

Cornell Chronicle

Volume 16, Number 45

Thursday, Aug. 1, 1985

Patenting: Commercializing Innovations Born in the Ivy Towers of the University

By BARBARA VAN DYK

Commercializing inventions created in an academic setting has not always been important to American universities. For many years, the prevailing attitude among researchers and administrators was that campus-bred innovations belonged in the public domain.

Attitudes began to change in the 1960s, however, in response to a gap between the United States and other industrialized nations regarding technology transfer capabilities. The gap existed not for a lack of innovative thinking, but partly because U.S. industry — being hesitant to develop ideas that are accessible to anyone — had little incentive to commercialize inventions coming out of university research.

In the past 10 years, universities across the country have become increasingly involved in protecting and promoting the fruits of their research via the patenting process. Their activities have generated millions of dollars in royalty income and have brought important technologies to the American marketplace.

Cornell University, in the last decade alone, has claimed title to more than 130 patents and has earned royalties in excess of \$5.4 million.

The organization in charge of technology transfer at Cornell is the Cornell Research Foundation (CRF) and its administrative arm, the Office of Patents and Licensing. Although it has been most active in the past decade, CRF's existence dates back to 1932, when the university's Board of Trustees established the foundation as an independent corporation responsible for managing all patent-related business for the university.

CRF's portfolio of licensed technologies earned Cornell royalty income of approximately \$800,000 between 1932 and 1975, when the foundation's directors elected to hire a small full-time staff to administer patent proceedings, according to Sophie Capolongo, patent administrator.

CRF presently has 136 patents in force and about 90 patent applications pending with the U.S. Patent Office. About 20 percent of the patents in force have been licensed and these now generate more than \$800,000 in royalty income per year.

The biggest share of royalty income to date has been generated by discoveries at the State College of Veterinary Medicine; nearly half of all royalties earned since 1932 have come from veterinary-related vaccines and

diagnostic kits. (See chart at the end of this story.) Next is the interdisciplinary program in computer graphics, where research results are made available to industry.

Other technologies which Cornell has licensed include a solar energy conversion cell, an improved method for preparing soybean meal, a pregnancy test, and an apparatus for locating buried well drill casings.

Under Cornell's policy, all patentable ideas or inventions conceived by employees with the help of university funds or facilities belong to Cornell, not to the inventor. Employees working in a research capacity must sign a statement to that effect and promise to disclose any such ideas to the university.

Cornell's Office of Patents and Licensing, which is staffed by experts in patent law, initiates patent applications for suitable ideas and oversees the entire application process, which may take up to three years and cost \$5,000 or more. Once a patent is issued by the U.S. Patent Office, it is in force for 17 years, during which time that patent holder may seek opportunities to develop the invention commercially. Patents cannot be renewed; they become part of the public domain after 17 years.

CRF issues licenses to companies, giving them the right to develop and market Cornell research discoveries in return for a fee or

Continued on Page 3

Patent Law Association Names Cornellian 'Inventor of the Year'

Leland E. Carmichael, a virology professor here, has been named the 1985 "Inventor of the Year" by the Central New York Patent Law Association.

One of the world's leading scientists in the field of virus diseases in small animals, Carmichael is most widely recognized for his contributions to the development of vaccines against parvovirus, a serious and contagious disease of young dogs. Cornell has received more than \$1.5 million from its patents on parvovirus vaccines developed by scientists here. Seventy percent of that income has supported additional veterinary research.

Carmichael is the John M. Olin Professor of Virology and scientific director at the James A. Baker Institute in the State College of Veterinary Medicine. The Central New York Patent Law Association is an organization of more than 35 patent attorneys registered to practice in the U.S. Patent Office, and who are either on corporate staffs or are in private practice in central New York.

Other patents held by Cornell, their inventors, and their applications, include:

- a cell-free virus preparation developed by Bruce W. Calnek in 1974 and a vaccine developed by Karel A. Schat and others in 1979 that, together, helped treat a major virus outbreak among chickens in Pennsylvania, Delaware, Maine, and elsewhere in 1984.

- a diagnostic kit developed by Leroy Coggins in 1975 that detects infectious anemia in horses. Eleven states require that the

test be performed before a horse can be sold, and the kit has probably saved horse breeders millions of dollars through early detection of the disease.

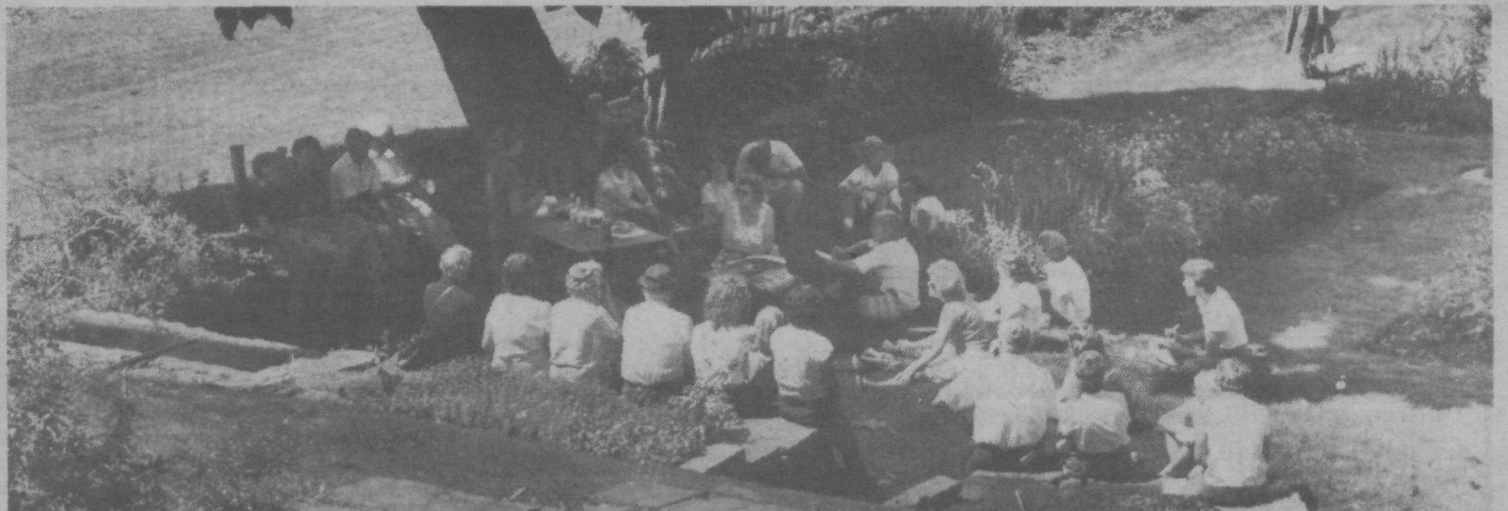
- an ultrasonic blood flow meter developed in 1980 by Cornelius J. Drost that is used to monitor heart surgery patients in Japan. U.S. regulations currently restrict the meter to veterinary applications, but permission is being sought for use with humans.

- a technique developed in 1985 by Keith H. Steinkraus to remove fats and bitter substances that detract from the taste and shelf-life of soybean derivatives. It may help improve the level of protein consumption in developing countries.

- a herbicide resistance developed by Roy S. Chaleff in 1984 that allows plants to thrive in the presence of herbicides and to pass on their resistance to subsequent generations.

- a solar energy converter developed in 1978 by the late Gregory J. Williams that, if successful, could be configured on a scale more suitable for domestic use than current solar devices and that could provide power for a fraction of the cost.

In the last 10 years, two of the most successful university patents have been the Boyer/Cohen recombinant DNA process patents held by Stanford University and the University of California, and the Cisplatin patent related to a very widely used anti-malignant tumor drug, held by Michigan State University.



Herb Days Saturday and Sunday at the Cornell Plantations found Raylene Gardner, education coordinator for Cornell Plantations, pausing to examine a bloom of corn poppies, left, and Pam Connett of Newfield lecturing on herb vinegars under the shade of a catalpa tree, right. More pictures of Herb Days on Page 3.

Five Here Discuss 'Star Wars' In Recent Issues of Daedalus

Five Cornell faculty members are key contributors to the two most recent issues of the journal *Daedalus*, which have been devoted to a discussion of President Reagan's so-called "Star Wars" proposal.

They include Hans A. Bethe, Nobel laureate in physics, and Franklin A. Long, professor emeritus of chemistry and a prominent figure since the early 1960s in the nation's armaments debate. In all, 23 leading thinkers and researchers on the various topics involved have written or collaborated in the writing of 18 articles in *Daedalus*, the Journal of the American Academy of Arts and Sciences.

The other Cornell contributors are Richard L. Garwin, an Andrew D. White Professor-at-Large and active participant in Cornell's Peace Studies Program; Richard N. Lebow, professor of government and director of Cornell's Peace Studies Program; and Kurt Gottfried, professor of physics and a director of the Union of Concerned Scientists.

Their articles, in the spring and summer is-

sues of *Daedalus*, are under the general theme, "Weapons in Space: Concepts and Technologies."

In the foreword to the first of the two volumes, Long says the contributors "deal constructively with the principal issues of SDI (Strategic Defense Initiative). They give a broad picture of the weapons that are being proposed for use in space, and assess their opportunities and problems. They offer arguments for and against U.S. deployment of defensive weapons systems, and in so doing raise political as well as military and technical concerns."

In the preface, *Daedalus* editor Stephen R. Graubard states: "A special debt is owed Professor Franklin Long, chairman of the Academy's (AAAS) Committee on International Security Studies; he helped initiate the project and saw it through."

Long is also a principal editor of a book, based on the two *Daedalus* volumes, to be published in the fall by W.W. Norton & Company, in both hard cover and paperback editions.



"Horseflies at Sunset" will be the final performance in the popular concert series at 7 p.m. Tuesday, Aug. 6, on the Arts Quad. Members of the Tompkins County Horseflies are (from left) Jeff Clano, guitar; Rich Stearns, banjo; Judy Hyman, fiddle, and John Hayward, bass.

Brief Reports

Astronomy Symposium Here Aug. 7 and 8

Some 40 high school science teachers from Central New York will participate in a symposium, "Planetary Sciences and Astronomy in the 80s," Aug. 7 and 8 at Cornell University's Spacecraft Planetary Imaging Facility (SPIF).

In a series of lectures and demonstrations, Cornell faculty and scientific staff members will cover such topics as the future of planetary exploration, the space shuttle's imaging radar observations of Earth and the Infrared Astronomical Satellite (IRAS), which was designed in part at Cornell.

The symposium is sponsored by the National Aeronautics and Space Administration's Planetary Geology Program and is coordinated by the staff of SPIF.

SPIF serves as a focus for planetary research at Cornell and also supports the research activities of scientists from other institutions. It contains more than 100,000 images returned from the United States planetary exploration program, as well as data stored on magnetic tape and facilities for displaying and analyzing spacecraft data.

More information on the science teacher symposium or on other activities of SPIF, which is open to the general public by appointment, is available at 256-3833.

Hunger Benefit Series Offers 'East of the Sun'

An evening benefit concert by East of the Sun, an acoustic duo, is scheduled Tuesday and Wednesday, Aug. 6 and 7, at 7:30 p.m. in Anabel Taylor Chapel.

The concert is for the Hunger Benefit Series, which is jointly sponsored by CRES (Center for Religion, Ethics and Social Policy), CURW and Oxfam.

East of the Sun features vocal artistry with piano and guitar accompaniment with Amy Davis and Curtis Lichtmann. The lyrics for the original songs in their repertoire are written by children from this area of Central New York, who have received instructions from Lichtmann as part of his Language Skills Motivation programs.

Lichtmann believes the age group 9-13 can write song lyrics superior to those of adults, from fresh perspectives.

Suspension Bridge Closed For Repairs Aug. 5-16

The suspension bridge over Fall Creek at the north end of campus will be closed Aug. 5-16 for repairs. A new surface will be put on the pavement across the bridge.

Special Summer Events Schedule Ends with Shakespeare on Aug. 11

Cornell Summer's schedule of special events ends on August 11 with the Shakespeare Festival's final performance of "As You Like It."

