

# CURRENTS

UNIVERSITY OF ROCHESTER



Teacher Alice Berry demonstrates some "edgy" movements in her African Caribbean dance class in Spurrier Gym. Rochester's dance program, administered through the Office of Special Programs, offers movement-related instruction in everything from classical ballet to drumming for dance.

## Biomedical program receives \$1 million

Less than three months after winning state approval, the University's new graduate program in biomedical engineering has received a significant endorsement, with a grant of nearly \$1 million from the Whitaker Foundation. The award will play a key role in the development of biomedical engineering as a research and teaching strength in the School of Engineering and Applied Sciences (SEAS).

"This grant will allow unprecedented interaction between the faculties of our engineering and medical schools," says SEAS Dean Duncan Moore. "The University is already home to a wide range of biomedical research, from the creation of new medical instruments to a greater understanding of the human body. Greater collaboration among these researchers in the teaching of students forms the basis for a remarkable program."

The field of biomedical engineering, where engineers and physicians combine engineering and medical knowledge to solve medical prob-

lems and improve human health, has flourished recently as the population ages and engineers continue to discover new ways to understand and aid processes within the human body. Rochester's master's and doctoral program in biomedical engineering won approval from New York State in August. "This grant represents an even more resounding seal of approval," Moore says.

The \$986,000 grant, to be distributed over three years beginning on January 1, will provide for the creation of a new teaching laboratory. The grant also will allow the University to recruit three new faculty members with expertise in molecular, cell, and tissue engineering to the schools of engineering and medicine, and to help establish their research and teaching programs. They'll join nearly three dozen faculty members who teach biomedical courses and work on a wide range of topics, including medical imaging, creation of an artificial bone marrow system, and the mechanics of the heart.

## Cornell director named to HR post



Brault

Albert T. Brault has been appointed director of human resources at the University.

"Al Brault brings a distinctive set of skills that will enable him to lead the University's human resources staff as they address the evolving needs of the institution," said Richard P. Miller, Jr., senior vice president and chief operating officer.

Since 1989, Brault has been executive director of the Center for Advanced Human Resource Studies at Cornell University's School of Industrial and Labor Relations. The center, in partnership with more than 50 of the country's leading corporations, as well as several international cor-

porations, conducts 20 to 30 research studies per year on workplace issues. Senior human resources executives from those corporations also meet several times a year under center auspices.

From 1963 to 1989, Brault was director of human resources for Eastman Kodak Company's Diversified Technologies and Life Sciences Business Group, a division with 8,000 employees. Before that, he had served at Kodak as director of corporate training, management development, and organizational research (1983-86) and director of industrial relations for Kodak Research Laboratories (1981-1983). He originally joined the corporation in 1963 as a senior scientist in the Applied Photography Division, Kodak Research Laboratories.

He earned his bachelor's degree from St. Michael's College and his Ph.D. in physical chemistry from Northwestern University.

## Undergrads tops for community service

A national magazine aimed at young leaders in high school and college has named the University among the top 15 schools in the nation for the community service opportunities it provides.

A survey conducted by *Who Cares*, a magazine about community service and social action issues, found that the University is one of three schools that have made community service a top priority.

Along with De Pauw University and Ohio Wesleyan University, Rochester was cited for its strong push to get students involved in volunteer activities. The University's Community Service Network says that 70 percent of Rochester students are involved in service and 21 percent in activist groups; 12 percent of graduating students choose careers in public service.

Wilson Day, the University's annual work day, sends first-year students, faculty and staff to help out at area non-profits. This year, nearly 1,000 people pitched in at some 50 locations. Among year-round opportunities are tutoring in city schools, visiting with nursing home residents, befriending families at a women's shelter, building houses, and raising funds for local non-profits through charity events.

*Who Cares* chose survey participants based on information from the Campus Outreach Opportunity League, The Princeton Review's *Guide to Making a Difference*, *Mother Jones'* listings of top activist schools, and Internet and library research. The top 15 were determined from statistical data, short-answer responses, and phone interviews with students.

## Updates announced to visitor parking

A new parking system for visitors to the River Campus was recently announced by the Visitors and Summer Conference Committee, part of the Reengineering Rochester project. It is expected that the new system will minimize the inconvenience to daily parkers by setting aside designated visitor spaces and rotating the locations for large event parking.

Designated visitor spaces on campus now include 33 spaces in the Library Lot for general purposes and five spaces in the Todd Lot specifically for the Simon School visitors. The Meliora Lot is now specifically reserved for Admissions visitors. Spaces are available for visitors by purchasing a one-day pass at the Infor-

mation Booth, Monday through Friday, from 7 a.m. to 8 p.m.

For events requiring parking for 50 visitors or fewer, 50 spaces in the Library Lot have been designated for special-event parking. Groups across campus can reserve this block of spaces in advances by contacting the Parking Office, x5-3983.

For special events requiring more than 50 spaces, visitors will park in lots on a rotating basis so that the same parkers are not continually displaced. Wilson Blvd. will be available for displaced parkers by special arrangement between the University and the City of Rochester.

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## Parking reminders

The Office of Parking and Transportation offers the following tips for the winter season:

- When parking lines are not visible, follow the pattern of vehicles parked in a row and observe the end of the row indicators.
- Respond as soon as possible when informed that your vehicle is obstructing traffic flow, has rolled out of its space, or is extended too far beyond the end of the row.
- Park a safe distance from other vehicles.

- Look for parking representatives in the lots for directions.
- Do not extend rows.
- Never park in the thoroughfare.

Jump starts, lock de-icing, and tire inflation are available upon request; the response time will be dependent upon demand. Call x3-4226, Monday through Friday, from 7:30 a.m. to 4:30 p.m. After hours and weekends, call x5-3333 or pick up a Blue Light Phone.

## Joan Rubin on reading and culture



History professor Joan Shelley Rubin studies American culture, with a focus on literary production and reading practices. She is co-editing the last in a five-volume series, *A History of the Book in America*. The volume considers the history of print culture

since the mid-20th century. This spring, Rubin's Topics in 20th Century American Cultural History seminar will focus on the cultures of print. Currents spoke recently with Rubin about reading and culture.

