

6-25-2009

Campus News June 25, 2009

La Salle University

Follow this and additional works at: http://digitalcommons.lasalle.edu/campus_news

Recommended Citation

La Salle University, "Campus News June 25, 2009" (2009). *Campus News*. 247.
http://digitalcommons.lasalle.edu/campus_news/247

This Book is brought to you for free and open access by the University Publications at La Salle University Digital Commons. It has been accepted for inclusion in Campus News by an authorized administrator of La Salle University Digital Commons. For more information, please contact careyc@lasalle.edu.



"Recent Gifts and Acquisitions" on exhibit in the Art Museum through August 21

2009-2010 Faculty Senate Members

The 2009-2019 members of the Faculty Senate are as follows:

Barbara Allen (2012)
Mary Ellen Balchunis (2012)
Tom Blum (2012)
Michael Dillon (2012)
Bill Price (2012)
Deb Yost (2012)

Preston Feden (2011)
Peggy McCoey (2011)
Maggie McGuinness (2011)
Marc Moreau (2011)
Lynne Texter (2011)
Joe Volpe (2011)

Marjie Allen (2010)
Dave Cichowicz (2010)
Marianne Dainton (2010)
Janine Mariscotti (2010)
Frank Mosca (2010)
Bonni Zetick (2010)

Featured Photos

Participants from member institutions of the International Association of Lasallian Universities (IALU) at Encuentro IX being held June 22-27 on campus



General News

To: La Salle Community
From: Gregory O' Shea, Associate Director, Human Resources
Date: June 25, 2009
Subject: **Holiday Week**

The week of June 29 is a holiday week. For those employees scheduled to work, "normal business hours" (8:30 – 4:30), Monday through Thursday would apply. Have a Happy July 4.

Summer Tutoring

This summer the **Writing Center** will be open Mondays through Thursdays 12:00 -6 p.m. and in the mornings by appointment. While drop-in service is possible, because of limited summer staffing we recommend that students arrange all appointments through TutorTrac.

General subject tutoring will also be available in the following courses:

BUS 101, 202, 205
CSC 151
CHM 112
CHM 202
ITL 101, 102
PSY 155, 310, 311
SPN 101, 102
REL 150

Students can schedule appointments with General Subject Tutors through TutorTrac, located as an icon at the top of the page in La Salle's portal.

For more information in general about Learning and Academic Support Services, please go to <http://www.lasalle.edu/portal/learningsupport/>

AMERICA'S BEST
CONTACTS & EYEGLASSES.

The Shoppes at LaSalle

5301 Chew Ave (next to Rite-Aid)

La Salle employees are eligible to receive a free eye exam on any Friday in the months of July and August.*

Ask an associate how you can save 10% on frames with this flyer.*

Discount applies at La Salle location only.

*These offers are not connected with Davis Vision, La Salle's vision care provider. For Davis Vision network information, call 1-888-393-2583.

Employment**Accounts Receivable Clerk**

The La Salle University Department of Finance within the Division of Business Affairs seeks an Accounts Receivable Clerk for a full time, 12-month position. The Accounts Receivable Clerk performs the duties and responsibilities necessary to maintain the daily operations and functions of the Student and Accounts Receivable function under the supervision of the Manager of Student and Accounts Receivable. This position's responsibilities include, but are not limited to the following:

- Assisting in the assessment and billing of all students
- Answering receivable questions and billing questions from students and parents, by phone or in person.
- Greeting students and families who require assistance.
- Assisting the Manager in the management of delinquent accounts, calling and sending follow-up invoices as needed.
- Referring students and parents to Student Financial Aid office as needed.
- All other duties as assigned by the Manager of Student and Accounts Receivable.

The Accounts Receivable Clerk reports directly to the Manager of Accounts Receivable. To apply, please submit a cover letter, résumé, and names and contact information for three references to the following:

Marg Wright

Student and Accounts Receivable
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141-1199
wright@lasalle.edu

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

AA/EOE

La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at www.lasalle.edu.

Accounts Payable Clerk

The La Salle University Department of Finance within the Division of Business Affairs seeks an Accounts Payable Clerk for a full time, 12 month position. The Accounts Payable Clerk performs the duties and responsibilities necessary to maintain the daily operations and functions of the Accounts Payable function under the supervision of the Manager of Accounts Payable. This position's responsibilities include, but are not limited to the following:

- Processing of all invoices submitted for payment.
- Processing all refunds for Accounts Receivable.
- Printing and processing of AP checks for weekly check run. Processing manual checks for all LSU accounts.
- Monthly distribution of GL Budgets and telephone expense reports.
- Maintenance of all AP alpha-order files.
- Accounting for past due balances for vendors, receiving monthly statements.
- Processing and distributing incoming mail within the Department.
- Receiving telephone calls and in-person visitors.
- All other duties as assigned (may include vouchering, stuffing, statements, letters to vendors) as directed by the Manager of Accounts Payable.
- Assisting with Fall, Spring, and Summer semester registration.

The Accounts Payable Clerk reports directly to the Manager of Accounts Payable. To apply, please submit a cover letter, résumé and names and contact information for three references to the following:

Kathy Burns
Finance Department
La Salle University
1900 W. Olney Ave.
Philadelphia, PA 19141-1199
burns75@lasalle.edu

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

AA/EOE

La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at www.lasalle.edu.

Procedures for Submitting Items for Inclusion in the Campus News

All information for the General, Academic, Minutes, or Athletic sections— with or without graphics and photos—must be submitted electronically either:

- via the “Submit an item” form in the Media and Publications channel on the News and Media tab of the portal,
- via e-mail to the campusnews@lasalle.edu. (The article title must be included in the subject line of the e-mail), or
- via CD sent to Campus News, Box 187.

Submissions can be sent with graphics and photos laid out with the text or sent with the text and graphics separately. Please submit flyers and circulars as attachments in Microsoft ®Word or as PDF files. Please submit photos as JPEG files.

Letterhead or logos with submissions must conform to the approved standards explained and illustrated in the *Brand Book* published and distributed by University Communications.

All photos and graphics (clip art, logos other than La Salle’s) must have their owners’ permission to be reproduced. If you submit them with your information, you are responsible for gaining this permission.

All employment listings must be submitted first to Human Resources for approval (for more information, contact Gregory O’Shea at 215.951.1354).

Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4 p.m.**
- New Positions of Employment at La Salle University: **Monday at 2 p.m.**