All events are free and sponsored by the Division of Summer Session, Extramural Study, and Related Events unless otherwise noted.

Today at 7 p.m. the Dady Brothers perform Irish and bluegrass music on the Arts Quad. In case of rain the concert moves indoors to the Kaufmann Auditorium, Goldwin Smith Hall.

Tomorrow at 7 p.m. guitar duo Joel Brown and John Hill will be featured at the final Terrace Concert, a series that has been sponsored by Willard Straight Hall, Straight Dining, and Summer Session. The concert will be held in the Memorial Room in the event of rain.

The Cornell Summer Shakespeare Festival continues with performances of "As You Like It" and "Macbeth" in repertory at 8:30 p.m. Thursday through Sunday in the Anabel Taylor courtyard. In case of rain the performances move indoors to the Anabel Taylor Auditorium.

This weekend's schedule begins with "As You Like It" on Thursday and Saturday; "Macbeth" will be presented Friday and Sunday evenings.

Next week, the final performance of "Macbeth" will be Aug. 8; "As You Like It" closes the Festival Aug. 9-11.

In conjunction with the Shakespeare Festival the Tuesday noon lecture on the Bard will discuss "Producing a Shakespearean Play." The lecture will be held Aug. 6 in the A.D. White House garden.

"Horseflies at Sunset" will be the final performance in the popular concert series on the Arts Quad at 7 p.m. Tuesday, Aug. 6.

The Tompkins County Horseflies describe themselves as an old-time string band living in the Eighties. Their music style is firmly rooted in the fiddle music and song of the South.

The band has performed at festivals and concerts throughout the eastern United States and has also toured seven countries in Europe. The band describes one of its concerts as a kind of party with the audience. Along with the harmony and rhythms provided by the Horseflies, there's plenty of room for dancing on the Arts Quad.

"Behavior Problems of Cats, Dogs, and Their Owners," is the topic of the brown-bag lunch lecture at noon Thursday, Aug. 8 in G94 Uris Hall.

Katherine A. Houpt, DVM, is an associate professor of veterinary physiology at the Vet College. She will explain behavior problems and their treatments, such as aggression, house soiling, destructiveness, barking, and other "ruptures" in the human-companion animal bond.

There will be a tour of the Robison York State Herb Garden, led by Raylene Gardner, at 4 p.m. Aug. 1; meet at the Cornell Plantations headquarters building.

The tour of Uris Library will begin in the lobby at 4 p.m. Monday, Aug. 5.

Cornell Chronicle

EDITOR: Randall E. Shew

CONTRIBUTING WRITERS: H. Roger Segelken, Martin B. Stiles, David I. Stewart, Mark Eyerly, Yong H. Kim, Susan S. Lang, Jeanne Mackin, Joseph Leeming.

PHOTOGRAPHERS: Sol Goldberg, Charles Harrington.

CIRCULATION MANAGER: Joanne Hanavan.

Published 49 times a year except Thanksgiving, Christmas and New Year's weeks. Distributed free of charge to Cornell University faculty, students and staff by the University News Bureau. Mail subscriptions, \$15 per year. Make checks payable to Cornell Chronicle and send to Editorial Office, 110 Day Hall, Ithaca, N.Y. 14853.

Telephone (607) 256-4206.

Second-Class Postage Rates paid at Ithaca, N.Y.

POSTMASTER: Send address changes to the Cornell Chronicle (ISSN 0747-4628), Cornell University, 110 Day Hall, Ithaca, N.Y. 14853.

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



Bob Wellenstein of Newfield RD 2 puts his lens on some pot mari-gold at the Robison York State Herb Garden of Cornell Plantations during the annual Herb Days.



Materials to touch, smell and taste abound at the Herb Days event.



Ben Darfler, 3, gets a closeup look at Culver's Root, with an assist from his father, Rick Darfler of 212 Cleveland Ave.



Audrey O' Connor and Betsy Warner, members of the Auraca Club, set up their display of herbal vinegars.

Herb Days

Photographs by Russell Hamilton

Patenting at Cornell University

Continued from Page 1

royalty. That royalty, which is paid to Cornell over a period of years, is shared by CRF, the inventor, and the inventor's department. (Typically, 15 percent is used to cover CRF's administrative costs, another 15 percent goes to the inventor, and the balance supports unrestricted research funds in the inventor's department.)

First refusal on licensing a patented technology is offered to any company that has sponsored the inventor's research. If the sponsoring company is not interested, licensing is open to any other party, including the inventor. An invention may be licensed to a number of parties simultaneously — as is the case with several vaccine-related technologies at Cornell — or a party may obtain an exclusive license, which gives it sole right to develop a patented technology for a limited time, generally up to eight years.

Despite the upswing in patent activity on the nation's campuses in the past decade, universities together with government agencies hold title to just 2 percent of all active U.S. patents, according to Oscar Manstin, public information specialist with the U.S. Patent Office in Arlington, Virginia. Industry holds title to 75 percent and independent inventors hold the rest.

Universities' share of the 2 percent they hold with government agencies has increased significantly in recent years, according to Spencer Blaylock, president of the Society of University Patent Administrators. Blaylock attributes this increase to 1980 federal legislation (Public Law 46-517) that gives universities the right to take title of all inventions conceived with the help of federal funds. Previously, such inventions belonged to the federal government, which — ascribing to the philosophy that such technologies belong

in the public domain — did little to encourage their development.

The degree to which academic institutions should become involved in commercial development has been a topic of considerable debate in recent years. H. Walter Haeussler, a patent attorney who has served as vice president of CRF and director of Cornell's Office of Patents and Licensing for the past two years, says that a growing number of universities believe that they should not only patent innovations, but should also assist inventors by taking equity positions in start-up companies.

To those who favor such an aggressive posture, Haeussler warns against assuming that a university should "crank out" technologies in the manner of industry. A university patent office should never act as "the tail that wags the dog," directing campus research toward activities with the most poten-

tial for commercial development, he emphasizes.

"The issue of technology transfer and the role that major research institutions should play in it is still evolving," Haeussler stresses. "It will be interesting to see how Cornell interprets its role in the years ahead."

College or Program	Royalty Income 1933-1984	Percent
Veterinary Medicine	\$ 3,108,429	49.8
Computer Graphics	1,464,242	23.5
Medical School	638,103	10.2
Agriculture	469,516	7.5
Engineering	255,707	4.1
Biological Sciences	243,102	3.9
Arts & Sciences	59,754	1.0
TOTAL	\$ 6,238,853	100.0

Calendar

All items for publication in the Calendar sections, except for Seminar notices, must be submitted (typewritten, double spaced) by mail or in person to Fran Apgar, Central Reservations, 531 Willard Straight Hall at least 10 days prior to publication. Seminar notices should go to the Chronicle office, 110 Day Hall. Items should include the name and telephone number of a person who can be called if there are questions, and also the subheading of the calendar in which it should appear (lectures, colloquia, etc.) **ALL DEADLINES WILL BE STRICTLY ENFORCED.**

*—Admission charged.

Announcements

Helen Newman Bowling Lanes

Summer operating hours are Monday-Saturday from 3-11 p.m. and Sunday from noon-5 p.m.

Flea Market/Craft Fair

Cornell's Willard Straight Hall is sponsoring a series of Flea Markets this summer, August 8-9. The Straight is located in the center of campus, directly north of the Central Avenue and Campus Road intersection, adjacent to the Gannett Health Center. The markets are sponsored as a service to Cornell's summer students, staff, faculty, and visitors. Items to be offered include art, crafts, jewelry, fabrics, garments, fruits, vegetables and assorted small goods. If you are interested in securing space in the flea market, contact Robert Ishii at 256-4311 or 256-8572.

Dance

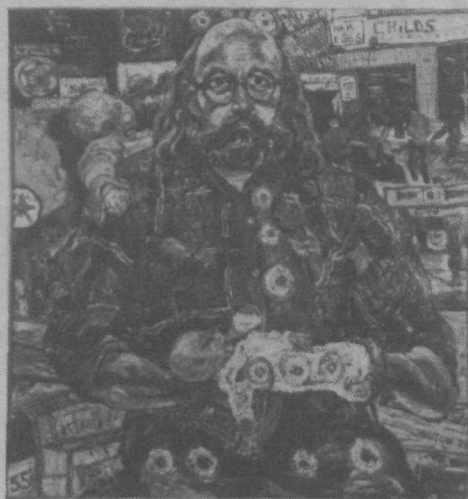
Israeli Folk Dancing

Every Thursday night at 8 p.m. in the One World Room, Anabel Taylor Hall.

Exhibits

Herbert F. Johnson Museum of Art

Because of unprecedented interest, "Selected Works from the Prinzhorn Collection" currently on view, has been extended through August 11. Featured are approximately three hundred artistic expressions by institutionalized psychiatric patients, most of whom were diagnosed as schizophrenic. The majority of works were created in Germany, Austria, Switzerland, Italy, and the Netherlands between 1890 and 1920. "Paintings by Philip Sherrod" an exhibit of sixty-one city scenes, figures, and still lifes by a New York contemporary artist. Exhibit will be on view through



"Urban Father/Cityscapes," a 1977 work, is one of the paintings by Philip L. Sherrod that is on exhibit at the Herbert F. Johnson Museum of Art through Aug. 26.

August 26. The Herbert F. Johnson Museum of Art, is located at the corner of University and Central Avenues on the Cornell campus, is open Tuesday through Sunday from 10:30 a.m. to 5 p.m. Admission is free. "Articipation at the Museum" is scheduled for Saturday, July 27, from 10:30 a.m. until 12:30 p.m. All ages can make wood assemblages to take home. For additional information on Articipation contact the education department at the Johnson Museum, 256-6464.

Permanent Collection: Fernand Leger

Through August 31:

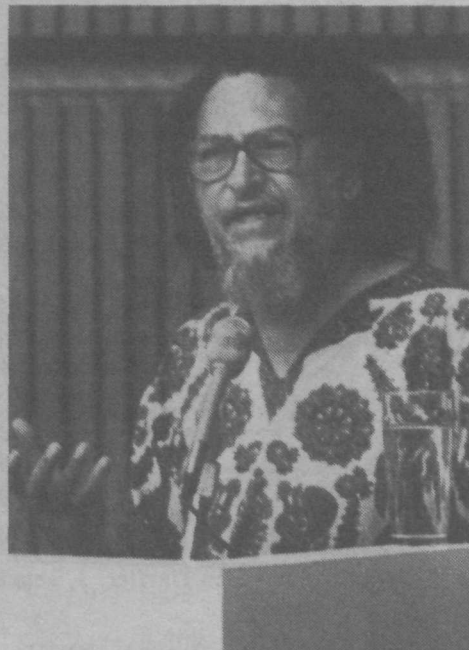
This exhibition displays mural sketches by a modern artist who combined color and gouache studies for murals designed for the Rockefeller family and for the Consolidated Edison Co. building at the 1939 New York World's Fair. These works were given to the Johnson Museum by an anonymous New York collector and benefactor.

Olin Library

Graphic Shaw: photographs, drawings, posters, and engravings relating to George Bernard Shaw and his plays, many accompanied by notes by Shaw himself. Hours 10 a.m.-5 p.m., Monday through Friday. Through September 10.

Films

Unless otherwise noted films are sponsored by Cornell Cinema.



A poet and a Reagan Administration official lectured at Cornell last week. South African poet Dennis Brutus (left) is shown speaking in Goldwin Smith Hall during a visit sponsored by the Cornell Coalition for Divestment. Clarence M. Pendleton Jr. (right), chairman of the U.S. Commission on Civil Rights, is shown during a press conference in Statler Hall. Pendleton's visit was sponsored by the Division of Summer Session, Extramural Study, and Related Activities.

Thursday

Aug. 1, 8 p.m. *Uris Hall Auditorium. "Burden of Dreams" (1983), directed by Les Blank, with Walter Herzog.

Friday

Aug. 2, 8 p.m. *Statler. "Lawrence of Arabia" (1962), directed by David Lean, with Peter O'Toole and Jose Ferrer.

Aug. 2, 8 p.m. *Uris Hall Auditorium. "Return of the Secaucus Seven" (1980), directed by John Sayles, with Mark Arnott and Maggie Renzi.