### Why have cultural historians recently become more interested in books and reading?

The field provides a new way of thinking about so many questions: Who produces books, and for what ends? Who decides what gets disseminated, and on what terms? Who has access to print, and what power does that access confer? How does reading contribute to the formation of identity? What can we learn about the texture of everyday life by looking at the values underlying uses of print?

### Tell us about the query you placed in *The New York Times Book Review* about a year and a half ago.

I asked people to recall the texts they had memorized and recited between 1920 and 1950, so naturally I heard from senior citizens, about 500 of them. Most took lifelong pleasure in remembering schoolroom verse. For many people, the meanings of the particular poems they learned weren't nearly as important as the

benefits that came from saying them aloud, both in their youth and later on.

### What were some of those benefits?

A fairly predictable one is that remembered verse functioned as a mantra in the dentist's chair or on the bumpy plane ride. A large number of readers, however, made subtle connections between poetry reading and family relationships. The most touching replies concerned glimpses of generational continuity: for example, a young girl faltering over newly memorized lines, which her father then completed. For others, it helped them feel less alone, served quasi-religious functions, or created social bonds.

### What larger lessons about middle-class American life can you draw from this mail?

Perhaps the most important one is that it's a mistake to conceive of literary history simply as a succession of movements. The 1920s, for instance, were as much an era of Longfellow as of T.S. Eliot because Longfellow is what these readers were reciting and carrying around in their heads. So the 1920s weren't simply a time of rebellion against Victorianism but also a decade when, in certain settings, older values persisted. The volume and tone of the response indicate as well that older readers today feel rather isolated, lonely, and regretful that a practice so important to them has virtually disappeared. I think it's not enough to study canon formation; we also have to look at the precise ways readers encounter texts, because an Edna St. Vincent Millay poem recited from the pulpit, for instance, picks up ideological overtones that transform its impact.

## University receives rare Thoreau collection

A rare, complete, and extremely valuable collection of Henry David Thoreau's works, one of the two largest private collections in the world, has been given to the University Libraries by Raymond R. Borst, a member of the Class of 1933. The collection of some 1,000 items includes first editions of all of Thoreau's writings and a wide range of rare 19th-century magazines and pamphlets with articles by Thoreau. The collection even includes a piece of wood from the 19th-century author and naturalist's cabin at Walden.

The collection is matched only by one now owned by the Thoreau Society in Concord, Mass. Such comprehensive collections are so rare because this icon of American literature was unappreciated as an author during his life. Only two of his books, *Walden, or Life in the Woods* (1854), and *A Week on the Concord and Merrimack Rivers* (1849), appeared while he was alive. In fact, publishers refused *A Week on the Concord* until Thoreau himself paid to have it printed. After four years of poor sales, the publisher, needing the space, returned more than 700 unsold copies to Thoreau.

After Thoreau's death in 1862, interest in his writings grew, and previously unpublished work began appearing, including *Cape Cod*, journals, letters, lectures, poems, and essays such as "Civil Disobedience." Most works were first printed in runs of fewer than 1,000.

There's also an engaging story in how Raymond R. Borst, 87, a retired dealer in heavy equipment from Auburn, NY, built the collection over some 50 years. Borst picked up a copy of *Walden* on a business trip, read it on the train ride home, and fell in love with the author's work. As Borst built the collection, he became an important non-academic scholar, publishing four books on Thoreau. Borst's

*Henry David Thoreau: A Descriptive Bibliography* (1982) is now the standard bibliography, and *The Thoreau Log: A Documentary Life of Henry David Thoreau, 1817-1862* (1992) is a day-by-day account of Thoreau's life. In composing these works, Borst drew extensively upon his distinguished personal Thoreau collection.

A substantial monetary grant from the Viburnum Foundation of Scottsville, VA helped to make the acquisition possible. The Raymond R. Borst Collection now anchors the department's already strong collection of 19th Century American literature.

An exhibition of highlights from the collection is now open to public view, free of charge, in the Department of Rare Books and Special Collections. Hours are 9 to noon and 1 to 5 p.m., Monday through Thursday.

A few highlights from the collection:

*A Week on the Concord and Merrimack Rivers*. 1849. First edition. First printing. First issue. Also, a second printing in 1868 that includes more than 1,000 changes made by Thoreau.

*Walden, or Life in the Woods*. 1854. First edition. First printing.

*Walden*, 1944. The government published a pocket-sized paperback copy for soldiers to carry during World War II. Thousands were distributed, but copies are rare today.

*The Writings of Henry David Thoreau*, 1906, Houghton-Mifflin. This 20-volume set manuscript edition is one of only 600 sets published with a manuscript page in Thoreau's own hand, tipped into the first volume.

*Excursions*, 1863. First edition. A collection of Thoreau's lectures and magazine articles.

*Cape Cod*. 1865. First edition.

*Dial*, 1840. The first issue of the magazine, with two pieces by Thoreau.

## Parking

Continued from page one

During summer conference season, May 28 through August 15, 220 spaces in Zone 2 North and South will be allocated for guest parking.

"An important aspect of the Visitor and Summer Conference Parking Program is communication," says Glenroy A. Sicard, manager of the Parking, Transportation, and ID Office. "When daily parkers will be displaced by a special

event, the Parking Office will put fliers on those vehicles approximately one week in advance, informing them of the dates and duration of the event and the specific location of their temporary parking assignment. All questions and concerns can then be addressed to the Parking Office prior to the event."

For more information, call x5-4524.

## Eastman renames music institute

The Eastman School's Institute for American Music has been renamed the Howard Hanson Memorial Institute for American Music. The newly renamed institute will cultivate new works of music by composers from the Western Hemisphere, including a Rochester-based musical (perhaps on the life of George Eastman) to be premiered at GeVa Theatre. Howard Hanson, who would have been 100 years old last month if still living, was a composer, conductor, and former Eastman School director.

