

6-23-2006

## Campus News June 23, 2006

La Salle University

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DIVISION OF STUDENT AFFAIRS

To: Campus Community

From: Sean P. Killion  
Associate Director

Re: **Procedures for Early Arrival Requests for Fall 2006**

The *Procedures for Early Arrival Requests* have been developed to organize requests submitted by students, faculty, and staff, and to identify students with a need to be on campus prior to August 26, 2006. *Permission for early arrival will be at the discretion of the Division of Student Affairs.*

**WHO**

Students who have a need to be on campus prior to Opening Day may include those participating in athletic training, involved in certain registered student organization activities, arriving early due to international flights, involved in Day ONE, or working for a University office. Please note the following:

- Community Development Staff, Team Leaders, and resident Intercollegiate Athletes will be submitted by their respective administrative offices to Administrative Services and are not required to submit individual requests.
- Registered Student Organizations must have a representative of their group contact Pete Lafferty at (215) 951-1699 or [lafferty@lasalle.edu](mailto:lafferty@lasalle.edu) for approval **prior** to submitting on-line Early Arrival Request Form.
- Faculty and Administrators may submit a request for a student to return to housing early through the request form. See details below.

**WHERE**

The *Early Arrival Request Form* may be found on the Student Affairs Channel in mylasalle.

**WHEN**

*Early Arrival Request Forms* are due prior to July 14, 2006. Requests received after this deadline will not be approved. Pre-established dates for early arrivals include Saturday, **August 12**, 2006, Saturday, **August 19**, 2006, and Tuesday, **August 22**, 2006. Individuals and groups approved for early arrival will be required to move-in on the one of these pre-established dates that is determined to be appropriate for their approved needs.

**HOW**

Students as individuals may submit an Early Arrival Request Form, **OR** faculty and/or staff may submit the form on their students' behalf.

**Individual Submission**

Resident students with a need to arrive early will be required to complete the *Early Arrival Request Form*. This form may be found on the Student Affairs channel through mylasalle and **must be submitted no later than August 1, 2006**. Requests received after this deadline will not be approved.

**Faculty/Staff Submission**

1. Complete the *Early Arrival Request Form* on behalf of your student(s) or student group(s). This form may be used to submit one name or multiple names comprising a group, **OR**
2. Submit a list prepared in Microsoft Excel with 1) the name(s) **and** I.D. number(s) of the student(s) and 2) the early arrival date being requested. Email this list to Karen Kostelny, the Housing Services Associate, at [kostelny@lasalle.edu](mailto:kostelny@lasalle.edu) prior to the deadline date of July 14, 2006.

*The Unit staff member within Student Affairs who normally works with International and the last group of Day ONE students should submit their Early Arrival Requests by the deadline date of July 14, 2006. Please use the Student Organizations classification for these groups.*

All requests for Early Arrivals for Fall 2006 will be due no later than July 14, 2006. Students who wish to be considered for early arrivals after the deadline date will be subject to a late fee of \$50.00 that will be assessed to the student or department account.

Thanks in advance for you cooperation!

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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*

### **Part-time Faculty Needed in Criminal Justice Program**

The La Salle University Criminal Justice Program seeks part-time faculty for day and evening classes in the criminal justice curriculum. Courses are available for Fall 06 and beyond in topics such as criminal courts, corrections, policing, criminology, and introductory criminal justice. Applicants should have a Master's or Doctorate in Criminal Justice or Criminology. Relevant experience in the field is recommended.

Interested applicants should e-mail a curriculum vita to [zetick@lasalle.edu](mailto:zetick@lasalle.edu), names and contact information for three references, and a cover letter indicating courses the applicant is interested in teaching, availability of the applicant for the fall semester of 2006, or spring semester, 2007, and times of day the applicant is available.

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### **Administrative Assistant II -- School of Business**

La Salle University's School of Business has a full-time opening for an Administrative Assistant II.

Essential Duties and Responsibilities:

- Receptionist functions, including assisting walk-ins, scheduling appointments and answering phones
- Provide ongoing secretarial and administrative support to Assistant and Associate Deans
- Manage and coordinate SBA office workflow and schedules
- Schedule work-study and budget students: hire, schedule and train
- Manage office inventory, order office supplies and oversee maintenance of office equipment
- Assist with general office duties and SBA special events
- Process mail

Skills:

- Proficient in Word, Excel and E-Mail
- Knowledge of Lotus Notes, BANNER, Access, PowerPoint are a "plus"
- Ability to multi-task, take initiative, problem-solve, and work in a team environment
- Ability to communicate effectively and work directly with a variety of people
- Attention to detail
- Student service experience is a "plus"

Send cover letter and resume to:

**Susan Mudrick**, Assistant Dean  
La Salle University  
School of Business  
Philadelphia, PA 19141

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### **Accounts Payable & Purchasing Clerk**

The Accounts Payable & Purchasing Department has a full-time position opening for an Accounts Payable & Purchasing Clerk. The position requires a minimum of 3 years of clerical experience in Accounts Payable & Purchasing, excellent communication skills, and MS Word/Excel experience. Full benefit package includes tuition remission.

#### **Assistant Director**

Accounts Payable & Purchasing  
La Salle University  
1900 West Olney Avenue  
Philadelphia PA 19141

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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

**Jim Sell** at [jsell@lasalle.edu](mailto: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**