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From Human Resources...

December 17, 2004

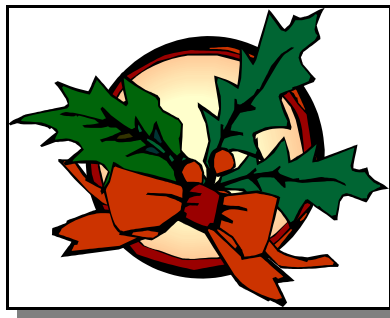
To: The La Salle Community

From: Margurete Walsh, Director of Human Resources

Subject: Early payday

Due to the Christmas holiday, the payroll for week ending December 19, 2004 will be dated and distributed on Wednesday, December 22, 2004.


The Human Resources staff joins me in wishing everyone a safe and happy holiday season.



Academic News & Events

The Minor in Catholic Studies invites faculty and staff to save dates for these co-curricular events for the Spring Term.



Date	Time	Theme	Presenter
Thursday, January 27	12:30 – 1:50 PM	<i>Cambria County Catholicity: The Patrimony of Prince Gallitzin</i>	Fred VanFletteren
Wednesday, February 2	7:00 – 9:30 PM	<i>Screen Catholicism</i>	TJ Curry
Tuesday, February 22	4:35 – 6:00 PM	<i>Cultural and Educational Aspects of LaSallian Work with the Poor in Peru</i>	Paul McAuley, FSC
Wednesday, February 23	<i>Available for classroom sessions All day and evening</i>		
Thursday, February 24	12:30—1:50 PM	<i>Organizing the Poor in the Amazon Basin: An Economic and Ecological Essay</i>	
Tuesday, April 5	12:30 – 1:50 PM	<i>Catholic Teaching on Homosexuality and Its Support Group, Courage</i>	John Spellman, OSFS
Friday, April 22	1:00 – 2:00 PM	<i>Spirituality and Health Care</i>	Geffrey B. Kelly and William Haynes

Brother Joseph Dougherty, FSC
 213 McShain Hall
 x 1347
dougherj@lasalle.edu

Sports and Campus Events



La Salle Classic Women's Basketball Tournament

December 28-30

Tuesday, 12/28	La Salle vs. Georgetown	7:00 pm
Wednesday, 12/29	Georgetown vs. Kent State	7:00 pm
Thursday, 12/30	La Salle vs. Kent State	7:00 pm

Upcoming Events...

12/18	Men's Basketball @ Virginia Commonwealth	7:30 pm
12/19	Women's Basketball vs. Delaware	1:00 pm
12/22	Men's Basketball @ Cincinnati	7:05 pm
12/22	Women's Basketball @ Providence	2:00 pm
12/28	Men's Basketball @ American	7:00 pm

Employment

The Brothers of the Christian Schools

ANNOUNCEMENT OF OPENING

The San Miguel School – Providence, Rhode Island – has an opening for Head of School, beginning July 1, 2005.

The Head of School, nominated by the Long Island – New England District of the Brothers of the Christian Schools to the Board of Directors of San Miguel, is hired by and accountable to that Board.

The Head of School has overall responsibility for the management of the San Miguel School. The Head leads the school in the continued development, implementation, maintenance, and monitoring of an excellent program that supports and promotes the Lasallian educational mission and its values.

The Head is the school's educational and visionary leader, interpreting and implementing the mission and goals of the San Miguel School in a manner that is consistent with Lasallian pedagogy and spirituality and assuring that the mission and goals of the school are incorporated into all parts of the curricular and extracurricular life of the school.

The Head of School should have a genuine affection for the human and Christian education of the young, especially the poor and the marginalized, and have the ability and willingness to relate well to middle school aged students. The Head should be a person whose faith is visible and inspiring in daily life and work.

The ability to create a collaborative, inclusive environment, conducive to sincere and open communication is critical. The Head should have an accessible, open and approachable style. It is important that the Head respect the dignity of every person and model behavior that demonstrates concern for all individuals including low income, marginalized, and culturally diverse families and students. The population of San Miguel Providence is predominantly of Hispanic and African-American origins.

Applicants should send their resume with three references to Bro. Dennis Lee, FSC at: Christian Brothers Center / 635 Ocean Road / Narragansett RI 02882 by January 7, 2005.

The successful candidate will have an advanced degree and some experience in educational administration. The salary will be commensurate with qualifications and experience. A benefits package will be provided.

The San Miguel School is an Equal Opportunity Employer

Employment

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 215-951-1013

Office Manager

La Salle University's Office of Alumni Relations is currently seeking to fill the position of Office Manager.

Position Summary: To provide support to the Assistant Vice President for Alumni Relations, handle the routine secretarial/office functions required for the smooth, efficient operation of the office and assist with Alumni functions as required. Responsibilities include, but are not limited to the following:

- Compose and type letters and reports
- Receive and screen telephone calls and visitors
- Process and distribute mail and track postage costs
- Provide administrative support to Assistant Directors as required
- Organize and coordinate the regularly scheduled Alumni Association Board meetings and Executive Committee meetings
- Prepare agendas, minutes, materials for Board Packets
- Supervise work-study students

This position has a full benefits package, including tuition remission.

Send cover letter, resume, salary requirements and three (3) references to:

Jim Gulick

Assistant Vice President for Alumni Relations

La Salle University, Box 830

1900 W. Olney Avenue

Philadelphia, PA 19141. AA/EOE.