

8-26-2005

## Campus News August 26, 2005

La Salle University

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Tip: For your convenience the table of contents is "hot." Click topic headings below to go directly to that page from page one.

CAMPUS NEWS - August 26, 2005

La Salle University's Weekly Informational Circular

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August 16, 2005

To: The Campus Community

From: Ray Ricci

Re: Fall Enrollment Outlook

### Overall Enrollment

We are one month away from the official enrollment census, but at this point, it appears that total enrollment will increase compared to last year. It is likely that we will see an enrollment of about 6,230 students this fall compared to 6,194 in 2004. If the census number does settle in that range, it will be the largest total enrollment since 1990. I expect undergraduate day enrollment to be down compared to last year, but enrollment in Continuing Studies and Graduate programs will most likely increase.

### Day Programs

For many reasons, this was one of the most successful recruiting years in my memory, but it was one that carried challenges too. The freshman and transfer applicant pools grew to record levels. We received 5,412 applications for admission (freshmen and transfers combined), about 250 better than our previous best year. By all accounts, we should have reached our enrollment targets comfortably.

We presently have 765 freshmen and 135 new transfers students, both below the totals of last year. The freshman class is smaller because of a decline in enrollment yield (the percentage of admits who enroll). The transfer class is smaller because we have capped the Nursing program. If the pattern of previous years pertains, we will likely lose some freshmen and add some transfer students before the official census is taken. However, I do not expect the total number of new students to change much over the coming weeks.

Enrollment yield fell for a combination of reasons. The decline is most evident among local students and began with a sharp decline in campus visits after the negative publicity of last summer. Making the case for the value proposition of choosing La Salle is a complicated one that far exceeds the impact of any one event. However, the relationship between a campus visit and subsequent enrollment is key. For that reason, I am encouraged to see that visits from prospective freshmen for 2006 are well ahead compared to the visit numbers for this point of the last two years.

Regarding the new freshmen, this class is less local and more regional. Half are from out of state (a record) and 88% will live in University housing (also a record). There is a slight improvement in the average SAT score of the class, an increase in the percentage of women (54% of the class) an increase in the percentage of minority students (22% of the class) and a decline in the percentage who are first generation college (31% of the class).

**(continued on page 2)**

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## Enrollment Services

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### Continuing Studies and Graduate Programs

An equally important segment of the University's student body is the adult student who attends primarily on a part-time basis, now at one of seven locations. The outlook for 2005-06 for Continuing Studies (including Nursing) and Graduate Programs looks promising. The summer semester just completed was a very healthy start of the new enrollment year. Graduate credits collectively were 406 above the summer goal and undergraduate was 570 credits above the goal. Numbers in all three key categories – applications, new students, and credit hours – were higher than expected.

The trend appears to be continuing. Applications for undergraduate part-time and graduate programs are ahead versus last year as are headcount enrollment and credit hours. The next few weeks will hold the key for the year. With a strong summer and a solid fall, we will improve our chances of exceeding the enrollment goal for the year.

### A Closing Note

Hundreds of faculty, staff, administrators, alumni and current students participated in our recruitment programs over the course of the year. None of the many successes that I have noted would be possible without the generosity and commitment of the entire community. I am reminded each year that those who visit – those who eventually enroll and those who do not – can see, as I can, the personal expression of care and interest for students on the part of these many people. That, among many other things, distinguishes La Salle. On behalf of all of us in Enrollment Services, I want to take this opportunity to thank you for contributing so significantly to the University's recruitment program and giving life to the La Salle story.

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## General News

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### BOOK and JOURNAL DONATIONS :

If you are cleaning out your office, etc., donations of books, journals, educational journals, software, etc. would be appreciated by our Philippine Lasallian schools. Any level from nursery school to graduate and medical school materials. Please put in box outside your office, label cover with "La Salle, Philippines", phone x1315 and ask Physical plant people to pick them up.

Filipino Bro. Crisanto Moreno, FSC will be here Aug 27 to Sept 8 to pack and ship them. Thanks very much for your past and future generosity.

