

8-27-2004

## Campus News August 27, 2004

La Salle University

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### Recommended Citation

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**CAMPUS NEWS - August 27, 2004**

La Salle University's Weekly Informational Circular

**To: All Department Heads and Directors**

**Reference: New Training Workshops**

**Dear Colleagues:**

I am pleased to announce commencing September, 2004, Paul Roden, Training Manager will be offering the first in a series of on-going professional development training sessions for the La Salle Community. The first training session will be **"Leadership Skills and Team Development"**. Please refer to the attached agenda for an overview. Mr. Paul Roden, Training Manager, will be leading this seminar. Paul is well credentialed and offers substantial training and development expertise.

The President, Provost and Vice Presidents support this training initiative. Scheduled time off to attend the sessions will be endorsed by your reporting head.

Information and registration materials for the first Training Session are enclosed. If you are interested, please complete the attached registration form. Also please feel free to make additional copies of the registration form to share with your administrative staff. You can also contact Paul directly at extension 3607 or email him at [Roden@lasalle.edu](mailto:Roden@lasalle.edu). Information about all training sessions will also be posted in **Campus News, mylasalle portal, and the Human Resources website.**

I encourage you to participate and become involved in this exciting new training endeavor.

Sincerely,

**Margurete Walsh,  
Director of Human Resources**

**TRAINING REGISTRATION INFORMATION**

Training Session: **Leadership Skills and Team Development**  
Dates Offered: 9/2, 9/3, 9/8, 9/29, 9/30, 10/5, 10/7, 10/13, 10/14, 10/19, 10/20, 10/26, 10/28

Time: 9:00 am – 12 pm

Location: Hayman Center

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Session Date: \_\_\_\_\_

First Preference: \_\_\_\_\_

Second Preference: \_\_\_\_\_

Please return to: **Mr. Paul Roden  
Training Manager  
Human Resources**

You may also contact Paul directly at extension 3607 or email him at [Roden@lasalle.edu](mailto:Roden@lasalle.edu).

Information regarding all Training Seminars will also be posted in Campus News, mylasalle portal and the Human Resources Web site.

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# General News

## Agenda

**Announcing:** Leadership Skills and Team Development

**Facilitated by:** Paul Roden, Training Manager

**Proposed Times:** 9:00 A.M. to 12:00 P.M.

**Proposed Dates:** 9/2, 9/3, 9/8, 9/15, 9/22, 9/28, 9/29, 9/30, 10/5, 10/7, 10/13, 10/14, 10/19, 10/20, 10/26, 10/28

**Location:** TBA

### What will you learn?

- Leadership Models for leading and managing staff
- Creative ideas to improve staff morale
- Assessment of your leadership style
- Group decision making techniques
- Ideas for team development
- Brainstorming and sharing ideas with La Salle colleagues
- Innovative ways of thinking about leadership and management

### How will you learn?

- Interactive experiences
- Self-Assessment
- Video modeling
- Lecture
- Discussion
- Checklist of Tools, Techniques and Resources

### Who do I contact to register and for more information?

**Paul Roden:** ext 3607, E-Mail: [roden@lasalle.edu](mailto:roden@lasalle.edu) or Box 806, Administration Center 104 Fax: 1453

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### Please Join Us!

Thursday, September 2 from 4:30 p.m. – 6 p.m.  
in the Dunleavy Room

A **>Welcome Back** Reception

Stop by and say hello to colleagues old and new

Refreshments provided

Sponsored by the Faculty Development Committee and the Teaching and Learning Center

Questions? Contact **Kathi McNichol** at extension **1824** or [mcnichol@lasalle.edu](mailto:mcnichol@lasalle.edu)

## LIBRARY HOURS

FALL 2004

August 30 - December 18

### REGULAR HOURS

Monday - Thursday	8:00 am - 12:00 am
Friday	8:00 am - 8:00 pm
Saturday	10:00 am - 6:00 pm
Sunday	12:00 pm - 12:00 am