Aug. 2, 10:30 p.m. *Uris Hall Auditorium. "Allergro Non Troppo" (1976), directed by Bruno Bozzetto, animated.

Saturday

Aug. 3, 8 p.m. *Uris Hall Auditorium. "Allergro Non Troppo."

Aug. 3, 8 p.m. *Statler. "Fitzcarraldo" (1982), directed by Werner Herzog with Klaus Kinski.

Aug. 3, 10 p.m. *Uris Hall Auditorium. "Return of the Secaucus Seven."

Sunday

Aug. 4, 8 p.m. *Uris Hall Auditorium. "Our Dancing Daughters" (1928), directed by Harry Beaumont, with Joan Crawford. Shown with "Dancing Lady" (1933), directed by Robert Z. Leonard, with Joan Crawford.

Monday

Aug. 5, 8 p.m. *Uris Hall Auditorium. "Last Year at Marienbad" (1961), directed by Alain Resnais, with Delphine Seyrig.

Tuesday

Aug. 6, 8 p.m. *Uris Hall Auditorium. "Cock-

tail Molotov" (1980), directed by Diane Kurys.

Wednesday

Aug. 7, 8 p.m. *Uris Hall Auditorium. "Who'll Stop the Rain?" (1978), directed by Karel Reisz, with Nick Nolte and Tuesday Weld.

Thursday

Aug. 8, 7:30 p.m. *Uris Hall Auditorium. "The Sorrow and the Pity" (1972), directed by Marcel Ophuls, documentary.

Friday

Aug. 9, 7:30 p.m. *Statler. "Diner" (1982), directed by Barry Levinson, with Steve Guttenberg and Mickey Rourke.

Aug. 9, 8 p.m. *Uris Hall Auditorium. "Careful He Might Hear You" (1984), directed by Carl Schultz, with Wendy Hughes and Robyn Nevin.

Aug. 9, 10 p.m. *Statler. "48 Hrs" (1982), directed by Walter Hill, with Eddie Murphy and Nick Nolte.

Saturday

Aug. 10, 7:30 p.m. *Statler. "48 Hrs."

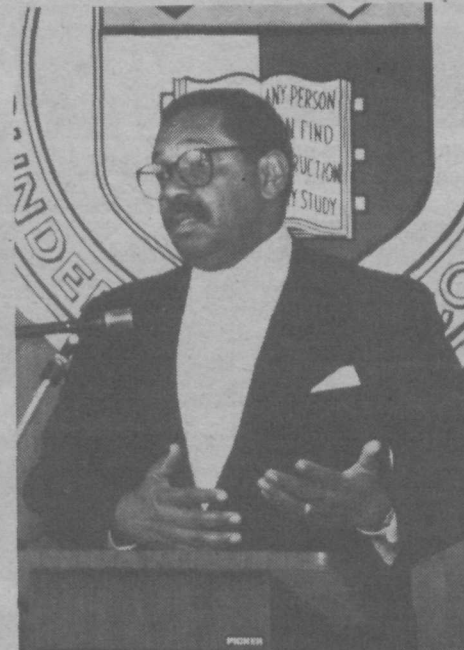
Aug. 10, 8 p.m. *Uris Hall Auditorium. "L'Argent" (1983), directed by Robert Bresson.

Aug. 10, 10 p.m. *Statler. "Diner."

Lectures

Thursday

Aug. 1, noon Uris Hall G94. Brown-bag lunch lecture: "Career Is a Word That Never Should Have Been Invented," John L. Munschauer, di-



rector emeritus, Career Center.

Aug. 1, 10 a.m. 132 Baker Laboratory. Wolfgang Jeitschko, University of Munster, Germany continues his course of lectures on "Solid Electrolytes — Ionic Conductors."

Tuesday

Aug. 6, 10 a.m. 132 Baker Laboratory. Wolfgang Jeitschko, University of Munster, Germany continues his course of lectures on "Solid Electrolytes — Ionic Conductors."

Aug. 6, noon A.D. White Garden. Shakespeare lunch lecture: "Producing a Shakespearean Play," Rachel Ehrlich, lecturer and guest speaker.

Thursday

Aug. 8, 10 a.m. 132 Baker Laboratory. Wolfgang Jeitschko, University of Munster, Germany continues his course of lectures on "Solid Electrolytes — Ionic Conductors."

Aug. 8, noon Uris Hall G94. Brown bag lunch lecture: "Behavior Problems of Cats, Dogs, and Their Owners," Katherine Houpt, D.V.M., association professor of veterinary physiology.

Tuesday

Aug. 13, 10 a.m. 132 Baker Laboratory. Wolfgang Jeitschko, University of Munster, Germany continues his course of lectures on "Solid Electrolytes — Ionic Conductors."

Thursday

Aug. 15, 10 a.m. 132 Baker Laboratory. Wolfgang Jeitschko, University of Munster, Germany continues his course of lectures on "Solid Electrolytes — Ionic Conductors."

August 1985						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Music

Thursday

Aug. 1, 7 p.m. Arts Quad. Dady Brothers (Bluegrass and Irish folk music).

Sunday

Aug. 4, 8-11 p.m. Anabel Taylor Commons Coffeehouse. Bound for Glory, broadcast live on FM 93 (WVBR). Featuring Dan Duggan and the Casual String Band.

Tuesday

Aug. 6, 7 p.m. Arts Quad. "Horseflies at Sunset" (the Horseflies old-time string band).

Religious Services

Catholic

Every Saturday, 5:00 p.m. Anabel Taylor Auditorium.

Every Sunday, 10:00 a.m. Anabel Taylor Auditorium.

Sacrament of Reconciliation by appointment, call 256-4228

Episcopal (Anglican)

Every Sunday, 9:30 a.m. Anabel Taylor Chapel.

Jewish

Every Friday, 7:30 p.m. Anabel Taylor Courtyard, Founders Room rain site. (Conservative Shabbat Service).

Every Saturday, 9:15 a.m. Anabel Taylor Edwards Room. Shabbat Services (Orthodox).

Korean Church

Every Sunday, 3 p.m. Anabel Taylor Chapel.

Muslim

Monday-Thursday, 1 p.m. Anabel Taylor 218. Friday, 1 p.m. Anabel Taylor Edwards Room.

Hillel Office

Hillel Office will be open during the summer Monday to Friday, 11 a.m. to 2 p.m.

Seminars

Poultry Biology: "Acid-Base Homeostasis in Swine; A Nutritionist's Perspective," John Patience, Poultry and Avian Sciences 4:30 p.m. Thursday, Aug. 8, 300 Rice Hall.

Mechanical and Aerospace Engineering: "A Robust Design for Impedance Control of Constrained Manipulators," Homayoon Kazerooni, MIT, 4:30 p.m. Monday, Aug. 5, 282 Grumman Hall.

Genetics and Development: "Low Homology Recombination in Bacteria," S. Dusko Ehrlich, Institut Jacques Monod, University Paris, 1 p.m. Friday, Aug. 2, 108 Bradfield.

Genetics and Development: "Transcriptional Regulation of Spermatoogenesis-Specific Gene Located on the Drosophila X and Y Chromosomes," Ken Livak, E. I. DuPont de Nemours & Co., Wilmington, Del., 12:20 p.m. Tuesday, Aug. 6, 135 Emerson.

Theatre

Aug. 1-4 and 8-10, Stephen Sondheim's "A Little Night Music," 8:15 p.m., Risley Theatre. Tickets \$4.50, available at the door or call 256-1395 for reservations.

Barton Blotter

There were seven cash thefts on campus for the period July 22-28 — one involving \$1,009.72 taken from a cash box in Cascadilla Hall sometime over the weekend — according to the morning reports of the Department of Public Safety.

In addition, a wallet with \$248 in cash was reported missing sometime over the weekend from a room on the fourth floor of Cascadilla Hall. Other cash thefts included from \$300 to \$400 taken from G-75 Olin chemistry research laboratory and \$395 taken from room in Clara Dickson Hall.

The cash thefts were monies taken from stolen or lost wallets at various locations on campus.

Some \$380 worth of ice cream was melted in a vending machine vandalized in Clara Dickson Hall. Campus Store reported various items, including cosmetics, jewelry, pens, and electronic items, amounting to \$278.27 were taken between 4 p.m. and 4:15 p.m. Friday, July 26.

One person was charged with driving while intoxicated on campus.

Cornell University

University Personnel Services

Day Hall

Ithaca, New York 14853

607/256-8226

Please Note:

Job Opportunities is a publication of Staffing Services and is distributed each Thursday through the Cornell Chronicle. Job Opportunities lists current vacancies within the University, consistent with the University's commitment to promotion from within, affirmative action, and equal opportunity employment.

Applications for employment are available at Cornell University's employment office at East Hill Plaza at the intersection of Ellis Hollow Road and Judd Falls Road in Ithaca, from 9:00 a.m. to 12:00 noon, Monday through Friday. Applications can be submitted through the mail to University Personnel Services, Staffing Services, 160 Day Hall, Ithaca.

N.Y. 14853. For more information on jobs listed, contact Staffing Services (607) 256-5226.

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

Cornell University's computerized information service. For further CUINFO details, contact the Information and Referral Center at 256-6200 or Computer Services.

New vacancies are listed for two weeks in Job Opportunities.

*Asterisks identify jobs that were not listed last week.

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

Position: Development Assistant
Department: Laboratory of Ornithology
Description: Under general supervision, supervise support staff and provide coordination and execution of administrative aspects of projects and activities essential to marketing the Laboratory of Ornithology's membership program. Responsible for implementing the School's direct mail program.

Requirements: Bachelor's degree or equivalent experience. Two to three years related experience preferably at Cornell. Strong analytical, communication (written and oral), organizational, supervisory and interpersonal skills. Knowledge of database for information systems required. Please send cover letter and resume to Ralph D. Jones by August 9, 1985.

Job Number: PA296

Position: Assistant Regional Director
Department: Public Affairs Regional Office - NYC
Description: Assist the Director in the implementation of the University's public affairs programs in development, alumni affairs, alumni secondary schools committees and college programs.

Requirements: Bachelor's degree, preferably from Cornell. Three to five years experience in public affairs related activities such as recruitment and training of volunteers is desirable. Please send cover letter and resume to Ralph D. Jones by August 9, 1985.

Job Number: PA299

Position: Radio News Reporter—Announcer
Department: WHCU Radio
Description: Responsible for gathering, writing, rewriting and reporting radio news. Type own reports and other material; must have use of automobile for local meetings, etc.

Requirements: Bachelor's degree in communications or related field preferred. Minimum two years experience as a radio or TV news reporter required. Candidate should have sufficient typing skills to quickly produce legible copy. Available automobile and NYS driver's license essential. Restricted FCC permit helpful. Must be available and flexible as to hours and qualify via a line audition. Please send cover letter and resume to J. Courtney Fletcher.

Job Number: PS294

Position: Project Manager (Repost)
Department: School of Hotel Administration
Description: Reporting to the Director of Business and Administrations, will develop, modify and maintain computer operations for the School and Statler Inn. Responsibilities include project development and implementation in addition to supervision of one programmer.

Requirements: Bachelor's degree in computer science or related field. At least three years relevant experience including project management and systems analysis. Must have working knowledge of COBOL. Familiarity with the WANG VS system desirable. Knowledge of the Cornell accounting system helpful. Familiarity with file management, report utilities, database—telecommunications and word processing concepts preferred. Prior experience in a hotel environment preferred. Please send cover letter and resume to Cynthia Smithbower.

Job Number: PT132

Position: Assistant Director
Department: Computer Services (APS)
Description: Responsibilities include: Directing professional staff in designing and developing programs, maintaining existing systems and developing new systems; insuring proper operation and maintenance of all computer and data processing equipment; planning budgets and managing personnel activities and providing technical support and expertise as appropriate.

Requirements: Bachelor's degree with computer or business related courses or equivalent combination of education and experience. Master's degree highly desirable. Considerable experience in computer operations and/or applications or operating system development. Considerable administrative or supervisory experience is necessary. Please send cover letter and resume to Ralph D. Jones.

