

CORNELL Chronicle

Volume 22 Number 39 August 8, 1991

Educational alchemy

3

A great science teacher from a rural New York high school turns a \$1,200 annual budget into riches — including Cornell research for his students.

Wine and cholesterol

5

Cornell scientists believe a chemical in wine lowers cholesterol levels (but they don't favor self-medication).



Peter Morenus

NNF engineer Michāel Rooks holds a silicon wafer used in the construction of ultratiny gratings. The gratings could provide insight into the nature of the atom and new tests of basic physical theories.

NNF engineers construct tiny grating that showcases atoms' undulations

In a scene from the movie "Terminator 2," an evil robot made of liquid metal exudes itself through the multiple bars of a cell door, re-forming after it passes.

Engineers working at Cornell's National Nanofabrication Facility have constructed a tiny silicon nitride grating, like a jail cell door, that makes individual atoms behave the same way. The grating is so small that a single atom, in effect, flows simultaneously through more than one space between bars before reassembling itself.

The seemingly impossible behavior arises because atoms are not really solid objects but, according to the theory of quantum mechanics, wavelike in nature. Thus light waves can flow through several slits in a diffraction grating, and if the grating is fine enough, waves of

atoms can be made to behave the same way.

Both the atom waves and the light waves can exhibit the phenomenon of interference, in which diffracted waves can be made to recombine. In recombining, the waves cancel each other out at some points and reinforce each other at others, creating an interference pattern of light and dark.

Scientists at the Massachusetts Institute of Technology have used the ultrafine gratings produced at the NNF to build "atom interferometers" that demonstrate such a phenomenon for streams of sodium atoms. The devices could provide fundamental insight into the nature of the atom and new tests of basic physical theories. The interferometers could also be used as extremely

Continued on page 8

Play will prompt freshman dialogue on race and ethics

In response to growing concern about racism on American campuses, Cornell is using orientation this fall to encourage 3,000 incoming freshmen to see the play "Miss Evers' Boys" and join in faculty-led discussions after performances.

The play, written by theater arts Professor David Feldshuh, examines racism, tensions between research and treatment of human subjects, and the ways in which professionals may inadvertently cause harm to others.

"Miss Evers' Boys" will be presented at the Center for Theatre Arts by the Illusion Theater of Minneapolis from Aug. 21 to Aug. 31 and will also be open to the public.

It is based on a 40-year U.S. government study of the effects of untreated syphilis on some 400 poor, uneducated African-American men who were not advised they had the disease, nor that they were subjects in a study.

But while that one-line description of a 40-year process might seem to present actions that would be judged blatantly wrong today, Feldshuh highlights the subtle, progressive steps that, over time, create ethical dilemmas.

"What Cornell is trying to do by offering 'Miss Evers' Boys' to freshmen is to use it as a vehicle to promote thought and constructive discussion about ethics and racism," said Larry Palmer, vice president for academic programs and campus affairs and a law professor specializing in medicine and ethics.

It is also, Palmer added, an effort to intellectually engage students from the moment they arrive at the university, by giving them an opportunity to wrestle with critical issues in casual meetings with some of the many faculty members, such as Emeritus Professor Ari Van Tienhoven, who have helped organize this event during the summer.

Among the ethical questions the play is likely to raise for students, said Palmer, is: "By attempting to do good, may I harm others?" And among the questions about racism: "Are we all imbued to some degree with ideas about race, so that regardless of color, we are all affected by the institutionalization of racism?"

"The beauty of the play is that it touches both hearts and minds," Palmer added. "We don't know how students will react. But we know some students lead with their hearts and some with their minds. And our job is to help them blend the two."

Small-group discussions will be held in student residence halls on days following the performances. Faculty will encourage students to consider, among other issues, how well-meaning medical professionals today may be al-

Continued on page 4

Visiting Soviets get JGSM tips in free-market decision-making

"So if you decide to go for the new markets in the eastern U.S.S.R.," said Jerry Hass, "your volume could increase by 50 percent within a few years."

He waited for the translator.

"You'll sell more units, but it will take money to start an office and build a reputation."

Translation.

"And you'd probably like to sell in the international market to obtain some hard currency, but the quality of your product must improve first. That means R&D [research and development] — three million rubles to develop an acceptable product."

That stirred murmurs among the 27 Soviet managers arrayed around the lecture hall of the Johnson Graduate School of Management. The idea of having to invest 3 million rubles before getting any payoff was troublesome, even for these professional managers and educators.

Hass, a professor of finance and business strategy, reassured them that the R&D cost could be spread over several years. "Still," he said, "you're going to have to decide how to spend the limited amount of money you have" — whether on R&D, a sales-force expansion, advertising, the training of employees or improvements in the manufacturing process.

Barely 24 hours earlier, the Soviets had landed in New York then were whisked by bus to Ithaca to start a two-week education in American business.

The 24 men and three women, mostly in their 30s, were reciprocating a January visit to Moscow by Johnson School students. The Soviets were chosen from various regions as likely future business leaders and teachers of business. They were selected by a section of the Union of Managers of the U.S.S.R.

As guests of the Johnson School, the Soviets would spend 10 days in Ithaca, living in Cascadilla Hall, eating at the Straight and with local Rotarians, and visiting a wide range of upstate businesses — Xerox, Kodak, Corning Glass, Vicks Lithograph and Printing, Seneca Foods. They would also visit Cornell's Agricultural Experiment Station at Geneva, a medical-group practice, a brewery and winery before returning to New York City to see Wall Street and to meet in small groups with business leaders.

On Tuesday, July 30, jet lag mostly behind them, they sat in 253 Malott Hall as Hass outlined the choices their imaginary business would have to make.

Not entirely imaginary. The Soviets would be broken into teams which, working

Continued on page 4



Peter Morenus

Professor Jerry Hass plays a management game with Soviets (from left) Yuri Favorsky, Sergei Savchenko, Elena Starikovich and Galina Burkova.

Olin milestones



Peter Morenus

Provost Malden C. Nesheim (left) and Alain Seznec, the Carl A. Kroch University Librarian, mark the topping off of the three-story extension of Olin Library. Once the inside work and surface restoration are completed next spring, the entire addition will be under the Arts Quad, between Stimson and Goldwin Smith Halls. On Aug. 23, East Avenue — closed to traffic for almost 15 months — will reopen.

APPOINTMENTS

The following appointments have been approved by President Frank H.T. Rhodes, effective July 1 for a five-year term unless otherwise noted.

Roger J. Avery, chairman of the Department of Veterinary Microbiology, Immunology & Parasitology; **David Bathrick**, chairman of the Department of German Studies; **David Block**, acting director of the Latin American Studies Program for the spring 1991 semester; **Richard S. Booth**, chairman of the Department of City & Regional Planning for a three-year term; **David G. Cassel**, acting director of the Laboratory of Nuclear Studies for one year; and **Sherman G. Cochran**, chairman of the Department of History for three years.

Also, **George J. Conneman**, director of the Office of Academic Programs in the College of Agriculture and Life Sciences for a two-year term; **Locksley G.E. Ed-**

mondson, director of the Africana Studies & Research Center; **Cornelia E. Farnum**, chairwoman of the Department of Anatomy, effective Jan. 10, 1991; and **Albert R. George**, director of the Cornell Manufacturing Engineering and Productivity Program, effective March 1, 1991, through June 30, 1992.

Also, **James W. Gillett**, director of the Institute for Comparative & Environmental Toxicology for a one-year term, effective June 1, 1991; **Daniel R. Gold**, director of the South Asian Program from Jan. 1, 1991, through June 30, 1994; **George L. Good**, chairman of the Department of Floriculture and Ornamental Horticulture for a two-year term, effective Jan. 15, 1991; **Bryan L. Isacks**, director of the Institute for the Study of the Continents for a three-year term; **Francis A. Kallfelz**, director of the Veterinary Medical Teaching Hospital as of Jan. 24, 1991; and **R. Laurence Moore**,

acting chairman of the Department of History for the 1991-92 academic year.

Also, **Ray T. Oglesby**, acting director of the Cornell Laboratory for Environmental Applications of Remote Sensing through Aug. 31, 1991; **Wendell L. Roelofs**, chairman of the Department of Entomology at Geneva for a three-year term; **Geoffrey W.G. Sharp**, chairman of the Department of Pharmacology from Jan. 1, 1991, through June 30, 1995; **Donald F. Smith**, acting dean of the College of Veterinary Medicine for July 8, 1991, through Oct. 23, 1991; **Thomas A. Sokol**, chairman of the Department of Music for one year; and **Ravindra N. Sudan**, acting director of the Laboratory of Plasma Studies in the College of Engineering for the spring 1991 semester.

Also, the Board of Trustees reappointed **Alain Seznec** as the Carl A. Kroch University Librarian for a five-year term effective July 1.

PROMOTIONS

The following faculty members have been promoted to the rank of full professor.

Robert B. Avery, Consumer Economics and Housing; **Barbara A. Baird**, Chemistry; **Thomas J. Burr**, Plant Pathology at Geneva; **David B. Collum**, Chemistry; **William C. Ghiorse**, Microbiology, Division of Biological Sciences; **Ronald C. Gorewit**, Animal Science; and **James M.**

Gossett, Civil and Environmental Engineering.

Also, **Wayne E. Harbert**, Modern Languages & Linguistics; **Richard G. Harrison**, Ecology and Systematics; **Martha P. Haynes**, Astronomy; **Harvey C. Hoch**, Plant Pathology at Geneva; **Paul M. Kintner**, Electrical Engineering; **William H. Lesser**, Agricultural Economics; **Dennis D. Miller**, Food Science; **Christine M. Olson**,

Nutritional Sciences; **Barbara L. Peckarsky**, Entomology; **Constance H. Shapiro**, Human Service Studies; **Richard W. Straub**, Entomology at Geneva; **Bik-Kwoon Tye**, Biochemistry, Molecular and Cell Biology.

And, **Volker M. Vogt**, Biochemistry, Molecular and Cell Biology; and **Gerald B. White**, Agricultural Economics; **Peter T. Wolczanski**, Chemistry.

BRIEFS

■ **Extramural study:** Full- and part-time non-academic employees may register to take a Cornell course during the 1991 fall term through the Office of Extramural Study. Registration will take place Thursday, Aug. 29, and Friday, Aug. 30, in the Conference Room of the Biotechnology Building. Classes begin Aug. 29. Employees must get the approval of the course instructor, as well as their supervisors and department heads, and employees are encouraged to pick up an application form as early as possible to allow time to complete these steps. Application forms are available in the Office of Extramural Study, B12 Ives Hall, and in the Training and Development Office, 107 Day Hall. Call 255-4987 for more information.

■ **Kids Rock!:** Cornell Outdoor Education is offering a course in rock climbing for children ages 8 to 14 from Aug. 19 through 23, 9 a.m. to 12:30 p.m., on the Lindseth Climbing Wall in the Alberding Field House. Kids Rock! will provide a fun and stimulating introduction to rock climbing while stressing judgment, safety and teamwork. A fee of \$95 per child includes equipment rental. For more information, call Mike Gilbert at 272-9334 or Joan Irving at 255-6415.

■ **Cinema:** Cornell Cinema's three-week summer break will be interrupted by a special free presentation of "Interpretation of Dreams," with visiting Kiev-based filmmaker Andrei Zagdansky, on Aug. 9 at 8 p.m. in Willard Straight Theatre. His 50-minute film weaves rare newsreel images from the Russian and Soviet past with excerpts from the work of Sigmund Freud, whose work was banned in the Soviet Union until recently.

NOTABLES

Steven Hackel, a graduate student in history, has won one of 17 fellowships from the John Carter Brown Library, an independently administered and funded center for advanced research in the humanities at Brown University. Nearly all of the fellows will be doing research relating to the discovery, exploration, settlement and development of the New World. Hackel, who received one of five endowment fellowships, is studying "Indians and the Making of California."

Jeffrey Roberts, chairman and professor of the Section of Biochemistry, Molecular and Cell Biology, has been named to a four-year term on the Microbial Physiology and Genetics-2 Study Section, Division of Research Grants, by the Department of Health and Human Services. Members of the sections are selected based on their competence and achievement in their scientific discipline. Study sections review grant applications to the National Institutes of Health and survey the status of research in their fields.

GRADUATE BULLETIN

Degree deadlines: Aug. 23 is the deadline for completing all requirements for an August degree.

Registration: Fall 1991 registration for new students only Aug. 26; new and continuing students Aug. 27 through Aug. 29. Registration is in The Henry, Sage Hall, 8:15 a.m. to 4:15 p.m. Bring student ID.

Course enrollment: Course enrollment forms will be available during registration week in graduate field offices and at Sage Graduate Center. Students who completed precourse enrollment forms last spring do not need to complete a course enrollment form; if there is a change in their schedule, they should complete a drop-and-add form.

Travel: Conference travel grant applications are due at the Graduate Fellowship and Financial Aid Office, Sage Graduate Center, by Sept. 1 for October conferences. Application forms are available at graduate field offices. Grants for transportation are awarded to registered graduate students in-

vited to present papers.

English test: The English Placement Test will be held in Uris Hall Auditorium (ground floor) on Aug. 26 at 9:45 a.m. Entering foreign students with a TOEFL score below 600 must take this examination.

Immunization: Immunization for measles, mumps and rubella are available through the Tompkins County Health Clinic on Aug. 21, 9:30 a.m. to 12:30 p.m., at the Henry St. John gym, 301 S. Geneva St. Bring Cornell ID card and immunization record, if you have one. The cost is \$5 per shot. Proof of immunization is now required by New York state law in order to be registered.

Study abroad: Applications are available for Fulbright grants for study abroad for the 1992-93 academic year; contact R. Brashear, director of graduate admissions, Sage Graduate Center, 255-3912. Applicants must be U.S. citizens. Completed applications are due Sept. 16, 1991.

CORNELL Chronicle

EDITOR: Mark Eyerly

EDITORIAL ASSISTANT: Karen Walters
CALENDAR: Joanne Hanavan

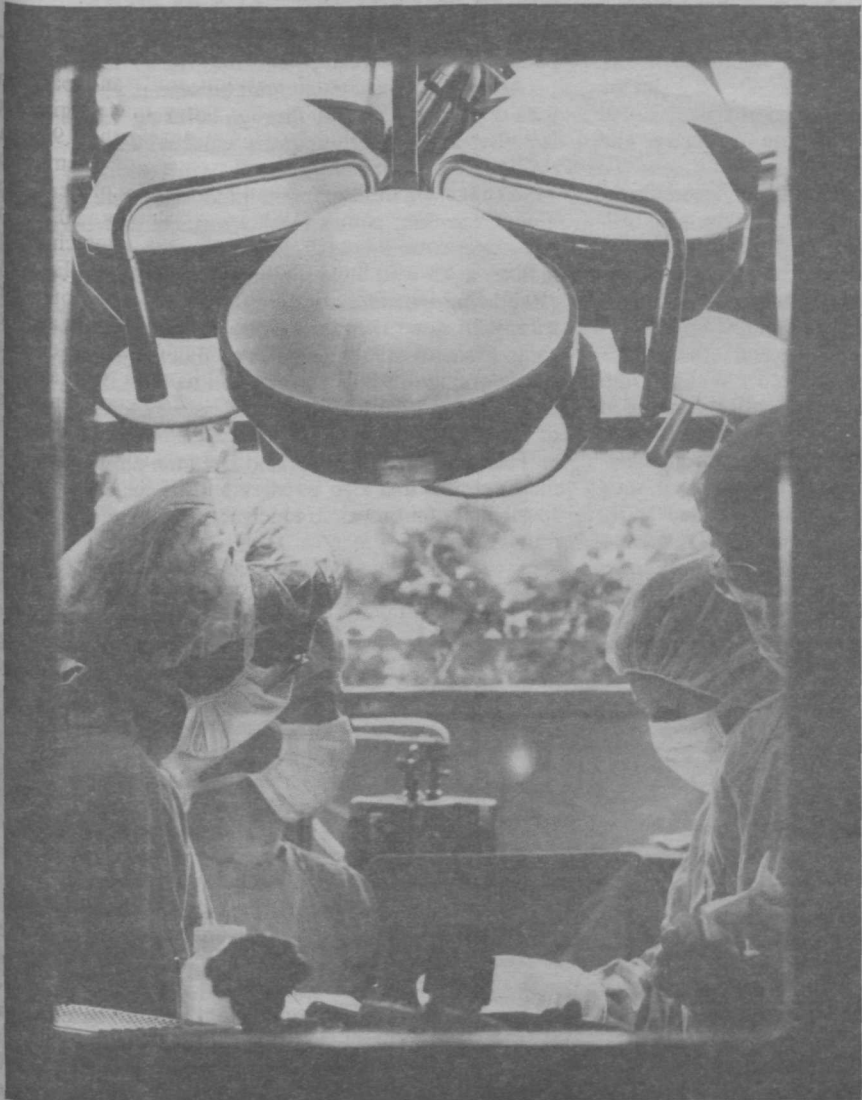
Published 40 times a year, Cornell Chronicle is distributed free of charge to Cornell University faculty, students and staff by the University News Service. Mail subscriptions, \$20 for six months; \$38 per year. Make checks payable to Cornell Chronicle and send to Village Green, 840 Hanshaw Road, Ithaca,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

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

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

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

Under the lights



Peter Morenus

Surgical staff of the College of Veterinary Medicine operate on a dog, one of more than 10,000 animal patients each year at the teaching hospital.

Separating from parents seen as a gradual process

Separating from parents in order to establish one's own family has long been considered a milestone of normal development. According to a Cornell researcher, the process of separation may be much more gradual and begin far earlier in life than originally thought.

"We started with a hunch that the process would be a slow one, probably occurring in phases. Rarely in development do we see global, overnight transformations," said Cindy Hazan, principal researcher of a National Science Foundation-funded study of social development and an assistant professor in the Department of Human Development and Family Studies.

In Seattle this spring, at the meetings of the Society for Research in Child Development, Hazan and her colleagues presented preliminary results of the study. They examined the most important relationships in the lives of individuals ages 5 to 42. The researchers asked each individual to identify the person or persons she or he most likes to spend time with, most wants to be with when upset or feeling down, and feels can always be counted on.

These questions stemmed from a theory, known as attachment theory, that was developed by British psychiatrist John Bowlby and American psychologist Mary Ainsworth. According to the broadest interpretation of it, attachment theory explains the basic structure and function of all principal relationships in the course of a lifetime. According to the theory, the closest relationships — whether in infancy, childhood or adulthood — can be characterized in terms of three traits: a desire for physical proximity, a tendency to seek comfort and security, and the ability to derive security from the continued existence of the relationship.

"While most attachment researchers have concentrated on mother-infant relationships, a growing number are beginning to think that attachment theory holds real promise as a unifying theory of adult relationships," Hazan said. "It may help in our efforts to develop a life-span model of close relationships."

The findings reported in Seattle showed that by age 5 children were directing proximity-seeking behavior toward their peers while using parents as havens of safety and bases of security. In the 11-to-16-year-old groups, two types of close relationship behavior — proximity and support-seeking — were directed toward peers while parents continued to provide a sense of security. By age 17, the majority of adolescents reported seeking security from their peers rather than their parents, though 45 percent saw parents as their primary source of security. Interestingly, the happiest, least lonely, best-adjusted adolescents tended to be the ones who were still attached to their parents. Only the adults consistently reported preferring a peer to a parent for all three types of relationship needs. In over 90 percent of the cases, the preferred peer was the relationship partner.

"What we found is that people shift their principal attachments from parents to peers gradually, component by component. It also seems clear that the process of shifting to peers begins in early childhood, almost as soon as a solid attachment to the parents has been established.

"For most people, parents continue to play a very important role throughout life, but the relative importance of parents changes over time. Our research suggests that the change begins early and takes a very long time," Hazan said.

—Carole Stone

David Pysnik: Teaching future scientists to create advantages

Sidney High School is in one of New York state's poorest rural areas. Visitors, then, are astounded to find a high school with \$1.7 million worth of sophisticated laboratory equipment where half the college-bound graduates are science majors.

It's a place where, thanks to an extraordinary science teacher, David Pysnik, an 8-ton traveling laboratory was purchased for a dollar, and where students are paid to do summer research in Cornell laboratories. "I never knew how lucky I was at Sidney until I met other high-school kids here," said 17-year-old Tara Silvernail as she operated a liquid chromatograph in the laboratory of Cornell Professor of Chemistry Jean Frechet. The Sidney High student's job is supported by the American Chemical Society's Project SEED, the Summer Educational Experience for the Disadvantaged. There are four other Sidney students at Cornell, and three at Ithaca College.

"Students studying science will come to understand the agony and the monotony of it, but also the excitement," said Pysnik of his efforts. "They learn why it takes so long for important discoveries and why we can't cure a disease in a year."

Pysnik created the opportunity for his

lytical methods so important to science.

Pysnik's latest acquisition is a 45-foot-long traveling chemistry laboratory. Once used by a division of Ciba-Geigy Corp. to demonstrate circuit-board materials, the tractor-trailer laboratory cost \$118,000 to build. Sidney got it for a dollar. A fuel company hauled the trailer to Sidney from Tarrytown, N.Y., where Cornell Professor of Chemistry Bruce Ganem had spotted it.

Ganem is one of Sidney's catalysts. He became interested in the little school with big expectations after donating a spectrometer that his lab no longer needed. Pysnik had been bringing students to work in Ithaca College chemistry laboratories — and doing some research of his own while his family enjoyed a few weeks of the Ithaca summer — since 1980. Ganem thought the research experience for high-schoolers would work at Cornell, too, and in 1990 four somewhat skeptical-but-willing faculty colleagues took on five Sidney students.

All the summer research program needed was money. Ganem secured some help from the Office of the Vice President for Research and Advanced Studies and the Office of the Vice President for Academic Programs and Campus Affairs.

Pysnik and Ganem next assembled funding from a National Science Foundation program, Research Experience for Undergraduates, and from the ACS Project SEED, which provides the stipend each student receives for five weeks work in the laboratory. The pay, although it is less than students would earn at most summer jobs, is important, Pysnik said. "It helps them take ownership of their abilities. They can say, 'I am worth something.'"

Nor is the work at Cornell trivial. In the laboratory of Professor of Chemistry Barry K. Carpenter, 16-year-old Chris DiDonna was assigned the task of synthesizing 6-chloroquinolinic acid, a compound that someday might become a treatment for diseases of the nervous system, such as temporal lobe epilepsy and Huntington's disease.

"I was really worried when I found out that 25 grams of one material I needed cost over \$100," said DiDonna. "I thought, 'I'm going to screw up.'"

At last the substance DiDonna created was ready for analysis, and she carried a



Peter Morenus

Cornell's Barry Carpenter, at left, and Project SEED's Chris DiDonna form one of the research teams that David Pysnik assembled this summer.

sample to the NMR (nuclear magnetic resonance) facility. "I thought my sample would be junk," said the student, who wants to study chemistry — perhaps at Cornell — and criminal law. "I mean, graduate students were afraid to do this. When I took the NMR spectrum and looked for the peaks, it came out the way I wanted!"

Other Sidney students work in the Chemistry Department laboratory of Professor David Collum, as well as with Professors Robert Merrill and Claude Cohen in the School of Chemical Engineering, and with I.C. chemistry Professor Heinz Koch.

"Mr. Pysnik teaches us that there is no 'right' answer," said Silvernail as she watched tracings slowly appear on the chromatograph monitor. "What you find out in your experiment is true for you." Working with graduate students and postdoctoral researchers, she was evaluating new kinds of polymers from the Frechet lab for their potential in drug-testing procedures.

Pysnik also teaches that resources are not handed to researchers on a Pyrex platter. "From the time students walk into our research class at Sidney, they have to write," he said. "They write about their experiments, and they write small-grant proposals for supplies." The financial support,

when it comes, is small but crucial.

"Even students who don't become scientists will become informed citizens," said Pysnik of his expectations in a school where 80 percent of the graduates go on to further education. Fifty percent of the Sidney students who go to college intend to major in science or engineering. That is several times the national average.

High school is not too early to start students in serious scientific research, according to Cornell's Carpenter, who said, "Anything we can do (to show potential scientists how research works) will help." Carpenter said he will open his laboratory to another high-school student next summer.

Pysnik, in the meantime, has his eye on a surplus NMR machine from Carpenter's lab. If he can get it running again, it will join Sidney's collection of teaching tools.

The teacher and his students can't wait to get back to work, renovating the mobile chemistry lab, which will bear the names of Sidney High School, Ciba-Geigy and Cornell University. Besides serving as an on-site facility for studying such phenomena as acid rain in the Adirondacks, the lab will take some of Sidney's innovative teaching techniques to other schools in the region.

—Roger Segelken

CORNELL
People

students to work in the laboratories of distinguished scientists the same way chemists make new materials — a carefully selected set of this, a measure of that and a helpful catalyst. The science teacher of 19 years teaches future scientists how to make something valuable out of next to nothing.

Consider that Pysnik's school budget for even classes' teaching supplies and services — including maintenance of more high-pressure liquid chromatographs and atomic-absorption spectrometers, lasers, computers and other laboratory instruments than many colleges own — is only \$1,200 a year. He accumulated all the second-hand lab equipment from corporations and universities by persuading donors that, given the right tools, students can learn the ana-

Cows' role in the greenhouse effect is overestimated

To counteract global warming due to the release of gases into the atmosphere, the simple act of replacing incandescent light bulbs with fluorescent bulbs would be cheaper and more effective than trying to curb how much methane cows emit, say two Cornell resource economists.

Furthermore, recently published estimates that cows give off as much as 15 percent of the methane released into the atmosphere are exaggerated, they assert, because the estimates ignore the effect of carbon's biological and chemical cycles. When such cycles are considered, the net effect of gas emissions from ruminant animals may be less than 5 percent of total emissions.

"We believe that there is a tendency to overemphasize cows and agriculture in general, as well as rice paddies in developing countries — which are reported to emit 20 percent of the methane each year — as causes of global warming. This diverts attention away from the much more urgent need to reduce fossil-fuel consumption in industrialized nations," said Duane Chapman, a professor of resource economics in the College of Agriculture and Life Sciences.

"In our view, cows and agriculture are not the hazard to the atmosphere that some scientists have made them out to be," said Chapman. "We've got to face the fact that fossil-

fuel consumption by industrialized nations is the culprit and therefore must be the focus of any international agreements slated to reduce greenhouse-gas emissions."

His work, done in collaboration with doctoral student Thomas Drennen, will be published next October in the proceedings of the November 1990 conference, "Global Change: Economic Issues in Agriculture, Forestry and Natural Resources," by Westview Press.

"The present estimates have ignored how livestock recycle carbon. They don't just emit methane; they also utilize hay and grain, which remove the greenhouse-gas carbon dioxide from the atmosphere through the photosynthesis process. Further, if properly managed, manure from cows can return carbon to the soil," Chapman explained.

Some government officials, scientists and others have proposed that methane, which traps infrared radiation from escaping from the Earth's atmosphere, should be included with carbon dioxide when international agreements to limit emissions of climate changing greenhouse gases are considered. However, Chapman and Drennen contend that such concern is unjustified and that an agreement aimed at reducing carbon dioxide would be an important first step.

As further support for their emphasis on carbon dioxide,

they note that carbon dioxide will account for as much as 90 percent of the problem once the chlorofluorocarbon now used as aerosols, refrigerants and foam plastics, is phased out by the year 2000.

As for the cows, each adult cow releases up to 106 gallons of methane per day through belching. Scientists calculate that the 1.2 billion cattle worldwide release some million tons of methane annually.

To consider limiting cattle production as a way to reduce global warming is "absurd," Chapman and Drennen point out. One cow, they say, has the same global-warming effect as a 75-watt light bulb operating for an entire year. "Replacing incandescent light bulbs in industrialized countries with new 18-watt fluorescent bulbs that provide the same amount of light would go much further in reducing future climate-change impact than trying to regulate bovine emissions in developing countries, which have 53 percent of the world's cows," Chapman said.

Furthermore, Chapman and Drennen point out that ruminant animals and rice paddies both recycle carbon, unlike fossil-fuel consumption which releases new carbon into the atmosphere.

— Susan S. La

Undergrads show off their latest research

With overhead projectors, slides and a bundle of spaghetti, 50 undergraduates last Thursday illustrated their oral reports on summer research — from radar studies of Mars to the poetry of Wallace Stevens to robotic processes in fabric-making.

At 11 symposiums on campus, students gave 15-minute reports during the fifth annual Undergraduate Research Forum.

About 1,000 undergraduates do formal research each year, according to Marilyn Williams, an assistant dean of arts and sciences who has been nurturing such research efforts for 10 years.

Williams oversees a program under which undergraduates get academic credit (or a stipend) after the students arrange and plan research to be done with a specific faculty member. As recently as 1985, only about 200 undergraduates were engaged in such independent study.

Valmiki Prasad, a freshman physics major from Singapore, is helping Adjunct Professor Nariman Mistry of nuclear studies to design a vacuum system that efficiently maintains an electron-positron beam. Cornell may build the vacuum chamber Prasad helped design to increase the capability of a present facility, CESR, the Cornell Electron Storage Ring.

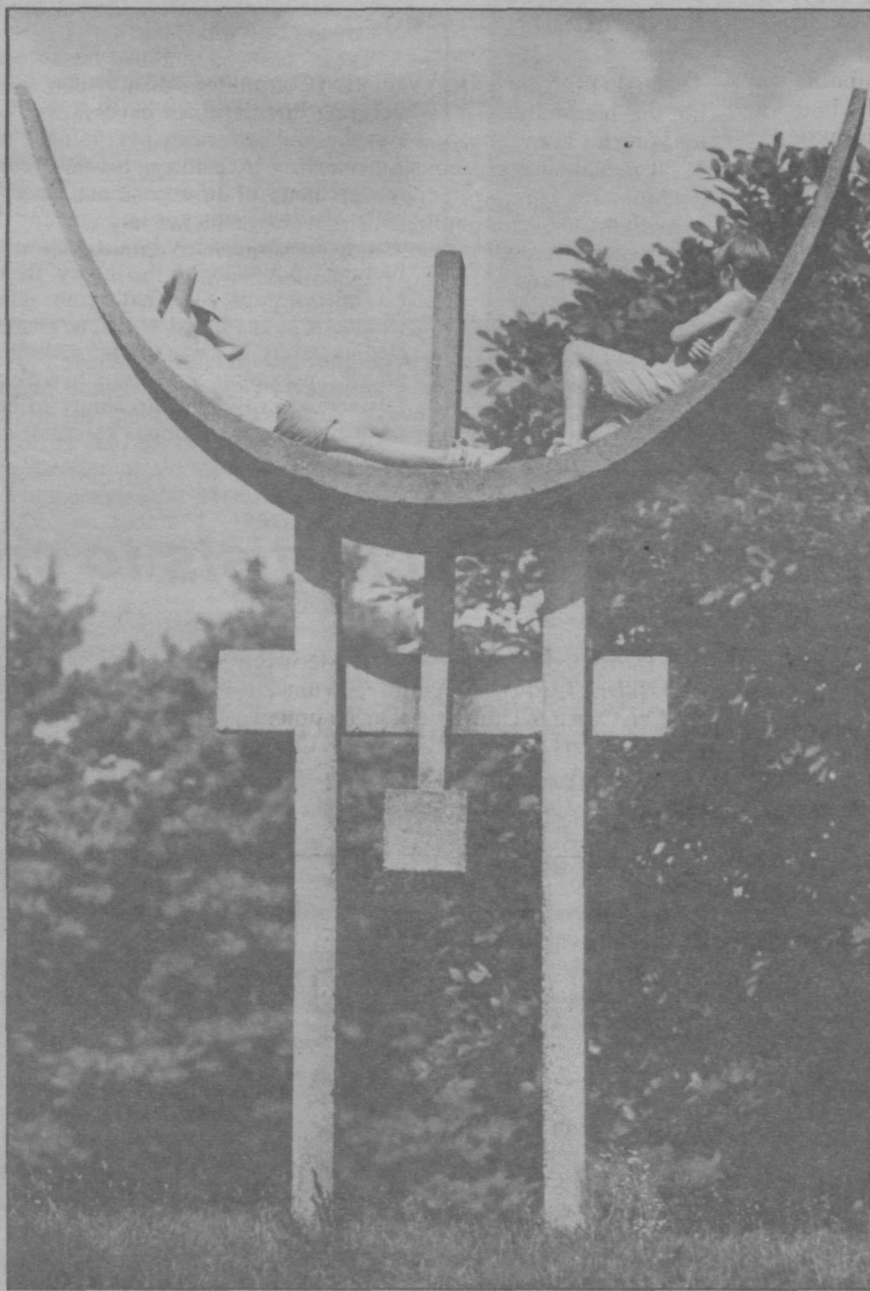
Many projects, Williams said, dealt with environmental issues. "I saw environmental research in civil engineering, where I expected it, as well as in textiles, where I did not."