### LABOR DAY HOLIDAY

Friday - Sept. 3	8:00 am - 5:00 pm
Saturday- Sept. 4	10:00 am - 6:00 pm

Sunday & Monday

**Sept. 5 & 6**

**CLOSED**

### MIDSEMESTER EXAMS & HOLIDAYS

Sunday- Oct 17	12:00 pm - 1:00 am
Monday - Thursday Oct 18-21	8:00 am - 1:00 am
Friday-Oct 22	8:00 am - 5:00 pm
Saturday-Oct 23	10:00 am - 6:00 pm
Sunday-Oct 24	12:00 noon - 8:00 pm
Monday Oct 25 (Mid-semester Holiday)	3:00 pm - 10:00 pm

### THANKSGIVING

Wednesday-Nov 24	8:00 am - 5:00 pm
Thursday & Friday Nov 25 & 26	CLOSED
Saturday-Nov 27	10:00 am - 6:00 pm
Sunday-Nov 28	12:00 pm - 12:00 am

### FINAL EXAMS

Sunday-Dec 5	12:00 pm - 1:00 am
Monday - Thursday Dec 6-9	8:00 am - 1:00 am
Friday-Dec 10	8:00 am - 12:00 am
Saturday-Dec 11	10:00 am - 10:00 pm
Sunday-Dec 12	12:00 pm - 1:00 am
Monday - Thursday Dec 13-16	8:00 am - 1:00 am
Friday-Dec 17	8:00 am - 8:00 pm
Saturday-Dec 18	10:00 am - 6:00 pm

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## General News

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**TO: All Faculty and Staff**

**FROM: Margurete Walsh, Director of Human Resources**

**DATE: August 27, 2004**

**SUBJECT: University Drug and Alcohol Policy**

Each year, we are required to publish and disseminate to all employees' the University's Drug and Alcohol policy under the Drug-Free Schools and Community Act. Below is the University's Drug and Alcohol policy.

### **POLICY STATEMENT FOR FACULTY AND STAFF ON ALCOHOL AND DRUG USE, POSSESSION AND DISTRIBUTION**

La Salle University considers the abuse of alcohol or other drugs as a health care problem and treats it as such. The term abuse as used in this policy shall refer to the consumption of alcohol or any illicit substance while at work or at any other time so as to impair an employee's ability to perform the duties and responsibilities of his/her job description. Consumption of any controlled substances prescribed by a licensed physician is subject to the directives of that physician governing its use.

As the University values the contribution of each of its employees and recognizes the risks that alcohol abuse, alcoholism and other forms of chemical dependency pose to the individual employee as well as the University at large, support for the individual employee's assessment/treatment needs is a top priority. Acknowledging that alcoholism and other forms of chemical dependency are recognized health care problems results in a University position that employees so impaired are in need of assistance and/or treatment in order to preclude the progression of their illness and likely deterioration of job performance so as to jeopardize their University employment. To this end, the Coordinator, Alcohol and Other Drug Program for the University is available to serve the information and referral needs of any employee in order to arrange for assessment and/or treatment needs. Contact with the Coordinator, Alcohol and Other Drug Program can be arranged directly by the employee or upon referral/directive of the employee's supervisor. In all cases, the privacy of the employee shall be respected and details of services provided by the Coordinator will be held in the strictest confidence.

La Salle is required by law to inform you of the sanctions which may be imposed on you if you violate federal, state and local laws regarding the unlawful possession, use or distribution of illicit drugs or alcohol. The following are examples of illegal activity and the applicable legal sanction.

#### **A. Alcohol:**

Under Pennsylvania law, a person who is under twenty-one (21) years of age commits a summary offense if he/she attempts to or actually purchases, consume, possess, or transports alcohol. The police department must notify the parents of a minor charged with violating this law. If convicted of this offense, the minor's driver license will be suspended. A second offense will yield a fine up to \$500.

In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor of the third degree, for which the fine will be at least \$1,000 for the first offense, and \$2,500 for subsequent violations.

#### **B. Drugs:**

These are both federal and state laws which proscribe the possession, use and distribution of illegal drugs. The sanctions for offending these laws consists, in many cases, of mandatory imprisonment, coupled with substantial fines. The sanctions for any given offense vary widely, depending on the nature of the offense, the type of drug involved, and the quantity of the drug involved.

For instance, under federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one (1) year, plus a fine of an amount between \$1,000 and \$5,000. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the offender will be imprisoned for not less than five (5) years and not more than twenty (20) years, or fined, or both.

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## General News

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Also under Federal law, anyone who is at least eighteen (18) years old and who distributes drugs to anyone under age twenty-one (21) will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one (1) year.