Job Number: PA284

Position: Director of Student Aid Fund Raising
Department: University Development
Description: Senior fundraiser responsible for student—financial aid fundraising. Coordinates University-wide financial aid fundraising initiatives seeking large individual gifts from individuals, corporations, and foundations.

Requirements: Bachelor's degree or equivalent. Five years of broad based development experience preferably in higher education. Knowledge of and ability to articulate contemporary financial aid issues at a major college or university. Please send cover letter and resume to Ralph D. Jones by August 9, 1985.

Job Number: PA289

Position: Student Development Specialist IV
Department: Minority Educational Affairs
Description: Serve as the Assistant Director of Minority Education Affairs office. Provide organizational, administrative and technical assistance to minority student organizations as they plan, develop, and implement cultural, educational, and social programs. Administer the departmental student employment program. Provide direct supervision for student support staff and indirect supervision over the student employees.

Requirements: Master's degree or equivalent combination of education and experience is necessary. Degree in student personnel administration, higher education administration, psychology, or sociology is desirable. A demonstrated knowledge of group dynamics, organizational psychology or humanistic education is essential. Please send cover letter and resume to Ralph D. Jones by August 15, 1985.

Job Number: PA2811

Position: Auditor II
Department: Auditor Office
Description: Under supervision of the University Auditor, perform audits within all areas of the University's fiscal operations including cash, investments, inventories, receivables, payables, payroll, grants and contracts and computer services. Evaluate internal controls and deter-

Continued on Page 6

Asterisks identify jobs that were not listed last week.

Job Opportunities

Cornell University is an equal opportunity, affirmative action employer.

resume to Cynthia Smithbower.
Minimum Starting Salary: \$14,170
Job Number: PT306

*Position: Administrative Supervisor II
Department: Circulation - Olin Library
Description: Responsible for management of Olin Library's lending service; supervise staff of 9 regular employees and the department's approximately 60 student employees; maintain liaison with night supervisors; design public service procedures; provide documentation in consultation with Supervisor for Administrative Services. Other duties.

Requirements: Bachelor's degree or equivalent. Organizational and interpersonal skills. Considerable supervisory experience in a library. Excellent communication skills. Please send cover letter and resume to Michele Dr. aiss.

Minimum Starting Salary: \$14,170
Job Number: PC307

*Position: Systems Programmer-Analyst III (Repost)
Department: Theory Center
Description: Under general supervision, be responsible for system analysis, design, programming and documentation for a large variety of projects. Will be the major source of software support and technical leadership for both users and other Theory Center Staff.

Requirements: Bachelor's degree or equivalent combination of education and experience. Master's degree or equivalent preferred. Three to five years experience. Strong technical and communications skills. Wide range of programming experience utilizing many languages. Considerable knowledge of the internal operations of operating systems, especially MVS. Familiarity with mainframe computer at Cornell preferred. Excellent writing skills. Please send cover letter and resume to Cynthia Smithbower.

Job Number: PT186

*Position: Senior Accountant (Repost)
Department: Controller (Endowed Accounting)
Description: Serve as liaison between central accounting and all Enterprise and Service Units on accounting and systems matters. Monitor units' operations and provide information as requested by University management; responsible for Endowed Colleges plant fund accounting and University debt service payments; prepare University tax returns and portions of quarterly and annual financial reports; supervise staff of three.

Requirements: Bachelor's degree or equivalent in business or accounting. Minimum of 3 years professional accounting experience. Strong interpersonal skills and previous supervisory experience highly desirable. Familiarity with computerized financial systems is essential. Please send cover letter and resume to Esther L. Smith by August 9, 1985.

Job Number: PC288

Position: Director of Prospect Assessment Study -Development Officer III Department: University Development

Description: Direct a comprehensive national review of approximately 175,000 alumni and friends of Cornell University to identify new donor prospects and determine their giving to potential. Identify and involve new volunteers in the prospect identification process and work closely with volunteer leaders to provide appropriate means of sharing information about the University's needs and aspirations.

Requirements: Bachelor's degree or equivalent. Five years of fund raising experience, preferably in high education. Extensive experience in working with volunteers. Please send cover letter and resume to Ralph D. Jones by August 9, 1985.

Job Number: PA2910

Position: Counselor—Therapist II
Department: University Health Services
Description: Provide professional expertise in working with a university population as a short-term therapist. Crisis intervention, campus outreach, emergency coverage, group work, couple therapy, and applied clinical research will comprise the majority of duties. Ten month appointment.

Requirements: Ph.D in clinical or counseling psychology from an American Psychological Association (APA) approved program, and completion of an approved APA internship required. University experience preferred. Please send cover letter and resume to Ralph D. Jones by August 5, 1985.

Job Number: PA295

Position: Administrative Manager I
Department: Chemical Engineering
Description: Under the direction of the Director of the School of Chemical Engineering, to be principal administrative officer for the nonacademic personnel; supervise all record keeping; responsible for facilities and space assignments and the School's financial responsibilities.

Requirements: Bachelor's degree in science or engineering or equivalent experience. Three to five years in college or university administration or related field required. Knowledge of accounting, personnel and office management, academic procedures preferred. Please send cover letter and resume to Ralph D. Jones by August 9, 1985.

Job Number: PA2911

Position: Student Development Specialist II
Department: Engineering Admissions
Description: Admissions and academic, career, and personal counseling of undergraduates; participate in broad range of office activities including recruiting applicants, admissions screening, conduct public and personal admissions conferences, give academic and career advice. Travel to meet the goals of the College; assist in coordinating admissions publications.

Requirements: Bachelor's degree or equivalent in a technical field, preferably engineering; or Master's degree or equivalent in counseling or related field with experience in industry or technical education. Demonstrated organizational, interpersonal, and communication (written and oral) skills; public speaking ability. Please send cover letter and resume to Ralph D. Jones by August 9, 1985.

Job Number: PA291

Position: Night Manager, Operations
Department: Statler Inn
Description: Responsible for the evening and night operations of Statler Inn and for general supervision of the operating and support functions, with particular attention to 'back of the house' operations. Monday - Friday, 3:00 - 11:30 p.m.; some weekends.

Requirements: Bachelor's degree required; additional coursework in hotel operations desired. Some hotel experience with at least one year supervisory experience; must have demonstrated ability to assume responsibility and exercise authority. Please send cover letter and resume to Ralph D. Jones.

Job Number: PA293

Position: Editor II
Department: Media Services
Description: Edit consumer and technical bulletins, annual reports, newspaper articles, admissions materials, and development brochures. Check all proof. Work closely with clients, designers, and production coordinator.

Requirements: Bachelor's degree or equivalent combination of education and experience. Excellent command of English, spelling, grammar, and punctuation. Minimum two years' editing experience. Familiarity with word processing useful. Please send cover letter and resume and editing samples to Esther L. Smith by August 9, 1985.

Job Number: PC298

Position: Admissions Counselor
Department: University Admissions
Description: Responsibilities include managing group admissions conferences, coordinating group visitation programs, serving as liaison with appropriate campus activities and student volunteers, and coordinating with School and College admissions offices.

Requirements: Bachelor's of Arts degree. Excellent public speaking, interpersonal, and organizational skills; ability to write correctly, clearly, and concisely; experience as an undergraduate working in an admissions related position, such as an admissions assistant, tour guide, or intern. This position will sometimes require evening and weekend work. Please send cover letter and resume to Ralph D. Jones by August 15, 1985.

Job Number: PA292

Position: Assistant Coach
Department: Physical Education & Athletics
Description: Assist the head coach in preparation of the men's intercollegiate lacrosse program. Duties include coaching, recruiting of prospective student athletes and other administrative duties as assigned. Eleven month position.

Requirements: Bachelor's degree; preferably in physical education. Previous experience in coaching lacrosse. Please send cover letter and resume to Ralph D. Jones. Minimum Starting Salary: \$14,170

Administrative/Professional

The minimum salaries listed are for recruitment purposes only.

*Position: Technical Consultant I
Department: Cornell Institute for Social and Economic Research (CISER)

Description: Provide computing and consulting support to the CISER Data Archive. As a data manager—analyst, assist in data base design, analysis, data management and manipulation of large data sets for social science research projects. Provide computer consulting to project PI's, CISER staff, and user of CISER's data archive. Work as part of a research support team.

Requirements: Bachelor's degree or equivalent required. Master's degree preferred, or equivalent in social science. Mainframe and microcomputer data management experience; SAS and/or SPSS packages, JCL and MVS; experience with IBM PC's including software packages such as dBase III, Lotus 1-2-3, Kermit, and DOS; good knowledge of social science analysis techniques; good written communication skills, attention to detail; ability to meet deadlines; good interpersonal skills required.

Job Number: PT308

*Position: Administrative Manager I
Department: Floriculture & Ornamental Horticulture
Description: As Administrative Manager for the Department of Floriculture & Ornamental Horticulture, College of Agriculture and Life Sciences, responsible to the Department Chair for financial, personnel and facilities management of the Department. Supervises an Administrative Aide, an Accounts Assistant and five secretarial staff.

Requirements: Bachelor's degree or equivalent. At least 5 years of progressively responsible experience in positions requiring knowledge of and activity in accounting, budget management, personnel administration and program management. Incumbent must be computer competent and manage department computerized accounting, personnel and management system. Please send cover letter and resume to Ralph D. Jones by August 15, 1985.

Minimum Starting Salary: \$13,625
Job Number: PA304

*Position: Executive Staff Assistant
Department: Office of Vice President of Finance & Treasurer

Description: Provide executive staff and administrative support to the Vice President of Finance and Treasurer. Requires independent decision making and high level of confidentiality. Assist in the research and preparation of reports including compiling and reorganizing financial documents. Prepare correspondence, reports, memos, etc.; develop effective tracking and maintenance of all documents via manual filing systems and computerized systems; schedule and organize travel and accommodations, meetings, conferences and special engagements; manage departmental accounts; handle inquiries (telephone and in person); mail; other projects as assigned.

Requirements: Bachelor's degree or equivalent experience. Minimum 5 to 7 years administrative or secretarial support experience. Knowledge of Cornell University preferred. Background in areas of banking, investment and other financial fields helpful. Experience in use of word processing equipment and personal computers. Managerial, organizational and communication skills (verbal and written) essential. Ability to work independently. Please send cover letter and resume to Esther L. Smith by August 16, 1985.

Minimum Starting Salary: \$14,170
Job Number: PC309

*Position: Applications Programmer I
Department: Cornell Institute for Social and Economic Research (CISER)

Description: Management and processing of large complex census files, statistical analysis, and movement of data bases between mainframe and microcomputer. Full-time regular until August 14, 1986, continuation contingent upon funding.

Requirements: Bachelor's degree or equivalent; Master's degree preferred. Considerable experience with statistical computing, including SPSS-X and SAS on mainframe and microcomputers. Experience with IBM 3081 and IBM PC—AT desirable. Please send cover letter and

Job Opportunities

Continued from Page 5.

mine compliance with University procedures. Draft reports outlining results of audits for key University administration. Provide direction and supervision to clerks or other audit personnel in the performance of some audit assignments.

Requirements: Bachelor's degree in accounting. 2-3 years experience in public accounting or internal auditing. Please send cover letter and resume to Ralph D. Jones. Job Number: PA2814

Position: Grant & Contract Officer I
Department: Office of Sponsored Programs
Description: Responsible for reviewing, processing and administering proposals and resulting awards subject to review and approval of an Associate Director and negotiating research contracts.

Requirements: Bachelor's degree or equivalent or 3-4 years of equivalent work experience. Excellent interpersonal and communication (written and oral) skills; ability to work independently. Some traveling involved. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA287

Position: Health Associate II
Department: University Health Services
Description: Using health assoc-physician approved guidelines, provide primary health care to university students, faculty and staff members. Emphasis is placed on continuity of care, health education, health maintenance and preventive care.

Requirements: NYS RN—PA license and graduate of an accredited NP—PA program required. Experience and professional certification preferred. Please send cover letter and resume to Ralph D. Jones by August 9, 1985. Job Number: PA2815

Position: Director, Northeast Regional Office
Department: Public Affairs Regional Offices - Wellesley, Mass.