Arts and Sciences Dean Don Randel told a midday convocation in Goldwin Smith Hall that the "modes of thinking" research demands would benefit the students all their lives. Whether students would go on to do research in their careers or not, they gained an understanding of where knowledge comes from, Randel said.

Funds from sources such as NASA, the National Science Foundation and the Pew Foundation make many research opportunities possible, Williams said.

— Cynthia Revell '92

Solid rest



Scott Boven, 12, of Omaha, Neb., left, and Peter McCaffey, 11, of Ithaca spend some time relaxing atop a sculpture at the Cornell Plantations.

Peter Morenus

Symposium marks lab's anniversary

A free public symposium on improving the quality of edible plants will be held today, Aug. 8, to mark the 50th anniversary of the U.S. Plant, Soil and Nutrition Laboratory here.

The symposium, involving nutrition experts from Cornell and the federal Agricultural Research Service, will be held from 8:30 a.m. to 3:30 p.m. in the auditorium of the Boyce Thompson Institute for Plant Research.

The federal laboratory was founded in 1940 to do research on the nutritional connection between soils, plants and animals. Although independent of Cornell, the laboratory has conducted research with numerous Cornell scientists over the decades.

Lab Director Darrell R. Van Campen says many Americans consume less than the optimal amounts of certain minerals such as calcium, magnesium, iron and zinc. The lab, he says, is "attempting to make plant foods better sources of these essential elements."

The laboratory's work may also have an economic impact. Through a long-term project to increase the nutritional quality of protein in plants such as soybeans, for instance, research could significantly increase the economic value of the crop, Van Campen said.

Joining Van Campen in opening the symposium will be David L. Call, dean of the College of Agriculture and Life Sciences and an agricultural economist. Also speaking will be Malden C. Nesheim, university provost and a nationally prominent nutritionist.

William H. Allaway, who directed the laboratory from 1960 to 1976, will discuss its history, which includes a 1968 Nobel Prize awarded to Robert W. Holley for elucidation of the chemical structure of soluble ribonucleic acid.

The scientific discussions will begin at 10:25 a.m. when Nesheim will talk on "Nutrition Goals for the Twenty-First Century."

— William L. Holden

Soviet managers *continued from page 1*

in separate rooms, would play the role of managers of a newly privatized company and would have to make the kinds of marketing, production and financial choices that Hass was explaining. Their IBM portable computers would assist them in ascertaining the consequences of spending, or not spending, on certain items over a five-year period. Hass would then take the decisions and determine the results. Over the next few days they would repeatedly compete with each other for market share, survival and return to their company's investors.

"It's a management game," said Hass during an after-class reception at Dean Alan Merten's house, "but it deals with precisely those kinds of decisions that have been alien to the Soviet economy. Before they can manage businesses, they have to get used to even having such choices."

The visitors were appreciative of the practical instruction. But they also made clear, through the unofficial interpreters among their company, that simply observing American life was as interesting to them as study. "Fifty, fifty" said one of them, who betrayed no other knowledge of English. Several expressed keen interest in garage sales — as American culture, entrepreneurship . . . and a chance to get

bargains.

The Soviets didn't come as supplicants to the mecca of capitalism. Some resisted the suggestion that their own prior business knowledge was utterly different from what Americans know and practice. And after Associate Dean James Schmotter gave a talk on American culture, one questioner demanded how, logically, Americans could be both informal and highly competitive, as Schmotter had said. Another questioned why Americans were so ready to show the flag, literally and in spirit.

But on balance, through formal classes, receptions, corporate tours and coffee breaks, the exchanges were enthusiastic and genial, and the visitors were appreciative.

"It was long time a dream for me," said one visitor who helps manage a wool-product business in the Caucasus region, color post cards of which he was proudly handing out during a break.

The dream he had cherished was not to see the Statue of Liberty or affluent suburbs or sumptuous supermarkets.

"The stock market," he said. "So long I wanted to see the stock market. We have nothing like that."

— Sam Segal

Race and ethics *continued from page 1*

lowing harm to occur in the name of research.

Playwright Feldshuh is artistic director for the Center for Theatre Arts, where the play will be performed. He is also a practicing physician specializing in emergency-room medicine.

His play received the Geraldine Dodge Foundation New American Plays Award in 1989. Performances have been met with critical acclaim in Baltimore, Los Angeles and Atlanta.

In June, "Miss Evers' Boys" was featured during a national symposium in Minneapolis, during which U.S. Secretary of Health and Human Services Louis Sullivan spoke of "clear, demonstrable, undeniable evidence of discrimination and racism in our health-care system" today.

"Miss Evers' Boys" is based on The Tuskegee Study of Untreated Syphilis in the Negro Male, which was conducted by the U.S. Public Health Service from 1932 to 1972.

Cornell will also be producing a video with scenes from the play and comments from the playwright, students and scholars concerned with the issues the play raises.

— Lisa Benne

New parent program begun; Johnson appointed director

Helen E. Johnson has been named to head the newly established Parents Program in the office of Larry I. Palmer, vice president of academic programs and campus affairs.

Johnson, a writer in Cornell's Office of Development, will begin Aug. 16 as an assistant dean reporting to the dean of students, a post not yet filled.

"The parents of our students are one of Cornell's most important audiences," said David S. Yeh, assistant vice president for academic and campus affairs, who announced the appointment this week.

"We are very pleased," Yeh said, "that Helen's development perspective and the range of her experience give her a strong sense of the interests of parents."

Working with an advisory committee, Johnson will help plan and coordinate parent programs across all seven undergraduate schools and colleges and will develop plans for systematic two-way communication between parents and the university.

"She will work with the colleges to develop materials and programs," Yeh said. "But it will also be important that she raise policy questions for the institution to consider — questions on the minds of our parents."

Since 1976, Johnson has held a series of writing, editing and administrative positions both at Cornell and at Wells College, where she was director of career planning.

Her new position, whose ultimate pur-

pose, Yeh says, is to help students, was envisioned as part of the administrative reorganization that began with the July 1988 resignation of Dean of Students David Drinkwater.

Subsequently, a committee headed by David Lipsky, dean of the School of Industrial and Labor Relations, recommended that the dean of students position be enhanced for the sake of more effective student advocacy and better bridging of the worlds of students, faculty and administration.

As a result, Palmer has instituted a national search for a dean who will be a tenured faculty member (or eligible to be one at Cornell) and who will be part of the president's executive staff so that student interests will be seen continually as on a plane with those of deans and senior university officers.

Repositioning the dean, reporting to Palmer, is part of a wider effort to better integrate students' academic and extracurricular lives at Cornell. Interim Dean of Students Howard Kramer began reporting to Palmer 19 months ago; and, as of last January, Palmer's office took responsibility as well for housing, dining, Cornell United Religious Work, student activities and student services.

Johnson, a summa cum laude Wells alumna did graduate work in communications at Ithaca College, has lectured on parent/adolescent communication.

Woman to head law alumni

The Cornell Law Association has elected Ruthanne Kurtyka '70, Law '73 as the first woman president in its 68-year history. Her goal, she said, is to boost involvement among a wide spectrum of the 6,500 members of the alumni association, in particular, women and international law specialists.

"Cornell is a great heterogeneous institution. What I loved about it was that it had something for everyone. I would like to make more of that concept of strength through diversity to be made available to the Law School through its alumni, who are everywhere," she said, adding that increased involvement would also improve alumni networking opportunities.

"I don't see any reason why Cornellians shouldn't help one another stay in touch for job opportunities and learn information from each other," she said. "For example, if I needed help overseas, assuming the person was as capable as anyone else, I would call a Cornell lawyer first."

Kurtyka, 43, is a partner with Kaye, Scholer, Fierman, Hays & Handler in New York and a specialist in domestic and international corporate and finance law.

She was elected to succeed M. Carr Ferguson '54 as president during reunions, June 6 to 8, 1991. She also serves

on the President's Council of Cornell Women, the Law School Advisory Council, the Executive Committee of the National Committee of the Law School Annual Fund, the Law School Dean's Special Leadership Committee and the Alumni Career Advising Committee of the College of Arts and Sciences, and as vice president of the Class of 1970.

In her new role, Kurtyka has already begun developing an International Law Network of Cornell Law alumni willing to offer internships to students, fund symposiums, lecture and provide up-to-date information on international developments.

"My hope is also to involve women law graduates more as a group. I was very disappointed with the small turnout of women during alumni weekend. Of course, I understand that until fairly recently there weren't many women law students," she said. But women now comprise about 40 percent of the student body and about one-sixth of the alumni association.

While expressing pleasure at becoming the association's first woman president, Kurtyka added:

"I do not, however, want to overemphasize the fact that I am a woman because I want all Cornell Law graduates to feel that they are represented."

—Lisa Bennett

Researchers identify cholesterol-lowering chemical in wine

Two Cornell plant scientists believe that they have identified a specific chemical in wine responsible for lowering cholesterol levels in wine-drinkers.

The chemical, resveratrol, is the same natural compound that grapes use to fight fungal disease, said Leroy Creasy, a pomologist in the Department of Fruit and Vegetable Science in the College of Agriculture and Life Sciences, and his assistant, Evan Siemann. They will publish their findings in the American Journal of Enology and Viticulture (Vol. 43, No.1) in February 1992.

The scientists say that although the cholesterol-lowering effect is clear, they do not necessarily recommend drinking wine to lower cholesterol levels.

"We think that proper diet and if necessary, physician-prescribed medications, are far more appropriate for people worried about cholesterol than self-medication with wine," Creasy emphasized.

The Cornell researchers were prompted to do the analysis by reports by French researchers last year in the Journal of Applied Cardiology that a modest intake of red wine could lower cholesterol in humans, although the French scientists did not know what was responsible for these beneficial effects. The French researchers — Martine Seigneur, Jacques Bonnet and colleagues from the Hopital Cardiologique in Pessac, France — also reported that white wine and diluted ethanol had no such effect.

Creasy and Siemann targeted resveratrol as a possible responsible chemical in the wine because of a report by Japanese researchers that resveratrol could lower cholesterol in rats.

When the Cornell scientists analyzed Bordeaux wine, they found the red wines very high in resveratrol, whereas white Bordeaux wines were very low in resveratrol. The French researchers and colleagues at other institutions first reported last year that red but not white wine significantly reduced the "bad" LDL-cholesterol, which can clog arteries and lead to heart disease, while boosting the "good" HDL-cholesterol, which helps remove cholesterol from the blood.

The French researchers suspected that the effect was due to a broad class of substances called phenolic compounds that are typical in wines.

"Although we've no idea if there are other substances in wine that could have similar cholesterol-lowering effects, our case that resveratrol is responsible is strong," Creasy says. "We now know that wines similar to those the French used to lower cholesterol are very high in resveratrol and that the Japanese found resveratrol effective in lowering cholesterol in rats."

Creasy and Siemann have analyzed



Researchers Evan Siemann, left, and Leroy Creasy, use a spectrophotometer to analyze wine samples for the chemical resveratrol, a chemical that they believe reduces cholesterol levels.

about 30 wines and have found that some have almost 200 times more resveratrol than others, with red wines tending to be higher in general.

"We found that the red Bordeaux had by far the highest levels of resveratrol we have found in any wines so far. The white Bordeaux had among the lowest levels," Creasy says. "Coincidentally, the wines used by the French scientists couldn't have better illustrated the differences among wines in resveratrol content."

As with many scientific discoveries, serendipity and good luck played an important role in connecting resveratrol, a natural plant pesticide found in varying concentrations in grape, peanuts and other plants, with the key substance in wine.

When Creasy and Siemann conducted a literature search to find out if the effects of resveratrol had been studied in animals or humans, they stumbled upon the intriguing article from Japan.

"This obscure Japanese article, almost ten years old, described how resveratrol had been identified as an active ingredient in a Chinese and Japanese folk medicine," Creasy explains. Resveratrol was respon-

sible, the study said, for the medicinal effects of Japanese knotweed. The folk medicine has been used since ancient times to treat hyperlipemia — high levels of fatty substances in the blood — which is linked to high cholesterol levels, arteriosclerosis, and certain inflammatory conditions.

The Japanese researchers, Y. Kimura, H. Okuda, and H. Arichi at the School of Medicine at Ehime University and colleagues at other institutions, had also isolated resveratrol from the plant's roots and fed it to rats. The chemical proved to significantly inhibit lipid deposition, or fat deposits, in the liver.

Besides analyzing Bordeaux wines, Creasy and Siemann also looked for resveratrol in Chardonnays (which are white wines) and other wines from the Finger Lakes region of New York and from California.

The Chardonnay wines from New York had, on average, three times more resveratrol than the Chardonnays from California.

"We suspect the New York wines have higher levels because the grapes are under much more disease pressure than in California. That means that the New York plants

have to produce more resveratrol to fight off fungal infections," Creasy hypothesized.

Higher resveratrol levels would be expected in red wines because resveratrol comes primarily from the grape skins, which remain in the fermenting "must" in producing red wines. White wines, on the other hand, are fermented without the grape skins.

However, Creasy and Siemann have been unable to discover why some red wines are low in resveratrol and why some white wines, specifically the Chardonnays, are high.

Wine-making methods may also affect resveratrol levels, Creasy says. Some wines, for example, may have undergone clarifying and tannin-removal by being passed through resins, which would have removed resveratrol as well.

Creasy and Siemann are continuing to analyze commercial wines for resveratrol. To understand how disease pressure may impact resveratrol production, they are also analyzing wines that they have produced from both disease-controlled grapes and non-disease-controlled grapes.

—Susan S. Lang

Sagan explores one more frontier — human nature

Carl Sagan, whose achievements and continuing projects could define successful careers for at least several people, has embarked on yet another enterprise of cosmic scope.

He will explore the origins of man and human nature.

Until now, in exploring and communicating the wonders and hazards of science and technology, Sagan has juggled careers as a writer of fiction and non-fiction, a teacher at Cornell and nationwide, an advocate for a wise space policy and a scientist collaborating with Cornell colleagues to tease from Nature the chemical secrets of the solar system, including how life began on Earth and how it may have begun elsewhere.

Sagan's latest book, published late last year with co-author Richard Turco, is "A Path Where No Man Thought: Nuclear Winter and the End of the Arms Race" (Random House). It's a comprehensive explanation of a theory advanced by Sagan, Turco and their colleagues Brian Toon, Thomas Ackerman and James Pollack in a 1982 article in Science.

According to the theory, the world could end in fire and ice: The shroud of smoke lofted high into the atmosphere by nuclear explosions and fires would spread worldwide, blocking the sun's warmth and producing agricultural collapse and famine, as temperatures dropped by much more than the difference between today's averages and those of the last ice age. These effects are in addition to the nuclear "witch's brew" of radioactivity, poisonous gases and ultraviolet light penetrating a depleted atmospheric ozone layer.

Nuclear winter is only the most dramatic of a range of global environmental dangers that Sagan now addresses in his research, speaking and writing.

"I see a common thread running through global warming, ozone depletion, nuclear winter and the consequence of the Persian Gulf oil fires," he says. "That is, that our technology has now reached formidable, even awesome, proportions, and even by accident . . . we can do breathtaking damage."

"This power means we must exercise a far greater degree of ethical care in applying our technology," Sagan says, noting that he and fellow scientists have been working with religious leaders to forge an alliance for the global environment.

As comprehensive as is the nuclear-winter book, it won't hold a candle to the ambitious three-volume series Sagan and his chief collaborator, writer Ann Druyan, have undertaken.

In exploring nothing less than the origins of human nature, they will draw on the broadest range of sciences and humanities. The first volume, tentatively titled "Shadows of Forgotten Ancestors," will cover evolution before humans and will appear in about a year. It will be followed by two other volumes covering pre- and post-agricultural human society.

The Sagan-Druyan collaboration is a particularly amicable one; the two have been married for 10 years and have two children — Alexandra, 8, and Samuel, born last January.

Sagan and Druyan were two of the three writers on his now-classic science television series, "Cosmos," and also joined to write the popular science book "Comet." The two recently updated the "Cosmos" series, now showing on the TNT cable network and soon on PBS. Druyan also contributed to Sagan's best-selling science-fiction novel "Contact" whose heroine, says Sagan, was to some degree "based on Annie."

"The new three-book series is an enormous undertaking and result of a solid 10 years of reading, watching, listening, debating and thinking," said Druyan. "It's an extremely difficult work to try to accomplish, but we look at human civilization at this moment and have grave concerns about its future. It's important to find out whether there's



Carl Sagan

something within us that's virtually beyond our control that affects that future.

"And of course, as parents, we feel we have a big stake in that future," she said.

Working with Sagan has been an exhilarating experience, said Druyan.

"Carl has the most comprehensive and wide-ranging curiosity that I've ever come across," she says. "His appetite for data is insatiable."

Even so, she adds, the amount of knowledge to be mastered for the series can still be occasionally overwhelming.

"When we were in the New York Public Library working on 'Cosmos,' we had to figure out how many books one could reasonably expect to read in a lifetime. It was only a few long shelves. We looked at each other and realized the magnitude of the quest," said Druyan.

As if puzzling out the panoramic origins of human nature weren't enough, Sagan and Druyan are also planning another novel to follow "Contact" — which may become a movie — and are working on a popular article on the Bill of Rights for the 70 million readers of Parade Magazine. Sagan remains president of the Planetary Society, which he helped found to encourage solar system exploration and the search for extraterrestrial life.

His current stance on space exploration is explained in an article in the spring issue of "Issues in Science and Technology," published by the National Academy of Sciences. In "Why Send Humans to Mars," he argues that, given the severe environmental, economic and social problems on Earth, a series of more modest joint international space missions might make more sense. These include use of the Soviet space station Mir, development of new propulsion and robotic technology and studies of asteroids.

Making real progress on Earth's social, economic and

political problems, he says, "could release enormous resources, both material and human, for furthering space exploration and other worthy goals."

Perhaps not surprisingly, Sagan finds his plethora of projects invigorating.

"The nice thing about having many projects is that each is a sort of relaxation from the other," he says. "If you get stuck on a scientific problem, you can say, 'Let's see what's happening on that novel.'"

He still finds great intellectual satisfaction in his teaching and scientific research with colleagues in Cornell's Laboratory for Planetary Studies in the Department of Astronomy. At Cornell, Sagan is the David Duncan Professor of Astronomy and Space Sciences and director of the laboratory.

His chief collaborators at Cornell are Bishun Khare, Reid Thompson and Chris Chyba. Together they have developed an intricate laboratory apparatus that can simulate the atmospheres of the stratospheres of the outer planets and their moons.

Basically, the apparatus consists of a network of tubes that feeds a mixture of simple gases such as methane and hydrogen into a glass-tube reaction chamber surrounded by a high-voltage coil of wire. There, the gas molecules, at extremely low pressures characteristic of the outer planets, are zapped by the laboratory equivalent of charged particles trapped in the magnetic fields of the outer planets.

The scientists aim at understanding how complex organic compounds formed on such bodies as the murky Saturnian moon Titan. They also expect to gain deeper insight into the chemical evolution of life on ancient Earth. "Our analysis," Sagan says, "shows something like 70 to 80 gaseous organic products in the apparatus," which yielded a mix of gas and liquid organic compounds and a reddish tarlike substance. "Our nine major products correspond molecule-by-molecule to the ones Voyager detected on Titan," he said. "And the same experiments make the tarry solid whose properties match beautifully what's observed for the orangish haze that surrounds Titan."

"For the first time we have a tried-and-true tool for simulating fairly complex organic chemistry in planetary atmospheres. We're now busy at work applying this experience to study Jupiter in preparation for the Galileo entry probe. And we can now start simulating a variety of atmospheres for primitive Earth."

Sagan and his co-workers are also trying to find out how much of the chemical building blocks for the origin of life on Earth are home-grown and how much are imported from space. So, they are mathematically simulating comet impacts on Earth to understand how much of a comet's cargo of organic matter could survive the searing plunge through the atmosphere and the final cataclysmic impact.

In both the lab simulations and the computer modeling, the Cornell scientists draw on the stunning mass of data from the Voyager mission, in which they are active participants.

As a teacher, Sagan includes both Cornell students and the world-at-large as his pupils. At Cornell, he teaches "Our Home in the Universe," an undergraduate seminar that covers the history of the Earth and protection of the global environment. He has also taught a special class on critical thinking. The waiting lines for his courses are, predictably, cosmically long.

Sagan's schedule also includes numerous public-service and other lectures to groups as diverse as the local Sciencenter, the American Association of Physics Teachers, the American Civil Liberties Union, the Town Hall of Naples, Fla., Foothill College in Calif., the State Department, the National Academy of Sciences and the Ithaca Central School third grade.

—Dennis Meredith

NYU honors Dean Dittman

David A. Dittman, dean of the School of Hotel Administration, has received New York University's annual award for "major contributions to the hospitality industry."

The award was presented in New York City during the 13th annual international Hospitality Industry Investment Conference sponsored by NYU's School of Continuing Education and its Real Estate Institute.

The award was based on Dittman's role as an educator and director here.

In accepting, Dittman said that the award "carries the imprimatur of the nation's premier center for higher real-estate education." Because of his mother's death, Dittman was unable to attend the conference, and his speech was read by William N. Chernish, the Hotel School's assistant dean for executive education.

Dittman said that "significant numbers help to belie the stereotypes of Cornell Hotel School students as being rich and well-connected students. About 70 percent of Hotel School students rely on financial aid, and fewer than 10 percent of them have parents or grandparents who attended the Hotel School, the dean reported.

"At the Hotel School, it is an article of faith that our reputation is only as good as the last class that we have graduated — and



David Dittman

regardless of how much they know, those graduates are only as good as what they can do," Dittman said in his prepared remarks.

Dittman became dean of the Hotel School last year, coming to Cornell from the University of Minnesota, where he was chairman of the Department of Accounting.

—Albert E. Kaff

Hisle, new Statler manager led Colonial Williamsburg units

James E. Hisle, whose professional career includes coordinating the catering and meeting activities for the 1983 summit conference of the industrialized nations, has been appointed managing director of the Statler Hotel and Marriott Executive Education Center.

Hisle, 46, succeeds Hans Weishaupt, who had managed the 150-room Statler since it opened in 1989 as the teaching hotel for the School of Hotel Administration. Weishaupt retired on June 30 and is returning to his native Switzerland.

A 1968 graduate of the Hotel School, Hisle comes to Cornell from Williamsburg, Va., where he was vice president of Colonial Williamsburg Hotel Properties and oversaw the operation of three Colonial Williamsburg hotels serving conference, family and economy needs.

Described as the world's largest outdoor museum, Williamsburg has been restored to its original 18th century appearance when it served as capital of the colony of Virginia. Today Colonial Williamsburg conducts research on and teaches the history of Colonial America to more than 1 million visitors a year from around the world.

"Colonial Williamsburg is an educational foundation," said David A. Dittman,

dean of the Hotel School. "Jim's experience with it places him in good stead to help the School of Hotel Administration meet its educational and programmatic goals while simultaneously managing the Statler Hotel in a manner which will be exemplary to our students."

Hisle's Cornell appointment was effective July 22.

In 1983, when he was general manager of the Williamsburg Lodge and Conference Center, Hisle oversaw the coordination of catering and meeting activities at Williamsburg for the annual meeting of the heads of government of the United States, Britain, France, Germany, Italy, Canada and Japan.

"I am very pleased and honored to have the opportunity to serve Cornell as managing director of the Statler Hotel and the Marriott Executive Education Center," Hisle said. "I am looking forward to meeting the challenges of this appointment."

Hisle joined the Williamsburg organization in 1978, serving as resident manager, general manager and vice president/general manager. From 1971 to 1978, he worked for Marriott Corp. in its hotel division in Arlington, Va., and Dallas, Texas.

—Albert E. Kaff

At the computer graphics conference . . .

Realistic computer graphics can offer scientists, engineers and architects a powerful visual tool, but they must be based on accurate physical models of light reflection and the motion of objects. If computers are ever to realistically render a beating heart or an operating jet engine, for instance, the computer programs must re-

flect the basic physical laws governing the behavior of those objects — not merely the artistry of animators.

At last week's SIGGRAPH conference in Las Vegas, researchers from Cornell's Program of Computer Graphics revealed advances in the science of computer graphics reported on this page.

Researchers included graduate students James Arvo, David Baraff, Julie Dorsey, Xiao He and Stephen Westin; postdoctoral associate Francois Sillion; Professor Kenneth Torrance; and Donald Greenberg, director of the Program of Computer Graphics and the Jacob Gould Schurman Professor of Computer Graphics.

Computer model lights the 'set' for 'La Bohème'

One new computer tool announced by the Cornell researchers allows theatrical designers to create and test stage-lighting designs using realistic computer graphics, even before the first nail is hammered on a stage set.

Inside the computer, the researchers "built" the Metropolitan Opera House at Lincoln Center in New York, La Scala in Milan and the Staatsoper in Vienna. They then rendered lighting designs for operas such as "Tales of Hoffmann" and "La Bohème." Since physical laws — not artistic approximation — underlie the work, the graphics show how light will actually play on the real, three-dimensional set.

The Cornell scientists, Julie Dorsey, Francois Sillion and Donald Greenberg, have demonstrated the program for designers at the Metropolitan Opera and hope to provide the system to the designers for further refinement.

While lighting designers can work with set designers' drawings or scale models to approximate their designs' effects, they must wait until the last minute to test the reality on the actual stage or opera sets. Their designs usually involve hundreds of lights of many kinds, each with a multitude of possible adjustments and non-uniform distribution of the light that they cast.

"Opera productions typically use the largest-scale lighting effects with hundreds of light sources and extensive use of projected scenes," said Dorsey.

"While the model does give insight into the visual impact of the final production, it is a laborious, costly, incomplete and time-consuming endeavor." The small scale of such models, which are about the size of a microwave oven, makes them impractical, said Dorsey.

Lighting designers using the program select from a menu of icons on the screen to choose the lights for the production and their placement. They can select a vari-



Peter Morenus

Graduate student Julie Dorsey with her computer simulation of an opera stage.

ety of spotlights, striplights, floodlights and beam projectors. For each light, the designer can "adjust" position, height, beam angle, intensity pattern, color, projection pattern and area illuminated.

The computer program incorporates a mathematical technique of rendering a scene by calculating how light reflecting from various diffuse surfaces in a scene affects the look of other surfaces. Once a scene is so rendered, a viewer can "walk" through it at will, quickly changing position to explore aspects of lighting.

The Cornell researchers also developed a way for the computer to simulate how a projected scenic background would look when projected from any point in the opera house onto a screen of any shape.

Designers Gil Wechsler and Wayne Chouinard at the Metropolitan Opera provided specifications of set and lighting designs and advised the Cornell scientists on the work. The "La Bohème" environment was modeled by Cornell architecture student Mark Shepard.

— Dennis Meredith

CU papers cover friction's effects and light's reflection from varied surfaces

A tumbling stack of blocks, a kitchen scene with shiny pots and matte-finish cabinets and a still-life of plastic blocks and metal spheres are some of the realistic computer graphics produced by the Program of Computer Graphics researchers to demonstrate their new basic theories.

At the SIGGRAPH conference, they explained the most complete physical theories yet to simulate the complex ways that light reflects from surfaces. Another Cornell scientist also reported progress in understanding friction's effects, to aid simulation of objects in motion.

The Cornell scientists presented two papers detailing new models for realistically simulating lighting within scenes.

One paper explaining a new mathematical model of how light reflects from different materials, such as metal, ceramic, sandpaper and plastic was presented by Xiao He, Kenneth Torrance, Francois Sillion and Donald Greenberg.

Previous models could not represent the subtle changes among a succession of metal surfaces ranging from rough to highly polished.

The Cornell researchers term the surface sheen of such in-between objects as "directional diffuse." The directional diffuse component of light reflection depends not only on the roughness of a surface, but also on the wavelength of light and the electrical properties of the surface, said the scientists.

The work is important because, historically, researchers used two separate computer-graphics techniques that "specialized" in rendering either rough or highly polished surfaces.

To illustrate the new theory, the Cornell researchers showed realistic renderings of a series of aluminum cylinders with different surface roughnesses, from shiny to dull. They also showed a computer-graphic scene containing a metallic cylinder, a plastic box and a metal sphere.

In another paper, the Cornell scientists described how they built on the new surface-reflection theory to calculate the complex ways light reflects among objects in a scene. Presenting the paper on the "global illumination solution" were Sillion, James Arvo, Stephen Westin and Greenberg.

To illustrate the effectiveness of the new technique,

the Cornell researchers showed the SIGGRAPH audience a videotape of a "walk" through a kitchen scene, featuring matte-finish cabinets, shiny pots and a microwave oven.

The final Cornell paper delivered at the conference covered an advance in modeling how friction affects the behavior of objects.

Since friction is a fundamental phenomenon, modeling it is critical to advancing the science of rendering animated objects realistically.

"Until now, in modeling, we've either addressed really easy cases, or we've made an approximation that we knew was wrong, but yielded a picture that looked right," said David Baraff, who delivered the SIGGRAPH paper.

Basically, Baraff's theories help resolve an extremely difficult quandary that has faced scientists attempting to model friction:

In modeling how two surfaces slide past one another, theorists have tried to avoid mathematics that includes impulsive forces, such as occur in the collision of objects. However, such an avoidance leads to mathematical equations that require immense amounts of computation.