Pennsylvania has laws prohibiting the use, possession and distribution of drugs which are similarly strict. In addition to imposing fines and/or prison terms for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, when the state arrests someone for violating its laws concerning the use, possession or distribution of drugs, the state will seize, and that person will forfeit, all of his/her property which was used to accomplish the violation of Pennsylvania's anti-drug laws -- including the automobile.

### **ALCOHOL AND DRUG USE AND POSSESSION**

The possession, consumption, or "being under the influence of" intoxicating beverages or drugs during working hours, on University property, or at University sponsored activities is strictly prohibited except for the moderate consumption of alcoholic beverages at official programs conducted by the University if the employee is over twenty-one (21) years of age. An employee reasonably suspected of being under the influence or found to be using alcohol or drugs during working hours, on University property, or at University sponsored events except as stated above may be required to consent to any scientifically approved test for the presence of alcohol or drugs in the body, and if they refuse will be disciplined or discharged for insubordination. An employee found to possess, use or be under the influence of alcohol or drugs will normally be formally warned for a first offense, rather than dismissed. As a part of the formal warning, the University reserves the right to refer the employee to the Coordinator, Alcohol and Other Drug Program for recommendation into any one of the following programs: drug and alcohol awareness, counseling or rehabilitation. If the Coordinator, Alcohol and Other Drug Program refers the employee to any one of these three programs, the employee will not be eligible to re-enter employment until he/she supplies the appropriate certification of completion of the program. A second incident involving drugs or alcohol use or possession will normally result in dismissal.

### **DISTRIBUTION OF ALCOHOL AND DRUGS**

No person less than twenty-one (21) years of age shall attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages during working hours, on University property, or at any University sponsored event. No University employee shall transfer a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor or malt or brewed beverages. Nor shall any individual sell, furnish or give any alcohol, liquor, or malt or brewed beverages to be sold, furnished or given to any person under twenty-one (21) years of age.

No University employee shall attempt to distribute, sell, or furnish illicit drugs to any individual during working hours, on University property, or at any University sponsored event.

Any employee who violates this prohibition of the distribution of alcohol and/or drugs will normally be immediately discharged from employment with the University and may be referred for criminal prosecution.

### **CRIMINAL DRUG CONVICTIONS**

The University is required under federal law (Drug-Free Workplace Act of 1988) to ensure a workplace free from the illegal use, possession, or distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. As a condition of employment, all employees must abide by the terms of this Drug-Free policy and are required to notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Furthermore, the University is required to notify all agencies issuing federal grants to the University within ten (10) days after receiving notice of conviction from the employee or other forms of actual notice of such conviction. The University is then required to take one of the following actions within thirty (30) days of receiving notice of an employee's conviction:

- 1) Formally warn, suspend or terminate the employee; or
- 2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

It is the discretion of the University as to what action will be taken.

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# General News

## Collegian

### La Salle University's Student Run Newspaper

#### 2004-2005 Advertising Rates and Publication Packet

##### **General Information:**

As a potential advertiser, the editors and staff of the *Collegian* appreciate your interest in our newspaper.

The *Collegian* is a weekly publication serving La Salle University, its surrounding community, and various subscribers around the country. We currently reach a community of about 6,000 faculty, staff and students each publication week. The *Collegian* has established itself as *the* source for campus and intercollegiate news, sports, and opinion.

##### **Advertising Policy and Deadlines:**

The editors and advertising staff of the *Collegian* reserve the right to refuse any advertisement at our discretion, for any reason. The *Collegian* is also subject to University guidelines which prohibit certain types of advertisements. You may contact the advertising manager at 215-951-1398 or farhatc1@lasalle.edu with any specific policy questions or to reserve an ad spot.

All ads submitted by advertisers not directly affiliated with the University must prepay said order or make arrangements with the La Salle University purchasing department.

All ad requests must be submitted by Friday at 1:00 p.m. before the ad will appear, and the actual ad must be received either by hand or through e-mail by 4:00 p.m. on the Monday before printing.

##### **Circulation and Publication Information:**

The *Collegian* is a weekly publication which circulates 2,500 copies each printing week. Each issue is an average of 28 pages.