Description: Plan, organize and direct a comprehensive regional Public Affairs program representing the University in its Alumni Affairs, Development, Public Relations and Alumni Secondary Schools activities. Recruit, train and manage an extensive alumni volunteer regional network in close coordination with the University's central public affairs and college programs.

Requirements: Bachelor's degree required. 3-5 years of experience in public affairs, development and—or alumni relations in higher education or a closely related field. Demonstrated managerial ability. Must have high initiative and self starting ability, good organizational skills, and the ability to relate to a wide range of individuals. Please send cover letter and resume to Ralph D. Jones. Job Number: PA272

Position: Staff Architect
Department: Facilities Engineering
Description: Perform architectural design and drafting services for University renovations. Consult, discuss, review and advise clients regarding construction design plans and cost estimates. Independently undertake in-house projects and assist on major projects.

Requirements: Bachelor of Architecture or equivalent. 3-5 years experience in building renovation designs. Organizational and interpersonal skills necessary. Excellent oral and written communication skills required. Please send cover letter and resume to Ralph D. Jones. Job Number: PA271

Position: Physical Therapist (Repost)
Department: University Health Services
Description: Evaluate and treat orthopedic and sports related problems. Responsible for planning and implementing physical therapy programs for referred patients. Maintain appropriate records in compliance with ethical and legal standards. Participate in in-service programs as appropriate. Participate in ongoing projects.

Requirements: Bachelor's degree or equivalent. Registered Physical Therapist in New York State required. Certification by National Athletic Trainer's Association preferred. Please send cover letter and resume to Ralph D. Jones. Job Number: PA1913

Position: Campaign Manager (Repost)
Department: Johnson Graduate School of Management

Description: Responsible for the day to day operation of JGSM's capital fund raising plan and be principal liaison among JGSM, central University Development staff and Campaigns' Steering Committee. Additional responsibilities will include planning, directing and executing the overall coordination of campaign fund raising for JGSM, preparing budgets, developing operating plans and fund raising strategies.

Requirements: Bachelor's degree or equivalent is necessary. Candidates must have five years fund raising experience with specific capital campaign experience and experience with volunteer development. Please send cover letter and resume to Ralph D. Jones by August 3, 1985. Job Number: PA038

Clerical

All applicants interested in positions requiring typing must take an official University test. Tests are given on Monday and Wednesday at 10:00 A.M. in Room 337, Statler Hall. Please contact Staffing Services for an appointment.

*Position: Administrative Aide, GR21

Department: History
Description: Handle administrative functions of History's graduate program. Assist the Graduate Faculty Representative; process fellowships and awards, applications and TA, GRA, RA appointments; answer inquiries by mail and phone; act as liaison between the Graduate School and graduate students; other duties, especially for the Graduate Faculty Representative.

Requirements: Associate's degree or equivalent. Medium typing. Excellent organizational, interpersonal and

communication skills. Ability to work independently. Minimum 1 to 3 years experience.

Minimum Starting Salary: \$12,968
Job Number: C3011

*Position: Administrative Aide, GR20

Department: University Health Services
Description: Provide secretarial support to Clinical Director and Deputy Clinical Director, as well as Clinical staff. Recording secretary for Board on University Health; gather and record monthly statistics; type correspondence, etc.; answer phone; back up support on administrative floor when necessary.

Requirements: Associate's degree or equivalent. Heavy typing. Several years medical secretary training preferred. Experience in medical transcription (dictaphone). Knowledge of medical terminology. Strong organizational, interpersonal and communication skills. Must be able to deal with sensitive and confidential material.

Minimum Starting Salary: \$12,209
Job Number: C302

*Position: Administrative Aide, GR20

Department: Johnson Graduate School of Management

Description: Provide administrative and secretarial support to the Associate Dean for Academic Affairs and work with the Dean's Executive Staff Assistant. Coordinate promotion reviews, faculty evaluations, course offerings, etc.; review and screen mail; draft and answer routine correspondence; type a variety of documents.

Requirements: Associate's degree or equivalent. Heavy typing. Minimum two to three years of office experience. Familiarity with higher education or business management preferred. Excellent organizational, interpersonal and communication (written and oral) skills. Large volume of typing.

Minimum Starting Salary: \$12,209
Job Number: C308

*Position: Secretary, GR20 (Repost)

Department: Public Affairs Regional Offices, New York City (Off Campus)

Description: Type correspondence, forms, vouchers and other materials; schedule appointments, maintain event calendar and assist in meeting arrangements, assist at public affairs events occasionally; interaction via phone and in person with alumni. Monday - Friday, 35 hours a week.

Requirements: High school diploma or equivalent. Secretarial school desirable. Medium typing. At least two to three years secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills.

Minimum Starting Salary: \$12,209
Job Number: C208

*Position: Secretary, GR19 (Repost)

Department: Career Center - Sage Hall

Description: Provide secretarial support for Special Programs, such as Career Fair, on-campus recruiting, registration, etc.; arrange staff meetings and seminars—workshops; compile and prepare office statistics; general word processing of correspondence and reports. Other duties as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Word processing skills desirable. Previous work experience in a fast-paced office. Strong organizational, interpersonal and communication (written and oral) skills. Ability to work under pressure and with minimal supervision.

Minimum Starting Salary: \$11,570
Job Number: C2014

*Position: Administrative Aide, GR19 (Repost)

Department: Career Center - Sage Hall

Description: Provide assistance to students using the career library for job hunting and career planning. Assist Library Coordinator in classifying, updating, and maintaining library resources; prepare publication materials for Cornell 'Sun.'; assign daily tasks to work-study assistants; approximately 25% of position will involve general word processing, typically during the summer months.

Requirements: Associate's degree or equivalent. Heavy typing. Minimum one to three years related work experience preferred. Excellent organizational, interpersonal, and communication (oral and written) skills. Enthusiasm for working with students. Ability to work under pressure at times in a fast-paced atmosphere. Word processing experience desired.

Minimum Starting Salary: \$11,570
Job Number: C2512

*Position: Administrative Aide, GR19

Department: Operations Research & Industrial Engineering

Description: Provide administrative and clerical support to the School's undergraduate and graduate programs. Type; file; answer telephone; provide back up for other support staff. Other duties as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school preferred. Medium typing. Minimum one to two years secretarial experience. Willingness to learn IBM PC. Excellent interpersonal skills.

Minimum Starting Salary: \$11,570
Job Number: C306

*Position: Secretary, GR19

Department: Pomology

Description: Provide secretarial support for the Department Chairman, three faculty, and administrative supervisor. Organize meetings, maintain office supply inventory and department equipment inventory. Prepare payroll vouchers, verify and distribute payroll checks. Disburse accounts receivable information. Use of word processors (IBM PC) for manuscripts. Act as department receptionist. Other duties as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school preferred. Heavy typing. PC coursework helpful. Minimum two years secretarial experience. IBM PC knowledge preferred. Excellent organizational, interpersonal and communication skills. Ability to work independently and maintain confidentiality.

Minimum Starting Salary: \$11,570
Job Number: C309

*Position: Accounts Assistant, GR19

Department: Controllers's (Accounting)

Description: Audit payment vouchers for adherence to University regulations; resolve problems with vouchers which do not adhere to University guidelines; advise University personnel of policies and procedures pertaining to payments; compute moving allowances for prospective Endowed College employees; prioritize payment vouchers to assure that checks will be written and available at the time required.

Requirements: Associate's degree in accounting or equivalent preferred. Ability to work under pressure. Excellent communication skills.

Minimum Starting Salary: \$11,570
Job Number: C301

*Position: Secretary, GR18

Department: Financial Aid

Description: Responsible for answering seven line switchboard. Screen and direct calls to appropriate processing area and—or staff member; pick up mail twice daily; open and distribute; log in all scholarship checks received; direct checks to appropriate processing area. Other duties as assigned.

Requirements: High school diploma or equivalent. Light typing. Previous telephone experience essential. Ability to work under extreme pressure along with a large staff and a diverse student population.

Minimum Starting Salary: \$10,920
Job Number: C303

*Position: Secretary, GR18

Department: Agricultural Economics

Description: Provide secretarial support for two teaching faculty members. Answer telephones; maintain calendars; assist in management of 4-5 courses; coordinating teaching assistants; keep class records; collect assignments; record grades; type class work and notes; responsible for handling routine matters generated by students who come in the office.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Knowledge and—or willingness to learn IBM PC-XT and WordPerfect. Ability to oversee and coordinate activities of 10-15 teaching assistants. Strong organizational and interpersonal skills.

Minimum Starting Salary: \$10,500
Job Number: C3019

*Position: Word Processor Operator, GR18

Department: Johnson Graduate School of Management

Description: Provide administrative word processing support to the Johnson Graduate School of Management. Responsible for data entry of personnel records, Master Calendar, accounting and budgeting functions for the Business Office. Maintain records on IBM XT or PC.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Fast, accurate typist. Familiarity with LOTUS and computer hardware desirable. Minimum one to three years secretarial and office experience.

Minimum Starting Salary: \$10,920
Job Number: C304

*Position: Senior Circulation-Reserve Assistant, GR18

Department: Circulation - Olin Library

Description: Work at Circulation Desk, answer questions about policies and procedures; interpret circulation policy; assist in typing and processing book replacement bills; assist with ongoing student training. Other duties as assigned. Some evening and—or weekend hours.

Requirements: Associate's degree or equivalent. Light typing. Organizational ability. Aptitude for record keeping. Ability to work well with variety of people and under pressure. Previous library experience desirable.

Minimum Starting Salary: \$10,920
Job Number: C3022

*Position: Senior Circulation-Reserve Assistant, GR18

Department: Uris Library

Description: Under direction of Circulation Supervisor hire, train, supervise, schedule and evaluate student assistants; responsible for pre-order reserve searching and a variety of clerical duties; work at service desks; assist with reserve operations as needed; in charge of circulation section in absence of supervisor. Other duties as assigned.

Requirements: Associate's degree or equivalent. Light typing. Ability to work well with variety of people. Good organizational ability. Aptitude for technical processing. Ability to work under pressure. Good supervisory abilities.

Minimum Starting Salary: \$10,920
Job Number: C3023

*Position: Editorial Assistant, GR18

Department: University Press

Description: Act as assistant to acquisitions editor responsible for acquisition, development and maintenance of scholarly books; type; file; answer phones. Other duties as assigned. Two-year renewable appointment.

Requirements: Associate's degree or equivalent preferred. Heavy typing. Some clerical or secretarial experience. Prior experience with book publishing helpful.

Minimum Starting Salary: \$10,920
Job Number: C305

*Position: Secretary, GR18

Department: Student Employment Office - Cornell Tradition

Description: Maintain records, files and on-line, for the Cornell Tradition and Off-Campus Job Location and Development. Provide information on these programs to the public; oversee and train student employees; provide secretarial support for the Assistant Directors.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Minimum one to three years experience. Experience with IBM displaywriter and—or computer terminal preferred. Good interpersonal and communication (written and oral) skills.

Minimum Starting Salary: \$10,920
Job Number: C3014

*Position: Secretary, GR18

Department: Human Development & Family Studies

Description: Secretary to approximately 5 faculty

members. Heavy typing of correspondence, articles and class materials; phone coverage; travel arrangements and appointment scheduling.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Strong typing skills. Ability to work under pressure. Experience with word processing desirable. Excellent organizational, interpersonal and communication (written and oral) skills.

Minimum Starting Salary: \$10,500
Job Number: C3013

*Position: Secretary, GR18

Department: Office of the Assemblies

Description: Type and distribute minutes and agenda for the three Assemblies; type and distribute correspondence for Supervisor and Assembly Chairpersons; arrange meetings; maintain office files; prepare payroll and other vouchers; oversee student clerks. 10 month position.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Previous clerical experience. Knowledge of office machines. Knowledge of IBM PC and word processing helpful. Good organizational and interpersonal skills essential. Ability to work quickly and accurately in a fast paced environment.

Minimum Starting Salary: \$10,920
Job Number: C3016

*Position: Secretary, GR18

Department: Economics

Description: Type and file classwork, correspondence, and research manuscripts for 2 to 3 professors; answer phones; arrange travel and meetings; handle mail. Other duties as assigned. Full-time, regular appointment until June 30, 1986.