Eastman director Robert Freeman announced the renaming last month, and made public the institute's new, five-member board: John Harbison, Pulitzer Prize-winning composer and professor at the Massachusetts Institute of Technology; Karl Husa, Pulitzer Prize-winning composer and emeritus professor at Cornell University; Ruth Watanabe, Sibley Music librarian emerita; James Foglesong, former president of Capitol Records, a Vanderbilt pro-

fessor and Eastman alumnus; and John Brzustowicz, attorney. David Liptak, chair of Eastman's composition department, will serve as ex-officio board member, and the Eastman School director will serve as director of the institute and ex-officio board member.

Along with the Rochester musical, the institute's projects include a commission for a composer over age 75 to write a symphonic work in praise of old age and a commission for an orchestral work in honor of Frederick Douglass for Eastman alumnus, baritone William Warfield.

"The Howard Hanson Memorial Institute for American Music will be a source of support for new ventures in the music of our time, at a moment when such support is becoming difficult to find," said John Harbison. "At a time when Hanson's music is experiencing a revival of interest, his legacy is providing initiatives of great promise."

## In Brief

### Who can judge?

Martin Harwit, former director of the Smithsonian Institution's National Air and Space Museum, who resigned during a flap over the museum's proposed *Enola Gay* exhibit nearly two years ago, will speak here tonight, Monday, November 25. The talk, *An Exhibit Denied: Lobbying the History of Enola Gay* will take place at 7:30 p.m. in Hubbell Auditorium of Hutchison Hall. It is free and open to the public.

Harwit will discuss the planning and ultimate cancellation of the exhibit, which was to feature the B-29 bomber that dropped the atomic bomb on Hiroshima and Nagasaki during World War II. The dispute proved the most controversial and violent the museum has ever faced.

For more information, call x5-2052.

### Remembering AIDS Day

In commemoration of the ninth annual World AIDS Day, the University will hold a candlelight walk through campus, followed by a vigil, on Wednesday, December 4.

Those who would like to participate in the walk are asked to meet at 6:45 p.m. on the steps of Wilson Commons. At 7 p.m., they will walk across campus to Interfaith Chapel, where a vigil will be held at 7:30 p.m. Both the vigil and walk are open for the public to attend.

Gary Tyman, chaplain from the Interfaith Chapel, will lead the vigil. Also participating will be Dean of Students Paul Burgett, the all-women's a cappella group Vocal Point, and performers from the Eastman School of Music.

For more information x3-5775.

### University travel

Three travel agencies—Town and Country Travel, Van Zile/Red Carpet, and Niagara Frontier Travel—now provide travel services to the University community, under a new travel program. The University's advance ticket purchase system has been expanded to accommodate all three agencies and can be used for advance purchase of both air and rail tickets. All policies and procedures applying to University travel and conference expenses remain the same.

Contact one of the following when planning University travel: Town and Country, 381-2850; Van Zile/Red Carpet, 244-9900; or Niagara Frontier, 244-9300.

For more information, call x5-3177.

### CPR classes

The Multidiscipline Labs are offering classes in cardiopulmonary resuscitation. Classes are scheduled through March. Participants in the original, basic-life-support class must attend three, 3-hour sessions in one month. Refresher class participants need only attend one, 3-hour session.

Cost of the classes for faculty and staff is \$36 for the original class; \$29 for the refresher. Guests pay \$43 for the original; \$34 for the refresher. Classes are free for medical students.

For the schedule of classes and for more information, call x5-3285.

### Used book sale

The Friends of the University Libraries is hosting a used book sale on Wednesday, December

4, from 10 a.m. to 3 p.m., in the Welles Brown Room, Rush Rhees Library.

For more information, call x5-3302.

### Signing at work

The Graduate Studies Office of the School of Medicine and Dentistry will offer two Community Services courses in the spring that are geared toward University staff. *Medical Terminology and Sign Language I* (English Signed Language, not ASL) offer opportunities for professional development and personal enrichment.

For more information call x5-4522.

### Medicine in WWI

German medical practices during World War I will be the subject of discussion during a talk to be given here on Thursday, December 5. *The War Germans Won?: Bubonic Plague and Influenza on the Western Front* will be presented by Derek Linton as part of the Verne Moore Lecture Series hosted by the Department of History.

Linton, associate professor and chair of the Department of History at Hobart and William Smith Colleges, will speak at 4:45 p.m. in Room 321, Morey Hall.

Linton, who has written on German youth organizations of the 1930s, is the author of a number of articles, as well as the book, *Who Has the Youth Has the Future: The Campaign to Save Young Workers in Imperial Germany*.

### Fathers needed

Researchers in the Department of Obstetrics and Gynecology are looking for men to participate in a study funded by the National Institutes of Health to establish normal values for sperm counts. A volunteer may be eligible if he is the father of a child under two years of age or if his partner is pregnant. Two visits to the laboratory are required to collect a semen sample. Participants are compensated \$50 for their time. For further information call 442-5104.

### Infertility and pregnancy

Researchers in the Department of Obstetrics and Gynecology are looking for infertile couples willing to participate in a free study to examine the effectiveness of superovulation and intrauterine insemination have on certain kinds of infertility. Couples are eligible to participate if the woman is less than 40 years of age and has a normal infertility evaluation; the man must have sperm in his semen. Couples are not eligible if previous treatment with insemination or fertility drugs have failed. For more information, call 442-5104.

### Egg donors needed

The Infertility and In Vitro Fertilization Center needs healthy women ages 23 through 34 to donate eggs (oocytes) anonymously to couples trying to conceive a child. Most couples at the center have tried for several years to have children; their only remaining hope is with eggs from a donor.

Donors must be able to furnish their complete personal medical history as well as information about their family members' health. Donors undergo extensive testing, take fertility drugs, and undergo egg aspiration. Donors receive \$1,500. For further information, call x5-1930.