##### **Tentative Publication Schedule 2004-2005\***

September 2, 16, 23, 30

October 7, 14, 21

November 4, 11, 18

December 2

January 27

February 3, 10, 17, 24

# General News

## Collegian Subscriptions

Dear Parent, Alumni, or friend of La Salle University,

The La Salle *Collegian*, the student run newspaper, is excited to return for the 2004-2005 academic year. We are under new leadership and return this year with a talented and motivated staff with hopes to make this year's publication the best quality newspaper La Salle has had in recent memory. A *Collegian* subscription is just one way families can keep up to date with La Salle events and activities.

The *Collegian* offers subscriptions to anyone who would like one – students, family, alumni, faculty, administration. The cost for a one-year (projected 22 issues) of the *Collegian* is \$22.00, which covers postage. Checks can be made payable to the *Collegian* and can be sent to:

La Salle *Collegian*  
1900 W. Olney Avenue, Box 417  
Philadelphia, PA 19141

Please include the following form along with your personal check. Sorry, we cannot accept cash or credit cards.

The *Collegian* thanks you in advance for your support and interest in our publication!

Sincerely,

Denise M. Maher  
*Collegian* Managing Editor  
maherd1@lasalle.edu

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### *Collegian* Subscription Form

Please type or print all information legibly in black or blue ink.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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## General News

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### ***LaSalle 56* TV Message Board**

When *La Salle 56* is not airing programming, the cable station runs a message board system, which includes information about the channel's program schedule, La Salle sports, volunteer organizations, academic programs, and upcoming public events. Messages usually play from 2am to 10am and feature background music.

If your department/organization would like to run a free announcement on *La Salle 56* about a specific event or program, please fill out the following "message board request" form and return it through campus mail - Box 632. Since *La Salle 56* airs throughout Philadelphia, **all announcements for events and programs should be available to the public.** Please **return the form at least two weeks before you would like it to air.**

*La Salle 56* serves La Salle University and its surrounding community with educational and entertaining programs. The cable station also serves as a hands-on teaching facility for students interested in learning about the communication field.

*La Salle 56* reaches over 200,000 homes within the City of Philadelphia and operates under La Salle University's Communication Department.

Please direct any questions to the station manager, Tonya Ellis by calling x1456 or sending email to [lasalle56@lasalle.edu](mailto:lasalle56@lasalle.edu)



# General News

## Please return to *La Salle 56*

Campus Mail: Box 632  
Fax: 215-951-5043  
Email: lasalle56@lasalle.edu  
Phone: 215-951-1456

## Office Use Only

Date Submitted:  
Date Entered:

# LA SALLE 56

### Message Board Request

### CAMPUS SPONSOR INFORMATION

Department/Organization:

Requested by:

Campus Address:

Campus Phone #:

### MESSAGE INFORMATION

Dates to Run:

Message:

### TERMS AND CONDITIONS

Message services are intended for campus events, academic and administrative announcements, and non-profit organizations. Message services are available to members of the La Salle community, including faculty, staff, students, and organizations. All events or services advertised should be **available to the general public, not exclusively La Salle students.**

Messages should be short and to the point. *La Salle 56* reserves the right to edit or shorten a message to fit the technical requirements of the system. *La Salle 56* also reserves the right to refuse any message if the content is deemed inappropriate. Messages should be consistent with the mission of the station and be of interest to a broad, off-campus audience.

Please note that the person requesting the message accepts all responsibility for its accuracy and content. All telephone numbers should be double-checked for accuracy. A phone number must be included so the public may call for more information.

All requests must be made **at least 10 days before the required running date** in order guarantee enough time for the boards to be created and sent to the main system.

Please read the conditions on this form carefully. In requesting message services, you agree to all of its terms and conditions.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Academic News and Events

### Honors Program

Dear Colleagues,

As we welcome the Class of 2008, I would like to share with you some information on the Honors Program class and extend words of appreciation to some people most instrumental in bringing this group to our campus.