Requirements: High school diploma. Business or secretarial school desirable. Heavy typing. Minimum 1 to 3 years experience. Technical typing and Micom word processing skills preferred. Excellent organizational, interpersonal and communication skills.

Minimum Starting Salary: \$10,920
Job Number: C3025

*Position: Secretary, GR18

Department: Human Development Family Studies

Description: Secretary to approximately 5 faculty members. Duties include: heavy typing of correspondence, articles and class materials, phone coverage, travel arrangements and appointment scheduling.

Requirements: High school diploma or equivalent. Medium typing. Strong typing skills. Ability to work under pressure. Experience with word processing desirable. Excellent organizational, interpersonal and communication (written and oral) skills.

Minimum Starting Salary: \$10,500
Job Number: C224

*Position: Secretary, GR18

Department: Division of Nutritional Sciences

Description: Provide secretarial support for 3 professors involved in teaching and research. Type class material, reports, correspondence, manuscripts for publication; answer telephone; schedule appointments; file; copy. Other duties as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Accurate typing and good proofreading skills important. Ability to work with faculty, staff and students. Knowledge or willingness to learn word processor.

Minimum Starting Salary: \$10,500
Job Number: C307

*Position: Records Assistant, GR16

Department: Serials - Olin Library

Description: Check-in, claim and inventory for designated section of Kardex; assist with approval of serial invoices for payment and records payment information on serial records.

Requirements: High school diploma or equivalent. Light typing. Some clerical experience helpful. Ability to perform detailed work accurately.

Minimum Starting Salary: \$9,874
Job Number: C3021

Position: Research Aide, GR21

Department: University Development

Description: Perform both basic and sophisticated research on corporate, private, and family foundations in support of Cornell's Corporate Development and Foundation Relations programs. Analyze and compile information; work with other research staff; maintain files.

Requirements: Bachelor's degree or equivalent. Light typing. Knowledge of basic expository research methods. Excellent communication and writing skills. Experienced with library procedures. Knowledge of Cornell very helpful.

Minimum Starting Salary: \$12,968
Job Number: C2925

Position: Administrative Aide, GR21

Department: Unions and Activities - Cornell Cinema

Description: Accounts, secretarial and receptionist support for Cornell Cinema. Pay bills; produce financial reports; handle student payroll; maintain sales records and file; handle all routine office work.

Requirements: Associate's degree or equivalent. Medium typing. Bookkeeping, (experienced with endowed accounting procedures) preferred. Excellent organizational skills. Ability to compose letters. Experience working with students and the public. Computer skills and interest in cinema helpful.

Minimum Starting Salary: \$12,968
Job Number: C2927

Position: Accounts Assistant, GR21

Department: A.R. Mann Library

Description: Handle all the income and disbursements and keeps account records for the Library budget. Responsible for payroll, billings, fund transfers; type vouchers; vendor relations; cash register receipts; order supplies; carry out a wide variety of general office procedures.

Requirements: Associate's degree in accounting or equivalent. Medium typing. Excellent communication (oral) skills. Substantial general office and accounting ex-

7
perience essential. Microcomputer experience desirable. Ability to work under pressure and to meet deadlines. Familiarity with Cornell accounting system highly desirable. Minimum Starting Salary: \$12,968
Job Number: C2936

Position: Administrative Aide, GR20
Department: College Public Affairs Office - College of Architecture, Art and Planning

Description: Provide secretarial support to the Director of External Affairs. Record and acknowledge gifts; maintain computerized list of alumni; monitor accounts; correspondence; travel arrangements; assist in planning of special functions; assign work to and oversee student employees hired for receptions and meetings.

Requirements: Associate's degree or equivalent. Medium typing. Minimum 3 to 5 years experience, preferably at Cornell. Excellent organizational, administrative, interpersonal and communication skills. Experience with Xerox Memorywriter and IBM 3270 helpful.
Minimum Starting Salary: \$12,209
Job Number: C2934

Position: Accounts Assistant, GR20
Department: Civil & Environmental Engineering
Description: Oversee all general, government and industrial accounts and subaccounts for the School of Civil & Environmental Engineering. Type requisitions, payment of vouchers, telephone and miscellaneous billings; handle travel vouchers; reconcile operating statements and take trial balances; maintain School inventory; assist in budget preparation and in computerized undergraduate student record system; process payroll.

Requirements: Associate's degree or equivalent preferred. Light typing. Accounting (Cornell accounting system experience desirable). Use of microcomputers. Familiarity with engineering equipment and costs. Good organizational and interpersonal skills.
Minimum Starting Salary: \$12,209
Job Number: C298

Position: Secretary, GR20 (Repost)
Department: Unions and Activities
Description: Provide administrative and secretarial support to the Director, Assistant Director for programs and board members of Willard Straight Hall. Extensive contact with students; supervise student employees; type; receptionist and operational responsibilities.

Requirements: Associate's degree or equivalent. Heavy typing. Minimum two to four years secretarial experience required. Must be adept in typing skills and copying machines. Shorthand and use of word processors are preferred. An excellent command of the English language and its structure is required. Excellent interpersonal and communication skills.
Minimum Starting Salary: \$12,209
Job Number: C266

Position: Administrative Aide, GR19
Department: College Public Affairs Offices - College of Arts and Sciences

Description: Provide secretarial and administrative support for the Director, Associate and Assistant Director of the Office of Public Affairs. Type correspondence; travel arrangements; manage filing systems; gift acknowledgments; assistance in planning public affairs events; maintenance of supply inventory.

Requirements: Associate's degree or equivalent. Medium typing. Minimum 3 to 5 years secretarial experience necessary. Experience with word processing equipment is necessary. Excellent organizational, interpersonal and communication skills.
Minimum Starting Salary: \$11,570
Job Number: C2935

Position: Accounts Assistant, GR19
Department: CALS Office for Research

Description: Assist the Accounts Coordinator and Grants and Contracts Coordinator with various accounts and reporting responsibilities. Prepare college and government reports; process vouchers and requisitions.

Requirements: Associate's degree in accounting or equivalent. Medium typing. Word processing and/or computer experience helpful. Knowledge of the Cornell accounting system helpful.
Minimum Starting Salary: \$11,125
Job Number: C2933

Position: Secretary, GR19
Department: Center for International Studies

Description: Transcription and production of correspondence and reports; maintenance of departmental files; oversee student employees; answer phones. Other duties as assigned.

Requirements: Associate's degree or equivalent. Heavy typing. Minimum 1 to 3 years experience. Knowledge of personal computers, transcription machines, and electronic typewriters helpful.
Minimum Starting Salary: \$11,570
Job Number: C2928

Position: Personnel Assistant, GR18
Department: Personnel Services

Description: Perform the duties associated with the Central Employee Registration Program (CER), Group Life Insurance Plan, and Voluntary Accidental Death and Dismemberment (VADD) Plan, Nonexempt Retirement Plan, Cornell University Retirement Plan and Tax Deferred Plan. Handle phones and personal contacts with employees and University Administration; input information into the computer; keep records; review and compile statistical information. Handle special projects as assigned.

Requirements: High school diploma or equivalent. Medium typing. 1 to 3 years of experience, preferably University. Excellent organizational, interpersonal and communication skills. Math aptitude. Familiarity with computers and accounting procedures.
Minimum Starting Salary: \$10,920
Job Number: C297

Position: Secretary, GR18
Department: University Development
Description: Provide secretarial support to Assistant Director of Cornell Fund and Administrative Aide to Director of Cornell Fund. Type correspondence; organize mailings; make arrangements for travel and for special

event meetings; some research and recordkeeping; schedule appointments.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Excellent organizational and interpersonal skills. Good written and oral skills. Minimum 1 to 3 years experience.
Minimum Starting Salary: \$10,920
Job Number: C2919

Position: Secretary, GR18
Department: Theoretical & Applied Mechanics

Description: Provide secretarial and receptionist support for the main office. Type manuscripts, proposals, correspondence, and course materials; photocopy; course registration; sort and post mail for several faculty. Other duties as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Technical typing (equations) and word processing (Xerox 860) skills essential. IBM PC experience helpful. Minimum 1 to 3 years experience. Excellent organizational, interpersonal and communication (written and oral) skills.
Minimum Starting Salary: \$10,920
Job Number: C2918

Position: Secretary, GR18
Department: Chemistry

Description: Provide secretarial support for Department Office. Act as receptionist for telephone calls and visitors; perform typing and word processing as needed for Chairman and Professors; act as secretary to Executive Director; arrange meetings; prepare and distribute meeting notices; maintain filing system. Other duties as required.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Minimum 1 to three years experience in secretarial position dealing with telephone and personal contacts with public. Experience in working with confidential materials. Word processing skills helpful, not necessary.
Minimum Starting Salary: \$10,920
Job Number: C2916

Position: Secretary GR18
Department: Mathematics

Description: Type highly technical mathematical manuscripts, class materials, exams, publications and correspondence; handle special projects as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Minimum 1 to 3 years secretarial experience. Knowledge and/or willingness to learn word processor and TRIAD using microcomputers. Ability to work in a complex, active environment. Strong organizational, interpersonal and communication skills.
Minimum Starting Salary: \$10,920
Job Number: C294

Position: Senior Records Assistant, GR18
Department: Catalog Department - Olin Library

Description: Process material withdrawn from collections and adjust central records; function as lead filer and inputter including insuring that appropriate cards are pulled and updated; forward books; train and provide support to new filers and inputters; type bibliographic and authority records or input into data base after searching; sort, alphabetize and file cards in card catalogs. Other duties as assigned.

Requirements: Associate's degree or equivalent. Medium typing. Ability to do detailed work accurately. Good interpersonal skills. Working knowledge of RLIN system and ALA filing rules.
Minimum Starting Salary: \$10,920
Job Number: C291

Position: Senior Records Assistant, GR18
Department: Catalog - Olin Library

Description: Edit and upgrade machine readable bibliographic and authority records in RLIN system. Search to verify catalog information; determine correct holdings information and make correction to RLIN records; prepare photocopies of catalog cards. Other duties as assigned. Full time, regular until December 31, 1986.

Requirements: Associate's degree or equivalent. Light typing. Ability to do detailed work accurately. Working knowledge of RLIN cataloging desirable. Good organizational, interpersonal and communication skills.
Minimum Starting Salary: \$10,920
Job Number: C293

Position: Senior Records Assistant, GR18
Department: Catalog - Olin Library

Description: Edit and upgrade machine readable bibliographic and authority records in RLIN system. Search to verify catalog information; determine correct holdings information and make correction to RLIN records; prepare photocopies of catalog cards. Other duties as assigned. Full time, regular until December 31, 1986.

Requirements: Associate's degree or equivalent. Light typing. Ability to do detailed work accurately. Working knowledge of RLIN cataloging desirable. Good organizational, interpersonal and communication skills.
Minimum Starting Salary: \$10,920
Job Number: C292

Position: Word Processing Operator, GR18
Department: Plant Pathology, Geneva (Off-Campus)

Description: Type correspondence, reports, manuscripts, grant proposals, tables and charts; assist occasionally with the payroll and business operations; answer the telephone and record messages; handle reservations for the conference and seminar rooms, travel plans and staff sign-out listing; maintain updated publications lists, faculty resumes, current reprint file and computer files of mailing lists, and process reprint requests.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Knowledge of word processing desirable. Familiarity with computer terminals (CRT and printer), dictaphone and copy machines. Driver's license. Excellent typing ability and knowledge of English grammar, spelling and vocabulary. Ability to type accurately from handwritten material. Ability to prioritize and organize work with little supervision.
Minimum Starting Salary: \$10,500
Job Number: C2921

Position: Office Assistant, GR18

Department: Law School

Description: Provide receptionist and secretarial support for office of student services. Channel all traffic (students, faculty, telephone inquiries); handle course registration and evaluations; exam processing; grade reporting; responsible for building keys; filing; mailings; general correspondence.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Medium typing. Knowledge of IBM PC or desire to learn. Excellent organizational, interpersonal, and communication skills. Ability to interact with faculty, staff and students. High level of confidentiality.
Minimum Starting Salary: \$10,920
Job Number: C2937

Position: Secretary, GR18

Department: Theory Center

Description: Provide secretarial support to Theory Center Executive staff. Type; file; answer telephone; handle mail and travel arrangements. Other duties as assigned.

