

8-4-2006

## Campus News August 4, 2006

La Salle University

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### Recommended Citation

La Salle University, "Campus News August 4, 2006" (2006). *Campus News*. 222.  
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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*

### Position Available

The Mathematics and Computer Science Department of La Salle University has an opening for a full-time Technician. The duties of this position are the day-to-day administration of technology in department labs and offices including

- monitoring technology usage, identifying potential problem areas and resolving these difficulties,
- maintaining all devices including user software configurations,
- assisting students and staff in using the available information technology facilities,
- providing end user software support and assistance relative to a variety of software packages, and
- maintaining local area networks, including backup and recovery as required.

This is a full-time twelve-month appointment with full benefits. Applicants should submit a letter of application, resume, and the names of three references no later than Friday, August 11, 2006 to [elliott@lasalle.edu](mailto:elliott@lasalle.edu).

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**LA SALLE UNIVERSITY**  
**Food Services**

**Position Opening:**

**Accounting Assistant II**

**La Salle University, Department of Food Service, currently has an opening for a Full Time 12 month Cashier (B-1 Clerical Scale).**

Responsibilities include preparing and processing daily deposits to be made at the Bursar's Office. Coordinating change orders (coins and bills) for the various dining units. Faxing supply orders to vendors. Collating and processing invoices as well as the input of cash sales. This position will also handle routine departmental phone calls.

**Previous experience in a similar administrative capacity preferred. Knowledge of Word, Excel and Banner software is desirable. Candidate should be an energetic, detail-oriented person and possess excellent organizational and communication skills.**

*To view La Salle University's mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*

Interested candidates should submit resume and references to:

Stephen Greb  
Director of Food Service  
1900 West Olney Avenue  
Philadelphia, PA 19141-1199  
[greb@lasalle.edu](mailto:greb@lasalle.edu)

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# The Campus News

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## 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 1/4 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](mailto:jsell@lasalle.edu)

**Sam Pino** at [pino@lasalle.edu](mailto:pino@lasalle.edu) (X1039)  
Mail and Duplicating

**James Jordan** at [jordan01@lasalle.edu](mailto:jordan01@lasalle.edu) (X3668)  
Multimedia Services

### Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
- **NEW!** Positions of Employment at La Salle University: **Monday at 2:00 PM**