# TRANSFER & PROMOTION OPPORTUNITIES

As of Tuesday, November 19, 1996

The following positions are published for information of staff. A complete listing of transfer and promotion opportunities is available at the Employment Services Office, Room G-7009, Medical Center, and through the University home page at <http://www.rochester.edu>. Staff transfer/promotion slips can be obtained at the following locations:

- Room G-7009, Medical Center
- Room 147, Administration Building
- SMH Info. Desk.
- ESM Staff Lounge
- MAG Director's Office

Please note that special salary schedules have been established for some positions; therefore, standard hiring ranges by pay grade may not be appropriate.

## KEY TO ABBREVIATIONS

CA	Central Administration
CAS	The College
COI	Center for Optoelectronics & Imaging
ESM	Eastman School of Music
F/T	Full time
GSEHD	Margaret Warner Graduate School of Education and Human Development
LLE	Laboratory for Laser Energetics
MAG	Memorial Art Gallery
M & D	School of Medicine and Dentistry
MC	Medical Center
NSRL	Nuclear Structure Research Laboratory
Nursing	Locations refers to unit
P/T	Part time
RC	River Campus
SEAS	Engineering and Applied Science
SGSBA	William E. Simon Graduate School of Business Administration
SMH	Strong Memorial Hospital
TAR	Time as reported
<b>Strong candidate identified</b>	Candidate identified outside the department, inside or outside the University

The University of Rochester is An Equal Opportunity Employer.

## CLERICAL

**ACCOUNTING BOOKKEEPER III—GRADE 07 :** Exercising knowledge of University accounting/bookkeeping procedures, setup and maintain books of account; perform related activities such as computing breakdowns, audits, troubleshooting, charting, and graphing; related duties as assigned. AAS in accounting or related field plus 2 yrs. related work exp. or equiv. comb. of ed. and exp.

**10730 F/T 40 HRS 8:30-5 PM AOP-FAC & AUX** Perform daily accounts payable and accounts receivable functions for Dining Services' operating, inventory, and capital accounts. Review Dining Services' operating and inventory accounts. Gather and analyzes data to prepare financial and statistical reports. Prefer AAS in Accounting, also knowledge of food service operation, Excel, MS-Word, and FoxPro.

**AMBULATORY PATIENT REPRESENTATIVE I, SMH—GRADE 06 :** Perform functions associated with processing patient appointments in outpatient clinic; complete tasks of reception, registration, charge capture, charge entry, appointment scheduling, and telephone management; interact with patients, physicians, nurses, and billing personnel; related duties as assigned. High school ed., two yrs. related work exp., demonstrated ability to type accurately, and familiarity with medical terminology.

**10665 F/T 40 HRS 8-5 PM UNIVERSITY SPORTS MEDICINE**

**10709 F/T 40 HRS 8:30-5 PM GENERAL NEUROLOGY UNIT**

**CASHIER PATIENT ACCTS OFFICE—GRADE 06**

**10678 F/T 40 HRS 8:20-4:40 PM; SUN-THURS PATIENT ACCESS SERVICES** Apply payments to patient and general ledger accounts. Screen and process patient discharge, manage petty cash, acts as a sales and distribution site for various Medical Center goods/services (Employee Activities, parking passes/tokens). Requires AAS in a related field; plus one-two yrs. related work exp.; or an equiv. comb. of ed. and exp.

**CENTRAL REGISTRATION REPRESENTATIVE—GRADE 06 :** Interview patients; obtain and prioritize financial and demographic information for computer input; responsible for billing and related clerical duties; provide cross coverage in various sites and other areas of PAS; use VMT, CRT, and other office equipment; related duties as assigned. Two yrs. post-HS ed. or two-three yrs. exp., or equiv. comb. of ed. and exp. Prefer AAS degree in medical secretarial science, medical technology, and knowledge of ICD-9-CM coding.

**10651 F/T 40 HRS 7:30-4 PM TEMP UNTIL 05/01/97 PATIENT ACCESS SERVICES**

**DATA CONTROL CLERK I—GRADE 05 :** Prepare, handle, and process information involving variety of detail for research, administrative, or computing activity; follow written procedures and use judgment to make indicated selections; related duties as assigned. High school ed. and one year related exp., or equiv. comb. of ed. and exp.

**10731 F/T 40 HRS 7:30-4 PM AOP-FAC & AUX** Use computer for input, maintenance, and communication. Trains management and students on computer software. Uses word processor for typing.

**10734 F/T 40 HRS 8:30-5 PM NEUROLOGY - MIND M&D STRONG CANDIDATE IDENTIFIED**

**DATA CONTROL CLERK II—GRADE 07 :** Handle all input/output information for a computer installation. Follow written procedures and interpret and adjust for variations in procedures within established limits. Requires one year of related post HS ed. or equiv. and one to two yrs. of related exp.

**10713 F/T 40 HRS 8-5 PM UNIVERSITY TELECOMMUNICATIONS**

**GUEST SVC SPECIALIST, SMH—GRADE 06**

**10658 TAR FRIENDS OF SMH** Greets visitors and patients; assists guests as required including exiting from cars, provide wheelchairs; monitors and facilitates traffic at entrances; able to deal with smokers in firm but polite manner; alert to all needs and responds accordingly; provides accurate and complete information using computers; answer phones and handles deliveries. Requires high school diploma and two-three yrs. relevant exp.; or an equiv. comb. of ed. and exp.

**10659 TAR FRIENDS OF SMH** Greet visitors and patients; assists guests as required including exiting from cars, provide wheelchairs; monitors and facilitates traffic at entrances; able to deal with smokers in firm but polite manner; alert to all needs and responds accordingly; provides accurate and complete information using computers; answer phones and handles deliveries. Requires high school diploma and two-three yrs. relevant exp.; or an equiv. comb. of ed. and exp.

**10660 TAR FRIENDS OF SMH** Greet visitors and patients; assists guests as required including exiting from cars, provide wheelchairs; monitors and facilitates traffic at entrances; able to deal with smokers in firm but

polite manner; alert to all needs and responds accordingly; provides accurate and complete information using computers; answer phones and handles deliveries. Requires HS diploma, two-three yrs. relevant work exp.; or equiv. comb. of ed. and exp.

