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Campus News June 16, 2006

La Salle University

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Division of Student Affairs

*** * SAFETY ADVISORY * ***

June 14, 2006

Security and Safety received a report from a La Salle University staff member that at approximately 12:30 p.m. on Wednesday, June 14, 2006, a La Salle University employee was approached by a man while waiting at the lunch truck on Olney Ave. The man snatched the woman's red leather wallet and then fled on foot, Northbound on 20th St., along with 2 other individuals. The employee was not injured.

The assailant was described as an African-American** male, approximately 16-18 years old, wearing a white tank top, blue jeans with a white logo on the right rear pocket, plaid underwear, and white tennis shoes. The two other individuals who fled along with the assailant were described as African-American** men wearing jeans and white shirts.

Security and Safety and Philadelphia Police are investigating. The wallet was recovered with \$45 in cash missing at approximately 2p.m. on June 14, 2006. As of this time, the suspects have not been apprehended.

We will continue to provide you with additional information as it develops. If you have or learn information about these or similar incidents, please contact Security and Safety (215-951-1300).

**** We include this information only as an aid in our attempts to identify and apprehend suspects. We do not include such information about alleged victims, in order to protect their privacy.**

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*

POSITION ANNOUNCEMENT

Secretary II for Student Financial Services

The La Salle University Office of Student Financial Services (SFS) has an opening for a Secretary II. The SFS Office combines financial aid and billing services into one office to provide effective financial counseling for our students.

This position will be responsible for answering financial aid and billing questions when students and their families call the office or visit in person. This position will assist in the administration of federal, state and institutional financial aid programs as well as provide support for billing operations and the deferred note program.

A professional demeanor, computer literacy, and a comiment to providing outstanding customer service are all required. Banner or student accounts receivable experience a plus.

Applicants should e-mail resume to Director of Student Financial Services at wisniews@lasalle.edu. Please do not include attachments but place resume in body of e-mail.

Coordinator of the Alcohol and other Drug Program Announcement

The La Salle University Counseling Center within the Health Services Unit of the Division of Student Affairs is seeking a full time Coordinator for the Alcohol and Other Drug Program responsible for the design, implementation and coordination of a comprehensive substance mis-use prevention program. Duties will include but are not limited to relevant prevention, intervention and educational outreach efforts, policy development, program planning, individual and group counseling related to substance involvement, crisis intervention, collaboration with faculty, staff, and administration on AOD issues, maintenance of clinical records and appropriate documentation, collaboration with the Community Development undergraduate and professional staff, engagement of students in peer education, supervision of the AOD counselor educator, participation on University or division committees or teams, and attendance at Division of Student Affairs staff development activities. Master's degree in Counseling, Health Education or other related field required. Experience working in Higher Education desired.

To apply, please submit a cover letter, resume and names and contact information for three references to:

**Lane B. Neubauer Ph.D.
Director of Health Services
La Salle University
1900 W. Olney Avenue #819
Philadelphia, PA 19141-1199**

Review of applications will commence immediately and will continue until an appointment is made.

Employment

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POSITION ANNOUNCEMENT

ASSISTANT DEAN, SCHOOL OF ARTS AND SCIENCES

La Salle University welcomes applications for Assistant Dean of Arts and Sciences. Duties include student advisement, administrative activities, and office and information management. Strong character/ethics, excellent communication/interpersonal skills, and commitment to mission required.

This is a full-time position that includes an excellent benefits package. Master's degree; 3 years in higher education, including academic advisement, administration, and/or teaching; familiarity w/curricular issues; and proficiency w/computing packages expected.

Review of applications will begin immediately and continue until the position is filled.

Submit application letter, resume, and reference list: Assistant Dean Search, Arts and Sciences, La Salle University, 1900 Olney Ave., Phil., PA 19141.

Nursing Learning Resource Center Coordinator

The Nursing Programs of the School of Nursing and Health Sciences are currently seeking to fill the following full-time position:

- Nursing Learning Resource Center Coordinator

Applicants should submit a detailed resume, salary requirements, and two employment references to:

Dr. Diane M. Wieland,
La Salle University
School of Nursing and Health Sciences
Box 808
1900 West Olney Avenue,
Philadelphia, PA 19141.
Phone 215-951-1430 and FAX 215-951-1896.

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 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.

We very much appreciate your patience and your cooperation with these new procedures.

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

- 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**