Bro. Joe (Paul) Scheiter, LSU '57 '58, formerly Institutional Research Dtr. and Computer science faculty. Now, De La Salle U., Manila.



# General News

## Collegian

### La Salle University's Student Run Newspaper 2005-2006 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 [collegia@lasalle.edu](mailto:collegia@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 p.m. before the ad will appear, and the actual ad must be received either by hand or through e-mail by 4 p.m. on the Monday before printing.**

#### Circulation and Publication Information:

The Collegian is a weekly publication which circulates 2,000 copies each printing week. Each issue is an average of 28 pages.

#### Publication Schedule 2005-2006

**August** 31  
**September** 14, 21, 28  
**October** 5, 12, 19  
**November** 2, 9  
**December** 7  
**January** 25  
**February** 1, 8, 15, 22  
**March** 1, 22, 29  
**April** 5, 12, 26

#### Pricing and Special Services:

##### Display Ad Rates:

	Measurements	On-Campus	Off-Campus
Full Page	Vertical: 5 col x 16" (80 column inches)	\$150.00	\$385.00
		On-Campus	Off-Campus
Half Page	Vertical: 4 col x 10" Horizontal: 5 col x 8" (40 column inches)	\$90.00	\$225.00
Quarter Page	Vertical: 2 col x 10" Horizontal: 3 col x 6.7" (20 column inches)	\$70.00	\$135.00

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## General News

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Eighth Page	Vertical: 2 col x 5" Horizontal: 3 col x 3.3" (10 column inches)	\$50.00	\$95.00
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**Classifieds:**

	On-Campus	Off-Campus
First 25 words	\$8.00	\$16.00
Each additional word (over 25)	\$0.50	\$0.50

**National Advertising:**

Ad space for national advertisers (including agency advertisers) is available for \$16.00 per column inch.

**Inserts:**

	On-Campus	Off-Campus
One Issue	\$140.00	\$275.00

Advertisers interested in placing inserts must contact the advertising manager to schedule which weeks an insert will run. Inserts must be shipped directly to the Collegian's printer and follow a different deadline schedule. Call 215-951-1398 or e-mail [collegia@lasalle.edu](mailto:collegia@lasalle.edu) for more details.

**Special Services:**

Ads designed by our graphics/digital arts staff can be ordered for both layout and copy. There will be a design surcharge of \$15 for eighth and quarter page ads and \$20 for half page and full page ads.

**Advertisers requesting special services must have materials prepared 24 hours in advance of the normal ad deadline (Thursday 1 p.m.).**

**Dimensions**

**NOTE: All dimensions are (w x h)**

**FULL PAGE:**

10" x 16" (aspect ratio = portrait)

**HALF PAGE:**

10" x 8" (aspect ratio = landscape)

**QUARTER PAGE:**

5" x 8" (aspect ratio = Portrait)

**EIGHTH PAGE:**

5" x 4" (aspect ratio = landscape)

**FORMATTING:**

All image files (JPEG, PDF, TIFF, etc) **MUST** be submitted at 200 dpi or greater and in the proper sizing/aspect ratio (as in portrait or landscape).

All document files (MS Word, Publisher) must be in proper aspect ratio.

*Any submitted ads that do not meet these requirements will be rejected.*

**Contact Information:**

La Salle University Collegian  
1900 West Olney Avenue  
Campus Box 417  
Philadelphia, PA 19141

Ads and Newsroom: 215-951-1398

E-mail: [collegia@lasalle.edu](mailto:collegia@lasalle.edu)