Nevertheless, such "impulsive" forces do occur in reality. For example, if one pushes a broom across a floor and increases the angle of the handle, the broom will suddenly "grab" the floor. Similarly increasing the angle of a pencil as its tip slides across paper will cause the pencil to suddenly grab and jerk to a halt.

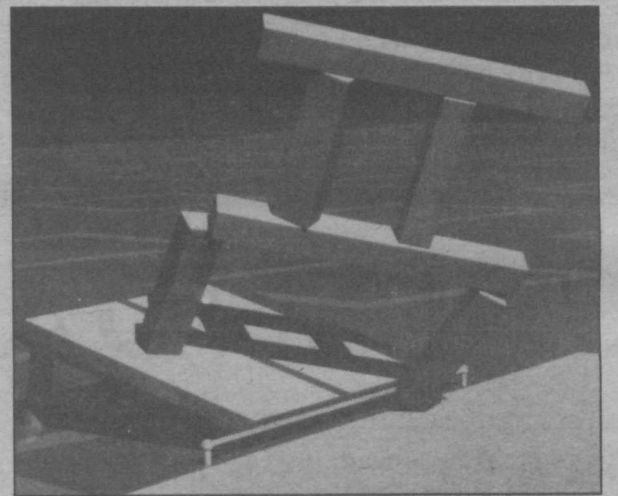
In modeling such impulsive forces, scientists assume that an infinite force is delivered over an infinitely short amount of time, and they were reluctant to introduce such infinite forces into cases of sliding objects.

In his SIGGRAPH paper, Baraff described how such impulsive phenomena can and should be incorporated into models of friction and how the result of allowing such effects could lead to useful mathematical solutions.

"I discovered that what makes the [friction] problem hard is that viewpoint that impulsive forces should be avoided, and I stumbled on a physical explanation of that process," said Baraff.

"I found a perfectly logical explanation for why infinite forces occurred."

According to Baraff, his friction models are still limited, because, for example, they must make approxima-



Program of Computer Graphics

A computer-animated stack of falling blocks illustrates an advanced theory of friction developed by graduate student David Baraff.

tions to limit the complexity of the calculation. For example, such models assume that a cube contacts a surface at only four points.

"The fact that we're not modeling contact across the entire surface means that the predictive power of the model is limited," said Baraff, "but in terms of computer graphics, we're getting realistic motion for reasonably complex systems."

Baraff showed the SIGGRAPH audience an animation of tumbling stacks of blocks to illustrate the advanced graphics possible with the new theories.

— Dennis Meredith

The Cornell Program of Computer Graphics is supported by the National Science Foundation and the Defense Advanced Research Projects Agency as part of the National Science and Technology Center for Computer Graphics and Scientific Visualization. Other member institutions of the center are Brown University, the California Institute of Technology, the University of North Carolina at Chapel Hill and the University of Utah.

Supporters of the Cornell research also include AT&T Bell Laboratories and Ford Motor Co.

The Cornell research is performed on equipment donated by Hewlett Packard Corp. and Digital Equipment Corp.

Theatre Outreach receives \$150,000 partnership grant

Cornell's Theatre Outreach program, which introduced community-based theater to teachers and students at Ithaca-area public schools and community centers through an experimental class last fall, has received a \$150,000 grant in partnership with the Roadside Theater Company to extend their efforts over the next two years.

The grant will be used to extend the class (offered free to public-school teachers) on developing and telling stories about real-life experiences, present a retrospective of Roadside plays, organize a national conference on community-based performing arts and develop a model curriculum for others interested in this growing field.

"We have tried a couple of ways of working with the real stories of people in the local communities. What this grant will enable us to do is to really develop our ideas over

time and have continuity in our work," said Janet Salmons-Rue, director of Cornell Theatre Outreach.

"We hope people will feel encouraged to discover and tell their own stories, sing their own songs, investigate their own histories and understand how they relate to the groups they are a part of," added Dudley Cocke, director of Roadside, which is a performing company based in the Appalachian Mountains of Kentucky that worked with Cornell last year and during the American Festival presented here in 1989.

The Association of Performing Arts Presentors presented the Lila Wallace-Reader's Digest Arts Partners Program to Cornell and Roadside, making it one of four such grants awarded nationwide.

"The rise in interest in multiculturalism and all issues related to race, class and gender have brought community-based storytelling to the fore," said Bruce Levitt, chairman of Cornell's Department of Theatre Arts, "because more people are now looking and listening to learn about each other and because this is a way for people to share their experiences and feelings in the community."

"The point of teaching storytelling is not that everyone should become an artist," Levitt continued, "but that through telling stories about their own lives, people can feel more confidence and self-worth and become more interested and successful in school."

"I think telling one's own story and singing one's own songs help us get a surer sense of what we are. Then, having that, it makes us more able to grapple with problems and issues," added Cocke.

In the class "Issues in Community Based Arts," which will be offered next spring, teachers and community-center leaders will come to the university to learn from Cornell and Roadside staff how to teach storytelling; and Cornell and Roadside staff and students will visit schools and centers to demonstrate their techniques and coach the students. It will culminate in a "Story Swap" presented by area children at the Cornell Center for Theatre Arts.

Participating in the program last fall were the Alternate Community Schools, Belle Sherman Elementary School, Newfield Central School, Ithaca High School, Trumansburg Conservatory of Fine Arts, Southside Community Center and the Greater Ithaca Activities Center.

Planning for the activities stemming from the grant will be coordinated with community groups, such as Empire Foxfire Teachers' Network, Greater Ithaca Activities Center, the Senior Citizens Center and schools in the Ithaca area.

Similar grants were awarded to the State University of New Jersey, the Borough of Manhattan Community College and the University of Minnesota.

—Lisa Bennett

Spike



Christine Barber, 17, of Homer returns a serve during volleyball camp on campus last week.

Ultratiny grating *continued from page 1*

sensitive inertial navigation instruments, since the slightest change in direction would affect the flow of streaming atoms and change the interference pattern.

The NNF engineers, Michael Rooks and Robert Soave, and MIT physicist David Keith constructed the near-perfect "atom optic" gratings with slits just 200 nanometers (billionths of a meter) wide. By contrast, a human hair is 100,000 nanometers in diameter, and a virus is about 20 nanometers wide.

The Cornell and MIT researchers reported development of the gratings at scientific meetings this spring and will publish an article on the technique in next January's Journal of Vacuum Science and Technology B.

The atom interferometer, which uses a series of the gratings to separate and recombine the atom wave, was constructed by MIT's Keith, Christopher Eckstrom, Quentin Turchette and David Pritchard. They reported the first experiments with the atom interferometer in the May 27 Physical Review Letters.

The tiny gratings were produced at the NNF in a 10-step process using many of the tools of nanofabrication, including electron beams, ion beams, chemical etching and photolithography.

First, the engineers deposited a thin film of silicon nitride on a silicon wafer and used potassium hydroxide to eat away a section of the silicon, leaving a thin membrane window of silicon nitride framed by the silicon. Then, the researchers covered the window with a plastic material known as PMMA and used electron-beam lithography to

create a grating pattern in the PMMA on the silicon nitride window. This pattern was basically a series of parallel slots, with the bare silicon nitride exposed only in the depths of the slots.

Then came the key step. The engineers discovered that by bombarding the pattern with a beam of carbon tetrafluoride and hydrogen, they could selectively etch away the exposed silicon nitride faster than the PMMA, eating through the thin silicon nitride window to produce the precise slits of the window.

The engineers then dissolved away the PMMA, leaving the grating.

According to Rooks, the process pushed the limits of the precision of electron-beam lithography, and compensating for the subtle errors in the beam was difficult.

However, he said, the researchers should be able to use the fabrication technique to produce even finer, 100-nanometer gratings.

Besides the MIT group, researchers at Stanford University and the Physikalisch-Technische Bundesanstalt in Braunschweig, Germany, have also developed atom interferometers, but based on different techniques. Those groups both use laser techniques instead of gratings to separate and recombine the atom waves.

The NNF is supported by the National Science Foundation and industrial affiliates, and the MIT research was supported by the Army Research Office and the Office of Naval Research.

—Dennis Meredith

CALENDAR

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

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

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

DANCE

Cornell International Folkdancers

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

Aug. 11 and Aug. 18: 7:30 to 9:30 p.m., Senior Citizen's Center, 213 S. Geneva St.

Aug. 25: teaching, 7:30 to 8:30 p.m.; requests,

8:30 to 10:30 p.m., North Room, Willard Straight Hall.

Israeli Folkdancing

Israeli folkdancing, Thursdays, 8:30 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.

"Swimmers," an exhibition featuring more than 120 color and black-and-white images of more than 70 photographers from around the world will be on view through Aug. 18.

"American Clothing: Identity in Mass Culture, 1840-1990" on exhibit through Sept. 1. Organized by Beate Ziegert, a faculty member in the College of Human Ecology, the exhibition includes pieces selected from the Cornell Costume Collection. The exhibit examines American clothing from the perspectives of mass production, mass communication and mass distribution.

Sibley Fine Arts Library

"One-of-a-kind Artist's Books," an exhibit

by three Cornell employees, Jane Axamethy in Geology, Jean Frank at Boyce Thompson Institute, and Catherine Kuhl in Electrical Engineering, through Sept. 15. The artists were enrolled in the Artist's Book Summer Session course taught by Laurie Sieverts Snyder.

MUSIC

Bound for Glory

In August, Bound for Glory will feature albums from the studio. Bound for Glory can be heard Sundays from 8 to 11 p.m. on WVBR-FM, 93.5.

RELIGION

Catholic

Masses: Saturdays, 5 p.m., Sundays, 10 a.m., Anabel Taylor Auditorium. Daily masses 12:20 p.m.

Christian Science

Testimony meeting on Thursdays, 7:45 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 at 10:30 a.m., Hector Friends

Meeting House, Perry City Road. Rides leave Anabel Taylor parking lot at 10 a.m. Call 255-4212 for information.

Jewish

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

Shabbat Services: Friday: Conservative/Egalitarian, 7:30 p.m., Founders Room, Anabel Taylor Hall; Orthodox, Young Israel (call 272-5810 for time). Saturday: Orthodox, 9:15 a.m., Edwards Room, Anabel Taylor Hall.

Korean Church

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

Muslim

Friday prayers, 1 p.m., Edwards Room, Anabel Taylor Hall.

Seventh-Day Adventist

Worship, 9:30 a.m., Seventh Day Adventist Church, 1219 Trumansburg Road.

Zen Buddhism

Zazen meditation every Thursday at 4:30 p.m. in Anabel Taylor Chapel.

MISC.

Tai Chi Chuan

Monday, Wednesday and Friday sunrise classes will be held through Aug. 30 in the One World Room, Anabel Taylor Hall. To register, call 273-6679.

CORNELL EMPLOYMENT NEWS

Including Job Opportunities

Volume 3, Number 30

CLASSIFICATION REVIEW STUDY

Human Resources Utilizes Employee Focus Groups to Gauge Employees' Knowledge of the Classification Review Study Process and Objectives

FOR THE PAST SEVERAL WEEKS Human Resources has been working in conjunction with University Relations' Communication Strategies, to assess current campus community knowledge of the Classification Review Study process. As part of this assessment, Communication Strategies has held five focus group sessions with randomly selected employees from across campus and two discussion sessions with senior administrators and faculty members selected from across the units and colleges.

"Because this study began two years ago and its process is extremely comprehensive and methodological, we wanted to know whether our communications on the study have been read and understood across campus, or whether, over time, people have lost a sense of continuity and overall understanding of what we have been trying to accomplish," said Anita Harris, manager of Compensation. "It is really important for us to know what employees already know about the process. If there have been misunderstandings or if there are gaps in the communication process, we want to address those issues first," she continued.

To ensure the anonymity of the focus group and discussion session participants, their comments have been kept anonymous and confidential, with their feedback crystallized and summarized by Communication Strategies. Communication Strategies will share the overall findings with the Office of Human Resources.

"We would like to thank the participants for taking part in these meetings," said Gerry Thomas, deputy director of OHR and project leader for the Classification Review Study. "We are confident that this information will help us more effectively communicate to employees the objectives, process, and eventual results of the study."

One of the preliminary findings of the focus groups was that employees do not know who is on the Evaluation Committee and the Steering Committee of the Classification Review Study. In direct response to this finding, their names are listed below. The roles these committees have recently played are covered in the April 4, May 16, June 20, and July 11, 1991 issues of *Cornell Employment News*.

Evaluation Committee

The main function of the Evaluation Committee is to evaluate the hierarchy of positions (one hierarchy for exempt and one for nonexempt):

1. It reevaluates positions by referring back to the questionnaires, comparing the components of these positions with those of comparable positions in the hierarchy.
2. At each succeeding Evaluation session, the committee reviews the most recently developed hierarchy and reevaluates jobs as necessary, continually refining the rankings.
3. At the conclusion of this process, the exempt and nonexempt hierarchies will reflect the relationship of all Cornell positions.

Evaluation Committee Members

Judy Baker, Cornell Information Technologies
Linda Budinger, Statutory Finance & Business Office
Becky Coles, College of Agriculture & Life Sciences
Ann Dyckman, University Libraries
Bob Geyer, College of Engineering
Rita Harris, College of Veterinary Medicine
Ken Hillary, Cornell Cooperative Extension
Gil Ott, Office of University Development
Harold Roberts, Facilities & Business Operations
David Yeh, Academic Programs & Campus Affairs

Steering Committee

The main function of the Steering Committee is to oversee the project to ensure its successful completion in developing a fair and equitable compensation program:

1. It provides input on the university's culture, policies, and procedures.
2. It reviews and approves work results of project tasks—i.e., the methodology used to develop the hierarchies of positions, the hierarchies themselves, salary structures, etc.
3. It acts as liaison to members of the university staff and management to promote understanding and acceptance of the study.

Steering Committee Members

Ruth Constantine, College of Human Ecology
Deborah Cox, College of Human Ecology
John Finamore, College of Agriculture & Life Sciences
John Hartnett, Statutory Finance & Business Office
Jane Pedersen, College of Arts & Sciences
Robert Reese, Facilities & Business Operations
Sam Segal, Cornell News Service
Clint Sidle, Institutional Planning & Research
Mark Spiro, College of Engineering
Bill Thompson, Office of Equal Opportunity
Mike Whalen, Financial Planning & Budget Management
Gene Wheeler, University Libraries

JOB OPPORTUNITIES

THE UNIVERSITY, IN RESPONSE TO THE NEW YORK STATE BUDGET REDUCTIONS, is recruiting only for those vacant positions considered to be essential to the operation of the university. We continue to encourage, accept, and refer applications from Cornell employees and from external applicants for these positions unless noted otherwise in the individual listing. When qualified laid off employees are available for a particular vacancy, they will be given first consideration for that position.

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

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

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

Professional

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

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

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

Director of Administrative Operations (PA7607) HRIII
Human Ecology Administration-Statutory
Posting Date: 8/01/91
Chief business officer for the college of Human Ecology. Responsible for financial planning, fiscal monitoring, implementation of personnel policies and coordination of facilities planning. Reports directly to the Associate Dean.
Requirements: Masters degree in business or public administration, or equivalent combination of education and experience in administrative systems planning, outstanding interpersonal and communications skills, demonstrated leadership skills, including ability to motivate people. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

ning, outstanding interpersonal and communications skills, demonstrated leadership skills, including ability to motivate people. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Senior Project Leader (PT7707)
CIT/IR-Endowed
Posting Date: 8/08/91
Provide technical consulting for the user organization in the development of large scale computer-based information system. Plan and direct systems analysis and design. Implement new development projects and those involving substantial modification to applications systems and their supporting methods and procedures.
Requirements: BS degree or equivalent, preferably in computer science, accounting, mathematics, statistics, business administration or engineering. Minimum 9 years experience, 2 of which must be as project leader having supervisory responsibility. Prior programming experience required. Some database design and management experience preferred plus knowledge of mini/micro computers. Written and oral communication and interpersonal skills must be developed. System design experience is desirable. Send cover letter and resume to Sam Weeks, Staffing Specialist, 160 Day Hall.

Associate Director Alumni Programs (PA7705) HRII
Alumni Affairs-Endowed
Posting Date: 8/08/91
Assists the Director in planning overall policies, procedures and goals for Cornell clubs nationally. Supervises club activities in assigned regions. Overall responsibility for scholarship program development, club membership assistance program, community service initiatives. Assists in planning, developing, and implementing volunteer training workshops. Supervises one support staff member.
Requirements: Bachelor's degree required/Cornell preferred. Demonstrated ability to work with and organize volunteers; strong interpersonal communication and writing skills; experience in new program development; minimum 3-5 years experience with volunteer organization preferred; some travel. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Senior Research Support Specialist (PT7602) HRII
School of Electrical Engineering- Endowed
Posting Date: 8/01/91
Provide technical and administrative support for grad students, staff and faculty engaged in research on compound semiconductor materials and devices. Operate, maintain and repair molecular beam epitaxial growth machines. Develop, design and fabricate innovative research equipment. Develop and implement new techniques to enhance

research. Maintain lab safety procedures.
Requirements: BS or equivalent experience. Must have 5 years relevant experience including maintenance, repair and design of ultra high vacuum equipment. Semiconductor characterization experience desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Senior Science Editor (PC7509) HRII
News Service/University Relations-Endowed
Posting Date: 7/25/91
To cover Cornell science, assisted by two other science writers, with the aim of gaining mass-media publicity and informing internal audiences. To edit all News Service Science writing.
Requirements: Bachelor's required, Master's preferred. Demonstrated excellence in writing lucidly about science and editing the writing of others. Well-established contacts in science writing profession. Combination of education and experience in science and journalism to suggest ability to relate to world-renowned researchers and make their work accessible to press and public. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Managing Director (PA7701) HRI
Theatre Arts- Endowed
Posting Date: 8/08/91

Direct administrative operations for production and presentation events in Department of Theatre Arts. Supervise budget planning, marketing, student services, guest artists, development, outreach. Some evenings and weekends.
Requirements: BA required. Prefer degree in Theatre Arts Administration MFA desirable. At least 3 yrs. experience in some combination of theatre management, development or events management in a leadership position. Experience with budgets, marketing, development; Excellent communications and interpersonal skills. Send cover letter and resume to Cynthia Smithbower,

Public Affairs Assistant (PA7702)
JGSM-Endowed
Posting Date: 8/08/91
Work with the Director of Annual and Leadership Gifts and the Associate Director of Annual Giving in the planning and implementation of the School's annual fund and capital campaign. Provide assistance with Phonathon and Reunion campaigns, as necessary.
Requirements: Bachelor's degree or equivalent. Excellent communications and interpersonal skills. Some prior knowledge of fund-raising through professional or volunteer experience. Ability to communicate with a diverse alumni and student body. Knowledge of Cornell Public Affairs. Information systems helpful. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall

Residence Hall Director (PA7603) HRI
Residence Life- Endowed
Posting Date: 8/01/91
Assume primary program development and related administrative responsibility for West Campus residence halls.
Requirements: Master's Degree or equivalent combination of education and experience is necessary. Degree in Student Personnel Administration, or other closely related field is desirable. Reasonable experience in student housing administration and/or programming is necessary. Send cover letter and resume to Cynthia Smithbower.

Dining Supervisor (PA7302, PA7303, PA7304, PA7305) HRI
Dining-Endowed
Posting Date: 8/01/91
Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation and service of food.
Requirements: Associate's degree and two to three years of related experience, or the equivalent. One year food service supervisory experience preferred. Some knowledge of food and health codes is desirable. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Career Development (PA7601) HRI
JGSM- Endowed
Posting Date: 8/01/91
Supervise and manage all career counseling/development activities for MBA I and II's and alumni. Develop and implement a plan to increase internship opportunities. Provide career resources for MBA I and II's
Requirements: Bachelor's degree required; Master's degree and/or student counseling background is preferred. Two years experience in a placement or corporate setting. Knowledge of careers/industries/functions pursued by MBA candidates. Must have excellent detail, organization, supervisory, and communication skills. Willing to work irregular hours. Familiarity with Macintosh and software packages preferred. Send cover letter and resume to Cynthia Smithbower.

Purchasing/Shipping/Receiving Agent (PA7608) HRI
Biochemistry, Molecular & Cell Biology- Statutory
Posting Date: 8/01/91
Responsible for overseeing the operations of the shipping and receiving, animal housing, and glassware washing facilities located in the Biotechnology Building. Supervise 7 1/2 employees working in these facilities. Act as Purchasing Agent for 4 sections in the Biotechnology Building (Biochemistry; Genetics & Development; Biotechnology; Plant Science Center).
Requirements: Minimum 2-3 years knowledge of Cornell purchasing procedures (State and Endowed). Strong typing, filing, and phone skills. NYS Drivers License. Some computer knowledge, background in the science field helpful. Send cover letter and resume to Cynthia Smithbower.

Assistant Director for Recruiting (PA7602) HRI
JGSM-Endowed
Posting Date: 8/01/91
Operation of the on-campus interviewing/recruiting program. Responsible for Job Fairs and external recruiting functions. Plan and organize workshops/presentations to educate MBA I and II's regarding a wide variety of career options. Assist Director with corporate relations activities.
Requirements: Bachelor's degree required; Master's degree and/or student counseling background is preferred. Two years experience in a placement or corporate setting. Knowledge of careers/industries/functions pursued by MBA candidates. Must have excellent detail, organization, supervisory, and communication skills. Willing to work irregular hours. Familiarity with Macintosh and software packages preferred. Send cover letter and resume to Cynthia Smithbower.

Assistant Director of Development & Alumni Affairs (PA7609) HRI
Veterinary College Public Affairs- Statutory
Posting Date: 8/01/91
Manage and implement annual fund raising programs directed at alumni and friends of the college of Veterinary Medicine. Assumes primary responsibility for Veterinary College Annual Fund and all non-campaign development operations and alumni affairs programs.
Requirements: Bachelors degree required (Orientation toward communication and/or management desirable). One or more year's experience in fund raising and working with volunteers required. Excellent organizational, writing and oral communication skills required. Send cover letter and resume to Cynthia Smithbower.

Development Assistant (PA7605) HRI
University Development/Public Affairs- Endowed
Posting Date: 8/01/91
Provides support to the Director and Associate Directors of Leadership Gifts, College/Unit and regional staff in their work to identify, cultivate, solicit and manage stewardship responsibilities for prospects targeted at making a leadership gift (\$25K-100K) to the university.
Requirements: 1-2 years related experience. Bachelor's degree or equivalent. Ability to work with computers. Knowledge of mainframe for entry, research and reporting purposes. Excellent planning, management and organizational skills. Strong interpersonal and communication skills. Proofreading skills. Attention to detail.

Administrative Supervisor (PA7604) HRI
Comparative Literature- Endowed
Posting Date: 8/01/91
Coordinate and supervise all aspects of department's business and personnel operations. Provide administrative assistance to Chairperson of department. Principal liaison between department and all on and off campus facilities.
Requirements: Associate's Degree or equivalent. Bachelor's preferred. 3-5 years related experience. Good knowledge of accounting systems, preferably in an academic environment. Excellent oral and written skills. PC computer skills desirable. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist I (PT7506) HRI
Division of Nutritional Sciences-Statutory
Posting Date: 7/25/91
Manage a nutritional research rat lab. Design and manage projects. Supervise, organize and maintain a breeding

colony of 400 rats. Hire, train and supervise 8-12 undergrads. Oversee management of large computer database. Make decisions concerning daily management and supervision of experiments and data collection.
Requirements: Bachelor's or equivalent (MS desired). Strong biological or psychological background. 1-3 years relevant experience with solid experimental lab animal work. Strong and extensive supervisory and organizational experience. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Managing Editor (PC7318) HRI
ILR Press-Statutory
Posting Date: 7/11/91
Edit or supervise editing and proofreading of 10-12 books/year, maintaining the Press's editorial standards. Responsible for seeing manuscripts through typesetting and printing processes, adhering to schedules, establishing specifications for finished books and working with free lance designers. Establish new contacts with printers, etc. Evaluate and develop manuscripts. Write promotion copy, edit brochures and other promotional copy, actively participate in promotional planning and marketing campaigns.
Requirements: Bachelor's degree. Minimum of 3 years publishing experience. Working knowledge of industrial and labor relations or related field helpful. Strong editorial, interpersonal and organizational skills required. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

Research Support Specialist (PT6607) HRI
Soil, Crop and Atmospheric Sciences-Statutory
Posting Date: 5/16/91
To provide technical support for the research program in low temperature biology, with primary responsibility for a) the isolation, purification and analysis of membrane lipids and b) studies related to the cryopreservation of both plant and insect germplasm. In addition, the individual will oversee and manage the day to day operations of the low temperature biology laboratories including the operation and maintenance of sophisticated analytical instruments and procurement of materials and supplies.
Requirements: Bachelor's or Master's in biochemistry or chemistry. Experience in the operation and maintenance of gas chromatograph/mass spectrometer, HPLC equipment and ultracentrifuges. A minimum of 5 years laboratory experience with a background in either plant or insect physiology/biochemistry. Send cover letter and resume to Sam Weeks.

Editor I (PC7516) HRI
Agricultural & Biological Engineering-Statutory
Posting Date: 7/25/91
Edit manuscripts for engineering related Cooperative Extension bulletins; write news releases; design bulletins using Macintosh desktop publishing; prepare mechanicals for delivery to the printer; supervise students. Requirements: Bachelor's emphasizing technical writing and editing for a general audience. Coursework in agriculture or the environment desirable.
Requirements: 1-2 years related experience desirable. Ability to edit technical publications for a general audience, proof manuscripts and draft designs, and computer literacy. Experience in publication design is desirable. Regular full-time position, 2 year appointment. Send cover letter, college transcript, writing sample if available, three references, and salary requirements to Esther Smith, East Hill Plaza.

Professional Part-Time

Extension Support Aide (PA7703) HRI
Consumer Economics and Housing-Statutory
Posting Date: 8/08/91
Assist in gathering and analyzing data about learners and volunteers, development of materials for volunteer recruitment and training, design of pilot and final drafts of materials. Will also assist with training sessions and the development and implementation of an evaluation of the project. Part time until 5/31/94. 15-20 hrs a week.
Requirements: Minimum of B.S. degree or equivalent. Evidence of excellent communication skills, especially writing skills. Experience with educational projects; preference for experience with non-formal educational programs (e.g. Cooperative Extension). Word processing necessary. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

CASUAL-TEMPORARY

Technical Consultant I (PT7306) Level 32
CIT-Endowed
Provide support for faculty, staff, students, and potential users by delivering technical information of five supported platforms (IBM-PC, IBM mainframe, Macintosh VAX mainframe, and telecommunications). Resolve problems concerning the technical aspects of a diverse set of hardware and software applications. Direct clients to services within Cornell Information Technologies and facilitate back line consulting services. Provide support via service on the Helpdesk, group and individual contacts, etc.
Requirements: Bachelor's or equivalent. Course work in computer science, business, education preferred. 1-3 years of computing service delivery (consulting, instruction, or related client support services). Outstanding oral and written communication skills. Send cover letter and resume to Sam Weeks.

Temporary Admissions Counselor (S7507)
Johnson Graduate School of Management-Endowed
Posting Date: 8/08/91
The Johnson Graduate School of Management is seeking a team oriented, professional individual to represent the school at off campus recruitment fairs and receptions. Interview perspective applicants for the Johnson Graduate School of Management. Supervise three office professionals.
Requirements: Bachelors degree. Must possess excellent interpersonal skills and maintain a high level of confidentiality. Ability to work with a wide diversity of people. Travel is required and some weekends are involved. October 1-December 20. 39 hours per week. Please send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

OFF-CAMPUS

Senior Research Support Specialist (PT7607)
Equine Drug Testing- Statutory
Posting Date: 8/01/91
Operate and maintain a field testing lab in Elmont, New York. Hire, train, and supervise five lab technicians. Supervise analysis of blood and urine samples. Maintain and operate analytical instrumentation including HPLC and GC. Implement and maintain record keeping, and safety, health and hygiene procedures.
Requirements: MS degree in chemistry or related field or equivalent experience. 1-3 years in a testing environment. 1-2 years as a supervisor. Experience with extraction and identification of drug and drug metabolites preferred. Send cover letter and resume to Sam Weeks.

CORNELL UNITED RELIGIOUS WORK

Protestant Cooperative Ministry at Cornell (PCM)
(these are not Cornell University Positions)

Director of Development
Posting Date: 8/08/91
Be responsible for the overall direction and management of all fund raising campaigns beyond the PCM worshipping community which support the operations and services of the PCM at Cornell. Work closely with the chaplain, treasurer, PCM governing board, finance committee, local churches and judicatories of the 4 supporting denominations, and the alumni of PCM and its predecessor organizations.
Requirements: Associate's degree or equivalent and 1 year related experience. Excellent written and oral communication skills, and excellent interpersonal and organizational skills. Computer literacy (Macintosh: Filemaker, Word, Pagemaker, Excel).

Administrative Assistant/Part-time
Salary: \$6.95/hour
Maintain the smooth functioning of the PCM office, including bookkeeping, filing, typing, and being present to assist PCM community members and staff and the larger Cornell Community.
Requirements: Good typing and proof-reading skills. Word processing experience. Familiarity with Macintosh computer essential. Good oral and written communication skills. Excellent organizational and interpersonal skills. Ability to work effectively with students. Familiarity with Cornell accounting desirable.

For detailed job descriptions, or to apply for either of these positions, send cover letter and resume to the Rev. Barbara Heck, G7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853.

CRESP

Librarian, Alternatives Library
Center for Religion, Ethics and Social policy
(Not a Cornell University position)
Full responsibility for computerized diverse 6,000+ volume collection; includes oversight of acquisitions, cataloging, circulation, networking and publicity, staff supervision and budgetary oversight. Will work independently and in collaboration with director and other staff.
Requirements: Library Science degree or library work experience; IBM computer experience essential; must be well organized, with good communication, supervisory and interpersonal skills. Interest in library subject areas desirable. Position begins in September. Full description in Alternatives Library (255-6486). Send cover letter, resume and three references by August 21, c/o Search Committee, Alternatives Library. 127 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853.

BOYCE THOMPSON INSTITUTE

(These are not Cornell University positions)

Research Assistant
Available immediately
Salary: Commensurate with experience
Participate in a project to find and isolate genes in Arabidopsis responsible for aluminum tolerance. Establish conditions for selection of aluminum tolerant mutants and perform genetic crosses and map-based cloning techniques to isolate genes conferring the aluminum resistant phenotype.
Requirements: Bachelor's degree in Biology/biochemistry or equivalent. Experience and/or knowledge of DNA manipulation, simple transmission genetics and ion transport is highly desirable. Applicable techniques involve DNA isolation, DNA southern blots, genetic crosses, ion transport measurements, etc.

Research Assistant
Available immediately
Salary: Commensurate with experience.
Assist in studying gene expression in insect cells in a molecular biology laboratory (Dr. Gary Blissard). Includes cloning and sequencing, maintenance of insect cell cultures, and some media and reagent preparation. Experience with recombinant DNA techniques desirable.
Requirements: Bachelor's or Master's in microbiology, biochemistry, or related field with laboratory experience. Contact Anne Zientek, 254-1239.

