Send cover letter and resume to Sam Weeks.

Technician GR21 (T2704) Center for Advanced Imaging Technology-Statutory

**Minimum Biweekly Salary: \$615.42
Posting Date: 12/3/92 Repost**

Provide technical assistance in the daily operation and maintenance of the center for advanced imaging technology (CAIT) at the NYSCVM. Train and assist as needed, faculty, staff, students, and visitors involved in research, teaching, and diagnostic activities in techniques of scanning and transmission electron microscopy. **Requirements:** BS in biological or physical sciences; technical/vocational school degree in electron microscopy. 1-2yrs. related and relevant experience. Demonstrated knowledge of and ability to use electron microscopes, and high quality photographic experience. Effective communication skills, excellent hand/eye coordination.

Office Systems Specialist GR21 (T4608) Chemistry-Endowed

**Minimum Biweekly Salary: \$615.42
Posting Date: 11/19/92**

Assist in system, network and security administration of departmental computers. Provide consulting to academic and student users. Monitor system performance. Provide trouble shooting. Perform backups.

Requirements: AAS degree or equivalent in computer sciences. 1-2yrs. related experience with UNIX, Mac and PC computer systems. Send cover letter and resume to Sam Weeks.

Research Equipment Technician GR21 (T4210)

**Division of Biological Sciences-Endowed
Minimum Biweekly Salary: \$615.42**

Posting Date: 10/22/92

Assist in instrument repair and maintenance function for the division. Repair and maintain all types of scientific research and teaching lab equipment, e.g. shakers, cold boxes, microfuges, fraction collectors, gel boxes, incubators, heaters, power supplies, chart recorders, water baths, vacuum pumps, etc. Initiate and maintain small equipment preventive maintenance program. Train users on proper machine shop techniques.

Requirements: AAS degree or equivalent. 1-2 years related experience. Knowledge of lab equipment, simple electronic design and familiarity with computers. Send cover letter and resume to Sam Weeks.

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. **Requirements:** AAS in medical technology required. BS in medical technology and ASCP certification. 1-2 yrs. clinical laboratory experience. Send cover letter and resume to Sam Weeks.

Technician GR22 (T3801) Food Science and Technology-Statutory

**Minimum Biweekly Salary: \$641.92
Posting Date: 11/5/92 Repost**

Provide technical lab support by carrying out specialized physiological, biochemical, immunological and genetic experiments with plants and their tissue cultures. Record and analyze data. Order chemicals and supplies. Instruct graduate students in the use of laboratory equipment. Perform general laboratory work and upkeep.

Requirements: B.S. or equivalent required. M.S. degree preferred in plant physiology, biochemistry, molecular biology or related fields is required. Must be familiar with general biochemical, immunological and molecular biology techniques, including HPLC, FPLC, column chromatography, gel electrophoresis, handling of radioisotopes, sterile techniques and tissue culture propagation. Knowledge in the use of a personal computer for word processing and data analysis is required. Send cover letter and resume to Sam Weeks.

Technician GR22 (T4202) Animal Science-Statutory Minimum Biweekly Salary: \$641.92 Posting Date: 10/22/92

Supervise and carry out routine meat animal slaughter, carcass evaluation, carcass fabrication and meat merchandising. Assist in sample collection and analysis. Assist with teaching meat science undergrad courses. Maintain facilities and equipment to USDA requirements.

Requirements: BS degree or equivalent in animal science, food science or related field. 1yr. experience in meat animals slaughter, carcass evaluation, carcass fabrication and meat processing. Teaching skills. Computer experience: spreadsheet and word processing desirable. Send cover letter and resume to Sam Weeks.

Technician GR26 (T4603) Biotechnology Program-Statutory Minimum Biweekly Salary: \$769.07 Posting Date: 11/19/92

Supervise the routine operations of the Genome facility under the general direction of the facility director. Bring new techniques on-line and trouble-shooting on going projects involving isolation of DNA, running gels, establishing libraries, etc.

Requirements: B.S. degree or equivalent in biological sciences. Formal training and/or experience in specific techniques required. Minimum 2yrs. related experience required. Send cover letter and resume to Sam Weeks.

Technical Off-Campus

Laboratory Technician GR20 (T4101) Quality Milk Promotion Services/Geneseo-Statutory

**Minimum Biweekly Salary: \$590.45
Posting Date: 10/15/92**

Provide technical microbiology lab and administrative support for a veterinarian and field technicians promoting quality milk. Culture milk samples for isolation of mastitis causing organisms. Perform microscopic examination of stained films

or wet preparations. Identify mastitis organisms biochemically and serologically. Perform antibiotic sensitivity tests. Perform brucellosis card tests. Keep accurate records of procedures and results. Enter data into a computer. Clean and sterilize glassware. Maintain stock cultures, equipment and supplies. **Requirements:** BS degree or equivalent in microbiology. At least 2yrs. microbiology coursework and experience in diagnostic microbiology. Typing and strong communication skills. Basic knowledge of computer programs: WP 5.1 and Lotus. Ability to work with minimal supervision. Send cover letter and resume to Sam Weeks.

Technical Part-Time

Histotechnologist GR21 (T4303) Vet Anatomy-Statutory Minimum Full-time Equivalent: \$615.42 Posting Date: 10/29/92

Perform a wide range of histological, histochemical, and immunocytochemical procedures on paraffin, plastic, or frozen tissue sections. Maintain lab equipment and supplies. Review and evaluate new techniques, reagents, and equipment. Assist in the collection, preservation, and cataloging of specimens.

Requirements: BS degree or equivalent with ASCP certification. 2-4yrs. histological lab experience. Send cover letter and resume to Sam Weeks.

Technical Temporary

Temporary Laboratory Technician (T4704)

**Plant Breeding
Hiring Rate: \$8.40
Posting Date: 12/3/92**

Provide about 6 months technical assistance to a plant genetic lab project, mapping tomato genes. Perform molecular biology techniques. Propagate, isolate and ship plasmid clones. Maintain and ship yeast strains. Perform experiments with plant DNA. Keep records and perform data management.

Requirements: BS degree or equivalent in biology or microbiology field. 1yr. experience in recombinant DNA techniques. Send cover letter and resume to Sam Weeks.

Temporary Technician (T4208) Fruit and Vegetable Science-Statutory Posting Date: 10/22/92

Conduct chemical analysis of fruit products. Maintain lab facilities in a safe and orderly manner. Record and maintain research results. Perform library searches. 20-39hrs/week.

Requirements: BS degree or equivalent with coursework in organic chemistry. Experience in data collection and record keeping. Familiarity with libraries and library searches. Send cover letter and resume to Sam Weeks.

Service Research Technician (T4001) Entomology-Statutory Hiring Rate: \$7-9.00 Posting Date: 10/8/92

Provide technical support in a laboratory conducting studies in toxicology, molecular genetics, and receptor ligand interactions. Conduct biochemical assays on insects. Order supplies, general laboratory maintenance, data analysis, recordkeeping and library work.

Requirements: BS degree or equivalent in a biological science or relevant course experience. Master's degree or relevant job experience with biochemical assays strongly desired. Send cover letter and resume to Sam Weeks.

Office Professionals

Preservation Assistant GR18 (C4713,5) Preservation/Conservation-Endowed Minimum Biweekly Salary: \$542.89 Posting Date: 12/3/92

Perform book and paper conservation treatment on rare and unique books, pamphlets, manuscripts, and graphics in conjunction with a 3yr. U.S. Department of Education project to conserve the French Revolution Collection. Test paper acidity and determine treatment requirements for materials. Remove surface grease and soil from parchments bindings, and clean and dress all leather bindings. Construct drop-back boxes. Until 12/31/93.

Requirements: High school diploma or equivalent. A.A. degree or equivalent preferred. 1-2yrs. experience in conservation treatment. Good manual dexterity, attention to detail, and ability to categorize materials. Good interpersonal skills.

The Cornell Workplace

Mission of University Human Resource Services: "to advance the practice of human resource management in the Cornell workplace."

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

External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Receptionist/Front Desk Clerk GR18 (C4609)

Statler Hotel-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 12/3/92 Repost

Performs daily duties of the front office in a manner which conveys hospitality, efficiency and genuine interest in the hotel's guests. Duties include operating the computer and telephone switchboard; check guests in and out of the hotel; post guests and club account charges and payments; help with reservations for guests rooms; serve as and accurate information source for all guests. Flexible nights and week-ends.

Requirements: High school diploma or equivalent. Some college coursework preferred. Some accounting, switchboard and computer experience required. Minimum of 6 months rooms division experience preferred. Ability to deal with the public easily and cordially. Regular CU employees only. Send cover letter, resume, and employee transfer application to Esther Smith, Employment Services, East Hill Plaza #2.

Secretary GR18 (C4601)

CU Press-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 11/19/92

Prepare editors correspondence from disks and dictaphone tapes; keep detailed records on current manuscripts, file, and prepare materials for mailing; some telephone duties; prepare some legal documents.

Requirements: High school diploma or equivalent required. Some college coursework preferred. 1-2yrs. related office experience required. Ability to work independently in an extremely busy and often disrupted department. Heavy typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary GR18 (C4604)

Family Life Development Center-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 11/19/92

Provide administrative support to the FLDC administrative staff. Work with several project areas sponsored through state/federal funding grants; word processing of documents; program support functions and other support staff duties as requested. Monday-Friday 8-4:30. Appointment until 9/30/93-continuation contingent upon funding.

Requirements: High school diploma or equivalent. Some college coursework preferred. 1-2yrs. in an office setting. Knowledge of Macintosh and word processing. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Exhibit Assistant GR18 (C2608)

Media Services-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 10/29/92 Repost

Construction and design of exhibits, displays, and signage using a variety of tools, materials, and technologies.

Requirements: Associates degree in graphic design, fine arts, or related field preferred. 1-2yrs. related experience. Experience in design, layout, and typography. Applicant must be able to fabricate in wood metals, and plastics. Screen printing experience desirable. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Serial Records Assistant GR18 (C3502)

Mann library-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 10/22/92 Repost

Records receipt of serial publications and performs related serial maintenance activities. This includes searching the online system and recording holdings of serials, claiming unreceived issues, and ceasing or inactivating serial titles. Inputs new serial titles and orders. Assists the serials records specialist in processing titles received on the U.S. federal depository program. Sorts and distributes mail.

Requirements: High school diploma or equivalent. Associate's degree plus 1-2yrs. of previous library or record keeping experience preferred. Additional related experience may be substituted for formal degree. Ability to use effectively a micro-computer and some applications software. Strong organizational skills and ability to

prioritize. Good interpersonal and communication skills. Some foreign language skills desirable. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include and employee transfer application.

Administrative Aide GR19 (C4717)

University Development-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 12/3/92

Provide administrative and secretarial support for the office of Special Gifts. Schedule appointments; answer telephone; distribute mail. Assist in preparing and coordinating all correspondence for presidential letters. Assist in coordinating arrangements for campus visits program. Maintain reference materials.

Requirements: High school diploma or equivalent. Excellent secretarial, organizational and interpersonal skills. Very good typing skills. Pleasant telephone manner. Knowledge of Macintosh computer and dictation equipment. Ability to work with computer inquiry programs. Familiarity with making travel arrangements. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Receptionist/Secretary GR19 (C4701)

Law-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 12/3/92

Provide primary reception support for Legal Aid Clinic; screen prospective applicants for clinic services; prepare legal documents for student interns and attorneys; prepare course materials for legal aid course; interface with public and with clients in highly sensitive matters; facilitate a good rapport between clinic and clients.

Requirements: High school diploma or equivalent preferred. Some college coursework in secretarial sciences or equivalent experience preferred. 2-3yrs. secretarial experience in office environment. Superior interpersonal skills; skills in communication and active listening; sensitivity to people of diverse backgrounds; strict confidentiality; composure under pressure. Experience with PC's and word processing (WordPerfect preferred). Eligibility as a notary public. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Accounts Assistant GR19 (C4603)

Family Life Development Center-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 11/19/92

Maintain an accounting system for the Family Life Development Center which involves approximately 20 accounts, representing \$4 million annual budget. Monday-Friday, 8:00-4:30. Appointment until 9/30/93, continuation contingent upon funding.

Requirements: High school diploma or equivalent. Some college coursework in accounting preferred. 2yrs. related experience. Experience with statutory accounting system preferred. Macintosh spread sheets and data base knowledge. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Service, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR19 (C4606)

Veterinary Facilities and Services-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 11/19/92

Provide support for administrative operations in the office of Facilities and Services for the college of Veterinary Medicine. Serve as initial contact person. Screen incoming visitors, telephone calls and mail; handle correspondence; maintain appointment calendars; arrange meetings and travel; perform accounting responsibilities for office accounts. Other duties as assigned.