**Advertising Manager: Colleen Mullarkey, [mullarc1@lasalle.edu](mailto:mullarc1@lasalle.edu)**

**Managing Editor: Amanda Koehler, [koehlara1@lasalle.edu](mailto:koehlara1@lasalle.edu)**

**Editor-in-Chief: Nicole Woods, [woodsn1@lasalle.edu](mailto:woodsn1@lasalle.edu)**

## Academic News

### CATHOLIC STUDIES MINOR CO-CURRICULAR PRESENTATIONS FOR THE FALL SEMESTER:

**Thursday, 15 September, 12:30-1:45**  
PANEL: The Legacy of  
Pope John Paul II

**Tuesday, 11 October, 12:30-1:45**  
Carmelite Spirituality

**Thursday, 27 October, 12:30-1:45**  
Christianity in China:  
State of the Question

**Wednesday, 9 November, 1:00-1:50 PM**  
The Catholic Intellectual Tradition:  
Two Controversial Characteristics

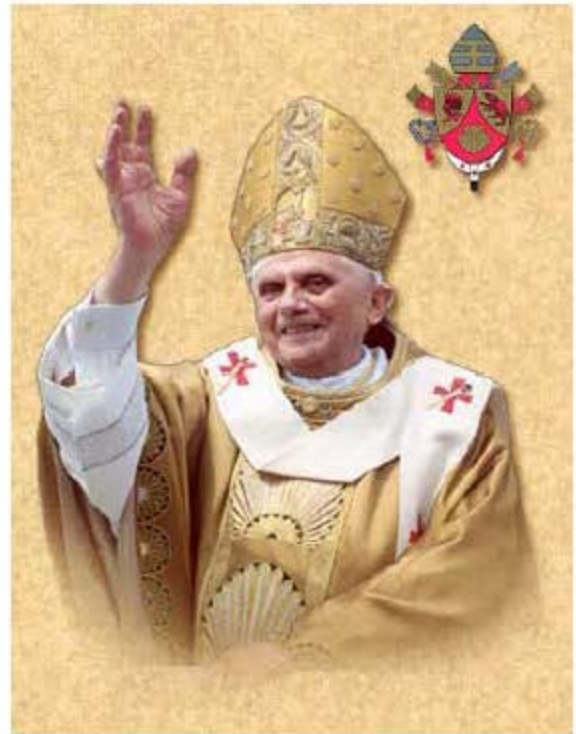
**Thursday, 17 November, 4-5:30 PM**  
Historic Sacred Places in Philadelphia

All presentations are in the Music Room, Floor 2 of the Union Building,  
and are open to the La Salle community

For further information, inquire of Brother Joe Dougherty

[dougherj@lasalle.edu](mailto:dougherj@lasalle.edu)

215 951 1347



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# Academic News

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## FALL 2005—LIBRARY HOURS

August 29 - December 17

### REGULAR HOURS

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

### LABOR DAY HOLIDAY

Friday	Sept. 2	8:00 am - 5:00pm
Saturday	Sept. 3	10:00 am - 6:00pm
Sunday & Monday	Sept. 4 & 5	<b>CLOSED</b>

### MIDSEMESTER EXAMS & HOLIDAYS

Sunday	Oct 16	12:00 n - 1:00 am
Monday - Thursday	Oct 17-20	8:00 am - 1:00 am
Friday	Oct 21	8:00 am - 5:00 pm
Saturday	Oct 22	10:00 am - 6:00 pm
Sunday	Oct 23	12:00 n - 8:00 pm
Monday (Midsemester Holiday)	Oct 24	3:00 pm - 10:00 pm

### THANKSGIVING

Wednesday	Nov 23	8:00 am - 5:00 pm
Thursday & Friday	Nov 24 & 25	<b>CLOSED</b>
Saturday	Nov 26	10:00 am - 6:00 pm
Sunday	Nov 27	12:00 n - 12:00 m

### FINAL EXAMS

Sunday	Dec 4	12:00 n - 1:00 am
Monday - Thursday	Dec 5-8	8:00 am - 1:00 am
Friday	Dec 9	8:00 am - 12:00 m
Saturday	Dec 10	10:00 am - 10:00 pm
Sunday	Dec 11	12:00 n - 1:00 am
Monday - Thursday	Dec 12-15	8:00 am - 1:00 am

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# Academic News

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## The Psychology Department of La Salle University

announces that

**Mary Grace Brownsberger**

will defend her doctoral dissertation

**Community Integration Outcomes  
in Physical Rehabilitation:  
An Exploratory Meta-Analysis**

The La Salle University community is invited  
to attend and listen to the presentation.