Requirements: High school diploma or equivalent. Business or secretarial school desirable. Minimum 1 to 3 years office experience. Excellent organizational, interpersonal and communications skills. Familiarity with PC's, UNIX desirable.
Minimum Starting Salary: \$10,920
Job Number: C2931

Position: Senior Records Assistant, GR18

Department: Hotel Administration

Description: Supervise all technical processing, interfacing with Olin Library Technical Services which includes orders for monographs, serials, receiving same; bindery prep., filing card or supervising same; compiling lists on microprocessor requiring bibliographic control, but not central; backup Circulation—Reserve processing. File periodicals on shelves. Full time, regular position; may require irregular hours.

Requirements: Associate's degree or equivalent. Medium typing. Technical processing library experience necessary.

Minimum Starting Salary: \$10,920

Job Number: C2917

Position: Accounts Assistant, GR18

Department: Controller's (Accounting)

Description: Responsible for accounting transactions between the endowed and statutory colleges including a reconciliation of the monthly activity. Coordinate monthly accounting statement mailing; deal with questions from outside departments on accounting procedures. Other accounting duties as assigned.

Requirements: Associate's degree in business or accounting or equivalent preferred. 1-2 years accounting experience. Ability to use adding machines, communicate with the public, and problem solving. Familiarity with personal computers helpful.

Minimum Starting Salary: \$10,920

Job Number: C2924

Position: Office Assistant, GR17

Department: Art Department

Description: Act as office receptionist and provide assistance to administrative aide. Answer phones; type; file; photocopy; distribute mail to all department faculty; assist in maintaining all student files; schedule models for art classes.

Requirements: High school diploma or equivalent. Medium typing. Knowledge of MacIntosh helpful. Some office experience. Good organizational and interpersonal skills.

Minimum Starting Salary: \$10,366

Job Number: C2920

Position: Office Assistant, GR17

Department: Shoals Marine Laboratory

Description: Receive and make proper disposition of telephone calls and inquiries by phone or walk-ins; open and process daily mail and respond to requests for information; word processing; provide support to Director and other office staff as needed. Other duties as assigned.

Requirements: High school diploma or equivalent. Medium typing. Good organizational skills. Ability to work under pressure with frequent interruptions. Word processing skills and academic office experience desirable.

Minimum Starting Salary: \$10,366

Job Number: C2932

Position: Secretary, GR17

Department: Center for International Studies

Description: Provide support for CIS programs and administrative manager. Answer telephone; type correspondence; maintain files. Other duties as assigned.

Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 2 years experience. Knowledge of personal computers helpful.

Minimum Starting Salary: \$10,366

Job Number: C2923

Position: Office Assistant, GR16

Department: Engineering Admissions

Description: Answer telephone; greet visitors; arrange interviews; open and distribute mail; respond to application and information requests; maintain conference schedule; prepare and mail follow-up confirmation letters; make travel arrangements; handle miscellaneous low volume typed correspondence; coordinate staff calendars.

Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 3 years experience. Some knowledge of the University helpful. Excellent public relation (in person and phone) skills.

Minimum Starting Salary: \$9,874

Job Number: C296

General Service

*Position: Maintenance Mechanic, SO23

Department: Statler Inn - Endowed

Description: Perform electrical, mechanical, plumbing and general repairs in Statler Hall. Learn auditorium functions. Occasional work outside. Frequent shift

changes, including weekends. Perform locksmith work. Monday - Friday, 2:30 p.m. - 11:00 p.m.

Requirements: High school diploma or equivalent; some trade school training preferred. Minimum of 3 years experience in at least two skilled areas; auditorium lighting skills desired; locksmithing and air conditioning and refrigeration skills.

Minimum Starting Salary: \$6.61—hour

Job Number: S3011

*Position: Field Assistant, GR19

Department: Pomology - Sodus, NY

Description: Responsible for independently pruning, cultivating, picking, grafting, budding, equipment repairs, maintaining spray records on a day-by-day basis. Monday - Friday, 8:00 - 12:00, 1:00 - 5:00.

Requirements: High school diploma or equivalent. NYS pesticide applicator license. Class III drivers license. Training in pruning trees, spraying and handling spray materials, equipment use and maintenance.

Minimum Starting Salary: \$11,125

Job Number: S3010

*Position: Milk Plant Worker, SO18

Department: Food Science - Statutory

Description: Serve as swing shift driver for the delivery route and farm milk pick-ups. Assist in packaging and/or operate some packaging equipment for dairy products produced in the plant. Also provide assistance in the cleaning and reassembly of equipment and bulk storage units and in the handling of supplies for the operation. Tuesday - Saturday, 6:30 - 3:00.

Requirements: High school diploma or equivalent. Class III license and receiver's license. Ability to work with numbers. Six month experience as Route delivery driver or one year in milk plant operation.

Minimum Starting Salary: \$5.41—hour

Job Number: S308

*Position: Dairy Worker, SO18

Department: Animal Science - Statutory

Description: Milk, feed and general care of dairy animals and facility where housed. Feed and care for calves when necessary. Work weekends as required. Five days a week; 11:00 p.m. - 7:30 a.m.

Requirements: High school diploma or equivalent or adequate work experience. At least Class V driver's license. 2 to 5 years directly related experience. Able to lift 100 lbs.

Minimum Starting Salary: \$5.41—hour

Job Number: S309

*Position: Short Order Cook, SO18 (Repost)

Department: Cornell Dining - Endowed

Description: Cooks to order breakfast, lunch and dinner items. Assist with other food preparation as needed. Fast paced.

Requirements: Six months experience in the food service industry. Ability to prepare a variety of foods working under pressure. Familiarity with cooking equipment.

Minimum Starting Salary: \$4.98—hour

Job Number: SO74

*Position: Food Service Worker, SO17

Department: Cornell Dining - Endowed

Description: Prepare and present large variety of cold foods including meats, salads, vegetables and desserts.

Requirements: High school diploma or equivalent. Knowledge of cold food preparation. Familiarity with kitchen equipment preferred. Some experience in food service industry.

Minimum Starting Salary: \$4.69—hour

Job Number: S304

*Position: Food Service Worker, SO17

Department: Cornell Dining - Endowed

Description: Plan, prepare and present large variety of cold foods including meats, salads, vegetables and desserts. Variable schedule, 40 hours a week.

Requirements: High school diploma or equivalent. Knowledge of cold food preparation. Familiarity with kitchen equipment preferred. Some experience in food service industry.

Minimum Starting Salary: \$4.69—hour

Job Number: S306

*Position: Food Service Worker, SO16

Department: Cornell Dining - Endowed

Description: Prepare and serve assigned food items, ensure that sanitary procedures and standards are maintained. Operate slicer and food chopper and other duties as assigned.

Requirements: High school diploma or equivalent. Knowledge of food preparation and presentation. Some related experience.

Minimum Starting Salary: \$4.47—hour

Job Number: S301

*Position: Custodian, SO16

Department: Cornell Dining - Endowed

Description: Provide general maintenance and custodial care of buildings and ground in immediate vicinity of assigned area.

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

Minimum Starting Salary: \$4.47—hour

Job Number: S302

*Position: Dish Machine Operator, SO16 (Repost)

Department: Cornell Dining - Endowed

Description: Under direct supervision of management operate dish machine to wash dishes and pots and pans.

Requirements: High school diploma or equivalent. Familiarity with dishwashing equipment and proper use of cleaning agents. Ability to lift 30 lbs. and stand for long periods of time.

Minimum Starting Salary: \$4.47—hour

Job Number: S111

*Position: Cashier, GR15

Department: Cornell Dining

Description: Operate electronic cash register. Handle cash and charge transactions with customers. Monday - Friday, 40 hours per week.

Requirements: High school diploma or equivalent.

Continued on Page 8.

Job Opportunities

Continued from Page 7.

Must be able to work under pressure and maintain speed and accuracy. Experience in cashiering and basic accounting principles preferred.
Minimum Starting Salary: \$9,403
Job Number: S307

*Position: Food Service Worker, SO14
Department: Cornell Dining - Endowed
Description: Set up, display and serve various food items to customers from behind the counter. Stock serving line with supplies. Help kitchen staff as needed.
Requirements: High school diploma or equivalent. Good customer relations. Knowledge of food handling preferred.
Minimum Starting Salary: \$4.05—hour
Job Number: S303

*Position: Food Service Worker, SO14
Department: Cornell Dining - Endowed
Description: Set up, display and serve various food items to customers from behind the counter. Stock serving line with supplies. Help kitchen staff as needed.
Requirements: High school diploma or equivalent. Knowledge of food handling preferred. Good customer relations.
Minimum Starting Salary: \$4.05—hour
Job Number: S305

*Position: Food Service Worker, SO14 (Repost)
Department: Cornell Dining - Endowed
Description: Check co-op dining cards for validity as members enter dining areas, make sale transactions with guests either by cash or credit cards.
Requirements: High school diploma or equivalent. Good customer relations, basic arithmetic ability.
Minimum Starting Salary: \$4.05—hour
Job Number: SO84

Position: University Service Officer, CUSEU, Grade 2, GR21
Department: Public Safety
Description: Responsibilities include prevention and detection of criminal behavior; external and internal patrol of University property within his/her area for fire, safety and crime hazards; enforcement of parking regulations occurring on the property of Cornell University.
Requirements: High school diploma or equivalent. Further formal education, training and/or experience in the law enforcement field preferred. Satisfactory completion of basic University Service Officer training. Knowledge of Cornell University rules and regulations; U.S. citizenship; eyesight 20—40 corrected to 20—20; no record of convictions other than minor traffic infractions; NYS driver's license; ability to obtain a NYS pistol permit within 90 days of employment. Must pass physical examination.
Minimum Starting Salary: \$6.06—hour
Job Number: S292

Technical

Outside applicants for technical positions should submit an employment application, resume, transcripts and a list of laboratory techniques and equipment, or computer languages and hardware with which you are familiar. This information will be kept active for six months. For each position that you are qualified and wish to be a candidate for, submit a cover letter, including position title, department and job number, to Cynthia Smithbower. Current Cornell employees should submit an employee transfer application, resume and cover letter. Outside applicants with training and/or experience in the following areas are encouraged to apply: biochemistry, chemistry, microbiology, electronics, physics and licensed animal health technicians.