Back in September when recruiting began in earnest, I set a goal of enrolling between forty-eight and sixty Honors Program students without sacrificing the standards which have served us so well in the past. These enrollment parameters were dictated by a variety of factors which were based on our available resources. I am most pleased to be able to report an enrollment of fifty-six students in the Honors Program Class of 2008, with several students being rejected for admission. This result was achieved while keeping the median SAT score at 1300. Three of the students held the rank of number one in their graduating class and approximately 60 % of the students ranked in the top ten of their classes (of those students coming from high schools that publish class rank). The twenty-nine men and twenty-seven women graduated from forty-one different high schools. Thirty-one of the new students will be majoring in arts, fourteen in science, eight in business, and three in nursing. Mathematics and math education will be enrolling nine of these students. Forty-five students will be residing on campus.

As always, a debt of gratitude is owed to Bob Voss and his staff in the admission office. Their dedication to bringing the La Sallian message and philosophy to some of the top seniors was quite frequently the first step in what would become a matriculated Honors Program student. The faculty who gave so graciously of their time when asked to meet with these students and discuss the advantages of majoring in their discipline at La Salle sent a decidedly positive message to these students and their families. This type of activity continues to be, for me, the most effective recruiting instrument I have.

As a firm believer in continuing with processes that work, I will most likely be calling upon both groups again this year to assist in bringing to La Salle classes that will generate a message that is as positive as I hope this message is. In the meanwhile, "thanks" for your continued assis-

tance and every best wish for an exceptional academic year.

Sincerely,



John S. Grady  
Director, Honors Program

### Political Communication & Civic Engagement Semester Events

#### Presentation by Kathleen Hall Jamieson, Ph.D.

The centerpiece of the semester will occur on **Thursday, Oct. 7, at 12:45 p.m. in Hayman Hall** with a presentation by Dr. Kathleen Hall Jamieson. The former dean of the Annenberg School at Penn, Jamieson is the country's foremost authority on presidential campaigns and elections and the author of several books on politics. She regularly appears in the national media and is also dynamite as a lecturer.

Dr. Jamieson will lecture on the topic: "The Demise of Fact in Political Debate." The lecture will come shortly after the first presidential debate and just before the second. Very likely her talk will include clips from the first debate as well as examples of political advertising

#### Film Screenings

In addition to the lecture, the Communication Department will sponsor the showing of two films related to the theme. Again, we invite you & your students to attend. They will be shown in the Union Theater.

\* *TBA* -Wednesday September 22 at 4:00 p.m.  
Thursday, September 223 at 9:00 p.m.

*The Contender*- Tuesday, Oct. 19 at 4:00 p.m.  
Thursday, October 21 at 9:00 p.m.

#### \* We are considering *Control Room* and *Bulworth* Panel Discussion with La Salle Alumni involved in Politics

On Thursday, October 28, in the Union Theater, the Communication & Political Science departments will cosponsor a panel discussion featuring La Salle alumni participating in American politics.

## Academic News and Events

The composition of the panel will be announced shortly.

### Presentation by Jane Eisner

We also have arranged to have *Philadelphia Inquirer* columnist **Jane Eisner** make an appearance on campus. She was a Penn fellow last year and is very enthusiastic about getting students committed to civic engagement and politics. We're attempting to arrange for her appearance in the early part of the semester to stimulate student interest and participation.

**Voter Registration Drive** -- Sponsored by SGA -- Encourage your students to register to vote.

### Additional Screenings for Politics & Civic Engagement Semester

**Tuesday, September 14-** *American President* 3:30 and 6:00 p.m. Com Center room 100

**Tuesday, October 5-***Fahrenheit 9-11* - TENTATIVE (BackPac sponsor)

**Tuesday, October 12-***Election* (Sponsor: Division of Student Affairs) 7:00 p.m

**Tuesday, November 30-** *Erin Brokovich* 7:00 p.m

### USA Today Readership Program

Monday, August 16, from **1:00 p.m. - 2:30 p.m.**, the university sponsored, with regional and national representatives of *USA Today*, a session to help all of us consider ways to increase our curricular, co-curricular, and extra-curricular uses of the **USA Today Readership Program**. This program lent itself to many possible uses to support the fall theme of politics & civic engagement.

The program is sponsored by the Division of Student Affairs and makes available, at no cost to our students, copies of *USA Today*, *The New York Times*, *The Philadelphia Inquirer*, and *The Philadelphia Daily News* five days per week throughout the academic year, in four central locations in the student residences and in the La Salle Union.