**HEALTH PROJECT COUNSELOR—GRADE 06**

**10723 TAR EVENINGS/NIGHTS; WKENDS ON CALL SOCIAL WORK DIVISION SMH** Bi-lingual Spanish-English persons to rotate on-call responsibility for providing language interpretation for Spanish speaking hospital patients after 5:00 PM on weekdays and all day on Saturdays, Sundays, and Holidays. Must be fluent in Spanish. Beeper will be provided.

**MEDICAL FILES CLERK I—GRADE 02 :** Pull and file medical records; sort and insert loose documents; purge files. Related duties as assigned. High school ed. or equiv. comb. of ed. and exp. Prefer some office exp.

**10650 F/T 40 HRS 3:30 PM-MIDNIGHT MEDICAL RECORDS SMH**

**10652 F/T 40 HRS 7:30-4 PM; SATS INCLUDED MEDICAL RECORDS SMH**

**10736 F/T 40 HRS 7:30-4 PM MEDICAL RECORDS SMH**

**PATIENT ACCESS ASSOCIATE—GRADE 08**

**10711 P/T 32.00 HRS 3:30 PM-12M; FRI-MON; WKENDS INCLUDED PATIENT ACCESS SERVICES** Arranges for admission of patients to in/outpatient units and services. Conducts interviews, schedules and assigns accommodations or service locations. Determines financial eligibility, secures account for billing and coordinates account management through discharge. Obtains preauthorization, collects deposits and makes payment plans, makes referrals to sponsorship programs, and recommends charity allowances. Requires AAS in related discipline with three yrs. of related (admitting/registration/patient accounts/insurance) exp., preferably in a hospital setting; or an equiv. comb. of ed. and exp. Ability to use ten-key adding machine, type 25 wpm, and use medical terminology required.

**PERC ASST—GRADE 06**

**10695 F/T 40 HRS 8-5 PM. PAYROLL & EMPLOYEE REC. CTR (PERC)** Input personnel and payroll data into employee database. Process bi-weekly staff payroll and undergraduate student. Communicate with departments on matters relating to payroll time reporting and completion of personnel action forms. Monitor personnel and payroll actions for compliance with University policies, guidelines, and collective bargaining agreements. Requirements: AAS degree in business and 1-2 yrs. of related exp. or equiv. comb. of ed. and exp. PC exp. required.

**RECEPTIONIST CLERK II—GRADE 05 :**

Receive visitors, patients, and/or staff members; answer telephones and convey messages; provide direction and assistance requiring working knowledge of department organization and procedures. Perform clerical duties incidental to receptionist function; related duties as assigned. High school ed. and two to three yrs. exp., or equiv. comb. of ed. and exp.

**10706 F/T 40 HRS D/E/N ROTATION; E/O WKEND; 438 NURSING PRACTICE/SMH STRONG CANDIDATE IDENTIFIED**

**SECRETARY III—GRADE 07 :** With general direction and latitude for initiative and judgment, perform routine and non-routine secretarial duties requiring advanced secretarial and/or word processing skills and proficiency; responsible for limited departmental administrative details; related duties as assigned. Two yrs. post-HS ed. and two-three yrs. exp., or equiv. comb. of ed. and exp.

**10516 F/T 40 HRS ROTATING DAY SHIFT - 7-3:30 PM/8-4:30 PM CENTRAL UTILITIES FAC. OPTS** Ability to manipulate MS Word 6.0, DBase, Lotus on an IBM Compatible. Processes energy billing and assorted statistical reports. Ability to utilize 2-way radio and/or pager system. Answers telephone, sorts mail, schedules appointments, maintains calendar. Manages office supplies. Prepares standard forms, petty cash, travel, uniforms reimbursements, requisitions.

**10666 P/T 24.00 HRS 8-1 PM SURGERY PROGRAM STRONG CANDIDATE IDENTIFIED**

**10681 F/T 35 HRS 9-5 PM; SOME WKENDS ADMISSIONS** Member of support team with additional responsibilities for International Recruitment Program. Responsible for typing from draft, hand-written copy, records, and other sources; compose and type documents, and reports; maintain files. Excellent computer skills in word processing, database management, and spreadsheet needed. Prefer exp. with Macintosh and IBM/PC. Familiarity with University mainframe systems (PROSPECT, ISIS, QUERY, and FIST) a plus.

**10699 F/T 40 HRS 8-4:30 PM NEUROLOGY - NMD M&D** Word processing of grants, manuscripts, letter, etc., often to meet urgent deadlines. Answer phones, set-up conference calls, meetings and agendas. Make travel arrangements, also assist in

preparation for syllabi, posters, and slides for presentation.

**10707 F/T 40 HRS 8-5 PM INFORMATION SYSTEMS SMH** Primary support to Assistant Director for Applications, CIS Project Director, and Training Manager. Prefer knowledge of Microsoft Office. Type letters, memos, forms, spreadsheets, etc. from dictation or rough drafts. Develop spreadsheets and presentation graphs from raw data. Make travel arrangements and complete travel and conference reports.

**10712 F/T 40 HRS 8-4:30 PM SMH NEUROMUSCULAR DISEASE/EMG** Maintain computerized patient database. Feed technical measures into Macintosh software to generate medical reports. Organize EMG and Nerve Conduction daily schedule. Assist in preparation for resident training conferences.

**10733 F/T 40 HRS 8-4:30 PM SURGICAL SUPPORT SERVICES O.R.** Operations Manager, Administrator and Administrative Assistant. Manage calendars, arrange meetings, take minutes. Make travel and meeting arrangements. Data collection and entry using spreadsheet software. Input, correct errors, resolves problems for hourly, exempt, and union staff for payroll. Receptionist for Administrative office: assign lockers and maintain database; assign security system entry; submit and track OR request; process request for supplies, submit reimbursement for travel documentation, petty cash requests. Prefer familiarity with Microsoft Office and TMS payroll system.