Research Assistant
Available July 8, 1991
Salary: Commensurate with experience, minimum \$13,100.
Assist in conducting research in a fungal molecular biology laboratory. The research project is primarily concerned with gene manipulation. Techniques used will include plasmid construction, fungal DNA isolation and transformation, and gene identification strategies such as isolation of mRNA, Southern analysis, and sequencing of DNA. Position will end March 1, 1992.
Requirements: Bachelor's Degree in Biology or related field, previous training and experience in a biochemistry, microbiology or cytology laboratory would be helpful. Contact Anne Zientek, 254-1239.

CORNELL ALUMNI NEWS

(Not a Cornell University position)

Publication Designer
Free-lance publication designer to assist art director with magazine and book layout and page make-up. 30 hours/week; 4-6 months starting August '91. Applicants must meet the following requirements: 1) 2-3 years related job experience. 2) 2-3 years Pagemaker experience on the Macintosh. 3) Design degree, strong typographic and organizational skills. 4) Portfolio. Applicants should also be able to work on a deadline; work closely with writers and editors in conceiving stories; have knowledge of 4-color and black and white offset printing procedures; have experience editing and researching photographs, and working with photographers and free-lance illustrators. Send resume and cover letter to: Stefanie Lehman, Cornell Alumni News, 55 Brown Road, Ithaca, NY 14850.

Technical

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

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

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

Animal Technician GR18 (T7705)
Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Monitor and provide routine care (feed, water and clean) for research animals. Follow protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain records. Assist in the collection of samples and specimens. Assist vets in treating animals when

required. Take animal care courses. Rotation schedule for weekends and holidays.
Requirements: High School diploma or equivalent. AA degree in animal science desired. Assistant Animal Technician Certificate helpful. 1 year animal experience. Knowledge of a variety of lab animals and animal breeding required. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR18 (T7604)
Physiology- Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Assist in a lab doing studies on the physiological control of food and water in young pigs. Duties include lab maintenance; animal care; surgery preparation and assistance; post-operative care; blood analysis; and routine injections. Respond to reprint requests.
Requirements: AAS degree or equivalent. A general background in the biological studies with some chemistry required. Minimum 2 years work in biological sciences. Experience with animals, light typing, and course in physiology desired. Willingness to learn and to take on a variety of tasks. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Animal Technician, GR18 (T7401)
Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 7/18/91
Provide routine care (feed, water and clean) and monitor research animals. Follow strict protocols for sterile disease control environments. Follow animal welfare regulations. Maintain animal records. Assist vets in treating and vaccinating animals. Take lab animal care courses. Some weekend and holiday hours required.
Requirements: High School diploma or equivalent. AA degree in animal science desired. Assistant Animal-Technician Certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunization required. Send cover letter and resume to Sam Weeks.

Technician GR19 (T7706)
Food Science-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Conduct microbiological research on the growth of pathogenic microorganisms in refrigerated foods. Prepare media and cultures. Inoculate foods with pathogenic microorganisms. Package and enumerate samples. Develop enumeration procedures. Order supplies and keep accurate records.
Requirements: AAS in microbiology or related field with emphasis in microbiology. Minimum 1 yr. related experience. Familiarity with enumeration, identification, spectrometry. Ability to conduct independent research with minimal supervision. Experience with pathogenic bacteria, computer and statistical knowledge helpful. Good communication skills. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR19 (T7606)
Food Science- Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91
Perform a variety of microbiological techniques on raw and processed milk and dairy products. Assist in pathogenic studies. Willingness to assist in chemical and organoleptic analysis when needed. Prepare stock solutions, media and maintain laboratory environment.
Requirements: Associates degree desirable in microbiology or related field with emphasis in microbiology. 1-2 years laboratory experience, preferably in dairy science. Familiarity with bacterial purification and identification, spectrophotometry, fluorimetry, and titration technique. Must have ability to keep accurate records and have desire to learn new techniques and procedures. Be able to function independently after training. Basic computer knowledge helpful. Send cover letter and resume to Sam Weeks.

Animal Technician, GR19 (T7404)
Clinical Sciences-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 7/18/91
Provide technical support for hepatitis research project using the woodchuck as the animal model. Duties include blood collection; animal handling and restraint; inventory and harvesting of serum; assistance in surgery and necropsy; operation of basic anesthesia equipment and performance of general lab tasks.
Requirements: Associate's with emphasis in Animal Husbandry. Minimum 2 years lab animal experience. Willing animal handling experience. Valid NYS driver's license. Ability to restrain, examine and bleed small animals. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T7507)
Entomology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 7/25/91
Provide technical support for greenhouse crop, insect pest management research. This includes lab/greenhouse studies on biology and control of various pests and their natural enemies. Assist in experimental design, data collection and analysis. Organize and coordinate activities including insect and plant production for experiments. Train and supervise technical staff.
Requirements: Bachelor's in a biological science or equivalent. Coursework in entomology, horticulture or statistics. 1-2 years related experience in greenhouse crop production, horticulture, entomology and/or statistics. Familiarity with integrated pest management principles including biological control. Good organizational skills. Willingness to work with pesticides. Valid NYS Pesticide Applicator's Certificate and NYS driver's license. Send cover letter and resume to Sam Weeks.

Technician GR21 (T7703)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/08/91
Conduct new serological assays on automated and semiautomated equipment. Perform routine experiments, reduce and summarize data, and prepare reports to supervisor. Run computer programs including data input, editing of files; reduction of data using statistical programs and review and report results. Order supplies and reagents. Clean lab and glassware.
Requirements: B.S. microbiology/immunology or equivalent. 1-2 years related experience. Previous use of aseptic techniques; general lab equipment and protocols; and training and previous experience with computers are highly desirable. Knowledge of statistics is desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR21 (T7501)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/25/91
Implement biochemical and serological procedures for the speciation of Mycoplasma isolation from clinical samples. Identify pathogenic strains of E. coli using pre-established DNA probe techniques. Isolate mycobacterial DNA development of a rapid Jones test. Maintain the lab. Keep records and provide reports. Prepare reagents and media.
Requirements: Bachelor's in microbiology with a molecular biology background or equivalent. Minimum 3 years relevant experience. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7412, T7413)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91
Perform microbiological and immunological tests on specimens as requested by clinicians or as indicated by case histories to aid in the diagnosis of infections in animals and humans. Certify animals for exportation as required by international regulations.
Requirements: Bachelor's or equivalent in clinical microbiology. ASCP or MLT license desirable. Basic lab skills with emphasis on clinical microbiology and some immunology. Minimum of 1 year experience in a clinical lab performing diagnostic procedures in bacteriology and immunology. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7411)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91
Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, complement fixation, and hemagglutination inhibition. Perform virus isolation and fluorescent antibody procedures on clinical specimens. Prepare buffers, media and other reagents.
Requirements: Bachelor's or equivalent in microbiology, biology or related field. 2 years work experience in virology and tissue culture. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7410)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91
Perform viral and chlamydial isolation procedures on clinical specimens. Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, and hemagglutination inhibition. Perform fluorescent antibody procedures, tissue culture, and reagent preparation.
Requirements: Bachelor's or equivalent in microbiology or biology required. 2 years work experience. Good sterile and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7103)
Veterinary Pathology-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 6/20/91
Prepare high quality microscope slides for both diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures on rotating basis. Assist in development of contemporary histopathology procedures within the laboratory.
Requirements: Bachelor's or equivalent with experience and coursework in histopathological techniques. HT. (ASCP) certification or eligibility desired. 2-3 years experience as histology technician in a hospital or research laboratory desired. Experience in variety of special staining techniques and immunoperoxidase technique desired. Send cover letter and resume to Sam Weeks.

Technician GR24 (T7704)
Diagnostic Laboratory-Endowed
Minimum Biweekly Salary: \$701.22
Posting Date: 8/08/91
Assist with management of Automated Serology Section. Train and schedule technicians. Direct, evaluate and trouble shoot routine tests. Develop new tests and conduct assays. Perform data reduction and critical evaluation of results using computerized graphics and statistical software. Assist with evaluation of literature and writing of publications. Rotate into DL sections when needed.
Requirements: B.S. degree or equivalent. Masters preferred. Minimal of 5 yrs. in developing/conducting enzyme immuno assays. Experience with kinetics ELISA systems highly desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technical Part-Time

Technician GR18 (T7702)
Biochemistry,Molecular and Cell Biology-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Grow rice cells in tissue culture. Prepare growth media, suspension culture, and protoplasts. Perform biochemical analysis of plant tissues. Assist in research on transformation of protoplasts and in taking care of rice calli and plants.
Requirements: AAS Degree in plant biology or closely related field (or equivalent). Minimum 1 yr. lab experience in plant cell culture. Familiarity with general methods in biochemistry and microbiology. Send cover letter and resume to Sam Weeks.

Technical Temporary

Software librarian (T7601)
CIT-Endowed
Hiring Rate: \$8.50
Posting Date: 8/01/91
Assist in administration of day-to-day operations of CIT Software Contracts Program. Act as librarian for various site licenses. Assist in the distribution and installation of UNIX and other software programs.
Requirements: Bachelor's degree or equivalent experience. Comprehensive in-depth knowledge in a range of information technology, operating systems, and UNIX, along with familiarity of software products. Send cover letter and resume to Sam Weeks.

Technician (T7110)
Entomology/Schwardt Lab-Statutory
Hiring Rate: \$6.25
Posting Date: 6/20/91
Assist in the study of Lime disease. Collect ticks, work with colonies of ticks and rodents. Perform lab studies.
Requirements: Some lab work, data collection, record keeping and experience with research animals. Must be able to work independently, keep good records. Must have transportation and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician (T7111)
Entomology/Schwardt Lab-Statutory
Hiring Rate: \$5/95
Posting Date: 6/20/91
Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible.
Requirements: Some entomological coursework, training and experience very helpful. Some lab work, record keeping and experience with research animals. Must have transportation and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Office Professionals

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

All external candidates must have a completed signed employment application on file with Staffing before they

can be interviewed for a position. Employee candidates should submit an employee transfer application and cover letter, if requested, for each position in which they are interested.

Submit a signed employment application and resume which will remain active for a period of four months. During this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza 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.

Cashier GR15 (C7702)
Statler Hotel-Endowed
Minimum Biweekly Salary: \$499.50
Posting Date: 8/08/91
Perform cashiering duties in food and beverage outlets. Accurately record the sales and settle the checks for food and beverage outlets. Assist outlet food service personnel as needed. Flexible nights and weekends.
Requirements: High School diploma or equivalent. Must be able to read and write English. Possess good basic math skills. Cashiering experience in high volume setting. Ability to work well with the public. Regular Cornell University employees send cover letter, resume, and employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Office Assistant, GR17 (C7606)
Undergraduate Admissions- Endowed
Minimum Biweekly Salary: \$30.38
10 Month Position
Posting Date: 8/01/91
Process applications for 7 undergraduate colleges. Duties: Enter all admissions inquiries for a particular section of the alphabet, and the applications and records for that section. This position requires efficiency and accuracy in handling a large volume of work in a short period of time using on-line computer.
Requirements: High School diploma or equivalent. 1 Year related experience. Good clerical and organizational skills; particular attention to detail essential. Interpersonal skills a must. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee Transfer Application.

Secretary GR18 (C7701)
Human Development and Family Studies-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Provide secretarial support and program support to the Youth at Risk project faculty and staff. Type, file. Provide receptionist support. Do accounting/Bookkeeping. Medium typing. Other duties as assigned. Full time until 3/31/92.
Requirements: High School education or equivalent. Business or secretarial school preferred. 1-2 yrs. related experience. IBM PC experience highly desirable. Familiarity with Cornell. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Senior Records Assistant GR18 (C7709)
Acquisitions-Olin Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Receive, process for payment and solve complex problems associated with this process for books received outside the normal channels in the Olin Acquisitions Department.
Requirements: High School diploma or equivalent. Some college coursework preferred. One year related experience. Excellent organizational and communication skills. Familiar with on-line computer systems. Basic knowledge of accounting procedures and ability to get along well with people. Knowledge of one or more European language. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send Employee Transfer Application.

Senior Records Assistant GR18 (C7708)
CTS/Catalog/University Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Convert catalog information for musical scores and sound recordings from cards into machine-readable copy, applying appropriate USMARC conventions to create new machine readable records, and updating information in records and on cards when appropriate. Full time until 9/30/92.
Requirements: High School diploma or equivalent. 2 years of college or equivalent preferred. Background in music preferred. Previous library technical services experience desired. Ability to do detailed work accurately under pressure. Strong interpersonal skills. Dependable. Familiarity with foreign languages desirable. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Secretary GR18 (C7711)
ILR-Personnel and Human Resource Studies-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Prepare correspondence, course materials, memos, manuscripts, budgets and proposals. Arrange travel reservations and prepare vouchers; process incoming mail; photocopy; operate FAX machine; develop and maintain filing systems for paperwork; monitor and order office supplies. Perform literature searches in library. Coordinate and arrange seminars, meetings and appointments, maintain faculty calendars. Provide technical assistance in preparation of proposals, manuscripts and budgets including statistical tables.
Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years previous office experience. Ability to work as part of a team in an active, complex environment. PC experience with wordprocessing, spreadsheet and graphics software. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Office Assistant, GR18 (C7612)
Residence Life-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Provide receptionist support for the Housing Assignment Office. Handle word processing, Screen office mail and assist with housing assignment work.
Requirements: High School diploma or equivalent. Some college coursework preferred. Micro and mainframe computer data entry experience preferred. Strong interpersonal, organizational and communications, written and oral skills essential. 1-2 years related experience, Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application. Minorities are particularly encouraged to apply.

Secretary, GR18 (C7602)
Law-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Provide secretarial support to faculty. Wordprocessing of manuscripts, briefs, correspondence, class materials; coordinate travel arrangements; prepare travel and reimbursement vouchers; research references and citations in law library; xerox; file; answer telephone.
Requirements: High School diploma or equivalent. AAS degree in Secretarial Science or equivalent preferred. 1-2 years secretarial experience preferred. Office experience and familiarity with IBM-PC, Wordperfect desirable. Able to coordinate and prioritize multiple tasks. Excellent organizational, interpersonal and communication skills. Heavy typing. Send cover letter and resume to Esther

Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

Secretary GR18 (C7618)
Human Development and Family Studies
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Responsible for word processing; telephone receptionist; travel arrangements; assembling training materials. Other duties as assigned.
Requirements: High School diploma or equivalent. Some related office experience. Knowledge of computers (Macintosh). Familiar with Cornell travel and voucher systems helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application. Minorities are particularly encouraged to apply.

Senior Records Assistant GR18 (C7615)
Catalog Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Responsible for verifying when appropriate, name, subject, and series headings in machine readable bibliographic records. Search various on-line databases to identify authority records matching or nearly matching headings on Cornell catalog records and add these records to the local database. Create permanent machine readable series authority records. Identify changes and revise data in authority records.
Requirements: High School diploma or equivalent. 2 years college coursework preferred. Ability to do detailed work accurately and exercise good judgment under pressure. Strong interpersonal and organizational skills. Must be dependable. Previous library technical services experience desirable. Familiarity with foreign languages desirable. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Senior Stacks Assistant, GR18 (C7616)
Access Services, Olin Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Under the direction of the Administrative Supervisor for collection management, maintain the book stacks of the library; responsible for shelving a large volume of material; process incoming serials on a daily basis and enforce library policy on a daily basis and enforce library policy on assigned floor. Staff security desks on a regular basis; open and close building on assigned days.
Requirements: High School Diploma or equivalent. Some college background and/or experience with academic libraries preferred. Must be exceptionally dependable and be able to work independently with a minimum of supervision. Strong organizational and interpersonal skills. Must be able to work well with sudden increases of activity at exit/entrance points. Experience with microcomputers desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Senior Circulation Reserve Assistant, GR18 (C7619)
Access Services-Olin Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Under the general direction of the Administrative Supervisor of circulation, responsible for the graduate carrel operation and the servicing of the carrels and faculty studies. Work at the circulation desk and perform a variety of other public functions. Responsible for requests for materials located in the library annex.
Requirements: High School diploma or equivalent. Some college coursework preferred. Organizational skills and aptitude for detailed work. Ability to work effectively with a variety of people in a public services setting. Strong interpersonal skills. Experience with microcomputers desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Assistant GR19 (C7707)
School of Hotel Administration-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Provide secretarial, clerical and administrative support in the Registrar's office. Extensive contact with students. Handle numerous inquiries and act as office receptionist. Data entry on student records.
Requirements: High School diploma or equivalent. Some College coursework preferred. 1-2 years office experience. Excellent interpersonal skills. Knowledge of Macintosh required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send Employee Transfer Application.

Administrative Aide GR19 (C7703)
Dean of Students-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Provide administrative and secretarial support for the Assistant Dean of Students. Some work with money handling and deposits. Phone work; data entry; information dissemination; close work with students and Cornell community and Ithaca landlords. 10 month position.
Requirements: High School education or equivalent with at least a minimum of 2 years secretarial experience. IBM-PC knowledge helpful. Some college coursework preferred. Strong organizational, interpersonal, communication skills needed. Ability to work under pressure with continual telephone and people interruptions. Knowledge of Ithaca and outlying area helpful. Ability to handle and account for money. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Office Assistant GR19 (C7704)
Maintenance and Service Operations-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Facilitate the purchasing and delivery of building materials for maintenance, repair, and/or construction projects.
Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years experience with mainframe and personal computers. Broad understanding of construction materials. Able to work in a busy and complex atmosphere, set priorities and work independently. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Secretary, GR19 (C7605)
JGSM-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91
Responsible for providing word processing, secretarial, and administrative support for faculty and their programs in research and teaching. This encompasses a broad set of responsibilities which includes execution and completion of all incoming work, including substantial technical typing.
Requirements: High School diploma or equivalent. Some college coursework preferred. 2 years related secretarial/office experience. Knowledge of word processing, computers and technical typing. DOS/Wordperfect experience preferred. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary, GR19 (C7608)
University Career Center-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91
Process, reproduce and distribute highly confidential material from credential and premedical files; open and maintain active credential files; reactivate inactive files upon request; respond to routine inquiries (written, telephones, walk-ins), handle billing for distributions; compile and maintain statistical data.

Requirements: High School diploma or equivalent. Secretarial school preferred. 1-2 years previous secretarial experience desirable; working knowledge of Macintosh computer essential. Initiative, thoroughness and attention to detail. Excellent organizational skills and ability to work independently; accuracy and confidentiality essential. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7710)
Cornell University Council-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/08/91
Provide secretarial/administrative support to Director and Assistant Director of Office of Councils for all activities and responsibilities resulting from the organization of Council's annual meeting, administrative board meetings, various committee meetings. Also, secretarial support for other special events and programs as assigned, to include President's Council for Cornell Women, Entrepreneur of the Year Program, etc.
Requirements: Associate degree in Secretarial or business school. 3 years of experience. Excellent editorial/proofreading skills, spelling, grammar. Proficient in word processing (Macintosh preferred). Some experience with university accounting helpful. Ability to work independently and maintain quality work under pressure. Excellent interpersonal and organizational skills. Attention to detail. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Accounts Assistant GR20 (C7712)
Diagnostic Laboratory-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/08/91
Responsible for reviewing, maintaining and reconciliation of departments primary restricted account. Requires balancing and financial reporting upon request. Includes assigning requisition numbers and obtaining purchase order numbers, ordering supplies, and services from vendors, set up blanket orders. Prepare travel request and reimbursements, standard vouchers and ID's for payment. Assist in obtaining and processing lease and maintenance agreements. Assist in posting cash receipts to a computerized ledger. Back-up to other staff with daily processing including payroll and personnel functions.
Requirements: Associates degree or equivalent. 2 years related experience with some business courses desirable. Must have statutory accounting experience. Previous work with computerized accounting systems very useful. Some experience with spreadsheets and word processing helpful. Medium typing. Regular Cornell University employees only. Send Employee Transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Administrative Aide, GR20 (C7622)
Genetics and Development-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/01/91
Provide administrative assistance to the National Science Foundation Plant Science Center Director and staff, including office management, writing, editing, scheduling, etc.
Requirements: Associates degree or equivalent in business, English or relevant field. 2-3 years related administrative, writing, editing and secretarial experience necessary. Some background in the sciences desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Editorial Assistant, GR20 (C7505)
Sociology-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/25/91
Provide administrative support to the editor of an academic journal. Conduct financial transactions for the journal; monitor annual budget of approximately \$40,000. Serve as liaison between reviewers, authors, editors, and publisher. Coordinate work flow to free lance copy editors; handle daily correspondence; maintain files; order supplies.
Requirements: Associate's or equivalent. 2 years related office experience. Familiarity with IBM computers and Cornell policies and procedures (budget and accounting). Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Office Professional Part-Time

Building Attendant GR17 (C7620)
Access Services-Olin Library-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 8/01/91
Under the direction of the Senior Evening Supervisor, perform library security functions including work at the stack control desk and closing the building. Perform a variety of circulation and collection management duties as assigned.
Requirements: High School diploma or equivalent. Strong interpersonal and communication skills. Must be exceptionally dependable and be able to work well with sudden increases of activity at exit/entrance points while maintaining consistent procedures. Experience with microcomputers desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Preparation Assistant GR17 (C7621)
Preservation and Conservation-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 8/01/91
In accordance with conservation standards, apply various techniques and materials in the pre-binding of all unbound monographs. Share responsibilities for functioning of unit, including work flow, staff coverage, training and decision making. Assist in other units, especially book repair and commercial binding, as needed. 20 hours a week.
Requirements: High School diploma or equivalent. Work-flow management skills, ability to dismantle and service power machines. Ability to train and monitor work of others. Previous library or other appropriate experience desirable. Strong communication and interpersonal skills. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Serials Assistant GR18 (C7713)
Technical Services/Physical Sciences Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Supervise the maintenance of the library's serials collection, including issue check-in and problem solving. Provide information services to library users. Provide circulation services to library patrons. Monday -Friday 30 hours a week.
Requirements: High School diploma or equivalent. 2 years academic experience with course work in the physical sciences preferred. 1-2 years previous library experience desired. Experience with computers (IBM-compatible) required. Demonstrated ability to communicate effectively with staff and the public required. Must be able to handle detailed work without supervision. Medium typing. Send cover letter and resume to Esther Smith, East Hill Plaza #2. Employees should include Employee Transfer Application.

Secretary, GR18 (C7520)
Vet Micro, Immuno. & Parasit-Statutory
Minimum Full-time equivalent: \$542.89
Posting Date: 7/25/91
Provide secretarial and administrative support to the Director of International Programs. Regular part-time position, M-F 8-1, 4hrs/day.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years previous secretarial experience. Experience with wordperfect and in arranging foreign and domestic travel. Excellent organizational, interpersonal and communication (written & oral) skills. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should send an employee transfer application.

Secretary, GR18 (C7508)
University Health Service-Endowed
Minimum Full-time equivalent: \$542.89
Posting Date: 7/25/91

Transcribe and print (using Word Perfect word processing and Okidata Microline 393 Printer) all dictated confidential office visit notes for UHS medical patient charts. Regular part-time, 9 month position, M-F, 20hrs/wk.

Requirements: High School diploma or equivalent with 1-2 years related experience. 3-4 years transcription experience. Accurate typing 75-80 wpm. Knowledge of IBM compatible using Word Perfect 5.1, dictating equipment and familiarity with medical terminology. Ability to work under pressure, deal with a variety of people and maintain strict confidentiality. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should send an employee transfer application.

Administrative Aide GR19 (C7601)
Computer Science-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91

Provide administrative and organizational support to several faculty and department publications unit. Use advanced graphics software to produce and edit technical reports. 30 Hours a week.

Requirements: High School diploma or equivalent. Some college coursework preferred. Microcomputer experience necessary. Must be flexible and able to work under time constraints. Excellent writing, communication, interpersonal skills and ability to prioritize a must. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide, GR19 (C7319)
Center for Advanced Imaging Technology-Statutory
Minimum full-time equivalent: \$566.28
Posting Date: 7/11/91

Assist Director in the performance of administrative duties required for the smooth operation of the Center, including budgeting, accounting, payroll and secretarial support. Monday-Friday, hours to be arranged.

Requirements: High School diploma or equivalent. Some college coursework preferred or equivalent combination of education and experience. Knowledge of Statutory Accounting system. Minimum 2 years previous office experience. Working knowledge of IBM PC XT/AT/386/PS-2, WordPerfect and Lotus 1-2-3. Database management skills very desirable. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Secretary, GR19 (C7404)
Office of Public Affairs-Statutory
Minimum full-time equivalent: \$566.28
Posting Date: 7/18/91

Provide administrative support for the Director of Special and Planned Giving, including establishing a communication system for special and planned giving prospects, drafting and typing planned giving and life income arrangement letters, setting appointments with prospective donors, developing, analyzing and acting upon matters pertaining to the public affairs records system, organizing and coordinating donor events and meetings related to special or planned gift prospects or donors. Develop and maintain prospect records and files for the director. Regular, part-time position 20-25 hours, Monday - Friday.

Requirements: High School diploma or equivalent. Some college course work. 2 years of secretarial experience with a good working knowledge of Word Perfect 5.1, familiarity with database management systems, accurate, timely, and confidential processing of data information. Experience in Dictaphone/transcriber use, and the ability to handle confidential information. Gracious handling of requests from alumni and friends is required. Experience with planned giving and trust agreements desirable. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Secretary, GR19 (C7503)
Western Societies Program-Endowed
Minimum full-time equivalent: \$566.28
Posting Date: 7/25/91

Prepare correspondence, papers, reports, classwork for one professor; maintain files; coordinate conferences, seminars, meetings, travel; publicity for events; word processing. *Special duties as assigned.* Regular part-time, 9 month position, M-F, 4hrs/day.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Knowledge of Cornell forms/accounting systems helpful. Able to work with a wide diversity of people. Excellent organizational, interpersonal, and communication skills. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Senior Night Supervisor GR20 (C7613, C7617)
School of Hotel Administration-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/01/91

Responsible for library operation during evening & Friday (day) hours; daily activities including circulation and reserve operations; supervision collection maintenance; provision of current awareness services; maintain corporate information files, and menu collection.

Requirements: Associates degree or equivalent preferred. Strong interpersonal and communication skills. Previous library and/or supervisory experience. Able to work independently. Knowledge of computers required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Senior Night Supervisor GR20 (C7705)
Veterinary Library-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/08/91

Responsible for the operation of the Veterinary Library during evening and weekend hours, including circulation/reserves, security, and student supervision. Perform various information-related services, including assisting pa-

trons in location of materials, interpreting the online catalog, searching CD-ROM databases, and using audio-visuals and equipment. Responsible for Table-of-Contents service. Staff the Public Service Desk 4-8 hours/week. Other duties as assigned, including daily cash management and bindery preparation. Evenings Monday-Friday; Some Saturday and Sundays. Light Typing. Send cover letter and resume to Esther Smith, East Hill Plaza #2. Employees should include Employee Transfer Application.

JOB SHARING POSITION

Telephone Receptionist/Office Assistant GR17 (C7604)
Undergraduate Admissions-Endowed
Minimum Biweekly Salary:

Posting Date: 8/01/91

Primary responsibility is to answer the 3 main phone lines in the admissions office and to back up the front desk receptionist. In addition, this position does data entry of admissions inquiries. Regular, Part-time, Job sharing position. One person M-F 8am-1pm, Second person M-F 12pm-5pm.

Requirements: High School diploma or equivalent. Up to one year related experience preferred. Excellent interpersonal and communication skills. Telephone experience. Knowledge of Cornell a plus. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Professionals Temporary

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

Secretary, GR18 (S7401)
Agricultural Economics-Statutory
Hiring Rate: \$8.00/Hr.
Posting Date: 7/18/91

Provide clerical assistance in support of teaching, research and extension activities for two professors. Duties include receptionist, typing manuscripts, and letters, preparing teaching materials, keeping course records, library research; secretarial support for extension schools/conferences; assisting editors of journal published annually. Full-time, temporary position; 8/1/91-10/31/91; 39 hrs/week.

Requirements: High School diploma or equivalent experience. Computer word processing skills (MS Word experience preferred). Ability to use library search techniques, filing skills. Medium typing. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

Accounts Coordinator GR20 (S7602)
National Nanofabrication Facility-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/01/91

To oversee department accounts, payables/receivables, and industrial contracts. Prepares budget statements and monthly reports. Assists in preparing projected revenue and expense analyses. Oversees accounting data input and post-reconciliation activities. The incumbent works with a high degree of independence under the general supervision of the Administrative Manager. M-F 8am-5pm.

Requirements: AAS degree in accounting or equivalent combination of education and experience with increasing experience in areas directly related to accounts management. 2-3 years experience as a bookkeeper or accounts manager; knowledge of endowed and/or state Cornell procedures. Medium typing. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

Secretary (S7002)
Soviet and East European Studies Program-Endowed
Posting Date: 6/20/91

Set up program meetings and notify members. Attend Program and Steering Committee meetings and prepare minutes. Prepare seminar notices and mailings. Collect data, edit, organize & mail SEESP newsletter. Collect and organize data, type and edit annual proposal for Title VI Fellowships. Organize conference arrangements; travel, accommodations, meeting rooms, and meals. Make arrangements for Program visitors such as lecture room reservations, travel reimbursements, honoraria checks, and receptions. Serve as primary contact person for information and referral for department.

Requirements: High school diploma or equivalent. Previous office experience is a must. Experience with WordPerfect and Q&A. September 1 - May 31, 20 hours per week. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza.

Mail Clerk/Office Assistant (S7304)
Ornithology
Posting Date: 7/11/91

Assist with the laboratory's mail order book shop operation. Duties include stocking warehouse, wrapping outgoing UPS packages. Processing the lab's mail and other outgoing US and UPS mail.

Requirements: High School diploma or equivalent. Valid NYS drivers license. Familiar with US postal regulations and other mailing operations. Must be able to work quickly, accurately, and under deadlines. Must be able to lift 50 lbs. Please send application materials to Karen Raponi, Staffing Services, East Hill Plaza.

Service Clerk (S7501)
Ornithology
Posting Date: 7/25/91

Assist with sales at Crows Nest Birding shop during the week, week-ends and Monday nights for seminars. Assist in warehouse and run errands. Cashier, phones, and data entry.

Requirements: High School diploma or equivalent. Very good organizational, interpersonal, and communication skills. Ability to lift 50 lbs. and must be dependable. Part-time position, 19-20 hrs/week. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

General Service

Submit a signed employment application which will remain active for a period of four months. during this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza 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.

Nurse's Aide SO03 (G7610)
University Health Services-Endowed
Hiring Rate: \$6.83
Posting Date: 8/01/91

Primary purpose to offer support to nurses, clinicians and receptionists in the Contraception, Gynecology and Sexuality Service. Prepare patients for exams and assist during exams. Includes room preparation, lab specimen handling and monitoring of equipment. August-May, 9 month position.

Requirements: High School diploma or equivalent. Nurse's Aide/Health Assistant Certificate desirable. 2-3 years recent experience in family planning or health related service required. Ability to work well with diverse population. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send Employee transfer application.

