

6-17-2010

## Campus News June 17, 2010

La Salle University

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# Campus News

La Salle University's Weekly Information Circular

June 17, 2010



**Day One Begins**

## General News

To: Faculty & Staff  
From: Michael O'Donnell, Student Financial Services  
Date: June 17, 2010  
Re: **2010-2011 Work Study & Budget Jobs**

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If you wish to have Work Study and/or Budget Jobs posted for the 2010-2011 academic year, please send an email to [odonnellm1@lasalle.edu](mailto:odonnellm1@lasalle.edu) with the following information (by Wednesday, June 30) in regards to the job posting:

1. Whether the job is Work Study, Budget or both
2. Department
3. Supervisor
4. Location
5. Contact Time
6. Number of Students Needed
7. Hours per week
8. Short Job Description

If you have any questions, please feel free to contact me.

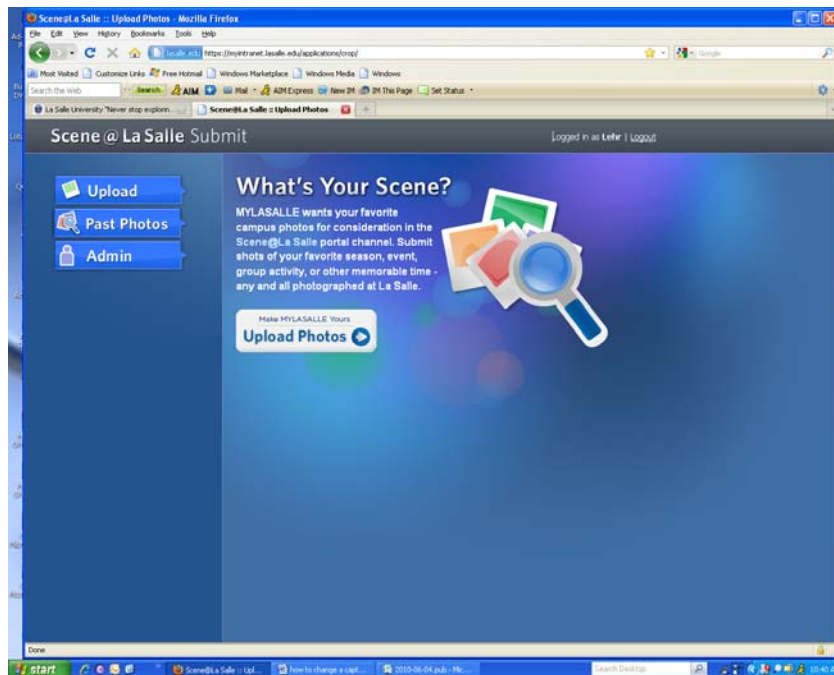
Thank you for your help in this matter.

# Featured Photos

*Day One sessions throughout the campus*



***Coming soon. . . A new Scene@La Salle whereby you can submit your own photos.***



## **REMINDER:**

***Building Blocks 10-week Summer Camp starts next week—June 21***

*Recreation and Academics*

**Children ages 5 to 7**  
(family discounts available)

For information, contact Gira Mehta, Director  
215.951.1572/1573

## Summer Hours

*A reminder from HR—*

For the summer of 2010, summer hours start with the week beginning Monday, June 7 and continuing through the week beginning Monday, August 9 – with the exception of the week beginning Monday, July 5, because that day is already scheduled as a University holiday for Independence Day. The hours for Friday, July 9, will be 8:30 a.m. to 3:30 p.m.

Do you have documents or forms that need to be added to (or deleted from) the library in the **Document and Forms** channel on the **RESOURCES & SERVICES** tab?



The screenshot shows a window titled "Documents and Forms" with standard window controls. Below the title bar, there is a section for searching documents. It includes the heading "Search for a Document", a prompt to "Enter a document name or keyword and click QuickSearch", a text input field, and a "QuickSearch" button. Below this is a section titled "The five most popular documents:" followed by a list of document titles: "2010-2011 Tuition Fees", "Credit Card Request and Agreement", "University's Central Office Supplies Inventory", "La Salle University Email Policy", and "Keystone HMO20 Benefits Summary".

If so, please send them to the Web and Portal Editor ([lehr@lasalle.edu](mailto:lehr@lasalle.edu)).  
If you have questions, please call 215.951.5112.

## General News

To: La Salle Community  
From: John M. Gallagher  
Date: June 17, 2010  
Re: **West Campus Parking Lot K**

Parking Lot K on West Campus, South of St. Benilde Tower, is scheduled to be repaved. The work will occur on Wednesday, June 23, and is scheduled to be completed by Sunday, June 27, 2010. In order to accomplish this work, K-Lot will be closed during the time period indicated. It is expected that the Lot K will be available for parking on Monday June 28.

During this closure, faculty, staff and students may make use of the J-Lot facility. Access into J-Lot can be accomplished by using your La Salle University ID card at the gate arm reader. There is also additional convenient parking available in H-Lot in the parking area that is located near the base of the Wister Street pedestrian bridge.

Over the next month, additional repaving is planned for other areas on West Campus. When those areas and the dates of repaving are certain, the Security and Safety Department will notify the University Community.