**10735 P/T 20 HRS FLEXIBLE SIMON GRAD SCH BUSINESS ADMIN** Type manuscripts (plain text and scientific/technical); draft, revise, edit. Coordinate course work material preparation. Implement and maintain file system. Send and receive facsimile messages and special delivery packages. Prefer exp. with IBM/DOS, Windows 95, Word, Excel, Powerpoint. Knowledge of scientific/greek symbols helpful.

**SECRETARY IV—GRADE 09 :** With minimum direction and considerable latitude for independent judgment, perform routine and non-routine secretarial and administrative duties requiring highly-advanced secretarial and/or word processing skills and proficiency. Responsible for considerable departmental administrative details requiring extensive knowledge and exp. with policies, procedures, and practices of University and/or within specific division. May be responsible for assigning and reviewing day-to-day clerical operations and related duties as assigned. Two yrs. post high school ed. and four to five yrs. exp., or equiv. comb. of ed. and exp.

**10391 F/T 40 HRS 8-5 PM PROSPECT RESEARCH & MANAGEMENT** Serves as principal assistant to Director of International Relations and Development, providing office supervision, managing volunteer groups, and coordinating support services; manages the general office and related administrative services; manages specialized support functions in office including special event arrangements, international database projects; serves as principal contact. Prefer knowledge of Microsoft Word, Excel, Access and Powerpoint.

**10700 F/T 40 HRS 8:30-5 PM PSYCHIATRY M&D PSYCHOLOGY DIVISION** Type grant/manuscripts and management of budget for grants. Prefer Microsoft Office (Word, Excel, Powerpoint, and Access) exp.

**10732 P/T 17.50 HRS DEAN OF STUDENTS OFFICE** Support to Dean of Students, responsible for considerable administrative detail for ongoing student services; manage student loan fund and preparation of related office publications. Screen and schedule appointments, schedule Dean's calendar. Compile, edit and check for accuracy materials for reports and correspondence.

**SELF-PAY COLLECTION SPECIALIST, SMH—GRADE 08**

**10661 P/T 30.00 HRS 1:30-8 PM PATIENT ACCESS SERVICES** Initiate patient contact on delinquent accounts, negotiate patient payment arrangements and identify and process accounts requiring external collection action. Coordinates account management with other areas of Credit Services. Ability to use computer terminal/PC. Requires AAS in Bus. Admin., plus two yrs. exp. in the field of collections for a banking institution or higher ed., or an equiv. comb. of ed. and exp.

**PROFESSIONAL, ADMINISTRATIVE, & SUPERVISORY**

**ADMINISTRATIVE ASST—GRADE 51 :** To serve as principal assistant to a senior University executive, a dean, or a director providing office supervision and coordinating support services; or to manage the general office and related administrative services of a large academic department; or to manage specialized support functions in a University service department, a college, or a large project; and to perform related duties. Requires college graduation and one year of relevant administrative exp.; or equiv. comb. of exp. and training.

**10698 F/T 40 HRS R GENERAL NEUROLOGY UNIT**

**10704 F/T 40 HRS RELIGION & CLASSICS** Office manager of an active department. Significant interaction with students. Responsible for maintaining student records, processing course-related forms and copy,

preparing forms and budget reports, and handling correspondence. Computer skills essential.

**10705 F/T 40 HRS MAG-DEVELOPMENT DEPT** Administer the Gallery's Major Gifts program. Responsible for the processing and tracking of all non-named endowment funds. Process recognition and follow up correspondence. Support to the Director of Development and assist the Assistant Director of Development with the Grants and Legislative Affairs program. Prefer exp. with MS Word 6.0 and Excel, also Balckbaud's Raiser's Edge fundraising software helpful.

**ANALYST/PROGRAMMER LEAD—GRADE 55**

**10392 F/T 40 HRS ACS APPLICATION SVS STRONG CANDIDATE IDENTIFIED**

**ANALYST/PROGRAMMER SR—GRADE 54 :**

Under general guidance with latitude for independent judgment, design, evaluate, install, test, and maintain programming languages or application packages relative to software and equipment; confer with technical personnel in systems analysis and applications planning to assess needs and recommend modifications and/or additions; consult with user departments to assess data preparation and management needs; design and test programs; offer solutions and suggestions to provide optimum efficiency and cost effectiveness; provide consultation support on installed systems; may coordinate work of other programmers. Bachelor's degree in related discipline and three-four yrs. exp., or equiv. comb. of ed. and exp.

**10696 F/T 40 HRS MICROCOMPUTER SERVICES RR LIB** Serve as assistant department head for Microcomputer Services. Provide leadership with the department head for the library's staff and public computing and network-based service needs. Participate in network administration, the selection of hardware/software, telecommunications support and software support services. Maintain current awareness of state-of-the-art technological trends; work closely with department head to determine and recommend new projects, equipment, network infrastructure modifications, etc. Participate in the supervision of other professionals in the department. Perform other related duties. Requires Bachelor's in related discipline and 3-4 yrs. exp. or equiv. comb. of ed. and exp. Prefer Master's and 1-2 yrs. supervisory exp.

**10725 F/T 40 HRS COMPUTER SCIENCE** Design, implement and maintain computer software in support of departmental research. Maintain professional standards of code organization and documentation. Install and maintain software packages for both research and for general departmental use. Assist faculty, staff and students who encounter computer-related problems. Assist in long-range infrastructure planning on behalf of the laboratory committee. As appropriate, coordinate the work of other programmers working in a team. Requires Bachelor's in computer science or related field and 3-4 yrs. exp. or equiv. comb. of ed. and exp. Prefer minimum 2 yrs. exp. with large, complex systems in Lisp, C and C++. Exp. with system administration on Unix and Macintosh desired.

**ASSISTANT TO VICE PROVOST AND DEAN FOR THE FACULTY—GRADE 53**

**10710 F/T 40 HRS DEAN'S OFFICE COL-ADMINISTRATIVE** With direction as to policies and priorities, plans, establishes and oversees the administrative procedure of the Vice Provost and Dean of the Faculty. Represent the dean on all day-to-day matters and manage the administrative duties in the office. Represents and serves as spokesperson for the Dean in communicating instructions and interpreting matters to faculty, students, clients, staff and the general public. Must be proficient with PC applications. Requirements: Bachelor's degree, plus significant University exp., preferably in the College.