Nurse's Aide SO03 (G7609)
University Health Services-Endowed
Hiring Rate: \$6.83
Posting Date: 8/01/91

The primary purpose of this position is to assist nurses and clinicians in the examining of patients; to assist patients in preparation for medical examinations. Also includes room preparation. 9 Month position.

Requirements: Some recent experience in a health related service or educational experience in the health field. Strong interpersonal and communications skills. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send employee transfer application.

Nurse's Aide SO03 (G7608)
University Health Services-Endowed
Hiring Rate: \$6.83
Posting Date: 8/01/91

Assist clinicians and nurses. Prepare patients for medical exams. Clean and stock examining rooms; prepare solutions and provide routine bed care in the overnight unit. August-May, 11:30pm-8:00am, Monday-Friday.

Requirements: High School diploma or equivalent. Nurse's Aide certification desirable. Recent health related services experience. Strong interpersonal and communication skills. Able to work independently. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send employee transfer application.

Dispatcher SO06 (G7607)
Maintenance and Service Operations-Endowed
Hiring Rate: \$7.91
Posting Date: 8/01/91

Receive trouble calls, relay messages, and coordinate and dispatch appropriate tradespeople and material delivery personnel, or courier/cab service as requested. The customer service center is the focal point of requests for repairs, maintenance and alterations, and information about the physical plant.

Requirements: High School diploma or equivalent. Must possess and maintain a valid NYS Drivers license. Experience with mainframe and personal computers desirable. Training and/or experience in public relations, sales or service preferred. Must have excellent interpersonal skills, ability to work under pressure and strong decision making ability. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send employee transfer application.

General Service Part-time

Duplicating Machine Operator, SO06 (G7502)
Agricultural Economics-Statutory
Hiring Rate: \$7.91
Posting Date: 7/25/91

The position has the responsibility for running a Kodak 150 copier, an off-line collator, binding equipment, a cutter, perforator, punch for paper, and other peripheral equipment, as well as hand assembling materials in a print shop for a large academic department. Regular, part-time position, 20 hrs./week, more hours/week at peak times. **Requirements:** High School diploma or equivalent. Minimum of 3 years related experience. Mechanical knowledge preferred. Print shop experience desirable, but not necessary.. Send cover letter, resume to Esther Smith, Staffing Services, East Hill Plaza, employees should include an employee transfer application.

General Service Temporary

Field Assistant (S7601)
Plant Breeding-Statutory
Hiring Rate: \$6.00
Posting Date: 8/01/91

Harvest, wash, sort and grade potatoes. Must be able to lift 50 Lbs. Must have valid NYS drivers license. Dependable, able to follow directions. Work well with a group of people. Full-Time, Temporary. Send application materials to Karen Raponi, Staffing Services, East Hill Plaza #2.

ACADEMIC POSITIONS

Senior Extension Associate I CA7 or CA8
Management Programs-ILR-Extensions and Public Service, Ithaca
Posting Date: 8/08/91
Draft proposals, conduct needs assessments, and develop programs in response to requests for in-house manage-

ment development programs and executive institutes; manage the content and faculty of the series of public management seminars and workshops to ensure continued quality; and provide platform training or group facilitation.

Requirements: Ph.D. in Human Resources, Organizational Behavior, Collective Bargaining, or a management discipline, and four years demonstrated experience in management consulting and platform training. Non-terminal degree may be acceptable with sufficient experience. For instance, a Masters in one of the above disciplines and significant experience as: a manager/director of training or organizational development for a large organization; or director of human resources; or extensive experience as a consultant (with an established firm) to organizations in organizational development, human resources management, or training; or a similar university/college position. To apply, send cover letter, resume, and names of 3 references to Michael Goodman, ILR-Cornell Metro Office, 15 East 26th street, New York, NY 10010

Cornell Cooperative Extension

PA#21 Area Extension Specialist: Dairy CA04
Location: Seneca County, Waterloo, NY

As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy, livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial dairy industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational dairy science programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853. **Minimum Qualifications:** Master's degree in agriculture with a major in animal science and five years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field. **Minimum Salary: \$28,000**, commensurate with qualifications.

PA#22 Area Extension Specialist CA04
Farm Business Management

Location: Livingston county, Mount Morris, NY
Plan, conduct and evaluate a comprehensive farm business management educational program for the commercial dairy, livestock, and field crops industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. As a member of a six person team, cooperates closely with Cornell University faculty, staff, and a regional dairy, livestock and field crops program advisory committee.

Minimum Qualifications: Bachelor's and Master's in agriculture with a major in farm business management. Two years directly related experience in Cooperative extension, teaching, or equivalent related agribusiness field. Course work in computer science, adult education, communications, and marketing desired. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853. **Minimum Salary: \$28,000** commensurate with qualifications.

PA#28 Area Extension Specialist: Livestock CA06
Location: Ontario County, Canandaigua, NY

As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial livestock industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational livestock programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. To apply, send cover letter and resume by August 29, 1991 to Barabara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853. **Minimum Qualifications:** Master's degree in agriculture with a major in animal science and two years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field. **Minimum Salary: \$28,000**, commensurate with qualifications.

General Service

Send applicant materials for the following positions to Cynthia Smithbower, 160 Day Hall.

Dairy Worker SO04 (B7701)
Clinical Sciences-Statutory
Hiring Rate: \$7.17

Duties include milking cows, cleaning and maintaining milking equipment, feeding and caring for large animals, washing and disinfecting stalls and walls, unloading trucks hauling hay/straw/wood shavings and supplies and transporting live and dead animals. Other duties may be assigned by supervisor. Friday-Tuesday, some holidays. **Requirements:** High School education or equivalent is required. Basic reading and writing skills are a necessity. Experience working around and handling large animals is essential. Milking experience is required. NYS Driver's License. Pre-employment physical required. Send cover letter and resume to Cynthia Smithbower.

Cornell Employment News

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

Mail subscriptions available US delivery third class mail at: \$12.00 for 3 months; \$24.00 for 6 months; or \$48.00 for 12 months. Make checks payable to: Staffing Services Subscription, 160 Day Hall, Cornell University, Ithaca, NY 14853.

Editor: Nancy Doolittle, 255-3541
Page Layout: Cheryl Seland
Photography: University Photography, Susan Boedicker
Telephone: Office of Human Resources (607) 255-3936

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

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

CORNELL EMPLOYMENT NEWS

August 15, 1991

Volume 3, Number 31

JOB OPPORTUNITIES

THE UNIVERSITY, IN RESPONSE TO THE NEW YORK STATE BUDGET REDUCTIONS, is recruiting only for those vacant positions considered to be essential to the operation of the university. We continue to encourage, accept, and refer applications from Cornell employees and from external applicants for these positions unless noted otherwise in the individual listing. When qualified laid off employees are available for a particular vacancy, they will be given first consideration for that position.

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

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

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

Professional

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

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

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

Associate Director Alumni Programs (PA7705) HRII
Alumni Affairs-Endowed
Posting Date: 8/08/91

Assists the Director in planning overall policies, procedures and goals for Cornell clubs nationally. Supervises club activities in assigned regions. Overall responsibility for scholarship program development, club membership assistance program, community service initiatives. Assists in planning, developing, and implementing volunteer training workshops. Supervises one support staff member.

Requirements: Bachelor's degree required/Cornell preferred. Demonstrated ability to work with and organize volunteers; strong interpersonal communication and writing skills; experience in new program development; minimum 3-5 years experience with volunteer organization preferred; some travel. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Senior Research Support Specialist (PT7602) HRII
School of Electrical Engineering- Endowed
Posting Date: 8/01/91

Provide technical and administrative support for grad students, staff and faculty engaged in research on compound semiconductor materials and devices. Operate, maintain and repair molecular beam epitaxial growth machines. Develop, design and fabricate innovative research equipment. Develop and implement new techniques to enhance research. Maintain lab safety procedures.

Requirements: BS or equivalent experience. Must have 5 years relevant experience including maintenance, repair and design of ultra high vacuum equipment. Semiconductor characterization experience desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Senior Science Editor (PC7509)
News Service/University Relations-Endowed
Posting Date: 7/25/91

To cover Cornell science, assisted by two other science writers, with the aim of gaining mass-media publicity and informing internal audiences. To edit all News Service Science writing. **Requirements:** Bachelor's required, Master's preferred. Demonstrated excellence in writing lucidly about science and editing the writing of others. Well-established contacts in science writing profession. Combination of education and experience in science and journalism to suggest ability to relate to world-renowned researchers and make their work accessible to press and public. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Staff Writer II (PC7813) HRII
University Development-Endowed
Posting Date: 8/15/91

Write brochures, proposals, articles, and other promotional material. Draft letters to be signed by university executive staff, alumni leadership, faculty, etc. Coordinate with designers and editors the production of printed pieces. Produce or co-produce development office newsletter, Communique. **Requirements:** Bachelor's degree or equivalent. 2-3 yrs. writing/editing experience preferably in fund raising, higher education, or advertising. Demonstrated ability to write creatively in a variety of styles: promotional, formal, academic, and journalistic. Excellent command of verbal and written English. Ability to work creatively under pressure. Good interpersonal skills. Send resume and cover letter to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Supervisor (PA7802) HRI
Dining Services-Endowed
Posting Date: 8/15/91

Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation and service of food.

Requirements: Associates degree or equivalent. 2-3 yrs. related experience. Some knowledge of food and health codes desirable. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Research Support Specialist I (PT7810) HRI
Plant Breeding and Biometry-Statutory
Posting Date: 8/15/91

Manage a plant genetics research lab. Coordinate and supervise experimental procedures involving plant nucleic acids and proteins, and the detection and identification of plant pathogens. Design, plan and carry out experiments, and record and evaluate results. Assist others with their research. Perform data analysis. Assist with publications. Supervise student help. Maintain lab, inventories and equipment. Arrange for disposal of hazardous wastes.

Requirements: BS degree or equivalent in biology or bio-

chemistry. 2-3 years relevant experience. Must be able to work independently and manage general lab maintenance. Supervisory experience strongly desired. Background in genetics and plant pathology; experience with standard lab procedures; and work with nucleic acids and protein analysis desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Research Support Specialist I (PT7806) HRI
Food Science-Statutory
Posting Date: 8/15/91

Coordinate operations of sensory testing facility for evaluation of food. Oversee ongoing research; and design, plan and conduct new experiments. Schedule tests and panelists. Supervise testing procedures. Work with students, staff, faculty and industrial clients. Perform computerized data analysis. Prepare samples. Survey literature and assist with grant proposals. Write reports for presentation and publication. Recruit test participants. Design, conduct and maintain panelist incentive program. Provide technical advice to students and staff.

Requirements: BS degree or equivalent in food science, nutrition, or related field. 2-3 yrs. related experience. Chemical analysis experience required. Excellent interpersonal skills required. Statistics helpful. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Staff Nurse (PA7801) HRI
University Health Services-Endowed
Posting Date: 8/15/91

Screen and provide emergency service as well as basic nursing care to patients at Gannett Health Center's Overnight Observation Unit. Monday-Friday, 4:00pm-12:30am.

Requirements: Minimum 2 yrs. experience in an ambulatory or acute care center. CPR-BLS level certification required within 1 yr. of employment. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Development Assistant (PA7803) HRI
University Development-Endowed
Posting Date: 8/15/91

Responsible for development and management of enhanced gift acknowledgment, prospect identification, and clearance coordination systems. Manage special projects as required. Works with Director of Development Systems, staff, faculty and volunteers in support of fund raising activities and development systems needs. Heavy reporting responsibility.

Requirements: Bachelors degree or equivalent required. 1 yr. development/public affairs experience desirable; knowledge of Cornell Public Affairs mainframe system; experience with Macintosh software & local area networks; must be able to handle high volume with accuracy and attention to detail; familiarity with database management and data transfer; excellent interpersonal communication skills; supervisory experience helpful. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Assistant Coach (PA7804) HRI
Athletics-Endowed
Posting Date: 8/15/91

Assist the head coach in the preparation of the mens intercollegiate lacrosse program. Duties include coaching, recruiting, and other administrative duties as assigned. Instruct physical education classes. 10 month appointment. **Requirements:** Bachelors degree preferably in physical education. Proven success and potential in coaching, recruiting and in working with student-athletes. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Managing Director (PA7701) HRI
Theatre Arts- Endowed
Posting Date: 8/08/91

Direct administrative operations for production and presentation events in Department of Theatre Arts. Supervise budget planning, marketing, student services, guest artists, development, outreach. Some evenings and weekends.

Requirements: BA required. Prefer degree in Theatre Arts Administration MFA desirable. At least 3 yrs. experience in some combination of theatre management, development or events management in a leadership position. Experience with budgets, marketing, development; Excellent communications and interpersonal skills. Send cover letter and resume to Cynthia Smithbower,

Public Affairs Assistant (PA7702)
JGSM-Endowed
Posting Date: 8/08/91

Work with the Director of Annual and Leadership Gifts and the Associate Director of Annual Giving in the planning and implementation of the School's annual fund and capital campaign. Provide assistance with Phonathon and Reunion campaigns, as necessary.

Requirements: Bachelor's degree or equivalent. Excellent communications and interpersonal skills. Some prior knowledge of fund-raising through professional or volunteer experience. Ability to communicate with a diverse alumni and student body. Knowledge of Cornell Public Affairs. Information systems helpful. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall

Dining Supervisor (PA7302, PA7303, PA7304, PA7305) HRI
Dining-Endowed
Posting Date: 8/01/91

Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation and service of food.

Requirements: Associate's degree and two to three years of related experience, or the equivalent. One year food service

supervisory experience preferred. Some knowledge of food and health codes is desirable. Send cover letter and resume to Cynthia Smithbower.

Research Support Specialist (PT6607) HRI
Soil, Crop and Atmospheric Sciences-Statutory
Posting Date: 5/16/91

To provide technical support for the research program in low temperature biology, with primary responsibility for a) the isolation, purification and analysis of membrane lipids and b) studies related to the cryopreservation of both plant and insect germplasm. In addition, the individual will oversee and manage the day to day operations of the low temperature biology laboratories including the operation and maintenance of sophisticated analytical instruments and procurement of materials and supplies.

Requirements: Bachelor's or Master's in biochemistry or chemistry. Experience in the operation and maintenance of gas chromatograph/mass spectrometer, HPLC equipment and ultracentrifuges. A minimum of 5 years laboratory experience with a background in either plant or insect physiology/biochemistry. Send cover letter and resume to Sam Weeks.

Professional Part-Time

Research Support Specialist II (PT7805)
Human Development and Family Studies-Statutory
Posting Date: 8/15/91

Supervise several on-going research projects and participate in the development of new projects. Design and conduct surveys and focus groups. Supervise the coding and data entry of new data, data processing and data analysis. 20 hrs a week, flexible. Contingent on continued funding.

Requirements: BS in Human Development or Developmental Psychology or equivalent. At least 5 yrs. post-graduate computing and survey research experience. Experience IBM/CMS, IBM/DOS, VAX/VMS, Macintosh, SPSSX, SPSS/PC, SPSS/DE, SAS, Dbase IV, Word Perfect and Microsoft Word. Experience with network communications and the Cornell computing environment essential. Knowledge of survey research methodology. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Extension Support Aide (PA7703) HRI
Consumer Economics and Housing-Statutory
Posting Date: 8/08/91

Assist in gathering and analyzing data about learners and volunteers, development of materials for volunteer recruitment and training, design of pilot and final drafts of materials. Will also assist with training sessions and the development and implementation of an evaluation of the project. Part time until 5/31/94. 15-20 hrs a week.

Requirements: Minimum of B.S. degree or equivalent. Evidence of excellent communication skills, especially writing skills. Experience with educational projects; preference for experience with non-formal educational programs (e.g. Cooperative Extension). Word processing necessary. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

CASUAL-TEMPORARY

Technical Consultant I (PT7306) Level 32
CIT-Endowed

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

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

Temporary Admissions Counselor (S7507)
Johnson Graduate School of Management-Endowed
Posting Date: 8/08/91

The Johnson Graduate School of Management is seeking a team oriented, professional individual to represent the school at off campus recruitment fairs and receptions. Interview perspective applicants for the Johnson Graduate School of Management. Supervise three office professionals.

Requirements: Bachelors degree. Must possess excellent interpersonal skills and maintain a high level of confidentiality. Ability to work with a wide diversity of people. Travel is required and some weekends are involved. October 1-December 20. 39 hours per week. Please send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

OFF-CAMPUS

Senior Research Support Specialist (PT7607)
Equine Drug Testing- Statutory
Posting Date: 8/01/91

Operate and maintain a field testing lab in Elmont, New York. Hire, train, and supervise five lab technicians. Supervise analysis of blood and urine samples. Maintain and operate

analytical instrumentation including HPLC and GC. Implement and maintain record keeping, and safety, health and hygiene procedures.

Requirements: MS degree in chemistry or related field or equivalent experience. 1-3 years in a testing environment. 1-2 years as a supervisor. Experience with extraction and identification of drug and drug metabolites preferred. Send cover letter and resume to Sam Weeks.

CORNELL ALUMNI NEWS

Circulation Assistant
Hiring Rate: \$7.00
Posting Date: 8/15/91

Assist with all aspects of circulation management for monthly magazine. Interact with Cornell Class officers and Cornell Alumni Affairs staff. Continually update various circulation records. Data entry. Heavy clerical work. Answer phones as needed. Monday-Friday, 3 hrs per day.

Requirements: High School diploma or equivalent. Light typing and 10-key ability, 1-2 yrs. experience in office environment. Attention to detail critical. Familiarity with Pc compatibles essential. Knowledge of Cornell Public Affairs Records computer system helpful. Ability to interact well with various types of people. Send cover letter and resume to Andy Wallenstein, Cornell Alumni News, 55 Brown Road, Ithaca, NY 14850. This is not a Cornell University position.

CORNELL UNITED RELIGIOUS WORK

Protestant Cooperative Ministry at Cornell (PCM)
(these are not Cornell University Positions)

Director of Development
Posting Date: 8/08/91

Be responsible for the overall direction and management of all fund raising campaigns beyond the PCM worshiping community which support the operations and services of the PCM at Cornell. Work closely with the chaplain, treasurer, PCM governing board, finance committee, local churches and judiciaries of the 4 supporting denominations, and the alumni of PCM and its predecessor organizations.

Requirements: Associate's degree or equivalent and 1 year related experience. Excellent written and oral communication skills, and excellent interpersonal and organizational skills. Computer literacy (Macintosh: Filemaker, Word, Pagemaker, Excel).

Administrative Assistant/Part-time
Salary: \$6.95/hour

Maintain the smooth functioning of the PCM office, including bookkeeping, filing, typing, and being present to assist PCM community members and staff and the larger Cornell Community.

Requirements: Good typing and proof-reading skills. Word processing experience. Familiarity with Macintosh computer essential. Good oral and written communication skills. Excellent organizational and interpersonal skills. Ability to work effectively with students. Familiarity with Cornell accounting desirable.

For detailed job descriptions, or to apply for either or these positions, send cover letter and resume to the Rev. Barbara Heck, G7 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853.

Technical

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

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

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

Animal Technician GR18 (T7802)
Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/15/91

Monitor and provide routine care (feed, water and clean) for research animals. Follow protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain records. Assist in the collection of samples and specimens. Assist vets in treating animals when required. Take animal care courses. Rotation schedule for weekends and holidays.

Requirements: High School diploma or equivalent. AAS degree in animal science desired. Assistant Animal Technician Certificate helpful. 1 yr. animal experience. Knowledge of a variety of lab animals and animal breeding required. Ability to lift 50 pounds. NYS driver's license. Pre-employment

physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks.

Animal Technician GR18 (T7705)
Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Monitor and provide routine care (feed, water and clean) for research animals. Follow protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain records. Assist in the collection of samples and specimens. Assist vets in treating animals when required. Take animal care courses. Rotation schedule for weekends and holidays.
Requirements: High School diploma or equivalent. AAS degree in animal science desired. Assistant Animal Technician Certificate helpful. 1 year animal experience. Knowledge of a variety of lab animals and animal breeding required. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR18 (T7604)
Physiology- Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91
Assist in a lab doing studies on the physiological controls of food and water in young pigs. Duties include lab maintenance; animal care; surgery preparation and assistance; post-operative care; blood analysis; and routine injections. Respond to reprint requests.
Requirements: AAS degree or equivalent. A general background in the biological studies with some chemistry required. Minimum 2 years work in biological sciences. Experience with animals, light typing, and course in physiology desired. Willingness to learn and to take on a variety of tasks. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Animal Technician, GR18 (T7401)
Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 7/18/91
Provide routine care (feed, water and clean) and monitor research animals. Follow strict protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain animal records. Assist vets in treating and vaccinating animals. Take lab animal care courses. Some weekend and holiday hours required.
Requirements: High School diploma or equivalent. AAS in animal science desired. Assistant Animal-Technician Certificate helpful. Knowledge of a variety of lab animals and animal breeding required. 1 year animal experience. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks.

Technician GR19 (T7706)
Food Science-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Conduct microbiological research on the growth of pathogenic microorganisms in refrigerated foods. Prepare media and cultures. Inoculate foods with pathogenic microorganisms. Package and enumerate samples. Develop enumeration procedures. Order supplies and keep accurate records.
Requirements: AAS in microbiology or related field with emphasis in microbiology. Minimum 1 yr. related experience. Familiarity with enumeration, identification, spectrometry. Ability to conduct independent research with minimal supervision. Experience with pathogenic bacteria. computer and statistical knowledge helpful. Good communication skills. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR19 (T7606)
Food Science- Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91
Perform a variety of microbiological techniques on raw and processed milk and dairy products. Assist in pathogen studies. Willingness to assist in chemical and organoleptic analysis when needed. Prepare stock solutions, media, and maintain laboratory environment.
Requirements: Associates degree desirable in microbiology or related field with emphasis in microbiology. 1-2 years laboratory experience, preferably in dairy science. Familiarity with bacterial purification and identification, spectrophotometry, fluorimetry, and titration techniques. Must have ability to keep accurate records and have desire to learn new techniques and procedures. Be able to function independently after training. Basic computer knowledge helpful. Send cover letter and resume to Sam Weeks.

Animal Technician, GR19 (T7404)
Clinical Sciences-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 7/18/91
Provide technical support for hepatitis research project using the woodchuck as the animal model. Duties include blood collection; animal handling and restraint; inventory and harvesting of serum; assistance in surgery and necropsy; operation of basic anesthesia equipment and performance of general lab tasks.
Requirements: Associate's with emphasis in Animal Husbandry. Minimum 2 years lab animal experience. Wild animal handling experience. Valid NYS driver's license. Ability to restrain, examine and bleed small animals. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician GR20 (T6904)
Biochemistry, Molecular and Cell Biology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 6/6/91-repost
Provide technical assistance in rice cell culture work. Prepare growth media, grow rice calli, prepare suspension cultures and prepare protoplasts. Assist in research on transformation of protoplasts; take care of calli and plants; and perform biochemical analysis of plant tissues. Order supplies and chemicals; Supervise several undergrad students.
Requirements: Bachelor's in biology, a related field, or equivalent. 1-2 yrs. related experience. Familiar with general methods in biochemistry and microbiology. Extensive lab experience in animal or plant cell culture. Send cover letter and resume to Sam Weeks.

Technician GR20 (T7809)
Plant Breeding and Biometry-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/15/91
Assist in genetic mapping of RFLP markers in tomatoes. Run and blot gels; isolate and screen plasma clones; and radiolabel probes. Extract data, manage computer data file; and perform computerize genetic data analysis. Assist in maintenance of the lab, prepare solutions, order supplies and monitor lab safety. Some supervision of students may be required.
Requirements: BS degree or equivalent in biology, genetics, biochemistry or related field. 1 yr. of related lab experience preferred. Send cover letter and resume to Sam Weeks.

Technician, GR20 (T7507)
Entomology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 7/25/91
Provide technical support for greenhouse crop, insect pest management research. This includes lab/greenhouse studies on biology and control of various pests and their natural enemies. Assist in experimental design, data collection and analysis. Organize and coordinate lab activities including insect and plant production for experiments. Train and supervise technical staff.
Requirements: Bachelor's in a biological science or equivalent. Coursework in entomology, horticulture and statistics. 1-2 years related experience in greenhouse crop production, horticulture, entomology and /or statistics. Familiarity with integrated pest management principles including biological control. Good organizational skills. Willingness to work with pesticides. Valid NYS Pesticide Applicator's Certificate and

NYS driver's license. Send cover letter and resume to Sam Weeks.

Technician GR21 (T7807)
Veterinary Pathology-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/15/91
Prepare high quality microscope slides for both diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures on rotating basis. Assist in development of contemporary histopathology procedures within the laboratory.
Requirements: BS or equivalent, with experience and coursework in histopathological techniques. HT(ASCP) certification or eligibility desired. 1-2 yrs. experience as histology technician in a hospital or research laboratory desired. Experience in variety of special staining techniques and immunoperoxidase technique desired. Send cover letter and resume to Sam Weeks.

Technician GR21 (T7703)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/08/91
Conduct new serological assays on automated and semiautomated equipment. Perform routine experiments, reduce and summarize data, and prepare reports to supervisor. Run computer programs including data input: editing of files; reduction of data using statistical programs, and review and report results. Order supplies and reagents. Clean lab and glassware.
Requirements: B.S. microbiology/immunology or equivalent. 1-2 years related experience. Previous use of aseptic techniques; general lab equipment and protocols, and training and previous experience with computers are highly desirable. Knowledge of statistics is desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR21 (T7501)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/25/91
Implement biochemical and serological procedures for the speciation of Mycoplasma isolation from clinical samples. Identify pathogenic strains of E. coli using pre-established DNA probe techniques. Isolate mycobacterial DNA for development of a rapid Jones test. Maintain the lab. Keep records and provide reports. Prepare reagents and media.
Requirements: Bachelor's in microbiology with a molecular biology background or equivalent. Minimum 3 years relevant experience. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7412, T7413)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91
Perform microbiological and immunological tests on specimens as requested by clinicians or as indicated by case histories to aid in the diagnosis of infections in animals and humans. Certify animals for exportation as required by international regulations.
Requirements: Bachelor's or equivalent in clinical microbiology. ASCP or MLT license desirable. Basic lab skills with emphasis on clinical microbiology and some immunology. Minimum of 1 year experience in a clinical lab performing diagnostic procedures in bacteriology and immunology. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7411)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91
Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, complement fixation, and hemagglutination inhibition. Perform virus isolation and fluorescent antibody procedures on clinical specimens. Prepare buffers, media and other reagents.
Requirements: Bachelor's or equivalent in microbiology, biology or related field. 2 years work experience in virology and tissue culture. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7410)
Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91
Perform viral and chlamydial isolation procedures on clinical specimens. Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, and hemagglutination inhibition. Perform fluorescent antibody procedures, tissue culture, and reagent preparation.
Requirements: Bachelor's or equivalent in microbiology or biology required. 2 years work experience. Good sterile and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7103)
Veterinary Pathology-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 6/20/91
Prepare high quality microscope slides for both diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures on rotating basis. Assist in development of contemporary histopathology procedures within the laboratory.
Requirements: Bachelor's or equivalent with experience and coursework in histopathological techniques. HT. (ASCP) certification or eligibility desired. 2-3 years experience as histology technician in a hospital or research laboratory desired. Experience in variety of special staining techniques and immunoperoxidase technique desired. Send cover letter and resume to Sam Weeks.

Network Management Center Operator GR22 (T7801)
CIT/Network Resources- Endowed
Minimum Biweekly Salary: \$641.92
Posting Date: 8/15/91
Provide technical expertise in support of the Network Management Center. Diagnose data communication problems and support other operational needs of the center, its campus clients and Cornell's connections to regional, national and international networks. Provide telephone operations and caller related assistance. Second shift hours.
Requirements: AAS in data processing or related field or equivalent experience. 1-3 yrs. experience monitoring and manipulating both hardware and software in a large system environment. Knowledge of computer hardware, software and programming languages. Send cover letter and resume to Sam Weeks.

Technician GR22 (T7804)
Microbiology-Statutory
Minimum Biweekly Salary: 8/15/91
Posting Date: 8/15/91
Design and perform experiments in bacterial physiology, bacterial genetics and molecular genetics. Oversee inventory of supplies and reagents. Maintain Microbial culture collection, facilities and equipment. Assist in training students and staff in lab techniques.
Requirements: BS/BA or equivalent required in microbiology or bacteriology, with coursework in genetics, biochemistry, microbial genetics and microbial physiology. Minimum 2 yrs. experience in a microbial physiology/genetics research laboratory. Send cover letter and resume to Sam Weeks.

Technician GR24 (T7704)
Diagnostic Laboratory-Endowed
Minimum Biweekly Salary: \$701.22
Posting Date: 8/08/91
Assist with management of Automated Serology Section. Train and schedule technicians. Direct, evaluate and trouble shoot routine tests. Develop new tests and conduct assays. Perform data reduction and critical evaluation of results using computerized graphics and statistical software. Assist with evaluation of literature and writing of publications. Rotate into DL sections when needed.
Requirements: B.S. degree or equivalent. Masters preferred. Minimal of 5 yrs. in developing/conducting enzyme immunoassays. Experience with kinetics ELISA systems highly desir-

able. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technical Part-Time

Technician GR21 (T7803)
Anatomy-Statory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/15/91
Prepare muscle samples and process for routine histological, immunocytochemical and biochemical analysis. Data analysis will involve microscope and darkroom techniques.
Requirements: Bachelors or equivalent in biology or a related field. 1-2 yrs. related experience preferred in histochemical, immunocytochemical, or biochemical techniques. Darkroom skills will be helpful. Send cover letter and resume to Sam Weeks.

Technical Temporary

Casual Animal Technician (T7808)
Equine Drug Testing-Statutory
Minimum Biweekly Salary: 8/15/91
Posting Date: 8/15/91
Care and feeding of horses plus barn maintenance and tractor operation. Additional work as assigned.
Requirements: Some experience working with horses preferred. Must be able to lift 100 lbs. Send cover letter and resume to Sam Weeks.

Software librarian (T7601)
CIT-Endowed
Hiring Rate: \$8.50
Posting Date: 8/01/91
Assist in administration of day-to-day operations of CIT Software Contracts Program. Act as librarian for various site licenses. Assist in the distribution and installation of UNIX and other software programs.
Requirements: Bachelor's degree or equivalent experience. Comprehensive in-depth knowledge in a range of information technology, operating systems, and UNIX, along with familiarity of software products. Send cover letter and resume to Sam Weeks.