## **Assistant Director of Compensation and Senior Associate Director of HR Operations**

**Human Resources** is currently seeking applicants for the following two positions:

**Assistant Director of Compensation** – This position will assist in all areas of compensation including but not limited to performance appraisal management, job banding, career ladder and competitive market strategies.

**Senior Associate Director of HR Operations** – This position will support the Director in providing strategic leadership and direction to all traditional Human Resource functions and initiatives.

Both positions require advanced degree with 10 years of substantial Human Resources experience with at least 4 years at a high management level. Previous responsibility for centralized HR functions with a mid-size employer or larger required. Ability to work cross-functionally and collaboratively in a team environment, excellent presentation and platform skills are also required. Banner software experience is a plus.

Please submit a cover letter and résumé along with three employment references to the following:

**Human Resources**  
La Salle University  
Box 806  
1900 W. Olney Ave.  
Philadelphia, PA 19141  
HR@lasalle.edu

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## Alcohol and Other Drugs (AOD) Counselor Educator

The La Salle University Alcohol and Other Drug Education Center within the Counseling and Health Services Unit of the Division of Student Affairs is seeking a full time, 10 month Alcohol and Other Drugs Counselor Educator. The AODEC Counselor Educator will have responsibility for the planning and implementation of campus alcohol and other drugs (AOD) and other health related early intervention and counseling services. Duties include providing early intervention, ongoing counseling, referral and group support services for students referred through the university judicial process and those seeking services voluntarily for substance abuse and related mental health concerns. Other duties include facilitating trainings and presentations requested through the Alcohol and Other Drugs Education Center. Additionally, the Counselor Educator will be responsible for: program evaluation; maintenance of clinical records and appropriate documentation; collaboration with the live-in undergraduate and professional staff; participation on University or division committees or teams; and attendance at Division of Student Affairs staff development activities.

Applicants should possess a Master's degree in Counseling, Clinical Psychology, Social Work or other related field and have a minimum of one year of relevant post-graduate degree work experience. Strong clinical skills in the areas of addiction theory and co-occurring mental health disorders a must. CAC and experience in higher education preferred. Some evening and weekend hours expected.

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

**Kate Ward-Gaus M.S. Ed.**

Director, Alcohol and Other Drug Education Center  
La Salle University  
Box 821  
1900 W. Olney Ave.  
Philadelphia, PA 19141-1199

Review of applications will commence immediately. Appointment effective **August 16, 2010**.

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## Education Programs Associate

This position is responsible for assisting in the design, implementation and staffing of, as well as managing, all Nonprofit Center professional development programs and supporting the development of such offerings.

Requirements include the following:

- Bachelors degree
- Affinity for enhancing the capacity of the nonprofit sector
- At least four years experience working in the nonprofit sector
- At least two years of experience in program or event management/coordination
- At least one year of supervisory experience
- Exceptional interpersonal skills with an extremely strong aptitude for customer service.
- Ability to deal in a professional, warm manner with clients, board members, funders, colleagues, faculty, and students while treating confidential material as such
- Proven ability to organize, prioritize and conceive project logistics while paying extraordinary attention to detail
- Track record in managing multiple responsibilities while completing projects efficiently and on deadline within a fast-paced environment
- Ability to make effective, quick decisions, working independently as well as with a team
- Demonstrated skill in record keeping
- Exemplary written, oral and electronic communication skills
- Proven negotiation skills
- Proficiency with all Microsoft Office suite applications; competency preferred but willingness to learn new technologies that support on-line education

Please e-mail a cover letter, résumé, and salary history to **nonprofitcenter@lasalle.edu** by **06/25/10**.

PLEASE NO PHONE INQUIRIES. APPLICATIONS RECEIVED VIA FAX OR U.S. MAIL WILL NOT BE CONSIDERED.

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## Instructional Designer

La Salle University is looking for an Instructional Designer to support with the planning, design, and delivery of courses and materials, incorporating sound instructional design principals. Additionally, the instructional designer will design, develop and facilitate student training on instructional systems.

Reporting to the Senior Instructional Designer, the instructional designer will under general direction work on a team of three other full-time professional staff charged with the overall delivery of course management and other systems used for teaching and learning, development of electronic instructional materials, and training programs for faculty and students. Specific responsibilities include the following:

- Plan and implement specific instructional design projects for both fully on-line and the electronic portion of blended-delivery courses within and across multiple academic disciplines. multimedia instructional course content (images, video, audio, publisher content and electronic library materials).
- Assist in the development and presentation of ongoing student training programs, designed to increase competence and confidence with online educational technology.
- Provide first and second-tier support to faculty and students in the use of any instructional systems including Blackboard, various Blog and Wiki software, iTunesU and Youtube EDU, Luminis MyCourses and any other supported system or product.
- Research advances in instructional technology and electronically-delivered course development technologies and recommend various products for use in course development and delivery.
- Perform other related duties as assigned.