Requirements: High school diploma or equivalent. Some college coursework preferred. 2yrs. related experience. Strong organizational, interpersonal and communication (oral and written) skills essential. Computer experience. Ability to work independently and set priorities. Working knowledge of Cornell accounting/budgeting systems and procedures. Medium typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

Administrative Aide GR19 (C4502)

Biological Sciences-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 11/12/92

Provide administrative and secretarial support to staff of Cornell Institute for biology teachers and Hughes Scholars Program. Process accounting forms, organize and maintain program files and participant database; assist with arranging details of programs. 1yr. appointment, renewal contingent on funding.

Requirements: High school diploma or equivalent. Some college coursework preferred. 1-2yrs. related experience. Good computer skills (Macintosh), knowledge of MS Word, Excel, FileMaker Pro, Pagemaker. Familiarity with Cornell accounting procedures helpful. Attention to detail, able to prioritize many details in busy office. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary GR20 (C4710)

Plant Breeding and Biometry-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 12/3/92

Provide extensive administrative and secretarial support to the executive director, center director, and executive staff assistant of International Service for the Acquisition of Agri-Biotech Applications (ISAAA). Prepare complex reports; edit and finalize format of documents; compose correspondence; arrange travel; schedule appointments; assist in planning and coordination of events, and in budget preparation; develop/maintain computer database; answer phones and take messages; maintain telecommunications. Appointment as long as funding lasts.

Requirements: Associate's degree or equivalent. Minimum 3yrs. experience in office environment using PC's or macs. Excellent organizational, interpersonal and communications (written and oral) skills. Medium typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

Accounts Assistant GR20 (C4602)

Veterinary Library-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 11/19/92

Perform wide variety of accounting, financial management and other business functions. process invoices for payment. Bill departments/individuals for services. Manage cash and other income sources. Maintain budgeted accounts on computer based systems. Monitor account balances. Prepare various financial and statistical reports and analyses. Prepare payroll; maintain leave balances.

Requirements: AAS degree or equivalent. Coursework in accounting or business procedures desirable. Minimum 2-3yrs. experience in a business office with some accounting background. Excellent mathematical, analytical, organizational, communication and interpersonal skills. Knowledge LOTUS 1-2-3. Previous library experience helpful. Able to work independently. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C4408)

Agricultural and Biological Engineering-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 11/5/92

Assist professor in administering a large program in environmental quality/renewable fuel areas as the program goes through a substantial transition. Preparation of reports, papers, grant proposals; assist in organizing an off-campus (Game Farm Rd.) wet-chemistry biology laboratory; arrangement of meetings, travel schedules, etc. Appointment until 6/30/93, contingent upon funding.

Requirements: A.A.S. or equivalent. 2-3yrs. administrative/secretarial experience. High speed, accurate typing. Shorthand/transcription. Very good grammar, spelling, punctuation. Well-developed communication skills. Thorough knowledge of word processing (MAC). Ability to work independently. Heavy typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include an employee transfer application.

Telecommunicator GR21 (C4716)

Public Safety-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 12/3/92

Responsible for operating centrally located communications center for the department of public safety.

Requirements: College degree preferred with 2-3yrs. of related experience. Ability

to qualify for certification in NYS Police Information Network. Eye for detail essential, ability to handle highly confidential information with discretion. Strong communications skills (written and oral). Ability to work under pressure. Ability to pass a background investigation. Familiar with PC's and terminal computers desirable. Radio communication skills preferred. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR21 (C4705)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$615.42

Posting Date: 12/3/92

Responsible for providing detailed information to Vet Med Teaching Hospital clients regarding their financial obligation and assistance meeting that obligation.

Requirements: Associates degree or equivalent. Familiarity with computer helpful. Minimum 3yrs. work experience in an area of financial services for general public, preferably in the area of medical environment or lending institution. Proven experience dealing with the public and working with others under stressful situations. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR21 (C4702)

Residence Life-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 12/3/92

Manage residence hall service center operations relating to the academic year and summer programs in the west campus area of approximately 1,800 students. Supervise full-time and student staff in mail and service center. Provide administrative support for area staff as appropriate. **Requirements:** Associates degree or equivalent. Minimum 3yrs. service-oriented office experience required. Computer experience (Macintosh) required. Supervisory experience highly desirable. Applicants should have excellent interpersonal and organizational skills and should enjoy working with undergraduate students. Heavy typing. Regular CU employees only. Send employees transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

Administrative Aide GR21 (C4504)

Human Development and Family Studies-Statutory

Posting Date: 11/12/92

Provide administrative support for Cornell youth and work program. General administrative responsibilities including correspondence, accountability supervisor, publications, newsletter, and project development.

Requirements: Associate's degree or equivalent. 2-3yrs. related experience. Knowledge of WordPerfect 5.1. Ability to work independently and under pressure. Excellent organizational, interpersonal, and communication (written and oral) skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Collection Development Associate GR22 (C4503)

Albert R. Mann Library-Statutory

Minimum Biweekly Salary: \$641.92

Posting Date: 11/12/92

Under the direction of the head of collection development and preservation, manages a wide variety of procedures and workflows associated with the development of the library collection. Provides administrative, computer, and bibliographical support for librarians involved in building and evaluating the collections. Pre-selects print and electronic titles which fall within the subject scope of Mann library. Manages the handling and routing of selection sources. Conducts collection evaluation projects, complex searching, and problem-solving. Manages gifts and exchange program. Performs clerical/secretarial functions as needed.

Requirements: Bachelor's degree or equivalent required. Excellent organizational skills. 2yrs. of library or other information handling and analysis-related experience. Well developed microcomputer skills, and medium typing skills required. Demonstrated writing, analytical, and interpersonal skills essential. Ability to manage multiple tasks under pressure. Education in agriculture, biology, or human ecology highly desirable. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees

should include employee transfer application.

**Building Coordinator GR23 (C4714)
Administrative Operations-Endowed
Minimum Biweekly Salary: \$669.23
Posting Date: 12/3/92**

Function as the building coordinator for Annex, Olin and Kroch, and Uris libraries. Support the operations supervisor, CUL director of Facilities Planning and Project Coordinator in renovations and construction projects primarily for the above libraries. Acts as liaison between the libraries and maintenance and service operations through customer services.

Requirements: AA degree or equivalent combination of education and related work experience. 3-4yrs in building maintenance or construction. Able to interpret basic architectural, electrical and mechanical drawings. Strong organizational, interpersonal and communication skills are essential. Knowledge of Macintosh environment helpful. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Administrative Aide GR23 (C4707)
Finance and Business Services-Statutory
Minimum Biweekly Salary: \$669.23
Posting Date: 12/3/92**

Provide administrative support for the director and associate directors. Includes handling confidential correspondence, reports and charts. Prepares reports form accounting and financial statements. Makes travel arrangements, maintains the director's calendar, other duties as assigned.

Requirements: AAS in secretarial science or equivalent experience. 5yrs. in an executive setting. Must be proficient on the Macintosh using word, excel, and macdraw. Knowledge of accounting and statistical analysis is required. Must have well developed interpersonal, organizational and communication skills. Medium typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

Office Professionals Part-time

**Circulation/Reserve Assistant GR17 (C4608)
Circulation/Uris Library-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 11/19/92**

Assist in the daily reshelving of materials returned from circulation. Work at the security desk inspecting knapsacks, briefcases, etc. when security alarm sounds. Monday-Friday, (am hours), 20hrs/week. **Requirements:** High school diploma or the equivalent. Minimum 1yr. related experience. Ability to work well with a variety of people at a public services desk. Must be able to shelve and shift books. Must be exceptionally dependable. Good interpersonal skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Secretary GR18 (C4108)
Neurobiology and Behavior-Statutory
Minimum Full-time Equivalent: \$542.89
Posting Date: 10/15/92**

Computer-based text and graphics processing and editing; ordering supplies and maintaining inventories; coordinating and trouble shooting administrative procedures; extending support to co-workers and staff for a large biology course. High level of confidentiality: Student grades, generating exams and answers. 20hrs/4 days. **Requirements:** High school diploma or equivalent required. Some college coursework preferred. 1-2yrs. related experience. Experience with Macintosh computers and office-based software or aptitude to learn specific software programs. Heavy typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Accounts Assistant GR19 (C3707)
Human Development and Family Studies-Statutory
Minimum Full-time Equivalent: \$566.28
Posting Date: 9/17/92**

Process standard vouchers, purchase orders and interdepartmentals for busy academic department. Assist administrative supervisory with other accounting activities. Monday-Friday, 8am-12noon, 20hrs.

Requirements: High school diploma or equivalent required. Some college coursework preferred. 1-2yrs. previous Cornell accounting experience, or fund

accounting experience in other settings. IBM computer, WordPerfect 5.1 and Lotus. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include an employee transfer application.

**Senior Information Assistant GR20 (C4712)
Reference Department/Olin Library-Endowed
Minimum Full-time Equivalent: \$590.45
Posting Date: 12/3/92**

Staff busy information desk in the research library for social sciences and humanities. Provide a wide range of information and reference services. Assist library patrons, in person and on telephone, in using Cornell University library by providing information about the libraries organization and services. Perform complex bibliographic searches, answering government document questions and locating factual information. Refer users to appropriate resources or other staff for answers to subject queries; recommend and provide instruction in the use of manual and automated library files and resources. 20hrs/week, includes evenings and weekends.

Requirements: Associates degree or equivalent in social sciences or humanities. 2-3yrs. related experience. Excellent interpersonal and communication skills and ability to work calmly under pressure required. Experience in a research library, knowledge of bibliographic resources and teaching skills desirable. Knowledge of at least one foreign language. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C4407)
Physical Sciences Library-Endowed
Minimum Full-time Equivalent: \$590.45
Posting Date: 11/5/92**

Responsible for the security, maintenance, and provision of all services of the Physical Sciences Library during evening hours (occasional weekends) usually without the presence of any regular library staff. Also responsible for the provision of the table of contents and photocopy services. Assist in the training and scheduling of student staff. Monday-Thursday 6pm-12midnight.

Requirements: Associates degree or equivalent required with coursework in the physical sciences desired. 2-3yrs. related experience. Must be able to work effectively in a changing environment with interruptions. Demonstrated ability to act responsibly and with good judgement when interpreting and enforcing policies. Demonstrated reliability essential. Ability to work effectively with all levels of the academic community. Familiarity with computers. Previous experience in library public services desired. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Information Specialist GR22 (C4711)
Physical Sciences Library-Endowed
Minimum Biweekly Salary: \$641.92
Posting Date: 12/3/92**

Responsible for evening and weekend information, instruction, and reference service. Answer questions, provide direction, teach the use of tools and perform online literature searches for verification as well as fee-based subject searches. Oversee and direct the work of student employees and the night supervisor. 25hrs./week.

Requirements: Bachelor's degree or equivalent required. Major subject specialization in the physical sciences, including graduate work, strongly desired. Formal training and experience in database searching desired. Must be able to work effectively both in a changing environment and with constant interruptions. Demonstrated ability to communicate effectively with the public. Demonstrated reliability essential. Ability to work effectively with all levels of the academic community required. Previous experience in library public services desired. Must have strong organizational and communications skills. 1-2yrs. previous public library experience desired. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Professionals Part-time Temporary

**Temporary Interviewer (S4601)
Nutritional Sciences-Statutory
Posting Date: 11/19/92**

Assist faculty member in the conduct of a

research project that involves interviews with pregnant women in their homes; recruit subjects; conduct interviews; ensure accuracy of transcribed tapes; enter codes in computer. 24hrs/week, to be arranged, up to 6 months. **Requirements:** masters degree or equivalent in related field. Experience in interviewing (qualitative) preferred. Strong interpersonal, communication (written and verbal) and organizational skills required. Attention to detail. Prior computer experience preferred. Send cover letter and resume to Karen Raponi, Employment Services, East Hill Plaza #2.

Office Professionals Off-Campus

**Administrative Aide GR19 (C4706)
ILR Extension and Public Service Rochester -Statutory
Minimum Biweekly Salary: \$566.28
Posting Date 12/3/92**

Provide broad range of administrative/secretarial services for noncredit extension programs. Primary responsibilities include preparation of program materials, conference and program registration and program scheduling. Act as receptionist for the office.