Technician (T7110)
Entomology/Schwardt Lab-Statutory
Hiring Rate: \$6.25
Posting Date: 6/20/91
Assist in the study of Lime disease. Collect ticks, work with colonies of ticks and rodents. Perform lab studies.
Requirements: Some lab work, data collection, record keeping and experience with research animals. Must be able to work independently, keep good records. Must have transportation and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician (T7111)
Entomology/Schwardt Lab-Statutory
Hiring Rate: \$5/95
Posting Date: 6/20/91
Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible.
Requirements: Some entomological coursework, training and experience very helpful. Some lab work, record keeping and experience with research animals. Must have transportation and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Office Professionals

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

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

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

Office Assistant GR16 (C7810)
Alumni Systems and Gift Services-Endowed
Minimum Biweekly Salary: \$511.68
Posting Date: 8/15/91
Make biographic and information additions, changes and deletions to the CU alumni and friends, using an IBM 3270 terminal for an on-line system.
Requirements: High School diploma or equivalent. Up to 1 yr. related experience. CRT experience preferred. Attention to detail, good organizational and interpersonal skills. Light typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR17 (C7806)
Unions and Activities-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 8/15/91
Typing, copying, transcribing dictation. Provide secretarial support to Director of Unions and Activities for special projects. Assist with mailing, filing and ordering office supplies.
Requirements: High School Diploma or equivalent with background in secretarial skills. Ability to work comfortably in a busy office and work well with students, minority groups and other diverse groups. Good communication skills. Experience with Dictaphone and IMPPC computers (Wordperfect, Lotus 123) required. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Financial Aid Assistant GR18 (C7819)
Financial Aid/Student Employment-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/15/91
Responsible for coordination and processing of Pell grants and outside scholarships in the Alpha breakdown of H-N. Maintenance of student financial aid files in the same alpha section.
Requirements: High School diploma or equivalent. Some college coursework preferred. Good organizational and typing skills. Ability to interact with public and a large staff. 1-2 yrs. related experience. Medium Typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR18 (C7701)
Human Development and Family Studies-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Provide secretarial support and program support to the Youth at Risk project faculty and staff. Type, file. Provide receptionist support. Do accounting/Bookkeeping. Medium typing. Other duties as assigned. Full time until 3/31/92. Contingent upon funding.
Requirements: High School education or equivalent. Business or secretarial school preferred. 1-2 yrs. related experience. IBM PC experience highly desirable. Familiarity with

Cornell. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Senior Records Assistant GR18 (C7709)
Acquisitions-Olin Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Receive, process for payment and solve complex problems associated with this process for books received outside the normal channels in the Olin Acquisitions Department.
Requirements: High School diploma or equivalent. Some college coursework preferred. One year related experience. Excellent organizational and communication skills. Familiar with on-line computer systems. Basic knowledge of accounting procedures and ability to get along well with people. Knowledge of one or more European language. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send Employee Transfer Application.

Senior Records Assistant GR18 (C7708)
CTS/Catalog/University Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91
Convert catalog information for musical scores and sound recordings from cards into machine-readable copy, applying appropriate USMARC conventions to create new machine readable records, and updating information in records and on cards when appropriate. Full time until 9/30/92.
Requirements: High School diploma or equivalent. 2 years of college or equivalent preferred. Background in music preferred. Previous library technical services experience desired. Ability to do detailed work accurately under pressure. Strong interpersonal skills. Dependable. Familiarity with foreign languages desirable. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Accounts Assistant GR19 (C7805)
Unions and Activities-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/15/91
Responsible for processing the department's accounts; provide assistance to the Director of Finance and Budget. Other duties as assigned.
Requirements: High School diploma or equivalent required. Some college coursework preferred. 2 yrs. related experience. Experience with the IBM personal computer, Lotus 123 and Wordperfect preferred. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7804)
ILR-Office of Student Services-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/15/91
Secretarial support to Registrar and Associate Director of Minority Educational Affairs. Heavy word processing of correspondence and reports, confidential student record handling, collect course evaluations and prepare them for computer processing, distribute forms and tabulated results to faculty, assemble packets and send out mass mailings for minority admissions, help organize minority open houses twice a year by preparing mailings to prospective students and high school guidance counselors.
Requirements: High School diploma or equivalent. Some college coursework preferred. 2-3 yrs. experience in similar position. Familiarity with IBM PC or MAC required. Familiarity with mainframe student information helpful. Proven capability of handling confidential information and good interpersonal skills a must. Medium Typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7803)
Ecology and Systematics-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/15/91
Provide secretarial support for several department faculty and the graduate field representative. Type correspondence, manuscripts, statistical charts; answer telephones; draft correspondence; maintain graduate student files; perform other supporting functions.
Requirements: High School diploma or equivalent required. Some college coursework in secretarial science preferred. Extensive secretarial experience. Word processing (Macintosh SE computer) highly desirable. Excellent proofreading skills. Strong organizational, communication, and interpersonal skills. Ability to work independently and under pressure. Heavy typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Administrative Aide GR19 (C7807)
Arts and Sciences Dean's Office-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/15/91
Provide general administrative/secretarial support; manage flow of people, communications and information into the office; keep 2 calendars (events and office meetings); track and bill telephone, postage and copying expenses; assist academic personnel officer; type reports, correspondence, and budgets.
Requirements: High School diploma or equivalent required. Some college coursework preferred. 2 yrs. related experience. Familiarity with academic setting preferred. Strong interpersonal skills. Word processing a must, some spreadsheet needed. Strong organizational, interpersonal and communication (written and oral) skills. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7818)
Landscape Architecture-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/15/91
Administrative secretary for Landscape Architecture providing secretarial and accounting support for faculty and staff. Responsible for main office reception and resource information; responsible for day to day operation of student computer lab.
Requirements: High School diploma or equivalent. 2 yrs. college coursework preferred. Computer knowledge essential, software: Lotus 123, Dbase III, Wordprocessing. Ability to work with IBM and Macintosh. Strong organizational; interpersonal, and communication (written and oral) skills. Regular Cornell employees send employee transfer application, cover letter, and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Office Assistant GR19 (C7707)
School of Hotel Administration-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Provide secretarial, clerical and administrative support in the Registrar's office. Extensive contact with students. Handle numerous inquiries and act as office receptionist. Data entry on student records.
Requirements: High School diploma or equivalent. Some College coursework preferred. 1-2 years office experience. Excellent interpersonal skills. Knowledge of Macintosh required. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should send Employee Transfer Application.

Administrative Aide GR19 (C7703)
Dean of Students-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91
Provide administrative and secretarial support for the Assistant Dean of Students. Some work with money handling and deposits. Phone work; data entry; information dissemination; close work with students and Cornell community and Ithaca landlords. 10 month position.
Requirements: High School education or equivalent with at least a minimum of 2 years secretarial experience. IBM-PC knowledge helpful. Some college coursework preferred. Strong organizational, interpersonal, communication skills needed. Ability to work under pressure with continual telephone and people interruptions. Knowledge of Ithaca and outlying area helpful. Ability to handle and account for money. Light typing.

Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Office Assistant GR19 (C7704)
Maintenance and Service Operations-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date : 8/08/91

Initiate the purchasing and delivery of building materials for maintenance, repair, and/or construction projects.
Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years experience with miniframe and personal computers. Broad understanding of construction materials. Able to work in a busy and complex atmosphere, set priorities and work independently. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Secretary, GR19 (C7605)
ISM-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91

Responsible for providing word processing, secretarial, and administrative support for faculty and their programs in research and teaching. This encompasses a broad set of responsibilities which includes execution and completion of all incoming work, including substantial technical typing. This is a full-time position. September-May.

Requirements: High School diploma or equivalent. Some college coursework preferred. 2 years related secretarial/office experience. Knowledge of word processing, computers and technical typing. DOS/Wordperfect experience preferred. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Staff Assistant GR19 (C7608)
University Career Center-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91

Process, reproduce and distribute highly confidential material on credential and premedical files; open and maintain active credential files; reactivate inactive files upon request; respond to routine inquiries (written, telephones, walk-ins), handle requests for distributions; compile and maintain statistical data.
Requirements: High School diploma or equivalent. Secretarial school preferred. 1-2 years previous secretarial experience desirable; working knowledge of Macintosh computer essential. Initiative, thoroughness and attention to detail. Excellent organizational skills and ability to work independently; accuracy and confidentiality essential. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7821)
Human Ecology Administration-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/15/91

Responsible for accessing the Public Affairs Database system and generating reports using IRIS. Record and deposit incoming gifts to college. Prepare reports on donors and status of gift accounts. Prepare gift acknowledgments for the college Dean. Responsible for internal database used for tracking of potential donors.

Requirements: Associates degree or equivalent combination of education and experience. Heavy typing. 2-3 yrs. related experience. Ability to work independently. Good organizational and communication (written and oral) skills. Knowledge of the Public Affairs database and the use of IRIS a plus. Expertise with Database software a must. Strong applied computer skills and considerable experience with microcomputers (Macintosh); Word (4.0) and Filemaker. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employee should include employee transfer application.

Secretary GR20 (C7820)
Lab of Nuclear Studies-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/15/91

Act as receptionist; answer phones; operate paging system; make travel arrangements; schedule meetings; type technical papers using MASS-II and Microsoft Word; type purchase orders; distribute mail.

Requirements: Minimum 2 yrs. responsible secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills. Able to work under pressure and handle continual interruptions. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7812)
Athletics-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/15/91

Under general direction, provide administrative support for overall bowling establishment management and provide to students. 9-10 month position. Monday -Friday, 8:30-5:00. Hours flex.

Requirements: Associates degree or equivalent. 2-3 yrs. of successful work experience in a public service business, preferably a bowling setting. Experience in cash handling, deposits, working with vendors and some supervision and scheduling experience. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7817)
Ornithology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/15/91

Assist department chair and administrative manager with the management and maintenance of administrative support functions of the department. Coordinate faculty search and promotion packages, prepare department CRIS reports, travel forms, annual reports, work with confidential information, perform personnel functions of department; maintain inventory and telecommunications records; coordinate research proposals; database management.

Requirements: Associates or equivalent, 2 yrs. related experience. Outstanding organizational, communication and interpersonal skills. Able to interact effectively with a wide variety of personalities, exercise sound judgment, initiative, and flexibility. PC experience required (Macintosh preferred). Heavy typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Administrative Aide GR20 (C7710)
Cornell University Council-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/08/91

Provide secretarial/administrative support to Director and Assistant Director of Office of Councils for all activities and responsibilities resulting from the organization of Council's annual meeting, administrative board meetings, various committee meetings. Also, secretarial support for other special events and programs as assigned, to include President's Council for Cornell Women, Entrepreneur of the Year Program, etc.

Requirements: Associate degree in Secretarial or business school. 3 years of experience. Excellent editorial/proofreading skills, spelling, grammar. Proficient in word processing (Macintosh preferred). Some experience with university accounting helpful. Ability to work independently and maintain quality work under pressure. Excellent interpersonal and organizational skills. Attention to detail. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Accounts Assistant GR20 (C7712)
Diagnostic Laboratory-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/08/91

Responsible for reviewing, maintaining and reconciliation of departments primary restricted account. Requires balancing and financial reporting upon request. Includes assigning requisition numbers and obtaining purchase order numbers,

ordering supplies, and services from vendors, set up blanket orders. Prepare travel request and reimbursements, standard vouchers and ID's for payment. Assist in obtaining and processing lease and maintenance agreements. Assist in posting cash receipts to a computerized ledger. Back-up to other staff with daily processing including payroll and personnel functions.

Requirements: Associates degree or equivalent. 2 years related experience with some business courses desirable. Must have statutory accounting experience. Previous work with computerized accounting systems very useful. Some experience with spreadsheets and word processing helpful. Medium typing. Regular Cornell University employees only. Send Employee Transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Administrative Aide, GR20 (C7622)
Genetics and Development-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/01/91

Provide administrative assistance to the National Science Foundation Plant Science Center Director and staff, including office management, writing, editing, scheduling, etc.

Requirements: Associates degree or equivalent in business, English or relevant field. 2-3 years related administrative, writing, editing and secretarial experience necessary. Some background in the sciences desirable. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Editorial Assistant, GR20 (C7505)
Sociology-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 7/25/91

Provide administrative support to the editor of an academic journal. Conduct financial transactions for the journal; monitor annual budget of approximately \$40,000. Serve as liaison between reviewers, authors, editors, and publisher. Coordinate work flow to free lance copy editors; handle daily correspondence; maintain files; order supplies.

Requirements: Associate's or equivalent. 2 years related office experience. Familiarity with IBM computers and Cornell policies and procedures (budget and accounting). Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Box Office Manager GR21 (C7802)
Theatre Arts-Endowed
Minimum Biweekly Salary: \$615.42
Posting Date: 8/15/91

Manage box office and associated audience services in department of Theatre Arts; conduct ticket sales for performance season, produce financial reports, train and supervise student staff, maintain data systems, establish and supervise box office/audience service procedures. 9 month position, mid August-mid May, hours will vary, depending on theatre schedule; some evenings and weekends required.

Requirements: Associates or equivalent. BA desirable. Courses in accounting, Macintosh computing, theatre management preferred. Requires 2-3 yrs. previous box office experience. Desire general customer service experience, accounting experience, previous supervisory experience. Requires excellent organizational and communication skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include and employee transfer application.

Transportation Service Representative GR21 (C7808)
Transportation Services-Endowed
Minimum Biweekly Salary: \$615. 42
Posting Date: 8/15/91

To act as university representative in disseminating information concerning parking and traffic to the university community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation on the Ithaca campus.

Requirements: High School diploma or equivalent. Valid drivers license. Excellent interpersonal and communication (written and oral) skills. Knowledge of data entry, ability to work with mainframe and micro-computer applications and programs. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR21 (C7815)
Theory Center-Endowed
Minimum Biweekly Salary: \$615.42
Posting Date: 8/15/91

Perform extensive and complex administrative and secretarial functions for the Director of the Theory Center's Corporate Research Institute. Administer office functions. Special projects as assigned.

Requirements: A.A.S. degree or equivalent combination of education and experience. Minimum 3 yrs. related administrative secretarial experience. Experience with computers, including use of word processors and databases. Strong interpersonal, organizational, and communication skills. Demonstrated ability to take initiative and responsibility, work independently, and coordinate many ongoing activities. High degree of confidentiality. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Professional Part-Time

Office Assistant GR16 (C7814)
Agricultural and Biological Engineering-Statutory
Minimum Full-Time Equivalent: \$511.68
Posting Date: 8/15/91

Receptionist for department copy center; wait on customers; operate copy machine; assist in daily flow of work; order and maintain inventory for department office supplies; assist with student help supervision when required. 1 yr. appointment. Monday-Friday 4 hrs per day.

Requirements: High School diploma or equivalent. Up to 1 yr. related experience. Mechanically inclined, experience on copy equipment desirable, ability to work with variety of personalities, work under pressure at times. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Serials Assistant GR18 (C7713)
Technical Services/Physical Sciences Library-Endowed
Minimum Full-Time Equivalent:\$542.89
Posting Date: 8/08/91

Supervise the maintenance of the library's serials collection, including issue check-in and problem solving. Provide information services to library users. Provide circulation services to library patrons. Monday -Friday 30 hours a week.

Requirements: High School diploma or equivalent. 2 years academic experience with course work in the physical sciences preferred. 1-2 years previous library experience desired. Experience with computers (IBM-compatible) required. Demonstrated ability to communicate effectively with staff and the public required. Must be able to handle detailed work without supervision. Medium typing. Send cover letter and resume to Esther Smith, East Hill Plaza #2. Employees should include Employee Transfer Application.

Secretary, GR18 (C7520)
Vet Micro, Immuno, & Parasit-Statutory
Minimum Full-time equivalent: \$542.89
Posting Date: 7/25/91

Provide secretarial and administrative support to the Director of International Programs. Regular part-time position, M-F 8-11, 4hrs/day.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years previous secretarial experience. Experience with wordperfect and in arranging foreign and domestic travel. Excellent organizational, interpersonal and communication (written & oral) skills. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should send an employee transfer application.

Secretary, GR18 (C7508)
University Health Service-Endowed
Minimum Full-time equivalent: \$542.89
Posting Date: 7/25/91

Transcribe and print (using Word Perfect word processing and Okidata Microline 393 Printer) all dictated confidential office visit notes for UHS medical patient charts. Regular part-time, 9 month position, M-F, 20hrs/wk.

Requirements: High School diploma or equivalent with 1-2 years related experience. 3-4 years transcription experience. Accurate typing 75-80 wpm. Knowledge of IBM compatible using Word Perfect 5.1, dictating equipment and familiarity with medical terminology. Ability to work under pressure, deal with a variety of people and maintain strict confidentiality. Heavy typing. Send cover letter, resume to Esther smith, East Hill Plaza, employees should send an employee transfer application.

Office Assistant GR19 (C7816)
ILR-College Relations-Statutory
Minimum Full-Time Equivalent: \$566.28
Posting Date: 8/15/91

Provide clerical and technical support to college relations staff. Type and proofread correspondence and other material; organize and maintain files, process travel and other reimbursement vouchers; assist with program arrangements; provide support for Alumni Association; track undeliverable Alumni mail returns for forwarding address; provide receptionist support; access IBM mainframe Public Affairs Records Alumni database, data entry of alumni address/information corrections; create data output and produce printed material/mailling labels from computer. 75% of full time hours to be arranged.
Requirements: High School diploma or equivalent. Some college coursework preferred. Familiarity with Macintosh PC and laser printer. Ability to use Microsoft Word and File, including print merge system. Meticulous accuracy in typing, proofing and message taking. Ability to access Cornell's IBM mainframe. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR19 (C7601)
Computer Science-Endowed
Minimum Biweekly Salary: \$566.28
Posting Date: 8/01/91

Provide administrative and organizational support to several faculty and department publications unit. Use advanced graphics software to produce and edit technical reports. 30 Hours a week.

Requirements: High School diploma or equivalent. Some college coursework preferred. Microcomputer experience necessary. Must be flexible and able to work under time constraints. Excellent writing, communication, interpersonal skills and ability to prioritize a must. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide, GR19 (C7319)
Center for Advanced Imaging Technology-Statutory
Minimum full-time equivalent: \$566.28
Posting Date: 7/11/91

Assist Director in the performance of administrative duties required for the smooth operation of the Center, including budgeting, accounting, payroll and secretarial support. Monday-Friday, hours to be arranged.

Requirements: High School diploma or equivalent. Some college coursework preferred or equivalent combination of education and experience. Knowledge of Statutory Accounting system. Minimum 2 years previous office experience. Working knowledge of IBM PC XT/AT/386/PS-2, WordPerfect and Lotus 1-2-3. Database management skills very desirable. Heavy typing. Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza.

Secretary, GR19 (C7404)
Office of Public Affairs-Statutory
Minimum full-time equivalent: \$566.28
Posting Date: 7/18/91

Provide administrative support for the Director of Special and Planned Giving, including establishing a communication system for special and planned giving prospects, drafting and typing planned giving and life income arrangement letters, setting appointments with prospective donors, developing, analyzing and acting upon matters pertaining to the public affairs records system, organizing and coordinating donor events and meetings related to special or planned gift prospects or donors. Develop and maintain prospect records and files for the director. Regular, part-time position 20-25 hours, Monday - Friday.

Requirements: High School diploma or equivalent. Some college course work. 2 years of secretarial experience with a good working knowledge of Word Perfect 5.1, familiarity with database management systems, accurate, timely, and confidential processing of data information. Experience in Dictaphone/transcriber use, and the ability to handle confidential information. Gracious handling of requests from alumni and friends is required. Experience with planned giving and trust agreements desirable. Heavy typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Secretary, GR19 (C7503)
Western Societies Program-Endowed
Minimum full-time equivalent: \$566.28
Posting Date: 7/25/91

Prepare correspondence, papers, reports, classwork for one professor; maintain files; coordinate conferences, seminars, meetings, travel; publicity for events; word processing. Special duties as assigned. Regular part-time, 9 month position, M-F, 4hrs/day.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 years related experience. Knowledge of Cornell forms/accounting systems helpful. Able to work with a wide diversity of people. Excellent organizational, interpersonal, and communication skills. Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Senior Night Supervisor GR20 (C7705)
Veterinary Library-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 8/08/91

Responsible for the operation of the Veterinary Library during evening and weekend hours, including circulation/reserves, security, and student supervision. Perform various information-related services, including assisting patrons in location of materials, interpreting the online catalog, searching CD-ROM databases, and using audio-visuals and equipment. Responsible for Table-of-Contents service. Staff the Public Service Desk 4-8 hours/week. Other duties as assigned, including daily cash management and bindery preparation. Evenings Monday-Friday; Some Saturday and Sundays. Light Typing. Send cover letter and resume to Esther Smith, East Hill Plaza #2. Employees should include Employee Transfer Application.

JOB SHARING POSITION

Telephone Receptionist/Office Assistant GR17 (C7604)
Undergraduate Admissions-Endowed
Minimum Biweekly Salary:
Posting Date: 8/01/91

Primary responsibility is to answer the 3 main phone lines in the admissions office and to back up the front desk receptionist. In addition, this position does data entry of admissions inquiries. Regular, Part-time, Job sharing position. One person M-F 8am-1pm, Second person M-F 12pm-5pm.

Requirements: High School diploma or equivalent. Up to one year related experience preferred. Excellent interpersonal and communication skills. Telephone experience. Knowledge of Cornell a plus. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Professionals Temporary

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

Secretary, GR18 (S7401)
Agricultural Economics-Statutory
Hiring Rate: \$8.00/Hr.
Posting Date: 7/18/91

Provide clerical assistance in support of teaching, research and extension activities for two professors. Duties include receptionist, typing manuscripts, and letters, preparing teaching materials, keeping course records, library research; secretarial support for extension schools/conferences; assisting editors of journal published annually. Full-time, temporary position; 8/1/91-10/31/91; 39 hrs/week.

Requirements: High School diploma or equivalent experience. Computer word processing skills (MS Word experience preferred). Ability to use library search techniques, filing skills. Medium typing. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

Accounts Coordinator GR20 (S7602)
National Nanofabrication Facility-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/01/91

To oversee department accounts, payables/receivables, and industrial contracts. Prepares budget statements and monthly reports. Assists in preparing projected revenue and expense analyses. Oversees accounting data input and post-reconciliation activities. The incumbent works with a high degree of independence under the general supervision of the Administrative Manager. M-F 8am-5pm.

Requirements: AAS degree in accounting or equivalent combination of education and experience with increasing experience in areas directly related to accounts management. 2-3 years experience as a bookkeeper or accounts manager; knowledge of endowed and/or state Cornell procedures. Medium typing. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

Mail Clerk/Office Assistant (S7304)
Ornithology
Posting Date: 7/11/91

Assist with the laboratory's mail order book shop operation. Duties include stocking warehouse, wrapping outgoing UPS packages. Processing the lab's mail and other outgoing US and UPS mail.

Requirements: High School diploma or equivalent. Valid NYS drivers license. Familiar with US postal regulations and other mailing operations. Must be able to work quickly, accurately, and under deadlines. Must be able to lift 50 lbs. Please send application materials to Karen Raponi, Staffing Services, East Hill Plaza.

Service Clerk (S7501)
Ornithology
Posting Date: 7/25/91

Assist with sales at Crows Nest Birding shop during the week, week-ends and Monday nights for seminars. Assist in warehouse and run errands. Cashier, phones, and data entry.

Requirements: High School diploma or equivalent. Very good organizational, interpersonal, and communication skills. Ability to lift 50 lbs. and must be dependable. Part-time position, 19-20 hrs/week. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

OFF CAMPUS

Secretary GR20 (C7811)
Public Affairs Regional Offices
Southeast Regional Office, located in Miami, FL-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/15/91

Provide administrative/secretarial support to the Director of the Southeast Regional Office. Carry out the duties and functions of the office as the University's principal Public Affairs representative in the Southeast Region. Process accounting vouchers; make travel arrangements; interaction by phone an in person with alumni. Special projects as assigned.

Requirements: Associates degree or equivalent. Minimum three years secretarial experience. Excellent organizational, interpersonal and communication skills a must. Ability to work independently and must be self motivated. Macintosh experience a must. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7809)
Business Office (Geneva)-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date:

Assist budget analyst with grants, contracts and gifts and other financial duties as required. Assist in business office operations dealing with billings, station rental properties, station fleet, payroll and other duties as listed. Provide backup support for budget analyst and business office when need arises. Provide secretarial support for budget analyst and business office.

Requirements: AAS degree in business/accounting or related field, or equivalent education and experience. Accounting skills, able to work independently, possess good interpersonal skills, be flexible, maintain confidentiality. Must have good computer skills including knowledge of spreadsheets, databases and word processing, preferably with Macintosh systems. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

General Service

Submit a signed employment application which will remain active for a period of four months. During this time, you will be considered for any appropriate openings for which you are competitively qualified. Requests for referral and/or cover letters are not accepted from external candidates unless specified in the ad. Qualified applicants will be invited for a preliminary interview at our East Hill Plaza 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.

Night Custodian SO02 (G7808, G7810)
Buildings Care-Regular Full-Time-Statutory
Hiring Rate: \$6.55
Posting Date: 8/15/91

Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Sunday-Wednesday, 11:00pm-7:30am, Thursday 11:00pm-6:30am.

Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb an 8 foot ladder. Regular Cornell employees only. Please send transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Custodian SO02 (G7809)
Building Care-Endowed
Hiring Rate: \$6.55
Posting Date: 8/15/91

Provide general custodial care of buildings and grounds in immediate vicinity of assigned area. Monday-Thursday 6:00am-2:30pm. Friday 6:00am-1:30pm

Requirements: Basic reading and writing skills. Able to operate a variety of heavy power equipment, lift 50 pounds and climb an 6 foot ladder. Regular Cornell Employees only. Send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Food Service Worker, SO02 (G7807)
Dining-Endowed
Hiring Rate: \$6.55
Posting Date: 8/15/91
Set-up, display and serve food and/or beverage. Check Co-op dining cards for validity and make sale transactions by cash or credit card. Shift subject to change. Regular full-time, 40 hrs. weekly.
Requirements: Knowledge of food preparation and presentation preferred. Good customer relations skills. Basic reading and computational skills required. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Dish Machine Operator SO02 (G7805,G7806)
Dining-Endowed
Hiring Rate: \$6.55
Posting Date: 8/15/91
Wash dishes, utensils, pots and pans. Stock Assigned areas. Shift subject to change. Regular, full-time, 40 hrs. per week.
Requirements: Ability to learn proper use of dishwashing equipment and cleaning agents. Ability to lift 35 pounds. Regular Cornell employees only. Send employee transfer application to Esther Smith. Staffing Services, East Hill Plaza #2.

Short Order Cook SO04 (G7802, G7804)
Dining-Endowed
Hiring Rate: \$7.17
Posting Date: 8/15/91
Prepare and serve food directly to customers from short order area. Shift subject to change.
Requirements: High School diploma or equivalent. 6-12 months related experience. Familiar with short order equipment. Able to prepare variety of short preparation foods under pressure. Good customer relations skills. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

General Service Part-Time

Security Guard GR01 (G7803)
Johnson Museum-Endowed
Hiring Rate: \$6.44
Posting Date: 8/15/91
Responsible for guarding all works of art in the building, following security and safety procedures, must interact with public and staff, and be available day or evenings for subbing and working special events. Varies-28 hrs/week, plus some evening hours.
Requirements: High School or equivalent. Background in the security area helpful. Must be dependable and attentive to detail, with good communication skills. Previous experience with working in a group situation and schedules preferred. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

General Service Temporary

Field Assistant (S7601)
Plant Breeding-Statutory
Hiring Rate: \$6.00
Posting Date: 8/01/91
Harvest, wash, sort and grade potatoes. Must be able to lift 50 Lbs. Must have valid NYS drivers license. Dependable, able to follow directions. Work well with a group of people. Full-Time, Temporary. Send application materials to Karen Raponi, Staffing Services, East Hill Plaza #2.

Cornell Cooperative Extension

PA#21 Area Extension Specialist: Dairy CA04
Location: Seneca County, Waterloo, NY
As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy, livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial dairy industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational dairy science programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853.
Minimum Qualifications: Master's degree in agriculture with a major in animal science and five years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field.
Minimum Salary: \$28,000, commensurate with qualifications.

PA#22 Area Extension Specialist CA04
Farm Business Management
Location: Livingston county, Mount Morris, NY
Plan, conduct and evaluate a comprehensive farm business management educational program for the commercial dairy, livestock, and field crops industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. As a member of a six person team, cooperates closely with Cornell University faculty, staff, and a regional dairy, livestock and field crops program advisory committee.
Minimum Qualifications: Bachelor's and Master's in agriculture with a major in farm business management. Two years directly related experience in Cooperative extension, teaching, or equivalent related agribusiness field. Course work in computer science, adult education, communications, and marketing desired. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853.
Minimum Salary: \$28,000 commensurate with qualifications.

PA#28 Area Extension Specialist: Livestock *CA06
Location: Ontario County, Canandaigua, NY
As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial livestock industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational livestock programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853.
Minimum Qualifications: Master's degree in agriculture with a major in animal science and two years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field.
Minimum Salary: \$28,000, commensurate with qualifications.

General Service

Send applicant materials for the following positions to Cynthia Smithbower, 160 Day Hall.


Dairy Worker SO04 (B7701)
Clinical Sciences-Statutory
Hiring Rate: \$7.17
Posting Date: 8/08/91
Duties include milking cows, cleaning and maintaining milking equipment, feeding and caring for large animals, washing and disinfecting stalls and walls, unloading trucks hauling hay/ straw/wood shavings and supplies and transporting live and dead animals. Other duties may be assigned by supervisor. Friday-Tuesday, some holidays.
Requirements: High School education or equivalent is required. Basic reading and writing skills are a necessity. Experience working around and handling large animals is essential. Milking experience is required. NYS Driver's License. Pre-employment physical required. Send cover letter and resume to Cynthia Smithbower.

ACADEMIC POSITIONS
(Salary and rank dependent on experience)

Curator, Wason Collection on East Asia
Cornell University Library seeks an experienced and dynamic librarian, with a strong public service commitment, to serve as Curator of the Wason Collection on East Asia.
Qualifications: A professional degree in librarianship and/or an advanced research degree in an appropriate field of Chinese studies is required, as are demonstrated administrative skills and at least six years of progressively responsible experience in the Asian Collection of a major research library. For a detailed job description or to apply submit letter of application, resume, and names, addresses, and phone numbers of three references by October 15, 1991 to Ann Dyckman, Director of Personnel, 235 Olin Library, Cornell University, Ithaca, NY 14853-5301

Government Information Librarian-Albert R. Mann Library
Serve as the advocate for the scholarly community in obtaining and providing access to state, federal, and international government information. The library is seeking a proactive librarian who will be an avid supporter of the public's right to free access to government information; who will monitor and establish acquisitions policies for government publishing in print, microform, and electronic formats; and who will provide cataloging expertise for government information.
Qualifications: MLS from an ALA-accredited institution. *Demonstrated interest or experience in government information.* Excellent communication skills, some foreign language ability, and facility with personal computers, bibliographic databases, and integrated library management systems.
Expected Salary: \$26,000 dependent on experience. For detailed job description or to apply submit letter of application to Ann Dyckman, director of personnel, Cornell University Library, 201 Olin Library, Ithaca, NY 14853-5301. Please send cover letter, resume, list of three references (with names, addresses and telephone numbers).

