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Campus News July 22, 2005

La Salle University

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University-Wide New Faculty Orientation

- Who:** ALL new faculty (full and part-time), administrators, and directors
- What:** Orientation to La Salle University's resources
- When:** Tuesday, August 23rd, 8:15 a.m. to 1:00 p.m. (light breakfast & lunch provided)
- Where:** Union Music Room (2nd floor Union across from the Ballroom)
- RSVP:** By August 15th to Elaine Zelle, Coordinator of Faculty Development, zelle@lasalle.edu

The Orientation will introduce new faculty to:

- The Affirmation
- First-Year Advising
- Information Technology
- Multi Media Services
- mylasalle
- Sheekey Writing Center
- Student Health Services
- Teaching & Learning Center
- Tutoring Services
- WebCT



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

Assistant Director of Sports Information

La Salle University's Athletic Department invites applications for the position of Assistant Director of Sports Information. This position will be the main contact for select sports (including but not limited to Women's Basketball, a fall and spring sport). The successful candidate must have a bachelor's degree in Communications, Sports Management, Journalism or related major. Prior experience in a collegiate sports information office is necessary. Successful candidate must have knowledge of **Quark Xpress**, **Adobe Photoshop** and a prominent web-management software brand (preferably **DreamWeaver**). Proficiency in **StatCrew/Automated Scorebook** programs (to include inputting) preferred but not required. Candidate must also possess exceptional writing skills.

Send letter of interest, resume and two writing samples to:

Kale Beers

Director of Athletic Communications
La Salle University
1900 West Olney Ave.
Philadelphia, Pa. 19141

Fax 215-951-1694

Programming Associate/Coordinator

The Programming Associate/Coordinator will lead and support students and associates in the further development and implementation of Late Night La Salle, a late night, weekend schedule of University programs, events, activities, and services. Assist students and associates with needs assessment, program planning and evaluation, budget management, talent procurement, and related tasks. Assume general divisional and University duties, possibly including service as a judicial officer and as a member of teams and/or committees. Flexible schedule will include late night and early morning hours on most weekends and at peak programming periods (Opening Weekend, Commencement Week, etc.)

A bachelor's degree is required and primary consideration will be given to candidates with a master's degree in student affairs administration or a related discipline. Three or more years of related experience or equivalent of education and experience are required. The appointment will be made at a level that is commensurate with the education and experience of the successful candidate.

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

Christopher Kazmierczak

Associate Director of University Life
Division of Student Affairs
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141-1199.

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Digital Arts and Multimedia Design Program Director

La Salle University's Department of Mathematics and Computer Science invites applications for the position of Director of the program in Digital Arts and Multimedia Design. The department seeks a dynamic person to lead an interdisciplinary program with seven contributing faculty from Computer Science, Fine Arts and English, and more than 80 majors who choose from tracks in multimedia and creative design, professional electronic publishing, and technical development. The position entails teaching, student advising, curriculum development, university service and liaison with relevant industry professionals.

Candidates should possess the appropriate terminal degree in their field (M.F.A or Ph.D.) or a master's degree and related industry experience. Contract options are open depending on the candidate's qualifications. Candidates must have a strong background in the principles of interactive multimedia design. Candidates should be proficient with major multimedia applications, including, ideally, web design and server application development, print production, digital imaging and digital music. Candidates should have a background in planning and organizing complex interactive projects, a working knowledge of new media technology, and the desire to work in a collaborative educational environment.

Applicants should submit an application letter, curriculum vitae, three letters of recommendation, a sample of work in a digital media area, and evidence of leadership potential or expertise to:

Dr. John Beatty

Interim Director
Digital Arts and Multimedia Design
La Salle University
1900 West Olney Avenue
Box 840, Philadelphia, PA
19141-1199
(beatty@lasalle.edu)

Review of applications will begin December 1, and will continue until the position is filled.

Information Management Associate

The Information Management associate will develop, implement, maintain, and enhance systems, procedures, and records related to the management and presentation of information describing, related to, and supporting the work of the Division of Student Affairs. Manage, maintain, update, and enhance the divisional website and all related pages, as well as divisional portions of and participation in the myla-salle web portal, in support of and in association with all divisional units and our student organizations. Serve as key divisional liaison with the University's Portal Steering Committee. Design and produce divisional publications, in support of and in association with all divisional units. Assume general divisional and University duties, including service as a member of teams and/or committees. Schedule will include evening and weekend hours at peak activity periods (semester openings and closings, room reservation periods, 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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Director of Communications

Reports to the Executive Director

General Description: The Director of Communications is responsible primarily for all communication, electronic, print and other means for Christian Brothers Conference. The Director is the primary communicator with the news media, Districts, ministries and networked organizations on behalf of the Conference. The Director of Communications is also the in-office technology coordinator and communicates with outside technology services. The Director is a member of the Conference Leadership Team.

Job Summary

Specifically, the Director of Communications is responsible for:

- Developing and maintaining the Conference Website and assist with other Lasallian web projects including daily changes and updates.
- Editing and coordinating *De La Salle Today*.
- Editing and coordinating the e-delivery Monthly Lasallian Reflections.
- Designing Event Brochures and Programs.
- Communicating with Districts and Lasallian Ministries.
- Frequently attending Regional events and develops appropriate communication about them.
- Checking key web sites on a daily and regular basis for information and news.
- Writing and distributing press releases for regional events, appointments and news.
- Establishing a single identity image of the Conference.
- Designing all official stationary.
- Designing Publication Brochures and advertising for Lasallian Brochures
- Publishing Regional Directory and Calendar.
- Assisting Conference staff with minor technology problems.
- Advise the Conference team on developments in technology.

Given these responsibilities, the Director for Communication should have these skills:

- A clear understanding of the Lasallian Educational Mission and an ability to communicate that vision to various constituencies.
- Good writing and editing skills and a good knowledge of the internet.
- Familiarity with graphic design.
- Initiative and creativity as well as an ability to work with others in the Lasallian Family.
- Willingness to travel occasionally to Lasallian events.

The Director of Communication is expected to work in the Conference Office near Washington, DC and live in the Washington area. Competitive salary and benefits are offered.

Please submit a resume to **Brother Thomas Johnson** at tjohnson@cbconf.org or at:

Christian Brothers Conference
4351 Garden City Drive
Suite 200, Landover, MD 20785

The Campus News

Procedures for Submitting Items for Inclusion in the Campus News

All information must be submitted electronically as text by selecting a web form located in the **Campus News channel** in the mylasalle portal (located in the **Staff Services Tab**).

- Accompanying graphics may be submitted separately in the following manner:
 - via e-mail to the **campusnews@lasalle.edu**. The article title must be included in the subject line of the e-mail.
 - via floppy disk or CD
 - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

If you have any questions or need assistance...

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the Campus News.

If you need assistance with submissions, please contact Jim Sell at 215-991-3615 or jsell@lasalle.edu

Sam Pino at pino@lasalle.edu (X1039)
Mail and Duplicating

Jim Sell at jsell@lasalle.edu (X3615)
Portal Communications

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.