Requirements: High School diploma or equivalent required. College course work in business/secretarial studies preferred. 2-3 yrs. secretarial experience preferred. Demonstrated proficiency in Macintosh Word 5.0 and Excel. Ability to work independently and under pressure. Excellent interpersonal and communication skills. Medium typing. This is a smoke free environment. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include an employee transfer application.

General Service

Custodian SO02 (G2601, G2603, G2605, G2606)

**Building Care-Endowed, Full-time
Hiring Rate: \$6.55**

Posting Date: 12/3/92

Provide general custodial care of buildings and grounds in immediate vicinity of assigned area.

Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb an 6 foot ladder. Hours: Monday-Thursday 6:00am-2:30pm, Friday 6:00am-1:30pm. Regular Cornell employees only. Send employee transfer application to Esther Smith, Employment Services, East Hill Plaza #2.

Custodian SO02 (G4701,2,3,4)

Residence Life-Endowed

Hiring Rate: \$6.90

Posting Date: 12/3/92

Responsible for maintaining cleanliness for the area to which he/she is assigned. 39hrs. Saturday-Wednesday.

Requirements: Basic reading and writing skills. Able to lift 50lbs., operate necessary power equipment. Able to climb 8' ladder. Must be able to communicate with students. Regular CU employees only. Send employee transfer applications to Esther Smith, Employment Services, East Hill Plaza #2.

General Service

Dairy Worker SO05 (B4701)

Animal Science-Statutory

Hiring Rate: \$7.88

Posting Date: 12/3/92

Under general supervision, mix feed rations for 700-800 experimental cows and heifers, monitoring amounts of rations and operates and maintains computerized feed mixing equipment. Some weekends and holidays.

Requirements: High school diploma or equivalent. Class 5 NYS drivers license. 3-5yrs. related experience, able to lift 100#, Pre-employment physical required. Send application materials to Cynthia Smithbower.

Dairy Worker SO06 (B4601)

Animal Science-Statutory

Hiring Rate: \$8.26

Posting Date: 11/19/92

Under general supervision, care for and attend to heifer rearing, dry cow handling, and maternity activities. Attend to aggressive reproduction program. Act as lead person in absence of supervisor. Some weekends.

Requirements: High school diploma or equivalent. NYS drivers license. 3-5yrs. directly related experience. Ability to lift 100lbs. Pre-employment physical required. Send application materials to Cynthia Smithbower.

Academic

Reference Librarian

**Martin P. Catherwood Library, Cornell School of Industrial and Labor Relations
Minimum Beginning Salary: \$24,200**

Applications are requested by December 31

Posting Date: 11/12/92

Provides information services including advanced electronic delivery of information as well as more traditional research library services to students, faculty, visiting scholars, and clients of a fee-based information service. Participates in all aspects of the reference departments service program. Includes: providing in-depth reference assistance using specialized reference sources; assisting library users with CD-ROM and online services such as LEXIS and HRIN; providing mediated online searches on a variety of databases; participation in instructional activities including classroom instruction and workshops; creating instructional materials and developing printed guides, bibliographies and multimedia instruction programs; participating in reference collection development; and supervision and training of student information assistants.

Requirements: Masters degree or equivalent graduate degree in librarianship. Preferred academic background in the social sciences and one or two yrs. experience providing reference service and instruction in an academic library. Knowledge and experience with a variety of electronic information resources. Demonstrated interest or experience in developing innovative uses of educational technology in a library setting. Excellent written and oral communications and interpersonal skills, and strong demonstrated service orientation. Send cover letter, resume and the names, addresses, and phone numbers of three references to Ann Dyckman, Director of Cornell University Human Resources, 201 Olin Library, Cornell University, Ithaca, NY 14853.

WorkPlace

Sharing human resource perspectives

Produced by University Human Resource Services

Appreciating the Totality of Who We Are

Dear Colleagues:

Greetings!

So, you would like to know what happened to those two case studies, Mr. Trail and Ms. Liart, that I talked about in my last "Reflections"? Remember? Mr. Trail was the white, middle-aged male considering moving from a cosmopolitan, diversified, East-coast institution to the University of Aloha, a rural, traditionally black institution in the southwest. Both he and his wife (who also works) have aging parents, also living on the East Coast, and two children, one of whom has medical problems. Ms. Liart was promoted to a middle-manager position which, because of the extra time it required of her, began to create stresses in her home-life. Married for the second time to an alcoholic, Ms. Liart came from a family background of abuse and alcoholism; both her children and her husband resented the fact that her energies were no longer solely focused on them and covertly undermined the work successes she had achieved.

Ms. Liart was actually a person I knew before I came to Cornell and who gave me permission to use her life as a case study. The end of her story, from her perspective, was a happy one. It is one that also took years of hard work and determination on her part and the commitment and support of her co-workers and others. For much of the time I knew her, Ms. Liart worked very closely with a social worker from her workplace, discussing her situation and developing strategies to bring some of the issues to resolution. She also had the moral support of her colleagues and supervisor to help give her self-confidence when she became discouraged or filled with self-doubt.

With the social worker's encouragement and connections, Ms. Liart received counselling on how to live with an alcoholic. She was able to convince her husband to seek rehabilitation. Unfortunately, her husband's resolve to quit drinking did not endure, and he returned to his abusive ways. Eventually Ms. Liart divorced him. She is currently married to a nonalcoholic, nonabusive man, and her children have gone to college, where they are succeeding. For Ms. Liart the cycle of victimization and alcoholism that pervaded her family history for so many years has been broken.

Mr. Trail's story is not the unique story of one individual, but a composite of many individual stories of people I have known who have relocated. Obviously, with my and my husband Ted having recently moved to Cornell ourselves, and with the appointment of two new directors in University Human Resource Services, Joanne Kaplan, director of Human Resource Relations and Development, and Patricia Hutton, director of Employment Services, the issues of relocation are fresh in my own mind.

employment services, the EAP counselor, and someone from human resource relations and development so that, together with Mr. Trail and his supervisor, they could develop a strategy for Mr. Trail's and his family's relocation.

The benefits services person could speak to the benefits that would be relevant to Mr. Trail's dependents; the employment services person might suggest some of the career opportunities Mrs. Trail might wish to pursue as well as provide a realistic appraisal of how likely it

though Mr. Trail has a number of seemingly disparate situations to deal with—his children, his wife, his parents and in-laws, his supervisors, his colleagues, and his staff—all of these are related by one common theme: they all came to the fore by a particular *change* in Mr. Trail's life—his relocation.

Remember the analogy of the mobile? Any system—family, organizational, societal—can be compared to a mobile, hanging in the balance. A change in one part of the mobile, the system, sets in motion forces and counterforces—creates changes—in all the other parts of the system, until either the status quo is restored or a new balance (and therefore a new system) is found. Real solutions will not be found, then, in "tweaking" one part of the system or another, but in looking at the entire system as it seeks its new balance. It is the connections, the relationships, between the parts that need to be examined.

Models from New Science

I have recently read a book by Margaret Wheatley, *Leadership and the New Science: Learning about Organization from an Orderly Universe* (San Francisco: Berrett-Koehler Publishing, 1992), that examines quantum physics and chaos theory, and the insight that both can bring to organizations and change. For many years, she says, organizations have modelled themselves on the 17th century Newtonian model of the machine: "We manage by separating things into parts, we believe that influence occurs as a direct result of force exerted from one person to another, we engage in complex planning for a world that we keep expecting to be predictable, and we search continually for better models of objectively perceiving the world" (p.6). In this mechanistic world, Wheatley notes, "responsibilities have been organized into functions. People have been organized into roles. Page after page of organizational charts depict the workings of the machine: the number of pieces, what fits where, who the big pieces are. . . . Knowledge was broken into disciplines and subjects, engineering became a prized science, and people were fragmented—counseled to use different 'parts' of themselves in different settings" (p.27).

The more recent changes in science provide new ways of thinking about the world and its organizations, (continued on p. 2)

REFLECTIONS On The Horizon



might be that she could find employment in the area; the human resource relations and development person might talk with Mr. Trail and his supervisor about some of the conflicts that could arise either in their own relationship or in that of Mr. Trail, his co-workers and staff; and the EAP counsellor might provide Mr. Trail with an avenue for voicing his own doubts, questions, and uncertainties as well as help with eldercare issues.

Systems in the Balance

A systematic, connected approach such as this does at least three things. First, the very fact that the situation can be looked at systematically makes it more manageable. Otherwise, with so many inter-related conflicts clamouring for attention at once, it would be easy for Mr. Trail to be mentally bounced from one conflict to the next without ever coming to resolution. Second, by coordinating and focusing staff and community efforts and expertise, these efforts will reinforce rather than duplicate each other. At the same time, Mr. Trail will not feel that he is being shuttled from one office to the next in what seems to be an endless "run-around." And third,

Here again, as in the case of Ms. Liart, an integrated, coordinated "case-management" approach can provide solutions. Let's suppose, for instance, that Mr. Trail's supervisor was to approach the University of Aloha's human resource office with the issues she sees as troublesome. And suppose that someone from that office was specifically involved in providing relocation services. That person could: 1) meet with Mr. Trail, even before he moved, to provide him with an overview of and information about campus, the surrounding community, and the school and career opportunities that are (or are not) available, and 2) gather together someone from the benefits services office, someone from

Appreciating

(continued from p. 1)

however: "In new science, the underlying currents are a movement toward holism, toward understanding the system as a system and giving primary value to the relationships that exist among seemingly discrete parts" (p.9).

Wheatley then shows how these developments in scientific thinking are related to the recent developments in the field of management theory. I quote her at length because I think her observations are particularly relevant to the themes we have been discussing over the past several months:

More and more studies focus on followership, empowerment, and leader accessibility. And ethical and moral questions are no longer fuzzy religious concepts but key elements in our relationships with staff, suppliers, and stakeholders. If the physics of our universe is revealing the primacy of relationships, is it any wonder that we are beginning to reconfigure our ideas about management in relational terms?

In motivation theory, our attention is shifting from the enticement of external rewards to the intrinsic motivators that spring from the work itself. We are refocusing

on the deep longings we have for community, meaning, dignity, and love in our organizational lives. We are beginning to look at the strong emotions that are part of being human rather than segmenting ourselves (love is for home, discipline is for work) or believing that we can confine workers into narrow roles, as though they were cogs in the machinery of production. As we let go of the machine models of work, we begin to step back and see ourselves in new ways, to appreciate our wholeness, and to design organizations that honor and make use of the totality of who we are (p.12).

A Holistic Approach Based on Principles

The "primacy of relationships" is quite clear in the cases of Mr. Trail and Ms. Liart, both of whom need to resolve their interpersonal relationships at work and at home. Note, however, that in both cases the crises that aggravated their interpersonal tensions were external, work-related changes: one caused by relocation and a new job, the other by a promotion and new responsibilities. In both cases all of the personal relationships and dynamics are part of a coherent system that had been thrown "off-balance" by the external change.

Ms. Liart was fortunate to have a supervisor and colleagues who saw "the totality" of who she was, and who worked with her as she strove to realize that totality. Likewise, a systemic approach to Mr. Trail's situation could help him shape his work and family relationships and the dynamics of the new situation.

But designing organizations or systems "that honor and make use of the totality of who we are," involves reframing some of the very ways we are used to getting things done. Because each of us as an individual is unique, with our own work and family systems, and each department is unique, with its own systems, what works for one will not necessarily work for another. The organizational approach to Mr. Trail's situation, for instance, is different from that taken for Ms. Liart. Therefore, Wheatley notes, looking at systems holistically shifts the emphasis from rigid control of the individual parts to discovering that "order and conformity and shape are created not by complex controls, but by the presence of a few guiding formulae or principles" (p.11).

Cornell's new work and family policy, discussed in the article below, is written based on this holistic approach to systems. It purposely sets forth the principles and values that should guide work and family issues rather than outlining specific

procedures. It acknowledges both the changing systems and needs of each individual's work and family relationships, and the changing systems and needs of the organization. As together we in the Cornell community continue to explore the interdependence of these systems, the policy may be further refined.

Charles Handy, in *The Age of Unreason* (Boston: Harvard Business School Press, 1989), notes our move as a society from the industrial to the information age and says that "organizations therefore need, consciously, to become learning organizations, places where change is an opportunity, where people grow while they work" (p. 211-12). In this learning environment, "the organization is full of colleagues and colearners; its thinking skill becomes its most precious resource and the challenge of keeping that skill upgraded the major task of the organization" (p. 149). In a learning organization, he says, individuals can be governed by consent and not by command: "a collegiate culture of colleagues and a shared understanding is the only way to make things happen" (p. 143).

It is in this vision of shared understanding that I ask you to reflect upon the holistic approach to work and family systems embodied in the policy below.