**COMMUNICATIONS ANALYST SR—GRADE 54**

**10476 F/T 40 HRS UNIVERSITY TELECOMMUNICATIONS** Provide technical support in the expansion and modification of the cable plant infrastructure. Requires Bachelor's in related discipline and 3-4 yrs. exp., including 1-2 yrs. of supervisory exp., or equiv. comb. of ed. and exp. Working knowledge of copper and fiber cable; cable plant hardware, standards and installation practices. RCDD certification desirable.

**10728 F/T 40 HRS UNIVERSITY TELECOMMUNICATIONS** Provide single point of contact for computer networking design and consulting services. Identify where technology could address customer business needs and develop proposals for the customer. Develop project plans including time tables, time and material cost estimates, material punch lists and detailed designs in accordance with industry standards including but not limited to: NEC, IEEE, EIA/TIA and BICSI. Maintain centralized records/databases on all network installations, assuring timely billing of completed projects to the requesting department. Analyze departmental networking requirements, conduct site and facilities surveys in offices, telecommunications closets, ceiling spaces and crawl spaces. Requires Bachelor's in related discipline and 3-4 yrs. exp. including 1-2 yrs. of supervisory exp. Excellent communication, planning and organizational skills.

**10729 F/T 40 HRS UNIVERSITY TELECOMMUNICATIONS** Provide single point of contact for computer networking design and consulting services. Identify where technology could address customer business needs and develop proposals for the customer. Develop project plans including time tables, time and material cost estimates, material punch lists and detailed designs in accordance with industry standards including but not limited to: NEC, IEEE, EIA/TIA and BICSI. Maintain centralized records/databases on all network installations, assuring timely billing of completed projects to the requesting department. Analyze departmental networking requirements, conduct site and facilities surveys in offices, telecommunications closets, ceiling spaces and crawl spaces. Requires Bachelor's in related discipline and 3-4 yrs. exp. including 1-2 yrs. of supervisory exp. Excellent communication, planning and organizational skills.

**HEALTH PROJECT COORD—GRADE 53**

**10671 P/T 20 HRS OPHTHALMOLOGY M&D** Coordinate outreach eye care for the

elderly. Also, coordinate the Program for Health Services Research in Vision & Eye Care. Responsible for identifying high-risk populations, designing and implementing programs and reviewing existing programs. Special projects as directed. Requires Bachelor's with major course work in an appropriate health, social or technical field and 2-3 yrs. related exp. or equiv. comb. of ed. and exp. STRONG CANDIDATE IDENTIFIED

**10703 F/T 40 HRS PEDIATRICS M&D CARDIOLOGY** Requires Bachelor's with major in appropriate health, social or technical field and 2-3 yrs. related exp. or equiv. comb. of ed. and exp. STRONG CANDIDATE IDENTIFIED

**10727 F/T 40 HRS CANCER CENTER** Serve as liaison between study personnel, investigators, primary care physicians, hospital staff, patients and their families in all phases of clinical research for the Cancer Center. Plan and execute required aspects of the research project working with the PI, the Clinical Trials Office Manager, physicians and other health care professionals. Serve as point of contact for patients concerning study matters within the university and affiliates. Assist with data analysis and preparation of materials for publication. Coordinate appointments and correspondence with all patients enrolled in studies. Review and/or edit study documents. Other duties as assigned. Requires Bachelor's in health-related area and 2-3 yrs. exp. or equiv. comb. of ed. and exp. Prefer NYS registered professional nurse with 1 to 3 yrs. of direct patient care or clinical-trials-related exp. Excellent verbal and written communication skills. Knowledge of computer databases, word processing, spreadsheets and graphics packages important.

**INFORMATION ANALYST II—GRADE 52 :** Gather information, analyze and interpret data, and disseminate information; help formulate goals, protocols, and information-gathering methods. Bachelor's degree in related field, some graduate-level course work, and one-two yrs. exp. in analyzing and disseminating information; or equiv. comb. of ed. and exp. Knowledge of programming and statistical programming packages helpful.

**10737 F/T 40 HRS SURGICAL SUPPORT SERVICES** Support Surgical Support Services, (Main OR, Second Level OR, Burn Unit) and numerous clinical services by querying existing databases for periodic reports. Edit daily input from the Surgical Registry into ORDB and correct/complete wrong and/or missing data. Provide ESI support/training for ORBIT scheduling, add, amend and update files for surgical cases and for the visual instrumentation database. Typical duties include: produce ORDB daily and monthly production reports, monitor user need for data, assist in setting up, adding, appending and editing files for surgical support, confer with Program Administrators, clinical faculty, PSN's and staff regarding information needs, studies or projects. Assist with developing methods for data collection, measurement and analysis. Provide data analysis and interpretation. Requires Bachelor's and 1-2 yrs. exp. or equiv. comb. of ed. and exp. Exp. in Access, Excel and computer database applications required. Prefer medical terminology.

**LABORATORY ENGINEER—GRADE 53 :** Perform engineering work requiring professional knowledge of the theory and practices of planning, design, construction and alterations of specialized equipment and instrument systems. The field of work relates to mechanical, electrical, and/or computer engineering. Requires BS in appropriate engineering discipline; 1-2 yrs. engineering exp. or an equiv. comb. of educ. and exp.

**10724 F/T 40 HRS COMPUTER SCIENCE** Install and maintain computer equipment, including specialized peripherals for computer vision, robotics and virtual reality. Diagnose hardware problems; identify and replace faulty components. Run wires; make cables. Install and maintain software packages both for research and for general department use. Assist faculty, staff and students who encounter software and hardware-related problems. Assist in long-range infrastructure planning on behalf of the laboratory committee. Requires Bachelor's in computer science, computer engineering or related field and 1-2 yrs. exp. or equiv. comb. of ed. and exp. Familiarity with Unix and Macintosh, familiarity with system administration, or ability and willingness to learn. 2 yrs. programming exp. in C/C++. Demonstrated capacity to diagnose problems in computer hardware. Familiarity with standard instruments and tools: soldering iron, break box, oscilloscope, logic analyzer.