Instruction Coordinator-Albert R. Mann Library
Recognizing that users of information resources increasingly expect access from beyond the library's walls, Mann library is implementing an electronic library entered through a central gateway, available across the campus networks. This gateway, available at workstations in offices, labs and microcomputer centers, leads users to bibliographic, full text and numeric databases located on and off campus. The library seeks a librarian to evaluate, publicize, and expand its program of instruction for users of its electronic library, and to take a leadership role in investigating new instructional approaches.
Knowledge and Experience: ALA accredited MLS, excellent communication and presentation skills and strong interpersonal skills required. Experience in academic librarianship or education required. Experience in teaching the use of computing, telecommunications, and information management technology desirable. Strong interest in professional development, participation in professional organizations, and enthusiasm for innovative programs are important.
Expected Salary: \$26,000+dependent on qualifications
To apply: Ann Dyckman, Director of Personnel, Cornell University Library, 201 Olin Library, Ithaca, NY 14853-5301. Send cover letter, resume, three references including addresses and telephone numbers by October 31, 1991.

RIDESHARE CLASSIFIEDS								
Commuter						Connection		
CORNELL UNIVERSITY OFFICE OF TRANSPORTATION SERVICES • 255-4600								
Place	Name	Phone	Option	Days	Hours	Smoke	Comments	
Auburn	Tina	5-6251	Share	M-F	8:00-4:30	No		
Aurora	Jean	5-3136	Share	M-F	8:00-4:30	No	Union Springs	
Bennettsburg	John	5-9386	Share	M-F	8:00-5:00		Route 79W	
Bennettsburg	Robert	5-8342	Share	M-F	8:00-5:00		Route 79W	
Binghamton	John	5-6527	Share	M-F	8:00-5:00			
Brooktondale	Deborah	5-2115	Drive	M-F	9:00-4:00			
Brooktondale	Veronica	5-5613	Drive	M-Th	9:15-3:00			
Burdett	Lisa	4-2588	Share	M-F	9:30-6:00			
Candor	Ruth	5-5174	Share	M-F	6:00-2:30			
Caroline	Resa	5-5476	Drive	M-F	7:30-11:30			
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	
Cortland	Donna	5-3245	Share	M-F	8:00-4:30	No	8-4 Fri	
Cortland	Debra	5-8595	Share	M-F	8:15-4:30	No		
Cortland	Donna	5-9431	Drive	M-F	8:30-5:00	No	near High School	
Dryden	Suzanne	5-8127	Share	M-F	8:00-5:00		Ellis Hollow	
Dryden	Linda	3-3209	Drive	M-F	Flexible			
Elmira	Mike	5-4841	Share	M-F	7:30-4:00	No	Meet @ Tates P&R	
Endicott	Bill	5-2199	Share	M-F	8:00-5:00			
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 13/366	
Freeville	Paula	5-6839	Share	M-F	8:00-4:30			
Genoa	Dave	3-3100	Share	Su-Th	6:00-3:00	OK		
Hammndsprt	Gerald	5-6927	Ride	M-F	8:00-4:30			
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	Adria	5-7471	Share	M-F	8:30-5:00	No	Downtown	
Ithaca	Doris	5-8198	Share	M-F	10:00-9:00		Parkwood Village	
Ithaca	Mark	5-1665	Drive	M-F	8:30-5:30			
Ithaca	John	5-4165	Share	M-F	Flexible	No	East Hill	
Ithaca	Jane	5-2291	Share	M-F	8:00-5:00			
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	Gail	5-4050	Share	M-F	8:00-4:30			
Jacksonville	Timis	5-5174	Share	M-F	6:00-2:30	No		
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	Meyers Point	
Marathon	Judi	5-3745	Share	M-F	8:00-4:30	OK		
McLean	Deena	5-6506	Drive	M-F	8:00-3:30	No		
Moravia	Jim	5-3272	Share	M-F	6:30-3:00		via Rt. 34 or 38	
Newark Valley	Amy	5-2215	Share	M-F	8:00-5:00	No	8-4 Fri	
Newfield	Elaine	5-3806	Share	M-F	7:30-4:00			
Newfield	Linda	5-1866	Share	M-F	8:00-4:30			
Odessa	Susan	5-5338	Drive	Su-Th	10:00-8:00	No		
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		
Owego	Carol	5-2306	Ride	M-F	5:00-1:30	OK		
Owego	Criss	3-3010	Share	M-F	8:00-1:00			
Varna	Annabelle	5-3818	Share	M-F	8:30-5:00			
Varna	Betty Ann	4-1234	Share	M-F	8:00-5:00		Trailer Park	
Virgil	Suzanne	3-3946	Share	M-F	8:00-5:00			
Virgil	Jean	3-3100	Share	M-F	8:00-5:00			
Watkins Glen	Barb	5-1790	Share	M-F	8:00-4:30	No	8-4 Fri	
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	5-2889	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			
Willseyville	Penny	5-4587	Drive	M-F	7:30-4:00		Fri 7:30-3:00	

Cornell Employment News

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

Mail subscriptions available US delivery third class mail at: \$12.00 for 3 months; \$24.00 for 6 months; or \$48.00 for 12 months. Make checks payable to: Staffing Services Subscription, 160 Day Hall, Cornell University, Ithaca, NY 14853.

Editor: Nancy Doolittle, 255-3541
Page Layout: Cheryl Seland
Photography: University Photography, Susan Boedicker
Telephone: Office of Human Resources (607) 255-3936

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

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

CORNELL EMPLOYMENT NEWS

August 22, 1991

Volume 3, Number 32

Weight Watchers at Work New Time and Location

The next Weight Watchers at Work Program will begin on Tuesday, August 20 at 12:00 noon in the Bio Tech Conference Room on Garden Avenue behind Comstock Hall. Late registration will be on August 27, same time and place. If you have any questions or need further information call Weight Watchers toll-free number: 1-800/234-8080.

Employee/Family Day: September 28, 1991 Includes Night Football Game

Mark the date on your calendars now for this year's Employee/Family Day, as Cornell's Big Red takes on the Colgate Red Raiders. Chicken barbecue will be served 4:30-6:30 p.m. at Barton Hall. A magician and live band will provide entertainment during the barbecue.

The football game will follow at Schoellkopf Field, with kickoff at 7:00 p.m. **NOTE:** This is a **night** game!

Tickets go on sale September 9th. Volunteers are needed to help serve on Employee Day. All volunteers receive a complimentary barbecue ticket. Call Janet Beebe, 255-7565 to volunteer.

More details will follow in a letter from Dwight Widger, Employee/Family Day chairperson and employee-elected trustee, which will be mailed to all employees next week. Watch for it, and for future articles in *Networking* and *Cornell Employment News*.

Select BENEFITS

Claims Schedule

The cut-off dates for remitting claims for reimbursement under the Select Benefits program are listed below. Your claim form with supporting information must be received either the endowed or statutory Benefits Office no later than the dates shown below. Reimbursement will be delayed until the next two week cycle is completed, if materials are not in our office by the cut-off date.

*08/29	09/13	11/08
	09/27	*11/21
	10/11	12/06
	10/25	*12/18

Early deadlines due to Labor Day, Thanksgiving and winter holidays.

Fall Courses Offered through Extramural Study

Area residents and Cornell University employees may register to take a Cornell course during the 1991 Fall term through the Office of Extramural Study. Registration will take place on Thursday, August 29 and Friday, August 30 in the Conference Room of the Biotechnology Building. Classes begin August 29.

The Office of Extramural Study makes available the extensive course offerings of the university to people who are interested in taking a course for their own interest and advancement and who are not enrolled in a Cornell degree program.

With department approval, regular full-time and part-time nonacademic employees of Cornell may enroll in

on-campus courses and have tuition waived for up to four credits. Employees must get the approval of the course instructor, as well as their supervisors and department heads. Employees are encouraged to pick up an application form as early as possible to allow time to complete these steps. Application forms are available in the Office of Extramural Study, B12 Ives Hall, and in Staff Relations and Development, 130 Day Hall.

Application forms must be completed prior to registration. Some colleges have additional requirements for registering in their courses.

For more information, come to B12 Ives Hall, on the Cornell campus, or call 255-4987.

JOB OPPORTUNITIES

THE UNIVERSITY, IN RESPONSE TO THE NEW YORK STATE BUDGET REDUCTIONS, is recruiting only for those vacant positions considered to be essential to the operation of the university. We continue to encourage, accept, and refer applications from Cornell employees and from external applicants for these positions unless noted otherwise in the individual listing. When qualified laid off employees are available for a particular vacancy, they will be given first consideration for that position.

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

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

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

Professional

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

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

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

Staff Engineer (PA7901) HRII
Buildings and Properties, Geneva-Statutory
Posting Date: 8/22/91

The basic job function of this position is to assist the Director of physical plant with a major emphasis in Design Engineering, special fund projects, research special projects, building code enforcement, inspections, energy management systems coordination, preventive maintenance, inventory control. Will act as back up for the Director of physical plant in his absence.

Requirements: BS degree in Engineering and certification as building code coordinator, within one year. Design engineering experience in mechanical, electrical equipment systems and facilities. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Administrative Manager II (PA7902) HRII
Human Development and Family Studies-Statutory
Posting Date: 8/22/91

Senior non-academic administrator for the department of Human Development and Family Studies. Responsible for establishing departmental administrative policies, determining administrative goals, and overseeing daily operations. Specific responsibilities include budgeting, accounting, grants and contracts management, personnel, facilities (space) management and maintenance and graduate student financial support.

Requirements: Bachelor's degree or equivalent combination of education and experience. Five years relevant administrative/supervisory experience, preferably at Cornell. Excellent communication and human relation skills. Knowledge of finance/financial systems, accounting/budgeting. Familiarity with computer systems preferred. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Senior Research Support Specialist (PT7602) HRII
School of Electrical Engineering- Endowed
Posting Date: 8/01/91

Provide technical and administrative support for grad students, staff and faculty engaged in research on compound semiconductor materials and devices. Operate, maintain and repair molecular beam epitaxial growth machines. Develop, design and fabricate innovative research equipment. Develop and implement new techniques to enhance research. Maintain lab safety procedures.

Requirements: BS or equivalent experience. Must have 5 years relevant experience including maintenance, repair and design of ultra high vacuum equipment. Semiconductor characterization experience desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Senior Science Editor (PC7509)
News Service/University Relations-Endowed
Posting Date: 7/25/91
To cover Cornell science, assisted by two other sci-

ence writers, with the aim of gaining mass-media publicity and informing internal audiences. To edit all News Service Science writing. **Requirements:** Bachelor's required, Master's preferred. Demonstrated excellence in writing lucidly about science and editing the writing of others. Well-established contacts in science writing profession. Combination of education and experience in science and journalism to suggest ability to relate to world-renowned researchers and make their work accessible to press and public. Send cover letter, resume to Esther Smith, East Hill Plaza, employees should include an employee transfer application.

Staff Writer II (PC7813) HRII
University Development-Endowed
Posting Date: 8/15/91

Write brochures, proposals, articles, and other promotional material. Draft letters to be signed by university executive staff, alumni leadership, faculty, etc. Coordinate with designers and editors the production of printed pieces. Produce or co-produce development office newsletter, Communique.

Requirements: Bachelor's degree or equivalent. 2-3 yrs. writing/editing experience preferably in fund raising, higher education, or advertising. Demonstrated ability to write creatively in a variety of styles: promotional, formal, academic, and journalistic. Excellent command of verbal and written English. Ability to work creatively under pressure. Good interpersonal skills. Send resume and cover letter to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Extension Support Aide (PT7907) HRII
Agricultural and Biological Engineering-Statutory
Posting Date: 8/22/91

Perform research and extension activities related to closed cycle aquaculture production systems. Manage production facilities and design and fabricate ex-

perimental systems. Develop and distribute extension materials and conduct water quality tests.

Requirements: BS in Aquaculture engineering technology or equivalent with courses in aquaculture and fishery science. 1-2 yrs. related experience. Strong mechanical skills. Experience in commercial fisheries, business, and marketing helpful. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Research Support Specialist I (PT7903) HRII
Diagnostic Laboratory-Statutory
Posting Date: 8/22/91

Assist in the development of new diagnostic tests and the refinement of current tests by developing new reagents using molecular techniques. Extract and purify plasmid and chromosomal DNA. Develop DNA probes using radioactive isotopes. Purify bacterial antigens using gel permeation and ion exchange chromatography. Evaluate performance of new reagents in diagnostic tests.

Requirements: BS degree or equivalent in biology, microbiology, or molecular biology. 2-3 yrs. experience in microbiology or molecular biology. Must be proficient in plasmid and chromosomal DNA isolation and purification, column chromatography, DNA restriction digestion, Southern blot and other related molecular techniques. Must be able to work independently. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Supervisor (PA7802) HRII
Dining Services-Endowed
Posting Date: 8/15/91

Supervise the daily operation of a dining unit, including the purchase and storage of food and supplies, maintenance of equipment, menu planning and preparation and service of food.

Requirements: Associates degree or equivalent. 2-3 yrs. related experience. Some knowledge of food and health codes desirable. Send cover letter and resume

to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Research Support Specialist I (PT7810) HRI Plant Breeding and Biometry-Statutory
Posting Date: 8/15/91

Manage a plant genetics research lab. Coordinate and supervise experimental procedures involving plant nucleic acids and proteins, and the detection and identification of plant pathogens. Design, plan and carry out experiments, and record and evaluate results. Assist others with their research. Perform data analysis. Assist with publications. Supervise student help. Maintain lab, inventories and equipment.

Requirements: BS degree or equivalent in biology of biochemistry. 2-3 years relevant experience. Must be able to work independently and manage general lab maintenance. Supervisory experience strongly desired. Background in genetics and plant pathology; experience with standard lab procedures; and work with nucleic acids and protein analysis desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Staff Nurse (PA7801) HRI University Health Services-Endowed
Posting Date: 8/15/91

Screen and provide emergency service as well as basic nursing care to patients at Gannett Health Center's Overnight/Observation Unit. Monday-Friday, 4:00pm-12:30am.

Requirements: Minimum 2 yrs. experience in an ambulatory or acute care center. CPR-BLS level certification required within 1 yr. of employment. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Development Assistant (PA7803) HRI University Development-Endowed
Posting Date: 8/15/91

Responsible for development and management of enhanced gift acknowledgment, prospect identification, and clearance coordination systems. Manage special projects as required. Works with Director of Development Systems, staff, faculty and volunteers in support of fund raising activities and development systems needs. Heavy reporting responsibility.

Requirements: Bachelors degree or equivalent required. 1 yr. development/public affairs experience desirable; knowledge of Cornell Public Affairs mainframe system; experience with Macintosh software & local area networks; must be able to handle high volume with accuracy and attention to detail; familiarity with database management and data transfer; excellent interpersonal communication skills; supervisory experience helpful. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Assistant Coach (PA7804) HRI Athletics-Endowed
Posting Date: 8/15/91

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

Requirements: Bachelors degree preferably in physical education. Proven success and potential in coaching, recruiting and in working with student-athletes. Send cover letter and resume to Cynthia Smithbower, Staffing Services, 160 Day Hall.

Research Support Specialist (PT6607) HRI Soil, Crop and Atmospheric Sciences-Statutory
Posting Date: 5/16/91

To provide technical support for the research program in low temperature biology, with primary responsibility for a) the isolation, purification and analysis of membrane lipids and b) studies related to the cryopreservation of both plant and insect germplasm. In addition, the individual will oversee and manage the day to day operations of the low temperature biology laboratories including the operation and maintenance of sophisticated analytical instruments and procurement of materials and supplies.

Requirements: Bachelor's or Master's in biochemistry or chemistry. Experience in the operation and maintenance of gas chromatograph/mass spectrometer, HPLC equipment and ultracentrifuges. A minimum of 5 years laboratory experience with a background in either plant or insect physiology/biochemistry. Send cover letter and resume to Sam Weeks.

Professional Part-Time

Research Support Specialist II (PT7805) Human Development and Family Studies-Statutory
Posting Date: 8/15/91

Supervise several on-going research projects and participate in the development of new projects. Design and conduct surveys and focus groups. Supervise the coding and data entry of new data, data processing and data analysis. 20 hrs a week, flexible. Contingent on continued funding.

Requirements: BS in Human Development or Developmental Psychology or equivalent. At least 5 yrs. post-graduate computing and survey research experience. Experience IBM/CMS, IBM/DOS, VAX/VMS, Macintosh, SPSSX, SPSS/PC, SPSS/DE, SAS, Dbase IV, Word Perfect and Microsoft Word. Experience with network communications and the Cornell computing environment essential. Knowledge of survey research methodology. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

CASUAL-TEMPORARY

Technical Consultant I (PT7306) Level 32 CIT-Endowed

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

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

OFF-CAMPUS

Research Support Specialist II (PT5810) HRI Division Nutritional Science/CFNPP/Washington D.C.-Statutory
Posting Date: 3/21/91

To provide general research-related assistance to assess the impact of macro-economic adjustment policies on the poor in Africa. Activities will include providing assistance in micro-level analysis of factor and product markets, and consumer and producer behavior, as well as the development of macro-economic models. 1yr. appointment. Continuation contingent upon funding.

Requirements: Master's or equivalent required. Minimum 2 yrs. related experience. Skills in micro/macro economic theory and agricultural economics necessary; demonstrated skills in economic and statistical analysis including regression analysis. Experience with SAS and SPSS desirable. Previous experience in a developing country, particularly in Africa helpful. Send cover letter and resume to Sam Weeks.

Senior Research Support Specialist (PT7607) Equine Drug Testing-Statutory
Posting Date: 8/01/91

Operate and maintain a field testing lab in Elmont, New York. Hire, train, and supervise five lab technicians. Supervise analysis of blood and urine samples. Maintain and operate analytical instrumentation including HPLC and GC. Implement and maintain record keeping, and safety, health and hygiene procedures.

Requirements: MS degree in chemistry or related field or equivalent experience, 1-3 years in a testing environment, 1-2 years as a supervisor. Experience with extraction and identification of drug and drug metabolites preferred. Send cover letter and resume to Sam Weeks.

CRESP

Librarian, Alternatives library Center for Religion, Ethics and Social Policy (Not a Cornell University Position)

Full responsibility for computerized diverse 6,000+ volume collection; includes oversight of acquisitions, cataloging, circulation, networking and publicity, staff supervision and budgetary oversight. Will work independently and in collaboration with director and other staff. **Requirements:** Library Science degree or library work experience; IBM computer experience essential; must be well organized, with good communication, supervisory and interpersonal skills. Interest in library subject areas desirable. Position begins in September. Full description in Alternatives Library (255-6486). Send cover letter, resume and three references by August 26, c/o Search Committee, Alternatives Library, 127 Anabel Taylor Hall, Cornell University, Ithaca, NY 14853.

Technical

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

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

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

Animal Technician GR18 (T7802) Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/15/91

Monitor and provide routine care (feed, water and clean) for research animals. Follow protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain records. Assist in the collection of samples and specimens. Assist vets in treating animals when required. Take animal care courses. Rotation schedule for weekends and holidays.

Requirements: High School diploma or equivalent. AAS degree in animal science desired. Assistant Animal Technician Certificate helpful. 1 yr. animal experience. Knowledge of a variety of lab animals and animal breeding required. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks.

Animal Technician GR18 (T7705) Laboratory Animal Services-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/08/91

Monitor and provide routine care (feed, water and clean) for research animals. Follow protocols for sterile or disease control environments. Follow animal welfare regulations. Maintain records. Assist in the collection of samples and specimens. Assist vets in treating animals when required. Take animal care courses. Rotation schedule for weekends and holidays.

Requirements: High School diploma or equivalent. AAS degree in animal science desired. Assistant Animal Technician Certificate helpful. 1 year animal experience. Knowledge of a variety of lab animals and animal breeding required. Ability to lift 50 pounds. NYS driver's license. Pre-employment physical and all necessary immunizations required. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR18 (T7604) Physiology-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/01/91

Assist in a lab doing studies on the physiological controls of food and water in young pigs. Duties include lab maintenance; animal care; surgery preparation and assistance; post-operative care; blood analysis; and routine injections. Respond to reprint requests.

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

Technician GR19 (T7706) Food Science-Statutory
Minimum Biweekly Salary: \$566.28
Posting Date: 8/08/91

Conduct microbiological research on the growth of pathogenic microorganisms in refrigerated foods. Prepare media and cultures. Inoculate foods with pathogenic microorganisms. Package and enumerate samples. Develop enumeration procedures. Order supplies and keep accurate records.

Requirements: AAS in microbiology or related field with emphasis in microbiology. Minimum 1 yr. related experience. Familiarity with enumeration, identification, spectrometry. Ability to conduct independent research with minimal supervision. Experience with pathogenic bacteria, computer and statistical knowledge helpful. Good communication skills. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician GR20 (T6904) Biochemistry, Molecular and Cell Biology-Statutory
Minimum Biweekly Salary: \$590.45
Posting Date: 6/6/91-repost

Provide technical assistance in rice cell culture work. Prepare growth media, grow rice calli, prepare suspen-

sion cultures and prepare protoplasts. Assist in research on transformation of protoplasts; take care of calli and plants; and perform biochemical analysis of plant tissues. Order supplies and chemicals; Supervise several undergrad students.

Requirements: Bachelor's in biology, a related field, or equivalent. 1-2 yrs. related experience. Familiar with general methods in biochemistry and microbiology. Extensive lab Experience in animal or plant cell culture. Send cover letter and resume to Sam Weeks.

Technician GR21 (T7904) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/22/91

As a member of the bacteriology section, perform microbiological and immunological tests on specimens with emphasis on Salmonella species. Isolate and identify fungi, bacteria and protozoa from clinical specimens. Isolate and identify mycoplasma and ureaplasma. Determine antibody levels of leptospirosis and Campylobacter fetus using agglutination techniques. Use fluorescent microscopy to detect C. fetus antigens. Evaluate specimen case histories to determine the appropriate media to use for processing. Perform water analysis. Produce bacterins and wart vaccines. Prepare media and reagents. Some weekend and evening hours.

Requirements: BS or equivalent in clinical microbiology or related field. 1-2 yrs. experience. Basic lab skills with emphasis on clinical microbiology and some immunology. Send cover letter and resume to Sam Weeks.

Technician GR21 (T7807) Veterinary Pathology-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/15/91

Prepare high quality microscopic slides for both diagnostic and research purposes. Perform routine embedding, sectioning and staining of animal tissue. Perform large volume of special staining procedures on rotating basis. Assist in development of contemporary histopathology procedures within the laboratory.

Requirements: BS or equivalent, with experience and coursework in histopathological techniques. HT(ASCP) certification or eligibility desired. 1-2 yrs. experience as histology technician in a hospital or research laboratory desired. Experience in variety of special staining techniques and immunoperoxidase technique desired. Send cover letter and resume to Sam Weeks.

Technician GR21 (T7703) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/08/91

Conduct new serological assays on automated and semiautomated equipment. Perform routine experiments, reduce and summarize data, and prepare reports to supervisor. Run computer programs including data input; editing of files; reduction of data using statistical programs, and review and report results. Order supplies and reagents. Clean lab and glassware.

Requirements: B.S. microbiology/immunology or equivalent. 1-2 years related experience. Previous use of aseptic techniques; general lab equipment and protocols. and training and previous experience with computers are highly desirable. Knowledge of statistics is desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technician, GR21 (T7501) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/25/91

Implement biochemical and serological procedures for the speciation of Mycoplasma isolation from clinical samples. Identify pathogenic strains of E. coli using pre-established DNA probe techniques. Isolate mycobacterial DNA for development of a rapid Johnes test. Maintain the lab. Keep records and provide reports. Prepare reagents and media.

Requirements: Bachelor's in microbiology with a molecular biology background or equivalent. Minimum 3 years relevant experience. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7412, T7413) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91

Perform microbiological and immunological tests on specimens as requested by clinicians or as indicated by case histories to aid in the diagnosis of infections in animals and humans. Certify animals for exportation as required by international regulations.

Requirements: Bachelor's or equivalent in clinical microbiology. ASCP or MLT license desirable. Basic lab skills with emphasis on clinical microbiology and some immunology. Minimum of 1 year experience in a clinical lab performing diagnostic procedures in bacteriology and immunology. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7411) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91

Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, complement fixation, and hemagglutination inhibition. Perform virus isolation and fluorescent antibody procedures on clinical specimens. Prepare buffers, media and other reagents.

Requirements: Bachelor's or equivalent in microbiology, biology or related field. 2 years work experience in virology and tissue culture. Send cover letter and resume to Sam Weeks.

Technician, GR21 (T7410) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 7/18/91

Perform viral and chlamydial isolation procedures on clinical specimens. Perform a variety of serological tests including serum neutralization, agar gel immunodiffusion, and hemagglutination inhibition. Perform fluorescent antibody procedures, tissue culture, and reagent preparation.

Requirements: Bachelor's or equivalent in microbiology or biology required. 2 years work experience. Good sterile and basic microbiological techniques required. Send cover letter and resume to Sam Weeks.

Technician GR22 (T7804) Microbiology-Statutory
Minimum Biweekly Salary: 8/15/91
Posting Date: 8/15/91

Design and perform experiments in bacterial physiology, bacterial genetics and molecular genetics. Oversee inventory of supplies and reagents. Maintain Microbial culture collection, facilities and equipment. Assist in training students and staff in lab techniques.

Requirements: BS/BA or equivalent required in microbiology or bacteriology, with coursework in genetics, biochemistry, microbial genetics and microbial physiology. Minimum 2 yrs. experience in a microbial physiology/genetics research laboratory. Send cover letter and resume to Sam Weeks.

Research Equipment Technician, GR24 (T7906) School of Electrical Engineering-Endowed
Minimum Biweekly Salary: \$701.22
Posting Date: 8/22/91

Assist in the integration and deployment of a new CUPRI (Cornell University Portable Radar Interferometer) system. Design, test and document electronic circuits. Interconnect the system and perform pro-

gramming. Test system before and after deployment. **Requirements:** B.S. or equivalent in electrical engineering. Minimum 1 yr. experience. Proficient in electronic circuit design, fabrication, and testing. Programming experience in C and/or FORTRAN. Send cover letter and resume to Sam Weeks.

Technician GR24 (T7704) Diagnostic Laboratory-Statutory
Minimum Biweekly Salary: \$701.22
Posting Date: 8/08/91

Assist with management of Automated Serology Station. Train and schedule technicians. Direct, evaluate and trouble shoot routine tests. Develop new tests and conduct assays. Perform data reduction and critical evaluation of results using computerized graphics and statistical software. Assist with evaluation of literature and writing of publications. Rotate into DL section when needed.

Requirements: B.S. degree or equivalent. Master's preferred. Minimal of 5 yrs. in developing/conducting enzyme immuno assays. Experience with kinetic ELISA systems highly desirable. Send cover letter and resume to Sam Weeks, Staffing Services, 160 Day Hall.

Technical Part-Time

Technician GR21 (T7803) Anatomy-Statutory
Minimum Biweekly Salary: \$615.42
Posting Date: 8/15/91

Prepare muscle samples and process for routine histological, immunocytochemical and biochemical analysis. Data analysis will involve microscope and darkroom techniques.

Requirements: Bachelors or equivalent in biology or a related field. 1-2 yrs. related experience preferred. Histochemical, immunocytochemical, or biochemical techniques. Darkroom skills will be helpful. Send cover letter and resume to Sam Weeks.

Technical Temporary

Casual Animal Technician (T7808) Equine Drug Testing-Statutory
Minimum Biweekly Salary: 8/15/91
Posting Date: 8/15/91

Care and feeding of horses plus barn maintenance at tractor operation. Additional work as assigned. **Requirements:** Some experience working with horses preferred. Must be able to lift 100 lbs. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Software Librarian (T7601) CIT-Endowed
Hiring Rate: \$8.50
Posting Date: 8/01/91

Assist in administration of day-to-day operations of C Software Contracts Program. Act as librarian for various site licenses. Assist in the distribution and installation of UNIX and other software programs. **Requirements:** Bachelor's degree or equivalent experience. Comprehensive in-depth knowledge in range of information technology, operating systems and UNIX, along with familiarity of software products. Send cover letter and resume to Sam Weeks.

Technician (T7110) Entomology/Schwardt Lab-Statutory
Hiring Rate: \$6.25
Posting Date: 6/20/91

Assist in the study of Lime disease. Collect ticks, work with colonies of ticks and rodents. Perform lab studies. **Requirements:** Some lab work, data collection, record keeping and experience with research animals. Must be able to work independently, keep good records. Must have transportation and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Technician (T7111) Entomology/Schwardt Lab-Statutory
Hiring Rate: \$5/95
Posting Date: 6/20/91

Assist in the study of Lime disease. Feed and care for animals, mice, gerbils and rabbits. Maintain animal colonies including ticks. Good record keeping. Position through summer, perhaps longer. 10 hours per week. Schedule flexible. **Requirements:** Some entomological coursework, training and experience very helpful. Some lab work record keeping and experience with research animals. Must have transportation and valid NYS driver's license. Pre-employment physical required. Send cover letter and resume to Sam Weeks.

Office Professionals

Approximately half of all University openings are for Office Professionals. Individuals with secretarial, word processing (IBM PC, Macintosh, Wang, Microm), data entry, technical typing, or medium to heavy typing (40-60+ wpm) are encouraged to apply.

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

Submit a signed employment application and resume which will remain active for a period of four months in the School. 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 East Hill Plaza 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.

Receptionist GR17 (C7905) Theatre Arts-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 8/22/91

Act as main receptionist for the department. Provide information on department and programs; wordprocessing and typing; Dictaphone; answer telephone; file; copy; run errands; assist with mail and mailings; other projects as assigned.

Requirements: High School diploma or equivalent. Previous related office experience. Knowledge and ability to work with various office equipment (Macintosh, computer, Dictaphone) etc. Excellent communication and organizational skills required. Ability to re-prioritize constantly. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employee should include employee transfer application.

Secretary GR17 (C7912) ILR-Extension and Public Service-Statutory
Minimum Biweekly Salary: \$530.38
Posting Date: 8/22/91

Act as receptionist in ILR Conference Center. Answer telephones; greet conference participants; give directions; answer questions; provide clerical support of

Office of Management and Executive Education staff: photocopying; filing; preparing conference kits and name tags; type certificates; type correspondence, program evaluations, etc.; make travel arrangements; order office supplies. Other duties as assigned.

Requirements: High School diploma or equivalent. Up to one year related experience. Wordprocessing experience using IBM PC. Ability to work with the public. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

Secretary GR17 (C7806)
Unions and Activities-Endowed
Minimum Biweekly Salary: \$530.38
Posting Date: 8/15/91

Typing, copying, transcribing dictation. Provide secretarial support to Director of Unions and Activities for special projects. Assist with mailing, filing and ordering office supplies.