Policy Statement on Work and Family Life Developed

In the spring of 1988, Senior Vice President James E. Morley, Jr. created the Task Force on Working Families. The task force was given four objectives:

1. Define "family care" as it relates to the Cornell community.
2. Explore and identify the needs of staff responsible for the care of others as that responsibility impacts their employment at Cornell.
3. Review existing policies and resources within the community relevant to family care and assess their effectiveness in responding to the needs of staff.
4. Recommend changes to existing policies and practices that will help staff balance home and employment responsibilities. This will include suggestions on ways to sensitize other members of the Cornell community to the needs of staff with family care responsibilities.

Those who have been reading *The Cornell Workplace* for the past several weeks know that substantive progress has been made on the second and third of these objectives. *The Work and Family Survey* was created to identify the needs of staff responsible for the care of others as that responsibility impacts their employment at Cornell, and helped the university assess the utilization of current resources within the community. Results of this survey were published last week. *The Work and Family Matrix of Policies, Programs, and Practices at Cornell University:*

Life Course Needs and Cornell Responses was created as part of a review of existing policies relevant to family care, and it was published on November 19, 1992.

In carrying out its objectives, the Task Force for Working Families made a series of recommendations to the university. One of its central recommendations was the creation of a policy statement affirming the university's commitment to working families: "it is our belief that without this commitment from the administration, support for working families will not materialize," the task force noted in its report of February 6, 1990.

Toward this end, the following policy statement on Work and Family Life has been adopted:

"Cornell University is committed to policies, practices, and programs supportive of the members of its diverse community as they traverse the interlocking worlds of work and family. The university encourages, at all levels, an environment which is supportive of and sensitive to the needs and mutual dependence of the workplace and working families."

The university's statement of purpose, or reason for this policy, has also been articulated: **"As society undergoes unprecedented change, so does the American family and the workplace. Although many of the solutions to change in the work and family connection rest within a**

larger societal context, the university is seeking to understand and address several dimensions of this evolving issue." The Work and Family Life Policy has been reviewed and well received by many different groups and individuals across campus.

"Having a formal statement that articulates the significance Cornell places on the work and family interdependencies is a major step forward in our addressing these issues," says Marilee Bell, director of Work and Family Services. "It creates a unifying context for the many family-friendly policies and practices that are currently in place, and provides a systematic approach to the issues that arise around work and family responsibilities. When we try to keep our work and family lives in separate worlds, we may create unnecessary tensions that distract us and keep us from working well, either at home or at work. Sometimes with just minor modifications in our lives we can resolve those tensions, freeing up mental time to devote more fully to both our work and our family concerns."

A number of other recommendations made by the Task Force for Working Families have been implemented over the past two-and-one-half years, including:

- establishing a central administrative position to deal with work and family issues. Marilee B. Bell, director of Work and Family Services, fills that position.

- establishing an Advisory Committee on Working Family Issues. This committee has been meeting since April of 1991 and is comprised of sub-committees focusing on benefits, family member care, and human resource relations and development.
- adding well-baby care to the endowed health care program.
- expanding the university's relationship with the Tompkins County Day Care and Child Development Council and the Office of the Aging.
- expanding the opportunities for summer programs. Last summer the Family Member Care group worked with area programs to expand summer camp hours.
- expanding Cornell's communication and education efforts to faculty and staff, including offering courses, workshops and support groups about work and family issues.
- considering the impact of transportation and parking policies on working families. The Carepool Project, created through the efforts of the Office of Transportation, Work and Family Services, and the College of Human Ecology, was piloted in the spring of 1992 to help working families coordinate their transportation and day care needs.

Other recommendations, such as those promoting the use of flextime, flexplace and other alternative work

(continued on p. 3)

Work & Family

(continued from p. 2)

scheduling arrangements, are currently encouraged by the university. These arrangements are dependent upon the needs of individual departments or units, and interest in them is growing as departments consider cost-efficient ways of restructuring the work environment. The results of the Work and Family Survey point to the appropriateness of considering alternative work schedules in departmental planning.

Marilee Bell points out that the new policy on Work and Family Life, presenting principles and values rather than specific procedures and regulations, gives room for resolving individual situations as well as providing an integrated approach to work and family issues: "The policy provides a foundation for our efforts in the future to further examine Cornell's existing policies for their family-friendliness, to modify some policies to better address the changing needs of the organization and the workforce, and to create new policies and procedures as needed to further promote a family-friendly work environment," she notes.



THE Bulletin Board

Benefit Choices Period Extended

Statutory health insurance enrollees will have until December 24, 1992 to change insurance options for 1993. During Benefit Choices you can elect to change from the Empire Plan to a Health Maintenance Organization (HMO) or change from an HMO to the Empire Plan. You may also change from one HMO to another HMO. (You can only join HMOs that serve your area and belong to the New York State Health Insurance Program.) If you wish to remain with the health coverage you presently have, no action is required by you.

To change options you must fill out and file appropriate form(s) with the Statutory Benefits Office by December 24, 1992. For additional information, contact Nancy Zinzola at 255-7995.

1993 Empire Employee Contribution Rates

New 1993 employee contribution rates for the Empire Plan have just been announced. Biweekly employee contribution for Individual Coverage is \$8.37 and \$34.13 for family coverage.

Beginning January 1, 1993 the deductible for the Empire Plan will

increase to \$188 per enrollee, \$188 per spouse, and \$188 per all dependent children combined.

The Out-of-Pocket Maximum (the portion of eligible expenses an employee must pay after the deductible has been met) will remain \$776 per person or family for the calendar year.

Health insurance contributions for 1993 will be reflected in statutory exempt paychecks distributed on December 22, 1992 and nonexempt paychecks distributed on December 23, 1992.

Back by Popular Demand

Beth I. Warren, associate vice president for human resources, will be presenting Part 2 of "The Future of the Cornell University Employee," on Thursday, December 17, 1992, in the Biotechnology Seminar Room, 12:00 noon-1:15 p.m. This informal discussion with staff and faculty is part of a brown bag luncheon series sponsored by Judy VanDermark, employee-elected trustee.

Deadline for Updating W-2 Addresses

The deadline for updating W-2 addresses is 12/18/92. To update your address, contact Records Administration at 255-6883 or contact your department.

Caregivers Support Group

Do you care for—or care about—an older person in your life? If so, you should know about a support group on campus for you. The Caregivers Support Group meets on the 2nd Monday of each month in 163 Day Hall from 12 noon until 1:00.

Select Benefits Claims Schedule 1992

The last cut-off date for remitting claims for reimbursement under the Select Benefits program is December 17, 1992. Please note that this is an early deadline due to the winter holiday.

Your claim form with supporting information must be received by either the endowed or statutory benefits office no later than Thursday, December 17, 1992. Reimbursement checks for claims received by the cut-off date will be mailed on Wednesday, January 6, 1993. Reimbursement for claims received after this date will be delayed until the next two week cycle is completed.

Although this is the last scheduled cut-off date for the 1992 plan year, all participants have until March 31, 1993, to file claims for expenses incurred between January 1 and December 31, 1992.

Winter Holiday

Friday, December 25, 1992 through Friday, January 1, 1993 (six working days).

CAREER Opportunities

Employment 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.
- Employment 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.
- Career Opportunities can be found on CUINFO

Please note the following different procedures for each category of positions:

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

Professional

Hotel Programmer/Analyst (PT4504) Level 34
Statler Hotel-Endowed
Posting Date: 11/12/92
Design, develop, modify, maintain, analyze, and document application software in support of the major hotel systems. Serve as primary programming consultant. Coordinate hotel's networking with IBM project members. Investigate and evaluate outside hardware. Flexible nights and weekends.
Requirements: Bachelor's degree or

equivalent combination of education and experience. 3-5yrs. computer system and programming experience. Extensive micro through mainframe knowledge including experience in the design of major systems. Knowledge of commonly used programming languages such as Cobol, P1/1, and Natural as well as more technical languages such as Basic and Assembler; Knowledge of hotel systems highly desirable. Send cover letter and resume to Sam Weeks.

Systems Programmer/Analyst III (PT3803) Level 34
Computer Science-Endowed
Posting Date: 9/24/92

Maintain, install, integrate and create computer programs in the computing facility of the design research institute. Install new systems and applications from commercial and public domain sources on sun workstations. Design, implement and document user interfaces using x-window systems. Provide consulting and support.

Requirements: BS or equivalent in computer science, mathematics, or equivalent combination of education and experience. 2-3yrs. experience with common LISP, writing C programs on UNIX and X-window system. Familiarity with Emacs text editor; GNU Emacs LISP; and user interface design and

modification. Send cover letter and resume to Sam Weeks.

Applications Programmer/Analyst II (PT4805) Level 33
JGSM-Endowed
Posting Date: 12/10/92

Provide technical consulting, database maintenance, programming, systems design, and project supervision for data-intensive research. Supervise the CU price/volume database project (CUPV). Supervise and maintain a library of over thirty large databases used in financial accounting and marketing research. Provide technical consulting to researchers on the access and use of data files in the

library. Develop and support easy access program routines for facilitate data access. Write research computing systems and user documentation.

Requirements: BS degree in math or computer science or equivalent programming experience with some formal coursework. 2-4yrs. relevant work experience. Experience with VAX and IBM mainframe processing. Knowledge of VMS, VM/CMS, MVS, SAS, FORTRAN, and tape handling. Large data file handling and familiarity with Cornell computing practices and procedures desirable. Send cover letter and resume to Sam Weeks.

Programmer/Analyst II (PT4507) Level 33

Human Resource Information Systems/Records-Endowed

Posting Date: 11/12/92

Under general supervision, design, develop, and maintain software in support of University Human Resource Services. Position will be for approximately 18 months.

Requirements: Bachelor's degree or equivalent with computer related coursework required. Minimum of 1-2yrs. of related experience. Knowledge of applications for interactive administrative systems, database management systems, and desktop and department level hardware systems required. Experience with microcomputer systems (specifically Macintosh) essential. Experience with IBM mainframe systems, databases (specifically ADABAS), and microcomputer interfaces preferred. Knowledge of at least two languages or applications development systems-ADABAS/Natural, SAS, 4th Dimension. Demonstrated working knowledge of word processing, spreadsheets, database packages and other microcomputer software tools (Macintosh). Familiarity with human resources and benefits administration systems desirable. Send cover letter and resume to Sam Weeks.

Systems Programmer/Analyst II (PT4501) Level 33

Computer Science-Endowed

Posting Date: 11/12/92

Provide critical technical support to 300 faculty, grad students, researchers and staff using a large, complex and rapidly changing research facility. Assist in maintaining, installing, integrating and programming computer systems. Provide systems programming support for UNIX-based workstation and server systems. Assist in the installation and upgrade of operating systems and commercial software. Respond to software, hardware and network emergencies. Provide software support for administrative MAC systems.

Requirements: BS degree or equivalent in mathematics or computer science. 1-2yrs. with systems administration and programming (UNIX) on large, networked multi-vendor computer systems. Must have good planning and organizational skill. Experience with networks and distributed computer (TCP/IP, Ethernet, NFS and/or NIS) is highly desirable. Mac systems and software experience also desirable. Send cover letter and resume to Sam Weeks.

Technical Consultant I (PT4806) Level 32

JGSM-Endowed

Posting Date: 12/10/92

Provide direct support to the users of JGSM computers via the delivery of both technical and policy/procedural information in academic and administrative areas. Provide support via help stations, individual contacts, and group training. Resolve technical hardware and software problems. Provide follow-up client contact to ensure satisfactory resolution. Assist in the management and training of the student lab consultant program.

Requirements: BS degree or equivalent. Completed coursework in applications technologies (business, math, computer science, education, social sciences) preferred. 2yrs. of office experience with customer service and office automation systems. Outstanding oral/written communication skills. Strong interpersonal and organizational skills. Demonstrated general knowledge of a wide range of hardware, operating systems (VAX/VMS, DOS, MAC/OS) and software (word processing, database management, spreadsheets, programming languages, editors, desktop publishing, and communications). Experience in computer training, consulting, documentation and accounts. Must be service orientated. Send cover letter and resume to Sam Weeks.

Benefits Consultant (PA4807) HRII University Human Resource Services-Endowed

Posting Date: 12/10/92

Responsible for assuring program compliance with legal and regulatory requirements, departmental operation (with a strong emphasis on service-related components) and benefits communications. Primary responsibilities include supervision and management of the Client Services Team, development and coordination of all benefits communications (in conjunction with other benefits consultants, director of benefits and director of communications), development and maintenance of procedure/administrative manual and assurance that all program materials/procedures/filings comply with legal and regulatory requirements. As part of the management team, this position provides a leadership role to the Client Services team and assists with the development of benefits programming and policy.