**OPERATING SYS ANALYST/PROGRAMMER LEAD—GRADE 55**

**10726 F/T 40 HRS COMPUTER SCIENCE STRONG CANDIDATE IDENTIFIED**

**SPORTS TRAINER—GRADE 00**

**10708 F/T 40 HRS UNIVERSITY SPORTS MEDICINE** Provide athletic training services for local secondary and collegiate institutions and administer sports therapy under the supervision of a physical therapist following a physical therapy evaluation. Monitor and document progress. Requires BS with certification in Athletic Training by the National Athletic Trainer's Association.

**STAFF ORTHOTIST—GRADE 51**

**10667 F/T 40 HRS ORTHOTIC LAB SMH** Provides comprehensive patient care related to patient evaluation, prescription recommendation, design and material selection of all assistive devices, fitting and adapting of all assistive devices, and coordination of patient care with other health care professionals, with emphasis on custom devices. Requires Bachelor's degree in Orthotics and/or Prosthetics, certified by American Board of Certification (ABC) for Orthotics and Prosthetics and currently a member in good standing with ABC; or Bachelor's degree in any discipline and Orthotics/Prosthetics certificate from an approved NCOPE (National Commission on Orthotics and Prosthetics Ed.) program; and 1 yr clinical exp supervised by an ABC certified practitioner. Prefer Graduate level coursework in Orthotics and/or Prosthetics.

**TECHNICAL ASSOC I—GRADE 51**

**10701 F/T 40 HRS PEDIATRICS M&D CARDIOLOGY** To provide direct research and teaching support at the professional entry level. Requires Bachelor's degree with major course work in field of assignment plus

one year of related work exp involving direct assistance to researchers; or any equiv combo of educ, exp, and training. STRONG CANDIDATE IDENTIFIED

**10702 F/T 40 HRS PEDIATRICS M&D CARDIOLOGY** To provide direct research and teaching support at the professional entry level. Requires Bachelor's degree with major course work in field of assignment plus one year of related work exp involving direct assistance to researchers; or any equiv combo of educ, exp, and training. STRONG CANDIDATE IDENTIFIED

**TECHNICAL ASSOC II—GRADE 52**

**10693 F/T 40 HRS OBSTETRICS & GYN COLOGY M&D** Assumes major responsibility within a federally funded research project on HIV transmission. Conducts experiments studying the vertical transmission of HIV using human placental cultures. Supervises graduate students. Is responsible for BSL-3 and tissue culture facilities. Requires BS with major course work in field of assignment plus 1 or more yrs of post BS academic work in field.

**10741 F/T 40 HRS LLE ENGG-EXPERIMENTAL IMPL** Operate, maintain, and modify a state-of-the-art inertial confinement fusion experimental facility. This facility comprises complex mechanical, optical, electrical, nuclear and vacuum subsystems. Requires BS with major course work in field of assignment plus 1 or more yrs of post BS academic work in field. Prefer 7-8 yrs exp in the operation of complex multidisciplinary systems.

**SERVICE TRADES**

**PARKING SVCS REPRESENTATIVE—GRADE 26 :** Act as University representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of University policies related to parking, traffic and circulation. Collects parking fees at MC parking lots, admits permit holders, issues entry tickets, issues violation tickets and install wheel locks. Qualifications: High school diploma or equiv.; excellent interpersonal and communication skills. Knowledge of data entry, ability to work with mainframe and computer applications preferred. Must possess a valid NYS driver's license with UR approval required of suitable past driving record.

**10684 F/T 40 HRS 11 PM-7 PM PARKING/TRANSPORT-AOP-FAC & AUX** To act as university representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation. Requires HS diploma or equiv; excellent interpersonal and communication (written and oral skills). Knowledge of data entry, ability to work with mainframe and computer applications and programs preferred. Must possess valid NYS driver's license with University approval required of "suitable" past driving record.

**10685 F/T 40 HRS 7-3:30 PM PARKING/TRANSPORT-AOP-FAC & AUX** To act as university representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation. Requires HS diploma or equiv; excellent interpersonal and communication (written and oral skills). Knowledge of data entry, ability to work with mainframe and computer applications and programs preferred. Must possess valid NYS driver's license with University approval required of "suitable" past driving record.

**10686 F/T 40 HRS 7-3:30 PM PARKING/TRANSPORT-AOP-FAC & AUX** To act as university representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation. Requires HS diploma or equiv; excellent interpersonal and communication (written and oral skills). Knowledge of data entry, ability to work with mainframe and computer applications and programs preferred. Must possess valid NYS driver's license with University approval required of "suitable" past driving record.

**10687 F/T 40 HRS 7-3:30 PM PARKING/TRANSPORT-AOP-FAC & AUX** To act as university representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation. Requires HS diploma or equiv; excellent interpersonal and communication (written and oral skills). Knowledge of data entry, ability to work with mainframe and computer applications and programs preferred. Must possess valid NYS driver's license with University approval required of "suitable" past driving record.

**10688 F/T 40 HRS 7-3:30 PM PARKING/TRANSPORT-AOP-FAC & AUX** To act as university representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation. Requires HS diploma or equiv; excellent interpersonal and communication (written and oral skills). Knowledge of data entry, ability to work with mainframe and computer applications and programs preferred. Must possess valid NYS driver's license with University approval required of "suitable" past driving record.

**10689 F/T 40 HRS 11:30-7 PM PARKING/TRANSPORT-AOP-FAC & AUX** To act as university representative in disseminating information concerning parking and traffic to the University's community and visitors. Provide services and conduct transactions that insure the effective and efficient implementation of university policies related to parking, traffic and circulation. Requires HS diploma or equiv; excellent interpersonal and communication (written and oral skills). Knowledge of data entry, ability to work with mainframe and computer applications and programs preferred. Must possess valid NYS driver's license with University approval required of "suitable" past driving record.

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