**Thursday, September 1, 2005**

**10:00-11:00**

**Temple Episcopal Hospital**

**Medical Arts Building, Room 304**

**100 E. Lehigh Avenue, Philadelphia PA 19125**

### **Deadlines for Submission/Campus News Disclaimer**

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
  - Positions of Employment at La Salle University: **Monday at 2:00 PM**
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**Campus News** is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services or Portal Communications.



# Human Resources

## Agenda

### **Announcing: How to Prevent and Respond to Sexual Harassment**

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

OR

**Time:** 9:00 am to 11:00 pm

**Time:** 10:00 am to 12:00 pm

**Dates:** September 7

**Dates:** September 13

**Location:** Hayman Center, Mezzanine Conference Room    **Location:** Olney 105

OR

**Time:** 1:00 pm to 3:00 pm

**Time:** 2:00 pm to 4:00 pm

**Date:** September 22

**Date:** September 28

**Location:** Olney 225

**Location:** Olney 213

### **What will you learn?**

- What is and what isn't sexual harassment
- How to prevent sexual harassment from occurring
- What is your responsibility if you suspect sexual harassment has occurred
- The process and procedure on how to report sexual harassment in the La Salle University Community

### **How will you learn?**

- Video tape modeling
- Lecture
- Discussion
- Case Studies

### **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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# Human Resources

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## TRAINING REGISTRATION INFORMATION

### Training Session: How to Identify and Prevent Sexual Harassment

Dates Offered: 9/7 Time: 9:00 am to 11:00 am  
Location: Mezzanine Conference Room, Hayman Center

OR

Dates Offered: 9/13, 10:00 am 12:00 pm Olney 105 **or**  
9/22, 1:00 pm – 3:00pm Olney 225 **or**  
9/28, 2:00 pm – 4:00 pm Olney 213

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 website.

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# Human Resources

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TO: All Faculty and Staff

FROM: Margurete Walsh, Director of Human Resources

DATE: August 26, 2005

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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## Human Resources

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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.

## Business Affairs



### LA SALLE UNIVERSITY

ASSISTANT VICE PRESIDENT FOR BUSINESS AFFAIRS & AFFIRMATIVE ACTION OFFICER  
PHILADELPHIA, PA 19141-1199 • (215) 951-1014 • FAX: (215) 951-1799  
E-MAIL ADDRESS: pauline@lasalle.edu

To: All Employees  
From: Rose Lee Pauline, Assistant Vice President for Business Affairs and Affirmative Action Officer  
Date: August 26, 2005

The University is providing this information to you under Section 503 of the Rehabilitation Act of 1973, and the Jobs for Veterans Act.

The University takes affirmative action to employ and advance in employment qualified individuals with a disability or handicap, disabled veterans, recently separated veterans, and qualified veterans who served in a war, expedition, or campaign for which a campaign badge, service medal, or an expeditionary medal has been awarded. A "recently separated veteran" is defined as a veteran who served on active duty in the United States military, ground, naval or air service during the one-year period beginning on the date of his/her discharge or release from active duty. If you consider yourself a member of one of these four groups of individuals, please let us know. Submission of this information is voluntary and will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans/non-veterans, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition may require emergency treatment, and (iii) government officials investigating compliance with the Act shall be informed.

In order to assure proper placement of all employees, we request that you tell us if you have a disability which may affect your performance or create a hazard to yourself or others in connection with the job for which you are applying or performing. Additionally, please inform us of the following: (1) the skills and procedures you use or intend to use to perform a job notwithstanding the disability, (2) the accommodations we could make to enable you to perform your job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations, and (3) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your handicap, so that you will be considered for any positions of that kind. All information should be sent directly to: Ms. Rose Lee Pauline, Assistant Vice President for Business Affairs and Affirmative Action Officer, Box 806, Campus Mail.

Please contact me at extension 1014 if you have any questions.