Requirements: Bachelor's degree or equivalent required. Master's and/or CEBS coursework preferred. Technical expertise in employee benefits essential. 3-5yrs. experience with employee benefits with 2yrs. in a managerial or administrative capacity. Strong supervisory skills with ability to participate and lead team-based management efforts. Excellent written and verbal communication skills. Good working knowledge of computer systems. Send cover letter and resume to Cynthia Smithbower.

Director of Corporate Relations (PA4803) HRII JGSM-Endowed

Posting Date: 12/10/92

Plant, develop, and implement the Johnson Graduate School of Management fund-raising program to obtain support from corporate sources by directing specific fund-raising program to obtain support from corporate sources by directing specific fund-raising campaigns. Develop and plan events to enhance corporate and alumni relations. Maintain a close working relationship

with the assistant dean and dean of the school and with the university director of Corporate Development.

Requirements: M.B.A. degree or equivalent required. 5yrs. fund-raising experience required. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Business Operations (PA4706) HRII Johnson Museum-Endowed

Posting Date: 12/3/92

Serve as the chief financial officer at the museum responsible for the fiscal management of the unit, working directly with the museum director, the vice president of academic programs, and the budget office. Develop and manage an annual operating budget of nearly 2 million dollars; manage the business office and develop income-producing programs; develop long-term financial strategy; manage the budget and application process for federal, state, and private grants. Supervise administrator responsible for personnel and facilities management.

Requirements: Bachelors degree in business, finances, or administration required. 4-5yrs. of experience in directing a business office, including experience in accounting, budgeting, financial strategy, and grant applications. Supervisory experience required and personnel management experience highly preferred. Send cover letter and resume to Cynthia Smithbower.

Senior Systems Analyst (PT4311) HRII Albert R. Mann Library-Statutory

Posting Date: 10/29/92

Work with a team to develop innovative solutions in the creation of the Electronic Library. Provide consultative support and programming expertise. Provide training for information professionals, library staff, and other technicians in the specification, design, implementation, and support of computing systems for desktop delivery of scholarly information. Assist research teams with consulting support while they explore the frontiers of electronic delivery systems.

Requirements: BS degree or equivalent with computer related courses. 5-7yrs. related experience. A minimum of 2yrs. experience with local area networks and telecommunications software. An in-depth knowledge of the UNIX operating system and C programming and shell-scripting. Experience supporting software development. Experience with computer systems management, network management and multi-user systems highly desirable. Send cover letter and resume to Sam Weeks.

Residence Hall Director (PA4806) HRI Residence Life-Endowed

Posting Date: 12/10/92

Twelve-month live-in position. Overall administrative and programmatic responsibility for a residential complex of 500 students and supervision of 14 Resident Advisory, a Programming Assistant and a Fitness Center Manager. Strong emphasis on student interaction, working with faculty and university administration.

Requirements: Master's degree or equivalent in student development or personnel administration, counseling or related field strongly preferred. Previous Residence Life and supervisory experience preferred. Desire to work in a collegial atmosphere, to be actively engaged with students, faculty and university staff. Strong organizational skills are essential. Send cover letter and resume to Cynthia Smithbower.

Program Manager for Administrative Services (PA4805) HRI

Family Life Development Center-Statutory

Posting Date: 12/10/92

Develop and maintain management and administrative structure for the Child Protective Services Training Institute. Implement policies, write sections of proposal, act as liaison with NYSDSS; provide back up support for Project Director and Program Managers; assist program managers with training courses and curriculum development. Appointment until 9/30/93.

Requirements: Master's degree or equivalent preferred in human services administration or related field. 5yrs. minimum experience in progressive man-

agement. Training in family/children programs, child welfare services. Knowledge of Cornell policies/procedures preferred. Experience in implementing state/federal contracts. Send cover letter and resume to Cynthia Smithbower.

Fiscal Officer (PA4804) HRI Computer Sciences-Endowed

Posting Date: 12/10/92

Manage the fiscal operation in a 200 member computer science department with an academic budget of \$3m and an annual research volume of \$5m under general direction from the Director of Administration. Develop, implement and revise policies and procedures for all accounting functions as required.

Requirements: Bachelor's degree or equivalent combination of education and experience. Minimum 3yrs. financial analysis/management experience, preferably in an academic setting. Experience and aptitude with microcomputers and software for institutional analysis and database management systems. Familiarity with university and federal sponsor financial and reporting guidelines. Excellent communication, interpersonal and problem solving skills; ability to prioritize and work effectively with diverse groups. Demonstrated experience in planning, organizing and implementing new initiatives. Send cover letter and resume to Cynthia Smithbower.

MIS System Programmer (PT4204) HRI ILR-Resident Division-Statutory

Posting Date: 10/22/92

Work on special administrative information projects. Analyze function and performance requirements. Write and maintain special applications programs, document programs and train staff to use programs as necessary. Diagnose and fix problems with applications programs and procedures. General consulting, problem solving, trouble shooting and referral for administrative users. Advise and assist users in feasibility and design of computer projects. Develop skills and experience in programming and operating environments.

Requirements: Bachelor's degree or equivalent experience and 2-3yrs. experience writing administrative applications. Extensive experience using IBM PC'S or compatibles, Macintoshes and UNIX operating systems. Extensive experience using LOTUS, DBASE and other spreadsheet and database management systems. Expert knowledge of database concepts and systems such as ADABAS, SQL, Informix, Oracle and object oriented programming. Ability to handle sensitive and confidential data. Send cover letter and resume to Sam Weeks.

Development Assistant (PA4802) HRI University Development-Endowed

Posting Date: 12/10/92

Provide support to the director and associate and assistant directors of special gifts, to identify, cultivate, solicit, and manage stewardship responsibilities for prospects capable of making special gifts (100k-\$1m). Oversee complicated mailings for events, committee meetings, and solicitations, including mailings for the parents/graduate alumni direct mail program. Assist with identifying new special gifts prospects and completing initial prospect research for new prospects. Prepare reports as needed for the director/associate directors. Assist with campus visits as needed, as well as other routine activities and special projects of the Special Gifts office as a whole. Assist prospect managers with the preparation of briefings and solicitation materials for senior staff and committee volunteers. Assist prospect managers with the planning and implementation of special events. Assist with stewardship of special gifts prospects. Work with gift records to resolve discrepancies and problems with donor gift histories.

Requirements: Bachelor's degree or equivalent required. 1yr. related experience. Send cover letter and resume to Cynthia Smithbower.

Development Assistant (PA4705) HRI Public Affairs/Arts and Sciences-Endowed

Posting Date: 12/3/92

Serve as leadership gifts coordinator of regionally based volunteer effort soliciting gifts from 25k to 100k. Support a network of 75 volunteers through per-

The Cornell Workplace

Mission of University Human Resource Services: "to advance the practice of human resource management in the Cornell workplace."

EDITOR: Nancy Doolittle, 255-3541 PRODUCTION: Cheryl Bishop, 255-6890
PHOTOGRAPHY: University Photography

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sonal and telephone contact to facilitate assignment process and solicitations. Maintain database of volunteers and prospects at the leadership gift level. Produce reports for staff and volunteers summarizing regional activity and overall status of program.

Requirements: Bachelors degree or equivalent in experience required. Minimum 3yrs. related experience. Knowledge of Macintosh required. Knowledge of Word, Filemaker Pro and Excel preferred. Send cover letter and resume to Cynthia Smithbower.

Editorial Associate (PT4611) HRI Chemistry-Endowed

Posting Date: 11/19/92

Perform administrative duties relating to the content of the international journal "Accounts of Chemical Research". Coordinate, monitor, and maintain a timely manuscript flow from solicitation, to peer review, and final publication. Check manuscripts for adherence to policies. Communicate with authors, reviewers, editorial staff and publisher. Prepare surveys and reports.

Requirements: BS or equivalent in chemistry, MS desirable. Familiarity with modern chemistry and science library. Editorial experience helpful. Send cover letter and resume to Sam Weeks.

Workstation Analyst (PT4502) HRI Human Ecology Administration-Statutory

Posting Date: 11/12/92

Provide support for a 500 user base including hardware and software support, testing, evaluation and purchasing. Provide technical assistance and decision support for administration, maintenance and troubleshooting of a large local area network. Responsible for planning, design, and support of a CAD facility. Supervise computing technicians.

Requirements: Bachelor's degree or equivalent experience in technical field required. . 3-5yrs. experience with a wide variety of peripheral equipment. Knowledge of PC and Mac computers, operating systems and applications software. Able to work with administrators, faculty and other technical professionals in complex college environment. Good analysis and communication skills. Strong service orientation and interest in support technology. Minimum 2-5yrs. related experience. Send cover letter and resume to Sam Weeks.

Executive Staff Assistant II (PC4110) HRI

Plant Breeding and Biometry-Statutory

Posting Date: 10/15/92

Provide staff assistance to the executive director of International Service for the Acquisition of Agribiotech Applications. Prepare and write highly sensitive reports; coordinate telecommunications; prepare accounting reports; train, supervise, and evaluate office staff; coordinate schedules; develop policies; maintain confidential records. Available as long as funding lasts.

Requirements: BS degree or equivalent in business or related international area. 5-7yrs. related experience. Requires independent judgement. Skillful communication techniques. Originality and accounting skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Research Support Specialist I (PT3605) HRI

School of Chemical Engineering-Endowed

Posting Date: 9/10/92

Design and conduct experiments involving differentiated cells and vesicles. Provide support to a research group (primarily graduate students) in instruction in maintenance of analytical devices, and in appropriate laboratory procedures. Perform and assist in experiments using radiolabels. Establish and maintain primary cell lines. Operate HPLC and Coulter Counter. Perform ELISA and gel electrophoresis (DNA and protein gels). Maintain equipment.

Requirements: B.S. or equivalent in biochemistry, cell biology, microbiology or related area. Experience with mammalian cell tissue culture is essential. At least 2yrs. as laboratory technician is

desirable. Send cover letter and resume to Sam Weeks.

Professional Off-Campus

Cornell Cooperative Extension PA#37 4-H Youth Development/Animal Science and Agriculture Awareness

Locations: Genesee County, Batavia, NY

Salary: \$23,800

Apply by December 10, 1992

Posting Date: 12/3/92

Responsible for developing, implementing, and evaluating the 4-H agriculture education programs of Cornell Cooperative Extension of Genesee County. Provide leadership for agricultural sciences with an emphasis in youth animal science and agriculture awareness. Coordinate and supervise the efforts of paid consultants, program aides, and volunteer leaders to implement program efforts and support activities in the areas of animal science, agriculture awareness, and agriculture engineering (agriculture science and technology). Likelihood of eventual specialization in youth animal science and agriculture awareness under a two-county program agreement. Develop and/or identify educational resources and provide training for program support staff and volunteers working with youth agriculture programs. Coordinate planning efforts and make resources available for the New York State Agriculture in the Classroom Program.

Minimum Qualifications: Bachelor's degree related to the subject matter areas of agriculture, animal science, or adult/agriculture education. Master's degree preferred. Coursework in education and communication arts highly desirable. Send letter of intent, resume and transcripts to Staff Development and Recruitment, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

Professional Part-time

Research Support Specialist I (PT4601) HRI

Ecology and Systematics-Endowed

Posting Date: 11/19/92

Participate in research on the field ecology and epidemiology of insect-transmitted diseases of plants. Major tasks will include conducting field and laboratory experiments, maintenance of insect colonies, and analysis of data.

Requirements: B.S. degree or equivalent in biology, botany, entomology, plant pathology, or related field. Master's preferred. 2-3yrs. field and greenhouse experience and knowledge of ecology and agriculture. Statistics and computer use, with reference to biological or agronomic data. Send cover letter and resume to Sam Weeks.

Professional Temporary

Publications Coordinator (PA4801) HRI JGSM-Endowed

Posting Date: 12/10/92

Plan, edit, write, design and produce various Johnson school publications, including the school's alumni magazine, newsletter, and admissions brochure. Also serve as the school's in-house publications consultant. Appointment until 9/8/93.

Requirements: Bachelor's degree or equivalent required. 2yrs. publications production experience; 1yr. desktop publishing experience; excellent writing, editing, and organizational skills; the ability to meet tight deadlines and handle sensitive issues with foresight and diplomacy. Graphic design knowledge and experience and knowledge of business-related issues helpful. Send cover letter and resume to Cynthia Smithbower.