*Position: Technician, GR22
Department: Johnson Graduate School of Management
Description: Under the direction of the Manager for Academic Computing provide audio-visual services, do AV and computer equipment installation, computer communications wiring, and AV and computer equipment repair.
Requirements: Associate's degree or equivalent in electronics or related field. Some background in digital and analog electronics, equipment assembly, trouble shooting and repair. Experience with microcomputers, AV equipment, modems, data communications networks desirable. Strong interpersonal skills and service orientation.
Minimum Starting Salary: \$13,667
Job Number: T301

*Position: Technician, GR20
Department: Clinical Sciences
Description: Extract and purify bacterial cell wall antigens. Perform blastogenesis tests on leukocytes and various serological tests including ELISA. Assist in laboratory animal studies, especially in processing of tissues for quantitative bacteriology.
Requirements: Bachelor's degree or equivalent with basic coursework in chemistry, biochemistry, microbiology and immunology preferred. Laboratory experience in microbiology and immunology highly desirable.
Minimum Starting Salary: \$11,739
Job Number: T304

*Position: Technician, GR20
Department: Veterinary Pathology
Description: Prepare slides for microscopic examination to include embedding and cutting of tissue, routine and special staining of slides, plus all other duties associated with the departmental Histology Laboratory.
Requirements: Associate's degree or equivalent in Histology Medical technology or Animal Science with coursework in Histology: HT (ASCP) certification preferred. One year experience in a Histology Laboratory. Knowledge of some special staining techniques; must be proficient in use of microtome.
Minimum Starting Salary: \$11,739
Job Number: T306

*Position: Technician, GR19
Department: Pomology
Description: Conduct experiments in plant biochemistry, chemistry and physiology under direct supervision of immediate supervisor. Use chromatographic and spectrophotometric equipment for chemical and biochemical analysis; compile data; care for greenhouse plants; some field treatments and sample collecting. Yearly appointment contingent upon funding.
Requirements: Bachelor's degree or equivalent in biology or related field with coursework in chemistry or math preferred. Ability to safely handle laboratory chemicals and pesticides; experience in greenhouse plant care.
Minimum Starting Salary: \$11,125
Job Number: T307

*Position: Technician, GR18
Department: Food Science & Technology, Geneva, NY
Description: Perform biochemical and microbiological experiments. Grow and harvest microbial cells; analyze ruptured cells for various components under supervision of professor.
Requirements: Bachelor's degree or equivalent in chemistry or biochemistry. Please send cover letter, transcripts and references to MRS. Charlie Hibbard, Personnel Associate, New York State Agricultural Experiment Station, Food Science and Technology, Geneva, NY 14456.
Minimum Starting Salary: \$10,500
Job Number: T305

Position: Research Equipment Technician, GR24
Department: Food Science
Description: Under general direction from faculty and researchers, design, manufacture, test and modify research equipment.
Requirements: Associate's degree, vocational training or equivalent experience. Basic understanding of chemistry, physics and math required. Three years experience including welding and metal working, woodworking, fabrication, machining, electronic and mechanical skills necessary.
Minimum Starting Salary: \$14,779
Job Number: T293

Position: Technician, GR20
Department: Floriculture & Ornamental Horticulture
Description: Conduct field and greenhouse experiments, including application of treatment materials; collect data on experiments; conduct library research; plan and implement schedules for mowing, irrigation, fertilization and maintenance of plants. One year appointment.
Requirements: Bachelor's degree in plant science or related field or Associate's degree in plant science with 2 years experience. NYS Pesticide Applications license or ability to obtain a license within 2 months required. Some related experience preferred. Some lifting ability necessary (e.g. bag of fertilizer). Ability to operate mowing equipment and pesticide application equipment necessary. Apply by August 9, 1985.
Minimum Starting Salary: \$11,739
Job Number: T292

Position: Technician, GR24 (Repost)
Department: Diagnostic Laboratory
Description: Manage and supervise technical operations of Mycobacteriology laboratory and the Johns control program. Perform and supervise research techniques and procedures for the isolation, identification and serological detection of Mycobacterium paratuberculosis (Johnes).
Requirements: Bachelor's degree in microbiology or related field; Master's degree preferred. Must have a NYS drivers license. Three to five years laboratory and supervisory experience. Experience with DNA hybridization, Enzyme linked Immunosorbent Assay, tuberculosis culture techniques, aerobic—anaerobic bacteriology, mycology and agar gel immunodiffusion and fluorescent antibody techniques.
Minimum Starting Salary: \$14,779
Job Number: T277

Part-time

*Position: Secretary, GR18
Department: Cornell Institute for Social and Economic Research (CISER)
Description: Provide secretarial support for large NIH research grant. Type correspondence, manuscripts, tables, etc.; answer phones; arrange meetings and travel. Some library research. Other duties as assigned. Part-time, regular until August 14, 1986; renewal contingent on funding. Monday - Friday, 29.25 hours per week.
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Heavy volume of typing, accuracy important. Knowledge of word processing highly preferable, and IBM PC (willing to train). Ability to work with little or no supervision. Minimum 1 to 3 years experience.
Minimum Starting Salary: \$10,920—annual equivalent
Job Number: C3012

*Position: Night Supervisor, GR18
Department: Music Library
Description: Supervise and assist in circulation procedures. Assist with searching and ordering of music and books using RLIN; provide information and reference assistance; responsible for security of Lincoln Hall during evening and weekend hours. Other duties as assigned. 20 hours per week - nights and weekends.
Requirements: Bachelor's degree in music with emphasis in music history; reading ability in one foreign language, preferably German. Medium typing. Supervisory experience. Good interpersonal, communications and organizational skills.
Minimum Starting Salary: \$10,920—annual equivalent
Job Number: C3024

*Position: Senior Departmental Assistant, GR18 (Repost)
Department: Olin Reference
Description: Perform general departmental duties such as type correspondence, reports, memos, bills; input and manipulate data on microcomputer; sort mail; order sup-

plies; maintain office files; answer telephones; assist reference librarians with special projects; format and prepare drafts and final copies of instructional materials. Other duties as assigned. 20 hours per week.
Requirements: Associate's degree or equivalent. Medium typing. Good interpersonal skills. Ability to work independently. Word processing experience and graphics ability. General office skills.
Minimum Starting Salary: \$10,920—annual equivalent
Job Number: C242

*Position: Secretary, GR16
Department: Johnson Museum
Description: Operate reception desk in museum lobby. Provide information to visitors, sell cards, catalogues and posters; answer telephone switchboard and receive appointments for museum staff. Additional hours per week during museum special events desirable. Monday - Thursday, 8:30 a.m. - 1:30 p.m.; may involve additional hours.
Requirements: High school diploma or equivalent. Excellent interpersonal skills. Ability to work under pressure and with a minimum of supervision. Previous experience as receptionist desirable.
Minimum Starting Salary: \$9,874—annual equivalent
Job Number: C3018

Position: Data Editor, GR20
Department: Catalog - Olin Library
Description: Apply MARC tags to catalog copy being input into RLIN; search for the derives from records in RLIN database; proofread records input. Part-time, regular position until December 31, 1986. Monday - Friday, 20 hours per week.
Requirements: Bachelor's degree or equivalent. Light typing. Minimum one year of technical experience in a library. Catalog experience preferred. Working knowledge of MARC II format and RLIN or OCLC catalog systems.
Minimum Starting Salary: \$12,209—annual equivalent
Job Number: C2914

Position: Research Aide, GR19
Department: Psychology
Description: Assist professor in carrying out psychological research on human judgment and decision making. Duties include conducting experiments with human subjects; developing stimulus materials for experiments; performing low-level data analysis, and some library research. Part-time, regular position until June 30, 1986. End of 2nd year of grant. May be continued when new award starts.

Requirements: Bachelor's degree or equivalent. Some education in an empirical science, preferably a behavioral science. Some background in statistics and computer programming is desirable, but not essential. Applicants must be able to deal easily and effectively with people and to be productive while working independently. Please send cover letter and resume to Esther L. Smith by August 5, 1985.
Minimum Starting Salary: \$11,570—annual equivalent
Job Number: C2922

Position: Secretary, GR18
Department: Sociology
Description: Provide secretarial support for department staff and faculty. Heavy typing and frequent use of IBM Displaywriter; full responsibility for production of course catalog materials and other course-related documents and records. Part-time, regular position. 3 days per week, 8:30 - 5:00 or 10:00 - 5:00, Monday - Friday (negotiable).
Requirements: High school diploma or equivalent. Business or secretarial school desirable. Heavy typing. Knowledge of word processor. Minimum 1 to 3 years experience. Good typing skills. Excellent interpersonal and communication (written and oral) skills.
Minimum Starting Salary: \$10,920—annual equivalent
Job Number: C299

Position: Senior Records Assistant, GR18 (Two positions)
Department: Catalog - Olin Library
Description: Search for and derive from records in RLIN database; search card catalogs; input records into RLIN. Part-time, regular appointment until December 31, 1986.

Requirements: Associate's degree or equivalent. Medium typing. Library experience, especially in technical services desirable. Experience using OCLC or RLIN system desirable. Ability to perform detailed and repetitive tasks accurately.
Minimum Starting Salary: \$10,920—annual equivalent
Job Numbers: C2912, C2926

Position: Secretary, GR16
Department: School of Hotel Administration
Description: Assist secretary in support faculty in general office duties. Technical typing; answer phones; file; xerox. Other duties as assigned. Part-time, regular; 9 month appointment. 30 hours per week (flexible).
Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 2 years secretarial experience. Willingness to learn word processing.
Minimum Starting Salary: \$9,874—annual equivalent
Job Number: C2911

Position: Records Assistant, GR16
Department: Catalog - Olin Library
Description: Input original records on RLIN cataloging system; sort and file worksheets. Part-time, regular until December 31, 1986. Monday - Friday, 20 hours per week.
Requirements: High school diploma or equivalent. Medium typing. Ability to perform detailed and repetitive work with accuracy.
Minimum Starting Salary: \$9,874—annual equivalent
Job Number: C2913

Position: Secretary, GR16
Department: School of Hotel Administration
Description: Assist secretary in supporting faculty in general office duties. Technical typing; answer phones; file; xerox. Part-time regular; 9 month appointment. 30 hours per week (flexible).
Requirements: High school diploma or equivalent. Medium typing. Minimum 1 to 2 years secretarial experience. Willingness to learn word processing.
Minimum Starting Salary: \$9,874—annual equivalent
Job Number: C2910

SAGE CHAPEL

Protestant Ministry Chaplain Will Speak

Sharon Dittman, chaplain for the Protestant Cooperative Ministry at Cornell United Religious Work, will speak at Sage Chapel at 11 a.m. Sunday, Aug. 4.
Dittman is an ordained minister in the Presbyterian Church. She holds a bachelor's degree from Bucknell University, a master of divinity degree from Vanderbilt Divinity School and a master of sacred theology from New York Theological Seminary.

Before coming to Cornell, Dittman was a chaplain at the Methodist Hospital in Brooklyn. She has also had experience as a minister and community organizer in Tennessee, Virginia and New York City. The Summer Session Choir will provide music for the service and is directed by Donald R. M. Paterson, university organist and Sage Chapel choirmaster.

Temporary

TEMPORARY OPPORTUNITIES: Cornell University has an ongoing need for qualified individuals willing to work on a temporary basis. We frequently need individuals to work as word processor operators, secretaries, typists, receptionists, office assistants, account clerks and data entry clerks. Requirements for these positions range from medium to heavy typing, some office—secretarial experience and knowledge of word processing equipment. If you have an interest in working on a temporary basis in the clerical area, please contact Tambi Benzon at 256-5226 ext. 257; in the general service area, please contact Sharon Warunek at 273-1179. Temporary opportunities in the technical field are posted here, and applications are made with a general application, cover letter and resume.

*Position: Information Assistant, T-2
Department: Albert R. Mann Library
Description: Assist library users by providing information about the collection and services; answer in-person and telephone questions using card catalogs, computerized information networks, indexes, reference books and other library resources; assist with technical aspects of maintaining reference and periodical room collections. May involve special projects. Part-time, temporary until May 30, 1986. Evenings and weekends; up to 19 hours per week.
Requirements: Bachelor's degree or equivalent experience, preferably in agriculture, life sciences, or human ecology. Excellent interpersonal skills. Ability to work independently. Library experience desirable. Please send cover letter and resume to Esther L. Smith.
Minimum Starting Salary: \$5.00—hour
Job Number: C3015

Position: Temporary Computer Programmer
Department: Chemistry
Description: Develop FPS AP Resident Disk File Management System (Primos operating system for array processor). Approximately three month, full-time position, longer on a part-time basis. Days and hours to be arranged.
Requirements: Fluency in FPS APAL; familiarity with file management systems; familiarity with FPS IOLAL desirable. Contact Professor Scheraga, 660 Baker Lab, 256-4034, or Bob Tuttle, 120 Baker Lab, 256-4672.
Job Number: T294

Position: Temporary Secretary, GR18 (Repost)
Department: Theoretical & Applied Mechanics
Description: Type technical/mathematical reports and papers for several faculty, using an IBM Personal Computer or word processor. Good organizational, communication and interpersonal skills (written and oral) required. Other duties as assigned. Please send cover letter and resume to Tambi L. Benzon by August 5, 1985.
Requirements: High school diploma or equivalent. Secretarial or business school preferred. Heavy typing. General office experience, technical typing, personal computer and word processing.
Minimum Starting Salary: \$5.80—hour
Job Number: C2717

Academic

Please contact department directly.

Position: Extension Associate IV, CA06
Department: Education
Contact: Dr. Arthur L. Berkey, Department of Education, 209 Stone Hall.
Job Number: A291

Position: Lecturer (one-half time)
Department: Archaeology Program
Contact: Beverly Phillips, 265 McGraw Hall, 256-7254.
Job Number: A292