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## Employment

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*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*

### **Chairperson of the Religion Department**

LA SALLE UNIVERSITY invites applications for the position of Chairperson of the Religion Department at the Associate/Full Professor level. Candidates with distinguished teaching and scholarship records and administrative experience/potential are sought to lead a department of ten faculty serving 2,500 undergraduate and graduate students annually. The successful candidate must be qualified to teach various courses in a reduced schedule that can include Catholic theology, Christology, moral theology, and contemporary Catholicism. The Chair manages the department's administrative activities and exercises leadership by working with faculty to further develop the academic objectives of the department and by promoting teaching excellence, individual research, and scholarly achievement.

Candidates should submit an application letter (non-electronic) that discusses qualifications for departmental leadership in a Lasallian and Catholic university, curriculum vitae, evidence of teaching excellence and scholarly achievement, and contact information for three references:

Geffrey Kelly, Chair  
Religion Department  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA 19141-1199.

Review of applications will begin on/before December 1.

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### **Accounting Assistant I**

The Food Service Department has a full time opening for an Accounting Assistant I. Duties include, but are not limited to: processing meal plan charges, catering invoices and related accounts receivable information. Additional responsibilities include assisting with payroll processing and other office activities. The successful candidate should possess good organizational skills and be familiar with Microsoft programs.

Please send resume with cover letter and salary requirements to:

**Stephen C. Greb**  
Director of Food Service  
1900 W. Olney Ave  
Philadelphia, PA 19141  
215-951-1388  
greb@lasalle.edu



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## Employment

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### Secretary I

The Food Service Department has a full time opening for a Secretary I. Duties include, but are not limited to: handling a large volume of incoming calls, greeting guests and directing their inquiry to the appropriate staff member. Additional responsibilities include typing, filing and duplicating. The successful candidate should be familiar with Microsoft programs and have the ability to work in a team environment.

Candidates can send a resume, cover letter and salary requirements to:

**Stephen C. Greb**  
Director of Food Service  
La Salle University  
1900 W. Olney Ave  
Philadelphia, PA 19141  
215-951-1388  
greb@lasalle.edu

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### Union Services Director

The Union Services Director will develop, implement, maintain, and enhance systems, procedures, and records related to the management of the La Salle Union, residential lounges, the St. Neumann Gazebo, the Main Quadrangle, and other facilities under the Division of Student Affairs. The Union Services Director will also manage the inventory, security, distribution, collection, and maintenance of furnishings, audio-visual equipment, and other resources used in the La Salle Union, residential lounges, the St. Neumann Gazebo, the Main Quadrangle, and other facilities under the Division of Student Affairs. In addition, this position will serve as key divisional liaison with the University's Calendar Committee. Assume general divisional and University duties, including service as a member of teams and/or committees. Schedule will include evening and weekend hours at various peak activity periods (semester openings and closings, special programs, etc.).

A bachelor's degree in a related discipline and two or more years of related experience or equivalent combination of education and experience are required.

To apply, submit a letter of application, resume, and the names of and contact information for three references to:

**Jeffrey Hershberger**  
Director of Administrative Services  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA, 19141-1199.

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## Employment

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### **LIBRARY/IT TECHNICIAN**

The **Library** and **IT Department** currently have a shared ***part-time*** position available for a **Graduate Student**.

This shared position provides daily hardware & software maintenance support and troubleshooting attention for the library with IT duties assigned as needed when library duties are completed.

*Technical Requirements:* Knowledge of current information technology hardware & software as appropriate to a university library; basic word-processing skills; and good interpersonal communication skills.

*Physical Requirements:* Must be able to bend, stoop and reach easily to retrieve materials related to computer maintenance and installation of hardware. Some lifting of computer-related packaging may be required.

Days and hours are flexible. Interested candidates should submit a letter of application, resume, and **three** business references to:

**John McAskill**  
Systems Librarian  
Connelly Library  
La Salle University  
1900 W. Olney Ave.  
Philadelphia, PA 19141  
mcaskill@lasalle.edu

The deadline for submitting applications is Friday, September 09, 2005.