Boyce Thompson Institute

Photographic Assistant II Plant Research/Graphics Department

Posting Date: 12/10/92

Minimum Starting Salary: \$5.85/hour, 18-20hrs/week

Intensive copy stand work, B&W processing and printing, and production of

slides. Maintain darkrooms and inventory of supplies. Assist photographer in wide range of photographic tasks. Process incoming jobs, interacts with outside agencies for services, answers phone. **Requirements:** High school diploma. 1yr. printing experience and portfolio. Attention to detail is an absolute must. Good communication and organizational skills are essential. Knowledge of various B&W films and their processing required. Contact Anne Zientek, 254-1239.

Research Specialist Environmental Biology

Minimum Starting Salary: \$16,000/yr., commensurate with experience

Posting Date: 12/10/92

Examine how an environmental stress such as soil anoxia or ozone alters the interdependence between the root function of supplying phosphorus to the shoot and shoot function of supplying photosynthate to roots of tree seedlings. Responsible for the growth and maintenance of seedlings in solution and soil culture; assist in the design and execution of short-term radioisotope experiments; analyze plant tissue for various ¹⁴C and ³²P labeled fractions; prepare plant tissue for histological examination via light microscopy, and scanning and transmission electron microscopy; analyze plant tissue for various carbohydrate fractions and associated enzymes; statistically analyze and prepare data for reports and manuscripts; and assist in the preparation of manuscripts for publications. Routine duties include general laboratory maintenance and periodic monitoring and record keeping of radioisotopes.

Requirements: Master's degree in the plant sciences or related field or a Bachelor's degree with a minimum of 3-4yrs. of laboratory experience. An aptitude for precision in analytical procedures, and familiarity in plant biochemical or physiological techniques are essential. Experience in one or more of the following areas is desirable: radioisotope usage, histological techniques, analysis of plant tissue for carbohydrates and nutrients, enzyme assays, and experimental design and statistical analysis. Contact Anne Zientek, 254-1239.

Postdoctoral Associate

Environmental Biology Program

Posting Date: 12/3/92

Examine the mechanisms of P uptake and transport to shoots of southern pine seedlings, and the modifying effects associated with long-term rot hypoxia. Applicants should have a Ph.D. in plant physiology or other relevant field. A background in micro-autoradiography, NMR or radioisotope uptake work at a membrane or whole-plant level is desirable. Available in December 1992, Salary is commensurate with experience. Contact: Please send a cover letter describing research experience, curriculum vitae and names and addresses of three referees to: Dr. Mary A. Topa, Boyce Thompson Institute at Cornell University, Tower Rd., Ithaca, NY 14853-1801, (607)-254-1263.

Technical

Technical Assistant GR17 (T4801) Genetics and Development-Statutory

Minimum Biweekly Salary: \$530.38

Posting Date: 12/10/92

Provide general lab assistance. Oversee and prepare media and bacteria. Order and inventory consumable supplies. Oversee maintenance of equipment. As time permits, assist with routine molecular biology procedures.

Requirements: High school diploma or equivalent. 1yr. related lab work. Send cover letter and resume to Sam Weeks.

Ambulatory/Pharmacy Technician GR18 (T4808)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 12/10/92

Half time: Assist vet clinicians with research projects, clinical service programs and teaching activities. Half time: Dispense pharmaceuticals and treatment items on the order of a veterinarian. Maintain inventory of the large and small

animal clinic pharmacy.

Requirements: AAS degree or equivalent experience. 1yr. related experience working as a lab assistant, veterinary assistant and/or in a pharmacy. Send cover letter and resume to Sam Weeks.

Technician GR18 (T4804)

Neurobiology and Behavior-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 12/10/92

Assist in neurophysiological experiments to model oscillatory neurons. Perform dissections of the lobster stomatogastric ganglion. Assist in making electrophysiological recordings from identified nerve cells. Prepare salines and solutions for the experiment. Routinely clean lab and glassware.

Requirements: Associate degree or equivalent in the field of biology. 6months biology lab experience. Send cover letter and resume to Sam Weeks.

Technician GR19 (T4610)

Nutritional Sciences-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 11/19/92

Assist in the conductance of basic research in a biochemistry/biophysics laboratory. Perform experimental procedures such as protein and lipid determination, low and high-speed centrifugation, protein purification, cell fractionation, and spectroscopic studies. Maintain records and lab.

Requirements: B.S. in chemistry, biochemistry, biophysics, biology, or related field. Previous experience in relevant lab work (1-3yrs) preferred. Familiarity with the above procedures desirable. Send cover letter and resume to Sam Weeks.

Animal Health Technician GR20 (T4802) Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 12/10/92

Provide assistance and coordination in surgery. Maintain aseptic conditions. Coordinate surgery team in the operating room during surgical procedures. Clean and sterilize surgical and hospital equipment. Inventory and order supplies. On-call Schedule.

Requirements: AAS degree in animal health technology, licensed or eligible for NYS license. Experience with small animals. Experience with surgical procedures preferred. Send cover letter and resume to Sam Weeks.

Technician GR20 (T4503)

Plant Breeding and Biometry-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 11/12/92

Provide technical support in genetic mapping of RFLP markers in the tomato. Extract DNA, run and blot gels, isolate and screen plasmid clones, and radiolabel probes. Manage computer data files and analyze genetic data on the computer. Assist in lab maintenance, prepare solutions, order supplies and monitor safety.

Requirements: BS degree or equivalent in biology, genetics, biochemistry or related discipline. Minimum 2yrs. related lab experience in biochemistry or molecular biology. Send cover letter and resume to Sam Weeks.

Technician GR20 (T4306)

Veterinary Pathology-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 10/29/92

Provide technical support and perform experiments for the Cancer Biology Lab studies on the role of endothelial cell adhesion molecules in cancer metastasis. Isolate and culture cells. Perform tumor cell/endothelial cell adhesion assays. Assist in generating monoclonal antibodies. Keep routine records. Order supplies. Maintain tissue culture lab.

Requirements: Bachelor's degree or equivalent in the biological sciences. 1-2 yrs. experience in tissue culture and molecular and biochemical techniques. Send cover letter and resume to Sam Weeks.

Technician GR20 (T4304-5)

Division of Nutritional Sciences-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 10/29/92

Provide technical lab support for a program investigating vitamin metabo-

lism in humans. Analyze blood for various nutrition related factors including vitamin A and carotene. Perform solvent extractions, HPLC separation/quantification, and gas chromatography-mass spectrometry. Maintain lab, glassware and supplies. Assist in recruiting subjects. Assist in maintaining computer bibliographic and reprint files.

Requirements: BS degree or equivalent in biological science or chemistry required. 2-3yrs. lab experience including quantitative analytical procedures. Experience with solvent extraction, gas, or liquid chromatography and human metabolic studies preferred. Send cover letter and resume to Sam Weeks.

**Animal Health Technician GR20 (T4203)
Veterinary Medical Teaching Hospital-Statutory**

Minimum Biweekly Salary: \$590.45
Posting Date: 10/22/92
Provide support therapy for ICU patients and assist with emergency procedures. Teach intensive care and emergency protocol to students assigned to ICU duty. 39hrs/rotating shifts.

Requirements: A.A.S. in animal health technology, NYS licensure or eligible. Experience working with small animals and an interest in teaching critical care. Send cover letter and resume to Sam Weeks.

**Virology Technician GR21 (T4811)
Diagnostic Laboratory-Statutory**

Minimum Biweekly Salary: \$615.42
Posting Date: 12/10/92
Perform a comprehensive range of microbiological, immunological, and serological tests to aid in the diagnosis of viral, chlamydial and rickettsial infections. Respond to the daily demand for prompt test results.

Requirements: BS degree or equivalent in biology or microbiology. 2yrs. related lab experience preferred. Experience in tissue culture, good sterile technique, basic microbiological techniques and manual dexterity. Some experience in virus and chlamydia isolation procedures. Send cover letter and resume to Sam Weeks.

**Technician GR21 (T4807)
Microbiology, Immunology and Parasitology-Statutory**

Minimum Biweekly Salary: \$615.42
Posting Date: 12/10/92
Provide technical support for an immunology lab. Conduct nutritional and cellular immunology experiments using rat and chicken animal models and in vitro cellular systems. Evaluate cellular immunity, flow cytometry and other related assays. Maintain rats. Perform routine lab duties including data analysis, lab maintenance, record keeping and preparation of supplies and reagents, etc.

Requirements: BS degree or equivalent, in biology, biochemistry or related field. 2yrs. related lab experience. Send cover letter and resume to Sam Weeks.

**Technician GR21 (T2704)
Center for Advanced Imaging Technology-Statutory**

Minimum Biweekly Salary: \$615.42
Posting Date: 12/3/92 **Repost**
Provide technical assistance in the daily operation and maintenance of the center for advanced imaging technology (CAIT) at the NYSCVM. Train and assist as needed, faculty, staff, students, and visitors involved in research, teaching, and diagnostic activities in techniques of scanning and transmission electron microscopy.

Requirements: BS in biological or physical sciences; technical/vocational school degree in electron microscopy. 1-2yrs. related and relevant experience. Demonstrated knowledge of and ability to use electron microscopes, and high quality photographic experience. Effective communication skills, excellent hand/eye coordination.

**Office Systems Specialist GR21 (T4608)
Chemistry-Endowed**

Minimum Biweekly Salary: \$615.42
Posting Date: 11/19/92
Assist in system, network and security administration of departmental computers. Provide consulting to academic and student users. Monitor system performance. Provide trouble shooting. Perform backups.

Requirements: AAS degree or equivalent in computer sciences. 1-2yrs. related experience with UNIX, Mac and PC computer systems. Send cover letter and resume to Sam Weeks.

**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.

Requirements: AAS in medical technology required. BS in medical technology and ASCP certification. 1-2 yrs. clinical laboratory experience. Send cover letter and resume to Sam Weeks.

**Technician GR22 (T3801)
Food Science and Technology-Statutory**

Minimum Biweekly Salary: \$641.92
Posting Date: 11/5/92 **Repost**
Provide technical lab support by carrying out specialized physiological, biochemical, immunological and genetic experiments with plants and their tissue cultures. Record and analyze data. Order chemicals and supplies. Instruct graduate students in the use of laboratory equipment. Perform general laboratory work and upkeep.

Requirements: B.S. or equivalent required. M.S. degree preferred in plant physiology, biochemistry, molecular biology or related fields is required. Must be familiar with general biochemical, immunological and molecular biology techniques, including HPLC, FPLC, column chromatography, gel electrophoresis, handling of radioisotopes, sterile techniques and tissue culture propagation. Knowledge in the use of a personal computer for word processing and data analysis is required. Send cover letter and resume to Sam Weeks.

**Technician GR22 (T4202)
Animal Science-Statutory**

Minimum Biweekly Salary: \$641.92
Posting Date: 10/22/92
Supervise and carry out routine meat animal slaughter, carcass evaluation, carcass fabrication and meat merchandising. Assist in sample collection and analysis. Assist with teaching meat science undergrad courses. Maintain facilities and equipment to USDA requirements.

Requirements: BS degree or equivalent in animal science, food science or related field. 1yr. experience in meat animals slaughter, carcass evaluation, carcass fabrication and meat processing. Teaching skills. Computer experience: spreadsheet and word processing desirable. Send cover letter and resume to Sam Weeks.

**Technician GR26 (T4603)
Biotechnology Program-Statutory**

Minimum Biweekly Salary: \$769.07
Posting Date: 11/19/92
Supervise the routine operations of the Genome facility under the general direction of the facility director. Bring new techniques on-line and trouble-shooting on going projects involving isolation of DNA, running gels, establishing libraries, etc.

Requirements: B.S. degree or equivalent in biological sciences. Formal training and/or experience in specific techniques required. Minimum 2yrs. related experience required. Send cover letter and resume to Sam Weeks.

Technical Off-Campus

**Laboratory Technician GR20 (T4101)
Quality Milk Promotion Services/Geneseo-Statutory**

Minimum Biweekly Salary: \$590.45
Posting Date: 10/15/92
Provide technical microbiology lab and administrative support for a veterinarian and field technicians promoting quality milk. Culture milk samples for isolation of mastitis causing organisms. Perform microscopic examination of stained films or wet preparations. Identify mastitis organisms biochemically and serologically. Perform antibiotic sensitivity tests. Perform brucellosis card tests. Keep accurate records of procedures and results. Enter data into a

computer. Clean and sterilize glassware. Maintain stock cultures, equipment and supplies.