Qualifications include the following:

- Three years professional experience and an earned master's degree in Learning Theory, Education, Instructional Design, or Instructional Technology, or a related degree.
- Demonstrated advanced working knowledge of the administration, advanced use and support of one or more major course management systems, and several associated online tools and productivity software packages. Examples include WebCT, Blackboard, Sakai, WordPress, MediaWiki, Adobe Creative Suite, and Microsoft Office Professional.
- Technical proficiency in both Windows and Mac OS.
- Demonstrated excellence in the development of electronic course materials for both fully-online and blended-delivery electronic course materials using the tools referenced above.
- Demonstrated excellent communication and organization skills.
- Demonstrated understanding of, sensitivity to, and respect for the diverse academic, cultural, social and religious backgrounds of the La Salle Community.

*(Continued on the next page)*

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Additional qualifications that are welcomed:

- Experience working with a diverse faculty and student base.
- Experience in compliance with applicable laws and policy principles including FERPA, Fair Use and intellectual property.
- Experience with Flash, Photoshop, Illustrator or other tools for the creation of graphics and multimedia and formal project management training and/or experience.

This full-time position offers a competitive salary and benefits package, including tuition remission.

To apply, please prepare a portfolio of your work that demonstrates your best instructional design work, and submit it, along with a résumé or C.V., salary history, and cover letter explaining your interest in the position to the following:

**Steve Fabiani**

Executive Director, Academic Computing and Technology  
La Salle University  
1900 W. Olney Ave.  
Philadelphia, PA 19141

Application materials may also be e-mailed to [actjobs@lasalle.edu](mailto:actjobs@lasalle.edu).

Applications will be reviewed as they are received until the position is filled.

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## Coordinator of Athletic Services

La Salle University's Athletics Department invites applications for the position of Coordinator of Athletic Services. This is full-time salaried position to begin in September 1, 2010.

### Responsibilities:

- Purchase equipment by following the La Salle's purchasing procedures while working in consultation with the head coach.
- Organize, distribute, collect, repair, store, fit, and maintain all equipment necessary.
- Launder uniforms and equipment for each sport.
- Prepare supplies for home and away contests.
- Supervise student managers.
- Assist with coordination of facilities, events management, and team travel.

As a member of the La Salle University Athletics Department, you will comply with all applicable NCAA rules and regulations as provided in the NCAA Division I Manual. Application will be accepted until position is filled.

A Bachelor's degree is required. The ability to work well with students, coaches, faculty, community and media is required. Also required are strong communication, organizational, computer, and leadership skills as well as a working knowledge of intercollegiate athletics and athletics equipment

Send letters of interest, and résumé with at least three references to the following:

**John Lyons**  
La Salle University  
Box 805  
1900 W. Olney Ave.  
Philadelphia, PA 19141

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## Athletic Services Assistants

La Salle University's Athletics Department invites applications for the positions as Athletic Services Assistants in the Athletic Business Office/Ticket Operations. Previous experience in the above areas is strongly recommended. Candidates must have a strong personal commitment to work within an academic setting. A bachelor's degree is required. These positions are 10-month positions (either part-time or full time positions).

Send letters of interest, résumé with references, and a detailed listing of all relevant experience to the following:

**Chris Kane**  
Assistant Athletic Director  
La Salle University  
Box 805  
1900 W. Olney Ave.  
Philadelphia, PA 19141

**No phone calls, please.**

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## Employment

### Academic Counselor

The Academic Enrichment Program (AEP), which falls under the umbrella of Academic and Learning Support Services and the auspices of the Provost's Office, seeks a full-time Academic Counselor. The Academic Counselor (AC) is a key member of the AEP Resource Team, acting as a liaison among the AEP scholar, faculty, and staff. The AEP Academic Counselor will work with each AEP Scholar regularly throughout their first year in order to offer directed assessment and guidance. This is a full-time, 10-month (August-May), salaried position that includes benefits. The position start date is **August 1, 2010**.

The Academic Counselor will be responsible for implementing best practices, assessing student needs and outcomes, coordinating appropriate services, producing progress reports, and tracking data – all with an eye toward enhancing students' potential for success and increasing retention and graduation rates. He/she will act as an advocate for the AEP and its students within the larger La Salle Community and will work closely with the Director of the AEP and the Associate Director of Academic Learning and Support Services. There will be some limited teaching responsibilities for AEP-related courses only.

A master's degree is required plus several years experience working with at-risk college students. Professionals with proven track records in student success and developmental advising will be given preference. Strong interpersonal, organizational, communication, and technological skills are required. The successful applicant will be a self-directed team player who is sensitive to the needs of the AEP population and has the ability to work collaboratively with a diverse group of students, faculty, and staff. Individuals who wish to be considered should forward a cover letter, résumé, and the names of three professional references to the following:

**Lina Buffington, Ph.D.**  
Director, Academic Enrichment Program  
1900 W. Olney Ave.  
Philadelphia, PA 19141  
buffington@lasalle.edu

**(Electronic submission of application documents is strongly encouraged. Materials will continue to be reviewed until the position is filled.)**

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**Campus News Procedures****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](mailto: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 for the July 1 issue**

- General News, Meeting Minutes, Events, and Other News: **Tuesday, June 29 at 4 p.m.**
- New Positions of Employment at La Salle University: **Monday, June 28 at 2 p.m.**