## Sports and Campus Events



### Upcoming Events

8/27	Women's Soccer vs. Marshall	3:00 pm
8/28	Men's Soccer vs. Penn @ Phila. 7 Day	11:00 am
8/28	Field Hockey vs. Drexel (at Temple)	12:00 pm
8/29	Women's Soccer @. Colgate	3:00 pm
9/2	Field Hockey @ Lafayette	7:00 pm
9/3	Men's Soccer @ V.C.U. Tournament	8:00 pm
9/3	Women's Soccer @ Hofstra	7:00 pm
9/4	Football vs. MARIST	1:00 pm
9/5	Men's Soccer vs. Delaware @ V.C.U.	3:30 pm
9/5	Women's Soccer vs. CHARLESTON	12:00 pm

### La Salle Volleyball Invitational Tournament 9/3-9/4

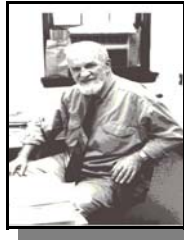
9/3	La Salle vs. Coppin State	2:00 pm
9/3	La Salle vs. Marist	7:00 pm
9/4	La Salle vs. Hartford	10:00 am

## University Ministry and Service

### Jesus, the Salvation "of Other" – Does One Size Really Fit All?

A lecture by David P. Efroymsen PhD, Professor emeritus and former chair of LaSalle's Religion Department

Thursday, September 9, 2004  
12:30 – 1:50 PM  
Wister Lounge



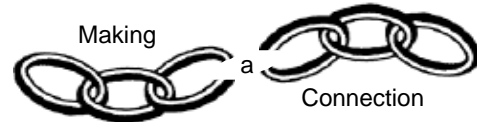
Presentations are free to LaSalle Community. Sponsored by the Catholic Studies Program.

Brother Joseph Dougherty  
213 McShain Hall  
(215) 951-1347  
dougherj@lasalle.edu

### Daily Liturgies begin 8/30

The liturgy will be celebrated Monday through Friday at 1:00 PM in the De La Salle Chapel. Please note the change from last year.

Sunday liturgy is celebrated at 6:30 PM in the De La Salle Chapel. This includes the Sunday of Labor Day Weekend.



Creating Community in the Spirit of St. La Salle

A half-hour of Prayer & Reflection celebrated monthly in the De La Salle Chapel for the entire Lasallian community — Faculty, Administration, Students and Staff

The first gathering academic for this year is scheduled for Thursday, September 9<sup>th</sup>, at 1:00 PM in the De La Salle Chapel – located in the lower level of College Hall.

### I'm back....

The first FABULOUS and FREE Open House Deli-lunch of the new academic year will be hosted by UNIVERSITY MINISTRY & SERVICE on Wednesday, September 8<sup>th</sup>, in the Chapel Lounge (lower level of College Hall).



ALL members of the University Community are cordially invited to attend — it all starts at 11:30 AM.

## Employment

### CAMPUS POSITIONS AVAILABLE

*La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers. La Salle University is an Equal Opportunity/Affirmative Action Employer 215-951-1020*

### Secretary III, School of Business

La Salle University School of Business currently seeks to fill the position of Secretary III. The successful candidate will be responsible for secretarial and administrative functions for the Dean, Director of Marketing/Corporate Relations and Director of the Business Scholars Co-op Program.

Duties include: assisting with maintaining schedules; handling internal and external communications (i.e., e-mail, v-mail, appointments, mailings, database and file management); assisting in SBA special events, projects and marketing efforts; processing all budgetary/billing requests; assisting with SBA phones, walk-ins and student

services; processing faculty and student-related mailings, and any additional assignments as needed.

Qualifications include: excellent knowledge of Microsoft Office, Access and Excel, Word, BANNER; being a team player who can communicate effectively and work directly with variety of people; ability to problem-solve, work autonomously and take initiative, and ability to multi-task in a very busy and active environment.

Interested candidates should submit a cover letter, resume, and two references to:

### Secretary III Search

School of Business  
La Salle University,  
1900 West Olney Avenue  
Philadelphia, PA 19141  
215-951-1886 (fax)  
sba@lasalle.edu

# Information Literacy

## Information Literacy

helps students to think outside this box.



Learn more @

[www.lasalle.edu/library/LibraryInstruction/home.htm](http://www.lasalle.edu/library/LibraryInstruction/home.htm)

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issues of the Campus News  
June 2004—Present**