Requirements: BS degree or equivalent in microbiology. At least 2yrs. microbiology coursework and experience in diagnostic microbiology. Typing and strong communication skills. Basic knowledge of computer programs: WP 5.1 and Lotus. Ability to work with minimal supervision. Send cover letter and resume to Sam Weeks.

Technical Part-Time

**Technician GR20 (T4803)
Biochemistry, Molecular and Cell Biology-Statutory**

Minimum Full-Time Equivalent: \$590.45
Posting Date: 12/10/92

Assist with biochemistry experiments with anaerobic bacteria. Assist in developing enzyme assays and enzyme purifications. Perform spectrophotometric assays, gel electrophoresis, and chromatographic and HPLC separations. Prepare media, inoculate and harvest bacterial cultures. Work with radioactive materials. Keep thorough records and maintain lab tidiness. 30hrs, Monday-Friday.

Requirements: BS degree or equivalent in biological sciences with some courses in biochemistry and microbiology. 1-2yrs. related lab experience. Send cover letter and resume to Sam Weeks.

Technical Temporary

Temporary Laboratory Technician (T4704)

Plant Breeding
Hiring Rate: \$8.40
Posting Date: 12/3/92

Provide about 6 months technical assistance to a plant genetic lab project, mapping tomato genes. Perform molecular biology techniques. Propagate, isolate and ship plasmid clones. Maintain and ship yeast strains. Perform experiments with plant DNA. Keep records and perform data management.

Requirements: BS degree or equivalent in biology or microbiology field. 1yr. experience in recombinant DNA techniques. Send cover letter and resume to Sam Weeks.

**Temporary Technician (T4208)
Fruit and Vegetable Science-Statutory**

Posting Date: 10/22/92
Conduct chemical analysis of fruit products. Maintain lab facilities in a safe and orderly manner. Record and maintain research results. Perform library searches. 20-39hrs/week.

Requirements: BS degree or equivalent with coursework in organic chemistry. Experience in data collection and record keeping. Familiarity with libraries and library searches. Send cover letter and resume to Sam Weeks.

**Service Research Technician (T4001)
Entomology-Statutory**

Hiring Rate: \$7-9.00
Posting Date: 10/8/92

Provide technical support in a laboratory conducting studies in toxicology, molecular genetics, and receptor ligand interactions. Conduct biochemical assays on insects. Order supplies, general laboratory maintenance, data analysis, recordkeeping and library work.

Requirements: BS degree or equivalent in a biological science or relevant course experience. Master's degree or relevant job experience with biochemical assays strongly desired. Send cover letter and resume to Sam Weeks.

Office Professionals

**Sales Assistant GR17 (C4811)
Campus Store-Endowed**

Minimum Biweekly Salary: \$530.38
Posting Date: 12/10/92

Provides exceptional customer service at the book information desk in the book department of the campus store, including processing special orders, researching information utilizing computerized data base, responding to customer inquiries, and assisting customers with product

selection and departmental mail-outs. Monday-Friday 8:30am-5:30pm.

Requirements: High school education or equivalent required. 1-2yrs. related retail experience and secretarial skills (ie: typing 45-60 wpm) required. Must have ability to operate computerized data base and cash register. Strong communication and interpersonal skills. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Assistant GR18 (C4802)

Theory Center-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 12/10/92

Act as receptionist and provide backup secretarial support for the Theory Center. duties include answering and screening calls, directing visitors, sorting mail, scheduling the use of conference rooms, and sending electronic messages.

Requirements: High school diploma or equivalent. Some college coursework preferred. 1-2 yrs. related office experience. Ability to work in a fast paced environment. Word processing experience desirable. Experience with UNIX and electronic mail highly desirable. Strong interpersonal and communications skills essential. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Office Assistant GR18 (C4806)
School of Continuing Education and Summer Sessions-Endowed**

Minimum Biweekly Salary: \$542.89
Posting Date: 12/10/92

Provide clerical, logistical, research support to the director, program coordinator, and administrative aide and to the department's programs. Word processing; file; mailings; run errands; answer telephones; type. Other duties as assigned.

Requirements: High school diploma or equivalent required. Some college coursework preferred. 1-2yrs. related office and word processing experience. Excellent interpersonal and communications skills. WordPerfect on IBM PC and Macintosh experience preferable. Knowledge of Cornell desirable. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Accounts Assistant GR18 (C4807)
University Accounting Office-Endowed**

Minimum Biweekly Salary: \$542.89
Posting Date: 12/10/92

Provide assistance in maintaining account records and generating payments. Responsible for financial data entry into the accounting system and for accurate inputting of large, continuous volume of data from a variety of input forms. Other duties as assigned.

Requirements: High school diploma or equivalent. Data entry certificate highly desirable. Experience with CU accounting procedures preferred. Able to work well with a variety of individuals. Pay attention to detail, work accurately while meeting variety of deadlines. 1-2yrs. data entry experience preferred. Heavy typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

**Preservation Assistant GR18 (C4713.5)
Preservation/Conservation-Endowed**

Minimum Biweekly Salary: \$542.89
Posting Date: 12/3/92

Perform book and paper conservation treatment on rare and unique books, pamphlets, manuscripts, and graphics in conjunction with a 3yr. U.S. Department of Education project to conserve the French Revolution Collection. Test paper acidity and determine treatment requirements for materials. Remove surface grease and soil from parchments bindings, and clean and dress all leather bindings. Construct drop-back boxes. Until 12/31/93.

Requirements: High school diploma or equivalent. A.A. degree or equivalent preferred. 1-2yrs. experience in conser-

vation treatment. Good manual dexterity, attention to detail, and ability to categorize materials. Good interpersonal skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Receptionist/Front Desk Clerk GR18 (C4609)

Statler Hotel-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 12/3/92 Repost

Performs daily duties of the front office in a manner which conveys hospitality, efficiency and genuine interest in the hotel's guests. Duties include operating the computer and telephone switchboard; check guests in and out of the hotel; post guests and club account charges and payments; help with reservations for guests rooms; serve as and accurate information source for all guests. Flexible nights and weekends.

Requirements: High school diploma or equivalent. Some college coursework preferred. Some accounting, switchboard and computer experience required. Minimum of 6months rooms division experience preferred. Ability to deal with the public easily and cordially. Regular CU employees only. Send cover letter, resume, and employee transfer application to Esther Smith, Employment Services, East Hill Plaza #2.

Secretary GR18 (C4601)

CU Press-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 11/19/92

Prepare editors correspondence from disks and dictaphone tapes; keep detailed records on current manuscripts, file, and prepare materials for mailing; some telephone duties; prepare some legal documents.

Requirements: High school diploma or equivalent required. Some college coursework preferred. 1-2yrs. related office experience required. Ability to work independently in an extremely busy and often disrupted department. Heavy typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary GR18 (C4604)

Family Life Development Center-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 11/19/92

Provide administrative support to the FLDC administrative staff. Work with several project areas sponsored through state/federal funding grants; word processing of documents; program support functions and other support staff duties as requested. Monday-Friday 8-4:30. Appointment until 9/30/93-continuation contingent upon funding.

Requirements: High school diploma or equivalent. Some college coursework preferred. 1-2yrs. in an office setting. Knowledge of Macintosh and word processing. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Exhibit Assistant GR18 (C2608)

Media Services-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 10/29/92 Repost

Construction and design of exhibits, displays, and signage using a variety of tools, materials, and technologies.

Requirements: Associates degree in graphic design, fine arts, or related field preferred. 1-2yrs. related experience. Experience in design, layout, and typography. Applicant must be able to fabricate in wood metals, and plastics. Screen printing experience desirable. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR19 (C4805)

Theory Center-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 12/10/92

Provide administrative and secretarial support for project leaders and the Associate Director for Supercomputing Technologies. Duties include maintain-

ing calendar, coordinating travel arrangements, generating correspondence, preparing presentation materials, and providing back-up for the main reception area of the Theory Center.

Requirements: High school diploma or equivalent. Some college coursework preferred. 1-2yrs. related experience. Experience with word processing, spreadsheets, document preparation, or graphics packages required. Knowledge of UNIX operating system desirable. Willingness to work on various computers, required. Strong interpersonal, communication, organizational, and planning skills required. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR19 (C4301)

Computer Science-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 12/10/92 Repost

Serve as information resource for department, staff, and visitors; provide administrative and clerical support to director of administration, personnel assistant and other administrative staff.

Requirements: Associate's degree or equivalent. Minimum of 2yrs. related experience. Microcomputer skills. Ability to set priorities. Self-starter with demonstrative initiative. Excellent communication and organizational skills. Ability to interact with diverse group of people. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR19 (C4717)

University Development-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 12/3/92

Provide administrative and secretarial support for the office of Special Gifts. Schedule appointments; answer telephone; distribute mail. Assist in preparing and coordinating all correspondence for presidential letters. Assist in coordinating arrangements for campus visits program. Maintain reference materials.

Requirements: High school diploma or equivalent. Excellent secretarial, organizational and interpersonal skills. Very good typing skills. Pleasant telephone manner. Knowledge of Macintosh computer and dictation equipment. Ability to work with computer inquiry programs. Familiarity with making travel arrangements. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Receptionist/Secretary GR19 (C4701)

Law-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 12/3/92

Provide primary reception support for Legal Aid Clinic; screen prospective applicants for clinic services; prepare legal documents for student interns and attorneys; prepare course materials for legal aid course; interface with public and with clients in highly sensitive matters; facilitate a good rapport between clinic and clients.

Requirements: High school diploma or equivalent preferred. Some college coursework in secretarial sciences or equivalent experience preferred. 2-3yrs. secretarial experience in office environment. Superior interpersonal skills; skills in communication and active listening; sensitivity to people of diverse backgrounds; strict confidentiality; composure under pressure. Experience with PC's and word processing (WordPerfect preferred). Eligibility as a notary public. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Accounts Assistant GR19 (C4603)

Family Life Development Center-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 11/19/92

Maintain an accounting system for the Family Life Development Center which involves approximately 20 accounts, representing \$4 million annual budget. Monday-Friday, 8:00-4:30. Appointment until 9/30/93, continuation contingent

upon funding.

Requirements: High school diploma or equivalent. Some college coursework in accounting preferred. 2yrs. related experience. Experience with statutory accounting system preferred. Macintosh spread sheets and data base knowledge. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Service, East Hill Plaza #2. Employees should include employee transfer application.

Senior Department Assistant GR20 (C4808)

Catalog/CTS/University Library-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 12/10/92

Responsible for the conversion of catalog information for a collection of rare books and pamphlets pertaining to the French Revolution. Create bibliographic records for rare books and pamphlets from non-machine readable source records. Search various on-line databases identifying bibliographic records in French. Update headings in the records when appropriate. Appointment until 1/1/94.

Requirements: B.A. with emphasis in French history or equivalent experience or training. 2yrs. of cataloging experience. Excellent interpersonal and communication skills. Ability to do detailed work requiring significant judgment accurately under pressure. Must be dependable. Reading knowledge of French. Medium typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Telecommunicator GR21 (C4716)

Public Safety-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 12/3/92

Responsible for operating centrally located communications center for the department of public safety.

Requirements: College degree preferred with 2-3yrs. of related experience. Ability to qualify for certification in NYS Police Information Network. Eye for detail essential, ability to handle highly confidential information with discretion. Strong communications skills (written and oral). Ability to work under pressure. Ability to pass a background investigation. Familiar with PC's and terminal computers desirable. Radio communication skills preferred. Shift work. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR21 (C4705)

Veterinary Medical Teaching Hospital-Statutory

Minimum Biweekly Salary: \$615.42

Posting Date: 12/3/92

Responsible for providing detailed information to Vet Med Teaching Hospital clients regarding their financial obligation and assistance meeting that obligation.

Requirements: Associates degree or equivalent. Familiarity with computer helpful. Minimum 3yrs. work experience in an area of financial services for general public, preferably in the area of medical environment or lending institution. Proven experience dealing with the public and working with others under stressful situations. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR21 (C4702)

Residence Life-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 12/3/92

Manage residence hall service center operations relating to the academic year and summer programs in the west campus area of approximately 1,800 students. Supervise full-time and student staff in mail and service center. Provide administrative support for area staff as appropriate.

Requirements: Associates degree or equivalent. Minimum 3yrs. service-oriented office experience required. Computer experience (Macintosh) required. Supervisory experience highly

desirable. Applicants should have excellent interpersonal and organizational skills and should enjoy working with undergraduate students. Heavy typing. Regular CU employees only. Send employees transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

Administrative Aide GR21 (C4504)

Human Development and Family Studies-Statutory

Posting Date: 11/12/92

Provide administrative support for Cornell youth and work program. General administrative responsibilities including correspondence, accountability supervisor, publications, newsletter, and project development.