Requirements: High School Diploma or equivalent with background in secretarial skills. Ability to work comfortably in a busy office and work well with students, minority groups and other diverse groups. Good communication skills. Experience with Dictaphone and IMPPC computers (Wordperfect, Lotus 123) required. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR18 (C7913)
ILR-Collect Bargaining, Labor Law, Labor History-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 8/22/91

Provide clerical support for two professors and department secretary, including two additional professors and ILR Internship Program. Internship program requires telephone contact with sponsors and students; typing correspondence; coordinating mailings to potential and current sponsors and student interns; wordprocessing; photocopying; make travel arrangements; prepare expense vouchers; occasional supervision of make-up exams. Other duties as assigned.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 yrs. office experience. Wordprocessing using IBM-PC-Wordperfect 5.0 and 5.1. Demonstrated organizational and communication (oral and written) skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Account Assistant GR18 (C7918)
Administrative Operation/Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/22/91

Under the direction of the Accounting Manager, maintain all records; file accounts payable and receivable for all library materials, purchases, and fine and replacement income; approve accounts payable invoices on in-house library system (NOTIS), reconcile daily, and submit all invoices/credits to central university accounting office for payment; review vendor statements, inquiries, duplicate payments, and returned checks; prepare correspondence regarding past due invoices, credit dues, and payment inquiries.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 yrs. previous accounting/bookkeeping experience and familiarity with standard office machines. High degree of accuracy with strong concentration on work and detail. Experience with microcomputers, IBM preferred. Strong organizational, communication (written and verbal), and interpersonal skills. Familiarity with Cornell Accounting system desirable. Light Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Senior Records Assistant GR18 (C7919)

Acquisitions Library-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 8/22/91

Responsible for receiving, offering, and distributing material in various languages, including English, upon receipt in the G&E section. Maintain files for 460 worldwide exchange partners and 150 gift files. Also use Word Perfect 5.1 and various departmental programs for correspondence, donor acknowledgments, lists, and file maintenance.

Requirements: High School diploma or equivalent. Word processing. Language aptitude. Familiarity with at least one foreign language (Western European). One year previous office or library experience. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary GR18 (C7920)

Cornell Cooperative Extension-Statutory

Minimum Biweekly Salary: \$542.89

Posting Date: 8/22/91

Provide secretarial support for two Cornell extension representatives. Backup receptionist. Handle travel; correspondence, appointments, workshop/trainings, etc., work with office mailing lists, annual envelope order and reorders; work on special projects as needed.

Requirements: High School diploma or equivalent. 1-2 yrs. secretarial experience and working knowledge of computers. Working knowledge of computers, prefer IBM-Wordperfect. Medium typing. Regular Cornell University employees send employee transfer application, cover letter, resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Audio-Visual Aide GR18 (C7902)

Statler Hotel-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 8/22/91

Is responsible for the timely and proper set-up of all AV equipment in the hotel and SHA. Also responsible for maintenance and security of all AV equipment.

Requirement: High School diploma or equivalent. Familiar with AV equipment. Ability to work quickly and quietly. Good communication skills. Ability to handle constant last minute changes in a professional manner. 1-2 yrs. related experience. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Assistant GR18 (C7904)

Division of Summer Session, Extramural

Study, and Related Programs- Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 8/22/91

Provide clerical, logistical, and research support to the director, program coordinator, and administrative aide and to the departments programs. Word processing; file; mailings; run errands; answer telephones; type. Other duties as assigned.

Requirements: High School diploma or equivalent. Some college coursework preferred. 1-2 yrs. related office and word processing experience. Excellent interpersonal and communication skills. Wordperfect on IBM PC and Macintosh experience preferable. Knowledge of Cornell desirable. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Financial Aid Assistant GR18 (C7819)

Financial Aid/Student Employment-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 8/15/91

Responsible for coordination and processing of Pell grants and outside scholarships in the Alpha break-

down of H-N. Maintenance of student financial aid files in the same alpha section.

Requirements: High School diploma or equivalent. Some college coursework preferred. Good organizational and typing skills. Ability to interact with public and a large staff. 1-2 yrs. related experience. Medium Typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7916)

Office of Public Affairs

College of Agriculture and Life Sciences-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 8/22/91

Provide clerical assistance to the Assistant Director. Serve as the contact person for the Alumni Association Members and Leaders. Coordinate and process membership records for 6,000 members and about 30,000 non-members of the college Alumni Association. Coordinate and manage travel plans and itineraries for the Office of Alumni Affairs for two professionals who have extensive travel schedules.

Requirements: High School diploma or equivalent. Some college coursework preferred. 2 yrs. secretarial experience. Word processing, preferably Word Perfect 5.1. Familiarity with database management systems. Exceptional telephone skills. Accurate data entry skills. Organizational skills. Ability to work with minimal supervision. Ability to handle confidential information and deal effectively with alumni and friends. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Secretary GR19 (C7909)

The Graduate School-Dean's Office-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 8/22/91

Provide clerical and receptionist support for the Graduate Dean's Office staff. Maintain an inventory and reconciliation of all office supplies; reconcile telephone bills; provide backup support for switchboard/mail person (lunches/vacations, etc.); work on special projects; assist other Grad School offices as needed, make campus deliveries for the dean.

Requirements: High School diploma or equivalent. 2 yrs. related experience. Some college coursework preferred. Experience with Mac computers required. Must be confidential, organized and detail-oriented. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

Accounts Assistant GR19 (C7805)

Unions and Activities-Endowed

Minimum Biweekly Salary: \$542.89

Posting Date: 8/15/91

Responsible for processing the department's accounts; provide assistance to the Director of Finance and Budget. Other duties as assigned.

Requirements: High School diploma or equivalent required. Some college coursework preferred. 2 yrs. related experience. Experience with the IBM personal computer, Lotus 123 and Wordperfect preferred. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7804)

ILR-Office of Student Services-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 8/15/91

Secretarial support to Registrar and Associate Director of Minority Educational Affairs. Heavy word processing of correspondence and reports, confidential student record handling, collect course evaluations and prepare them for computer processing, distribute forms and tabulated results to faculty, assemble packets and send out mass mailings for minority admissions, help organize minority open house twice a year by preparing mailings to prospective students and High School guidance counselors.

Requirements: High School diploma or equivalent. Some college coursework preferred. 2-3 yrs. experience in similar position. Familiarity with IBM PC or MAC required. Familiarity with mainframe student information helpful. Proven capability of handling confidential information and good interpersonal skills a must. Medium Typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7803)

Ecology and Systematics-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 8/15/91

Provide secretarial support for several department faculty and the graduate field representative. Type correspondence, manuscripts, statistical charts; answer telephones; draft correspondence; maintain graduate student files; perform other supporting functions.

Requirements: High School diploma or equivalent required. Some college coursework in secretarial science preferred. Extensive secretarial experience. Word processing (Macintosh SE computer) highly desirable. Excellent proofreading skills. Strong organizational, communication, and interpersonal skills. Ability to work independently and under pressure. Heavy typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Administrative Aide GR19 (C7807)

Arts and Sciences Dean's Office-Endowed

Minimum Biweekly Salary: \$566.28

Posting Date: 8/15/91

Provide general administrative/secretarial support; manage flow of people, communications and information into the office; keep 2 calendars (events and office meetings); track and bill telephone, postage and copying expenses; assist academic personnel officer; type reports, correspondence, and budgets.

Requirements: High School diploma or equivalent required. Some college coursework preferred. 2 yrs. related experience. Familiarity with academic setting preferred. Strong interpersonal skills. Word processing a must, some spreadsheet needed. Strong organizational, interpersonal and communication (written and oral) skills. Medium typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Secretary GR19 (C7818)

Landscape Architecture-Statutory

Minimum Biweekly Salary: \$566.28

Posting Date: 8/15/91

Administrative secretary for Landscape Architecture providing secretarial and accounting support for faculty and staff. Responsible for main office reception and resource information; responsible for day to day operation of student computer lab.

Requirements: High School diploma or equivalent. 2 yrs. college coursework preferred. Computer knowledge essential, software; Lotus 123, Dbase III, Wordprocessing. Ability to work with IBM and Macintosh. Strong organizational, interpersonal, and communication (written and oral) skills. Regular Cornell employees send employee transfer application, cover letter, and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Assistant to Director Information and Referral GR20 (C7922)

Information and Referral-University Relations-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 8/22/91

Assist director with management of Information and Referral Center. Provide functional supervision and coordination of 25-30 student employees, update databases, and serve as primary information coordinator. Assist director with other functions such as campus tour planning. Other special projects as assigned. 1 yr. appointment until 9/30/92.

Requirements: Associates degree or equivalent. Developed analytical skills with 2-3 yrs. related experience in customer service and managing large quantities of information. Outstanding written and interpersonal communication skills essential. Familiarity with Macintosh computers. Knowledge of Cornell community. Word processing ability helpful. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Secretary GR20 (C7911)

Asian Studies-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 8/22/91

Provide administrative/secretarial support for the administrative staff. Serve as the graduate field secretary for 2 fields: course and room scheduling; maintain the undergraduate records. Other duties as assigned.

Requirements: Associates in Business or equivalent. Related Cornell experience preferred. Able to use a computer/IBM compatible using Wordperfect. Excellent interpersonal and organizational skills. Able to work independently and with accuracy. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Graduate Coordinator GR20 (C7917)

English-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 8/22/91

Provide administrative support for department's graduate program. Serve as main department contact for graduate students, providing information and referral to resources both within and outside the department; coordinate all aspects of admissions process and job placement program, and maintain all graduate records.

Requirements: Associates degree or equivalent. 2-3 yrs. related experience. Computer experience, preferably on the Macintosh-word processing and database. Knowledge of Cornell or the academic environment. Excellent interpersonal skills. Ability to work independently and under pressure. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7821)

Human Ecology Administration-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 8/15/91

Responsible for accessing the Public Affairs Database system and generating reports using IRIS. Record and deposit incoming gifts to college. Prepare reports on donors and status of gift accounts. Prepare gift acknowledgments for the college Dean. Responsible for internal database used for tracking of potential donors.

Requirements: Associates degree or equivalent combination of education and experience. Heavy typing. 2-3 yrs. related experience. Ability to work independently. Good organizational and communication (written and oral) skills. Knowledge of the Public Affairs database and the use of IRIS a plus. Expertise with Database software a must. Strong applied computer skills and considerable experience with microcomputers (Macintosh); Word (4.0) and Filemaker. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employee should include employee transfer application.

Secretary GR20 (C7820)

Lab of Nuclear Studies-Statutory

Minimum Biweekly Studies: \$590.45

Posting Date: 8/15/91

Act as receptionist; answer phones; operate paging system; make travel arrangements; schedule meetings; type technical papers using MASS-II and Microsoft Word; type purchase orders; distribute mail.

Requirements: Minimum 2 yrs. responsible secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills. Able to work under pressure and handle continual interruptions. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7812)

Athletics-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 8/15/91

Under general direction, provide administrative support for overall bowling establishment management and provide to students. 9-10 month position. Monday -Friday, 8:30-5:00, hours flex.

Requirements: Associates degree or equivalent. 2-3 yrs. of successful work experience in a public service business, preferably a bowling setting. Experience in cash handling, deposits, working with vendors and some supervision and scheduling experience. Light typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR20 (C7817)

Floriculture-Statutory

Minimum Biweekly Salary: \$590.45

Posting Date: 8/15/91

Assist department chair and administrative manager with the management and maintenance of administrative support functions of the department. Coordinate faculty search and promotion packages, prepare department CRIS reports, travel forms, annual reports, work with confidential information, perform personnel functions of department; maintain inventory and telecommunications records; coordinate research proposals; database management.

Requirements: Associates or equivalent. 2 yrs. related experience. Outstanding organizational, communication and interpersonal skills. Able to interact effectively with a wide variety of personalities, exercise sound judgment, initiative, and flexibility. PC experience required (Macintosh preferred). Heavy typing. Regular Cornell employees send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Administrative Aide GR20 (C7710)

Cornell University Council-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 8/08/91

Provide secretarial/administrative support to Director and Assistant Director of Office of Councils for all activities and responsibilities resulting from the organization of Council's annual meeting, administrative board meetings, various committee meetings. Also, secretarial support for other special events and programs as assigned, to include President's Council for Cornell Women, Entrepreneur of the Year Program, etc.

Requirements: Associate degree in Secretarial or business school. 3 years of experience. Excellent editorial/proofreading skills, spelling, grammar. Proficient in word processing (Macintosh preferred). Some experience with university accounting helpful. Ability to work independently and maintain quality work under pressure. Excellent interpersonal and organizational skills. Attention to detail. Heavy typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include Employee Transfer Application.

Accounts Assistant GR20 (C7712)

Diagnostic Laboratory-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 8/08/91

Responsible for reviewing, maintaining and reconciliation of departments primary restricted account. Requires balancing and financial reporting upon request. Includes assigning requisition numbers and obtaining purchase order numbers, ordering supplies, and services from vendors, set up blanket orders. Prepare travel request and reimbursements, standard vouchers and ID's for payment. Assist in obtaining and processing lease and maintenance agreements. Assist in posting cash receipts to a computerized ledger. Back-up to other staff with daily processing including payroll and personnel functions.

Requirements: Associates degree or equivalent. 2 years related experience with some business courses desirable. Must have statutory accounting experience. Previous work with computerized accounting systems very useful. Some experience with spreadsheets and word processing helpful. Medium typing. Regular Cornell University employees only. Send Employee Transfer application to Esther Smith, Staffing Services, East Hill Plaza #2.

Editorial Assistant, GR20 (C7505)

Sociology-Endowed

Minimum Biweekly Salary: \$590.45

Posting Date: 7/25/91

Provide administrative support to the editor of an academic journal. Conduct financial transactions for the journal; monitor annual budget of approximately \$40,000. Serve as liaison between reviewers, authors, editors, and publisher. Coordinate work flow to free lance copy editors; handle daily correspondence; maintain files; order supplies.

Requirements: Associate's or equivalent. 2 years related office experience. Familiarity with IBM computers and Cornell policies and procedures (budget and accounting). Medium typing. Send cover letter, resume to Esther Smith, East Hill Plaza. employees should include an employee transfer application.

Accounts Assistant GR21 (C7915)

Diagnostic Laboratory-Statutory

Minimum Biweekly Salary: \$615.42

Posting Date: 8/22/91

Perform general accounting duties including: prepare requisitions; pay vouchers; prepare and paying I.D.'s and journal entries; reconcile SF&BSO account balances with computerized ledger; maintain filing system; has frequent contact with veterinary clients regarding troubled accounts and must resolve both billing and operating system concerns.

Requirements: A.S. in accounting or related management field desirable. 2-3 yrs. related experience working with the public in a service role very useful. Experience with Cornell accounting systems helpful. Ability to work in highly co-operative, work sharing environment essential. Experience with PC based spreadsheets and other PC software systems very helpful. Light typing. Regular Cornell University employees send employee transfer application, cover letter, and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

Transportation Service Representative GR21 (C7923,C7924)

Transportation Services-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 8/22/91

To act as university representative in disseminating information concerning parking and traffic to the university community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation on the Ithaca campus. **Requirements:** High School diploma or equivalent. Valid drivers license. Excellent interpersonal and communication (written and oral) skills. Knowledge of data entry, ability to work with mainframe and micro-computer applications and programs. Send cover letter and resume to Esther Smith Staffing Services, East Hill Plaza #2. Employees should include employee transfer application

Box Office Manager GR21 (C7802)

Theatre Arts-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 8/15/91

Manage box office and associated audience services in department of Theatre Arts; conduct ticket sales for performance season, produce financial reports, train and supervise student staff, maintain data systems, establish and supervise box office/audience service procedures. 9 month position, mid August-mid May, hours will vary, depending on theatre schedule; some evenings and weekends required.

Requirements: Associates or equivalent. BA desirable. Courses in accounting, Macintosh computing, theatre management preferred. Requires 2-3 yrs. previous box office experience. Desire general customer service experience, accounting experience, previous supervisory experience. Requires excellent organizational and communication skills. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include and employee transfer application.

Transportation Service Representative GR21 (C7808)

Transportation Services-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 8/15/91

To act as university representative in disseminating information concerning parking and traffic to the university community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation on the Ithaca campus.

Requirements: High School diploma or equivalent. Valid drivers license. Excellent interpersonal and communication (written and oral) skills. Knowledge of data entry, ability to work with mainframe and micro-computer applications and programs. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Administrative Aide GR21 (C7815)

Theory Center-Endowed

Minimum Biweekly Salary: \$615.42

Posting Date: 8/15/91

Perform extensive and complex administrative and secretarial functions for the Director of the Theory Center's Corporate Research Institute. Administer office functions. Special projects as assigned.

Requirements: A.A.S. degree or equivalent combination of education and experience.

Requirements: Associate's or equivalent experience. Minimum 3-4 yrs. of appropriate professional experience. Outstanding interpersonal skills with ability to interact with a wide variety of visitors, trustees, faculty, and staff essential. Excellent verbal and written communication skills required. Mature judgment and ability to handle confidential and sensitive information. Computer experience with familiarity with word processing highly desirable. Heavy typing. Send cover letter, resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include an employee transfer application.

Office Professional Part-Time

Office Assistant GR16 (C7814)
Agricultural & Biological Engineering-Statutory
Minimum Full-Time Equivalent: \$511.68
Posting Date: 8/15/91
Receptionist for department copy center; wait on customers; operate copy machine; assist in daily flow of work; order and maintain inventory for department office supplies; assist with student help supervision when required. 1 yr. appointment. Monday-Friday 4 hrs per day.
Requirements: High School diploma or equivalent. Up to 1 yr. related experience. Mechanically inclined, experience on copy equipment desirable, ability to work with variety of personalities, work under pressure at times. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Assistant GR18 (C7910)
Human Service Studies-Statutory
Minimum Biweekly Salary: \$542.89
Posting Date: 8/22/91
Provide secretarial support for DSS project. Type training materials and reports for staff trainers and administrators; file; answer telephones. Other duties as assigned. 20 Hrs/week, varies.
Requirements: High School diploma; business or secretarial school desirable. Good interpersonal, telephone and transcription skills. Ability to work under pressure. Heavy typing. Send cover letter & resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Assistant GR18 (C7914)
Statler Hotel-Endowed
Minimum Full-Time Equivalent: 542.89
Posting Date: 8/22/91
Under general supervision, perform clerical duties, exercising some independent judgment and decision making. Moderate level of confidentiality required. 30hrs./week, hours flex.
Requirements: High School diploma or equivalent. 1-2 yrs. experience. Typing 40-50 wpm. Lotus and Database computer skills helpful. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Senior Records Assistant GR18 (C7906)
Catalog Library-Endowed
Minimum Biweekly Salary: \$542.89
Posting Date: 8/22/91
Responsible for verifying and editing name, subject, and series headings in machine-readable bibliographic records. Search on-line databases to identify authority records matching headings on Cornell catalog records and add these records to the local database. Create permanent machine readable series authority records. Identify changes and revise data in authority records. 20 hrs/week.
Requirements: High School diploma or equivalent. 2 yrs. of college, or equivalent experience preferred. 1-2 yrs. related experience. Ability to do detailed work accurately and exercise good judgment under pressure. Strong interpersonal skills. Must be dependable. Previous library technical experience desirable. Computer skills desirable. Familiarity with foreign languages desirable. Medium Typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Assistant GR19 (C7816)
ILR-College Relations-Statutory
Minimum Full-Time Equivalent: \$566.28
Posting Date: 8/15/91
Provide clerical and technical support to college relations staff. Type and proofread correspondence and other material; organize and maintain files, process travel and other reimbursement vouchers; assist with program arrangements; provide support for Alumni Association; track undeliverable Alumni mail returns for forwarding address; provide receptionist support; access IBM mainframe Public Affairs Records Alumni database, data entry of alumni address/information corrections; create data output and produce printed material/mailling labels from computer. 75% of full time hours to be arranged.
Requirements: High School diploma or equivalent. Some college coursework preferred. Familiarity with Macintosh PC and laser printer. Ability to use Microsoft Word and File, including print merge system. Meticulous accuracy in typing, proofing and message taking. Ability to access Cornell's IBM mainframe. Medium typing. Send cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2. Employees should include employee transfer application.

Office Professionals Temporary

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

Accounts Coordinator GR20 (S7602)
National Nanofabrication Facility-Endowed
Minimum Biweekly Salary: \$590.45
Posting Date: 8/01/91
To oversee department accounts, payables/receivables, and industrial contracts. Prepares budget statements and monthly reports. Assists in preparing projected revenue and expense analyses. Oversees accounting data input and post-reconciliation activities. The incumbent works with a high degree of independence under the general supervision of the Administrative Manager. M-F 8am-5pm.
Requirements: AAS degree in accounting or equivalent combination of education and experience with increasing experience in areas directly related to accounts management. 2-3 years experience as a bookkeeper or accounts manager; knowledge of endowed and/or state Cornell procedures. Medium typing. Send cover letter and resume to Karen Raponi, Staffing Services, East Hill Plaza #2.

Mail Clerk/Office Assistant (S7304)
Ornithology
Posting Date: 7/11/91
Assist with the laboratory's mail order book shop operation. Duties include stocking warehouse, wrapping outgoing UPS packages. Processing the lab's mail and other outgoing US and UPS mail.
Requirements: High School diploma or equivalent. Valid NYS drivers license. Familiar with US postal regulations and other mailing operations. Must be able to work quickly, accurately, and under deadlines. Must be able to lift 50 lbs. Please send application materials to Karen Raponi, Staffing Services, East Hill Plaza.

Service Clerk (S7501)
Ornithology
Posting Date: 7/25/91
Assist with sales at Crows Nest Birding shop during the week, week-ends and Monday nights for seminars. Assist in warehouse and run errands. Cashier, phones, and data entry.
Requirements: High School diploma or equivalent. Very good organizational, interpersonal, and communication skills. Ability to lift 50 lbs. and must be dependable. Part-time position, 19-20 hrs/week. Send cover letter, resume to Karen Raponi, Staffing Services, East Hill Plaza.

General Service

Submit a signed employment application which will remain active for a period of four monthHigh School. 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 East Hill Plaza 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.

Cook SO06 (G7903)
Dining Services-Endowed, Regular Full-Time, 40hrs, Weekly
Hiring Rate: \$7.91
Posting Date: 8/22/91
Under general supervision, prepare and present a full variety of foods, as assigned, through own efforts and through supervision of staff. Shift subject to change.
Requirements: High School diploma or equivalent. 1-2 years experience in food preparation; knowledge of food cooking processes (grilling, frying, roasting, steaming) in an institutional environment preferred. Skilled in presenting and garnishing food. Working knowledge of use and maintenance of charbroilers, steam jacket kettles, pressure steamers, ovens, slicers, mixers, choppers and various hand tools. Good interpersonal and communication skills preferred. Regular Cornell employees only. Send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2

Chief Dispatcher SO07 (G7901)
Maintenance and Service Operations-Endowed
Hiring Rate: \$8.31
Posting Date: 8/22/91
Assist operations manager in coordinating the University's Customer service center. The Customer Service Center is the focal point of requests for repairs, maintenance, alterations and information about the Physical Plant.
Requirements: High School diploma or equivalent. 1-2 yrs. experience in the customer service field. Excellent interpersonal skills. Ability to work under pressure, strong decision-making, problem solving, priority setting and time management skills. Must be detail-oriented. Experience with Mainframe and personal computers desirable. Training and/or experience in public relations, sales, or service preferred. Regular Cornell employees only. Send employee transfer application, cover letter and resume to Esther Smith, Staffing Services, East Hill Plaza #2.

General Service Part-Time

Food Service Worker, SO01 (G7902)
Dining-Endowed, Regular Part-Time, 30 hrs., Weekly
Hiring Rate: \$6.28
Posting Date: 8/22/91
Set-up, display and serve food and/or beverage. Check Co-op dining cards for validity and make sale transactions by cash or credit card. Shift subject to change.
Requirements: Knowledge of food preparation and presentation preferred. Good customer relations skills. Basic reading and computational skills required. Regular Cornell employees send employee transfer application to Esther Smith, Staffing Services, East Hill Plaza #2

Cornell Cooperative Extension

PA#21 Area Extension Specialist: Dairy CA04
Location: Seneca County, Waterloo, NY
As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy, livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial dairy industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational dairy science programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853.
Minimum Qualifications: Master's degree in agriculture with a major in animal science and five years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field.
Minimum Salary: \$28,000, commensurate with qualifications.

PA#22 Area Extension Specialist CA04
Farm Business Management
Location: Livingston county, Mount Morris, NY
Plan, conduct and evaluate a comprehensive farm business management educational program for the commercial dairy, livestock, and field crops industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. As a member of a six person team, cooperates closely with Cornell University faculty, staff, and a regional dairy, livestock and field crops program advisory committee.
Minimum Qualifications: Bachelor's and Master's in agriculture with a major in farm business management. Two years directly related experience in Cooperative extension, teaching, or equivalent related agribusiness field. Course work in computer science, adult education, communications, and marketing desired. To apply, send cover letter and resume by August 29, 1991 to Barbara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853.
Minimum Salary: \$28,000 commensurate with qualifications.

PA#28 Area Extension Specialist: Livestock CA06
Location: Ontario County, Canandaigua, NY
As a member of a six person team, cooperate closely with Cornell University faculty, staff and the regional dairy livestock and field crops program advisory committee, to plan, conduct and evaluate an educational program for the commercial livestock industry in Ontario, Seneca, Wayne, Yates, Livingston, Genesee, Monroe, Niagara and Orleans counties. Identify program needs and develop short and long range informal educational livestock programs to meet identified needs with available resources. Communicate and interact with area agriculture and natural resources program leaders to insure program integration into association programs. To apply, send cover letter and resume by August 29, 1991 to Barabara Eshelman, 365 Roberts Hall, Cornell University, Ithaca, NY 14853.
Minimum Qualifications: Master's degree in agriculture with a major in animal science and two years of directly related experience in Cooperative Extension, teaching or in an equivalent related agribusiness field.
Minimum Salary: \$28,000, commensurate with qualifications.

General Service

Send applicant materials for the following positions to Cynthia Smithbower, 160 Day Hall.

Animal Attendant SO04 (B7901)
Avian and Aquatic Animal Medicine-Statutory
Hiring Rate: \$7.17
Posting Date: 8/22/91
Feed and general care of breeding, growing flocks of chickens, setting and hatching of eggs; identification of chicks by wing-banding; cleaning and disinfection of buildings and equipment at Levine Lab SPF farm. Substitute care of highly isolated SPF breeder facility including artificial insemination, setting and hatching eggs, care of replacement stock, feed fumigation, keeping various records, judging breeding status of individual birds, daily care of building. Substitute care of birds in isolation units at the Poultry Virus Isolation Building. Monday-Friday, 7:30am-4:00pm.
Requirements: High School diploma or equivalent. NYS driver's license; training in laboratory animal care desirable. 1-2 years animal caretaking (preferably poultry). Pre-employment physical and necessary immunizations. Send cover letter and resume to Cynthia Smithbower.

General Service Temporary

Temporary Groundworkers (B7902)
Grounds Division-Endowed
Hiring Rate: \$6.88
Posting Date: 8/22/91
Performs all general maintenance and landscape construction tasks; may be assigned other groundworkers, both regular and seasonal, to aid in carrying out assignments. Frequent nights and weekend work during winter snow season. Monday-Thursdays 7:00am-3:30pm, Friday 7:00am-2:30pm.
Requirements: High School diploma or equivalent. Courses in agronomy, horticulture or related fields desirable. Pesticide applicators license desirable. 1-2 yrs. experience in commercial landscape maintenance, landscape construction and related equipment. Minor equipment repair experience desirable. Valid driver's license. Send cover letter and resume to Cynthia Smithbower.

ACADEMIC POSITIONS

Postdoctoral Associate
James A. Baker Institute for Animal Health
Posting Date: 8/22/91
To study connective tissue/cartilage as it is affected by osteoarthritis and canine hip dysplasia.
Requirements: Should have training in either biochemistry, biomechanics, or molecular biology. Send curriculum vitae and names of three references to Dr. Nancy Burton-Wurster, J.A. Baker Institute, Cornell Veterinary School, Ithaca, NY 14853.

Research Associate
Ecology and Systematics
Posting Date: 8/22/91
Assist faculty member in conducting original research on old field succession and demography of seedlings of woody plants.
Qualifications: PH.D. degree and several years of research and analytical experience related to plant ecology. Experience with techniques of field and laboratory research with woody plants; skill in preparation of data for visual display; familiarity with computer data management systems.
To Apply: Sent letter of application, resume, and names and addresses of three references by August 30, 1991, to Dr. P.L. Marks, Section of Ecology and Systematics, Cornell University, E145 Corson Hall, Ithaca, NY 14853-2701.

Curator, Wason Collection on East Asia
Cornell University Library seeks an experienced and dynamic librarian, with a strong public service commitment, to serve as Curator of the Wason Collection on East Asia.
Qualifications: A professional degree in librarianship and/or an advanced research degree in an appropriate field of Chinese studies is required, as are demonstrated administrative skills and at least six years of progressively responsible experience in the Asian Collection of a major research library. For a detailed job description or to apply submit letter of application, resume, and names, addresses, and phone numbers of three references by October 15, 1991 to Ann Dyckman, Director of Personnel, 235 Olin Library, Cornell University, Ithaca, NY 14853-5301

Government Information Librarian-Albert R. Mann Library
Serve as the advocate for the scholarly community in obtaining and providing access to state, federal, and international government information. The library is seeking a proactive librarian who will be an avid supporter of the public's right to free access to government information; who will monitor and establish acquisitions policies for government publishing in print, microform, and electronic formats; and who will provide cataloging expertise for government information.
Qualifications: MLS from an ALA-accredited institution. Demonstrated interest or experience in government information. Excellent communication skills, some foreign language ability, and facility with personal computers, bibliographic databases, and integrated library management systems.
Expected Salary: \$26,000 dependent on experience. For detailed job description or to apply submit letter of application to Ann Dyckman, director of personnel, Cornell University Library, 201 Olin Library, Ithaca, NY 14853-5301. Please send cover letter, resume, list of three references(with names, addressed and telephone numbers).

Instruction Coordinator-Albert R. Mann Library
Recognizing that users of information resources increasingly expect access from beyond the library's walls, Mann library is implementing an electronic library entered through a central gateway, available across the campus networks. This gateway, available at workstations in offices, labs and microcomputer centers, leads users to bibliographic, full text and numeric databases located on and off campus. The library seeks a librarian to evaluate, publicize, and expand its program of instruction for users of its electronic library, and to take a leadership role in investigating new instructional approaches.
Knowledge and Experience: ALA accredited MLS, excellent communication and presentation skills and strong interpersonal skills required. Experience in academic librarianship or education required. Experience in teaching the use of computing, telecommunications, and information management technology desirable. Strong interest in professional development, participation in professional organizations, and enthusiasm for innovative programs are important.
Expected Salary: \$26,000+dependent on qualifications
To apply: Ann Dyckman, Director of Personnel, Cornell University Library, 201 Olin Library, Ithaca, NY 14853-5301. Send cover letter, resume, three references including addresses and telephone numbers by October 31, 1991.

Cornell Employment News

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

Mail subscriptions available US delivery third class mail at: \$12.00 for 3 months; \$24.00 for 6 months; or \$48.00 for 12 months. Make checks payable to: Staffing Services Subscription, 160 Day Hall, Cornell University, Ithaca, NY 14853.

Editor: Nancy Doolittle, 255-3541
Page Layout: Cheryl Seland
Photography: University Photography, Susan Boedicker
Telephone: Office of Human Resources (607) 255-3936

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

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