Requirements: Associate's degree or equivalent. 2-3yrs. related experience. Knowledge of WordPerfect 5.1. Ability to work independently and under pressure. Excellent organizational, interpersonal, and communication (written and oral) skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Cutter/Draper GR22 (C4804)

Theatre Arts-Endowed

Minimum Biweekly Salary: \$641.92

Posting Date: 12/10/92

Assist with costume construction for theatre productions. Alter, cut, pattern, stitch costumes. Assist with laundering and maintenance, craft work and dyeing. Maintenance of costume shop equipment. Assist students with production projects. Monday-Friday, 9am-5pm (seasonal mid August -mid May).

Requirements: BA in theatre or costume technology preferred. Experience with costume construction required. Knowledge of multiple areas of costuming, including excellent stitching skills, patterning, cutting, alterations. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Collection Development Associate GR22 (C4503)

Albert R. Mann Library-Statutory

Minimum Biweekly Salary: \$641.92

Posting Date: 11/12/92

Under the direction of the head of collection development and preservation, manages a wide variety of procedures and workflows associated with the development of the library collection. Provides administrative, computer, and bibliographical support for librarians involved in building and evaluating the collections. Pre-selects print and electronic titles which fall within the subject scope of Mann library. Manages the handling and routing of selection sources. Conducts collection evaluation projects, complex searching, and problem-solving. Manages gifts and exchange program. Performs clerical/secretarial functions as needed.

Requirements: Bachelor's degree or equivalent required. Excellent organizational skills. 2yrs. of library or other information handling and analysis-related experience. Well developed microcomputer skills, and medium typing skills required. Demonstrated writing, analytical, and interpersonal skills essential. Ability to manage multiple tasks under pressure. Education in agriculture, biology, or human ecology highly desirable. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Building Coordinator GR23 (C4714)

Administrative Operations-Endowed

Minimum Biweekly Salary: \$669.23

Posting Date: 12/3/92

Function as the building coordinator for Annex, Olin and Kroch, and Uris libraries. Support the operations supervisor, CUL director of Facilities Planning and Project Coordinator in renovations and construction projects primarily for the above libraries. Acts as liaison between the libraries and maintenance and service operations through customer services.

Requirements: AA degree or equivalent combination of education and related work experience. 3-4yrs in building maintenance or construction. Able to

interpret basic architectural, electrical and mechanical drawings. Strong organizational, interpersonal and communication skills are essential. Knowledge of Macintosh environment helpful. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Administrative Aide GR23 (C4707)
Finance and Business Services-Statutory**

**Minimum Biweekly Salary: \$669.23
Posting Date: 12/3/92**

Provide administrative support for the director and associate directors. Includes handling confidential correspondence, reports and charts. Prepares reports form accounting and financial statements. Makes travel arrangements, maintains the director's calendar, other duties as assigned.

Requirements: AAS in secretarial science or equivalent experience. 5yrs. in an executive setting. Must be proficient on the Macintosh using word, excel, and macdraw. Knowledge of accounting and statistical analysis is required. Must have well developed interpersonal, organizational and communication skills. Medium typing. Regular CU employees only. Send employee transfer application, cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2.

Office Professionals Part-time

Circulation/Reserve Assistant GR17 (C4608)

**Circulation/Uris Library-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 11/19/92**

Assist in the daily reshelving of materials returned from circulation. Work at the security desk inspecting knapsacks, briefcases, etc. when security alarm sounds. Monday-Friday, (am hours), 20hrs/week.

Requirements: High school diploma or the equivalent. Minimum 1yr. related experience. Ability to work well with a variety of people at a public services desk. Must be able to shelve and shift books. Must be exceptionally dependable. Good interpersonal skills. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary GR18 (C4108)

**Neurobiology and Behavior-Statutory
Minimum Full-time Equivalent: \$542.89
Posting Date: 10/15/92**

Computer-based text and graphics processing and editing; ordering supplies and maintaining inventories; coordinating and trouble shooting administrative procedures; extending support to co-workers and staff for a large biology course. High level of confidentiality: Student grades, generating exams and answers. 20hrs/4 days.

Requirements: High school diploma or equivalent required. Some college coursework preferred. 1-2yrs. related experience. Experience with Macintosh computers and office-based software or aptitude to learn specific software programs. Heavy typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Information Assistant GR20 (C4712)
Reference Department/Olin library-Endowed**

**Minimum Full-time Equivalent: \$590.45
Posting Date: 12/3/92**

Staff busy information desk in the research library for social sciences and humanities. Provide a wide range of information and reference services. Assist library patrons, in person and on telephone, in using Cornell University library by providing information about the libraries organization and services. Perform complex bibliographic searches, answering government document questions and locating factual information. Refer users to appropriate resources or other staff for answers to subject queries; recommend and provide instruction in the use of manual and automated

library files and resources. 20hrs/week, includes evenings and weekends.

Requirements: Associates degree or equivalent in social sciences or humanities. 2-3yrs. related experience. Excellent interpersonal and communication skills and ability to work calmly under pressure required. Experience in a research library, knowledge of bibliographic resources and teaching skills desirable. Knowledge of at least one foreign language. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Senior Night Supervisor GR20 (C4407)
Physical Sciences Library-Endowed**

**Minimum Full-time Equivalent: \$590.45
Posting Date: 11/5/92**

Responsible for the security, maintenance, and provision of all services of the Physical Sciences Library during evening hours (occasional weekends) usually without the presence of any regular library staff. Also responsible for the provision of the table of contents and photocopy services. Assist in the training and scheduling of student staff. Monday-Thursday 6pm-12midnight.

Requirements: Associates degree or equivalent required with coursework in the physical sciences desired. 2-3yrs. related experience. Must be able to work effectively in a changing environment with interruptions. Demonstrated ability to act responsibly and with good judgement when interpreting and enforcing policies. Demonstrated reliability essential. Ability to work effectively with all levels of the academic community. Familiarity with computers. Previous experience in library public services desired. Light typing. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

Information Specialist GR22 (C4711)

**Physical Sciences Library-Endowed
Minimum Biweekly Salary: \$641.92
Posting Date: 12/3/92**

Responsible for evening and weekend information, instruction, and reference service. Answer questions, provide direction, teach the use of tools and perform online literature searches for verification as well as fee-based subject searches. Oversee and direct the work of student employees and the night supervisor. 25hrs./week.

Requirements: Bachelor's degree or equivalent required. Major subject specialization in the physical sciences, including graduate work, strongly desired. Formal training and experience in database searching desired. Must be able to work effectively both in a changing environment and with constant interruptions. Demonstrated ability to communicate effectively with the public. Demonstrated reliability essential. Ability to work effectively with all levels of the academic community required. Previous experience in library public services desired. Must have strong organizational and communications skills. 1-2yrs. previous public library experience desired. External applicants send cover letter and resume to Esther Smith, Employment Services, East Hill Plaza #2. Employees should include employee transfer application.

**Office Professionals Part-time
Temporary**

Temporary Interviewer (S4601)

**Nutritional Sciences-Statutory
Posting Date: 11/19/92**

Assist faculty member in the conduct of a research project that involves interviews with pregnant women in their homes; recruit subjects; conduct interviews; ensure accuracy of transcribed tapes; enter codes in computer. 24hrs/week, to be arranged, up to 6 months.

Requirements: masters degree or equivalent in related field. Experience in interviewing (qualitative) preferred. Strong interpersonal, communication (written and verbal) and organizational skills required. Attention to detail. Prior computer experience preferred. Send cover letter and resume to Karen Raponi, Employment Services, East Hill Plaza #2.

General Service

Custodian SO02 (G4802)

Residence Life-Endowed

Hiring Rate: \$6.90

Posting Date: 12/10/92

Responsible for maintaining cleanliness for the area to which he/she is assigned. 39hrs week, Saturday-Wednesday.

Requirements: Basic reading and writing skills. Able to lift 50lbs., operate necessary power equipment. Able to climb 8" ladder. Must be able to communicate with students. Regular CU employees only. Send employee transfer application to Esther Smith, Employment Services, EHP #2.

Material Handler SO04 (G4801)

Dining Services-Endowed

Hiring Rate: \$7.52

Posting Date: 12/10/92

Receive, inspect, store and issue food products, equipment and supplies. Clean and maintain assigned areas. Shift subject to change.

Requirements: HS diploma or equivalent. Basic reading and computation skills required. Knowledge of storeroom/inventory techniques and purchasing/receiving food. Able to lift 75lbs. on continuous basis. NYS driver's license required. Regular Cornell employees only. Send employee transfer application to Esther Smith, Employment Services, EHP #2.

General Service

Dairy Worker SO05 (B4701)

Animal Science-Statutory

Hiring Rate: \$7.88

Posting Date: 12/3/92

Under general supervision, mix feed rations for 700-800 experimental cows and heifers, monitoring amounts of rations and operates, and maintains computerized feed mixing equipment. Some weekends and holidays.

Requirements: High school diploma or equivalent. Class 5 NYS drivers license. 3-5yrs. related experience, able to lift 100#, Pre-employment physical required. Send application materials to Cynthia Smithbower.

Academic

Associate Director

Construction Industry Programs, NYS, ILR, Div of Extension and Public Service, NYC

Posting Date: 12/10/92

Develop, design and deliver educational and training programs for building and construction trades unions in the metropolitan NYC area and NYS. Provide technical assistance to union leaders on such issues as organizing, training and education, and strategic planning. Conduct and publish research on current issues. Coordinate a clearinghouse of information and research for B&CT unions and university-based labor education centers working with construction unionists.

Requirements: Advanced degree in labor relations or related field. Extensive experience (3-5yrs.) as a labor educator. Extensive union experience (5yrs.), preferably in the construction area. Candidates with exceptional and unique experience and skills who do not have the qualifications noted above may also be considered for this position. Send resume, names of 3 references, and a writing sample no later than January 2, 1993 to: Jeffrey Grabelsky, chair, search committee, ILR/Cornell, 15 E. 26th street, 4th floor, New York, NY 10010.

**Public Services Librarian/Archivist
Division of Rare and Manuscript Collections**

Kroch Library

Posting Date: 12/10/92

Coordinate public service activities. Provide reference service on-site and by correspondence; oversee reading room and paging operation; conduct classes and workshops for undergraduates, graduate students, and other researchers; work with Cornell faculty and staff to promote use of the collections. Under direction of the director, and in cooperation with other division staff, manage an integrated public services program for enhanced access and use of rare books, manuscripts, archival and audiovisual materials.

Requirements: Graduate degree in library/information science, humanities/social science, or archival administration required. Evidence of excellent written and oral communication and interpersonal skills; and a minimum of 3yrs. professional experience in a research library. Significant public service and/or special collections experience, program management and supervisory experience, proficiency in online bibliographic searching including RLIN AMC, familiarity with microcomputers and emerging technologies for networked access, experience with audiovisual collections, and knowledge of western European languages preferred. Salary commensurate with qualifications and experience. Apply by December 31, 1992 or until position is filled. Send cover letter, resume and names, addresses and phone numbers of 3 references to: Ann Dyckman, Director of Human Resources, 201 Olin Library, Cornell University Library, Ithaca, NY 14853-5301.

Reference Librarian

Martin P. Catherwood Library, Cornell

School of Industrial and Labor Relations

Minimum Beginning Salary: \$24,200

Applications are requested by December 31

Posting Date: 11/12/92

Provides information services including advanced electronic delivery of information as well as more traditional research library services to students, faculty, visiting scholars, and clients of a fee-based information service. Participates in all aspects of the reference departments service program. Includes: providing in-depth reference assistance using specialized reference sources; assisting library users with CD-ROM and online services such as LEXIS and HRIN; providing mediated online searches on a variety of databases; participation in instructional activities including classroom instruction and workshops; creating instructional materials and developing printed guides, bibliographies and multimedia instruction programs; participating in reference collection development; and supervision and training of student information assistants.

Requirements: Masters degree or equivalent graduate degree in librarianship. Preferred academic background in the social sciences and one or two yrs. experience providing reference service and instruction in an academic library. Knowledge and experience with a variety of electronic information resources. Demonstrated interest or experience in developing innovative uses of educational technology in a library setting. Excellent written and oral communications and interpersonal skills, and strong demonstrated service orientation. Send cover letter, resume and the names, addresses, and phone numbers of three references to Ann Dyckman, Director of Cornell University Human Resources, 201 Olin Library, Cornell University, Ithaca, NY 14853.