

8-9-1991

## Campus News August 9, 1991

La Salle University

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# CAMPUS NEWS

**LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR**

**August 9, 1991**

## **Announcement:**

**From: Rose Lee Pauling  
Director of Personnel**

I am pleased to announce the appointment of Ms. Mary Ann Maugle to the position of Assistant Director of Personnel effective August 5, 1991. Mary Ann brings to the University a diversified administrative and personnel background in both private industry and higher education. Please feel free to stop by the Personnel Office and meet Mary Ann.

With the start of the 1991-92 academic year just around the corner, I would like to take this opportunity to remind the community of our telephone extensions should you have any questions.

Rose Lee Pauline, Director of Personnel/EEO Officer, extension 1014  
Susan Rohanna, Assistant Director of Personnel, extension 1013  
Mary Ann Maugle, Assistant Director of Personnel, extension 1474  
Elizabeth Albor, Payroll Supervisor, extension 1354  
Payroll/Personnel Office, extension 1052.

*Campus News* is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.

## **Positions Available:**



**Resident Educator(Alcohol and Other Drug) - Resident Life.** Major Areas of responsibility include counseling, educational programming, and consulting along with administering university policies. Seeking those with experience in alcohol/drug education and/or in a college housing staff position. Requires enrollment in a human/social services, addiction counselor, clinical psychology, etc., Philadelphia area graduate program. Compensation includes: apartment (live-in position), tuition remission, meal plan and cash stipend. Send cover letter, resume, and a list of three references to: Ann Isely, Assistant Director for Resident Life.

**Secretary II - Food Service.** Full time (12 months) position available. Duties include handling incoming telephone calls, responding to student questions concerning meal plans, processing information regarding accounts receivable, guest passes and meal plan changes. Candidates should possess good organizational and communication skills and good typing ability. Experience in WordPerfect a plus. Submit resume and coverletter to: Stephen C. Greb, Director of Food Services, Box 812.

**Secretary/Receptionist - Resident Life.** 40 hour week, August thru May. Applicants should possess accurate typing skills, a cooperative attitude, organizational abilities, good communication skills, and previous office experience. Benefits include tuition remission and health insurance. Send resume including references to: Maria Durkin, Resident Life Office, Box 819.

**Math Tutor, part time - Academic Discovery Program.** 1991-92 Academic year. The math tutor will work with approximately 9 students a week (usually freshman) in Finite Math and pre-calculus, with occasional tutoring in Trigonometry and Algebra. Some light record keeping is required. Applicants should possess a Masters of Arts degree in Mathematics or Math Education and some experience tutoring or teaching. Send curriculum vitae and two letters of recommendation by September 6, 1991 to: Dr. Annette Onema, Tutorial Coordinator, ADP Program, Box 414.

EOE/AA

# HOW TO PREPARE YOUR SLIDES FOR ACADEMIC COMPUTING AND TECHNOLOGY

## BULLET OR TEXT CHARTS

Create the text in your favorite word processor (Microsoft Word or WordPerfect) and bring the file on disk to the Desktop Publishing Center. The format of each slide should be as follows:

- |                            |  |
|----------------------------|--|
| <b>Line 1:</b>             | Heading for slide  |
| <b>Line 2:</b>             | Subhead for slide (if any)   |
| <b>Lines 4 through 20:</b> | Chart text, where each paragraph will be represented as a bulleted item. |
| <b>Line 22:</b>            | Footnote (if any)  |
| <b>Last Line</b>           | ****   |

To create the next slide, type four asterisks in a row (\*\*\*\*) on a separate line. This will indicate where one slide ends and the other begins - much like a page break. Now, type in the second slide following the same rules as above.

## CHARTS FROM TEXT FILES

LA SALLE UNIVERSITY  
ANNUAL REPORT

EXPENDITURES

NET INCOME

FUTURE SPENDING

FOOTNOTE: Amounts represented in 1980 dollars


\*\*\*\*

Before



LA SALLE UNIVERSITY  
ANNUAL REPORT

- EXPENDITURES
- NET INCOME
- FUTURE SPENDING



FOOTNOTE: Amounts represented in 1980 dollars

After

LA SALLE UNIVERSITY

PROFITS ARE UP

ENROLLMENT HAS INCREASED


\*\*\*\*

Before



LA SALLE UNIVERSITY

- PROFITS ARE UP
- ENROLLMENT HAS INCREASED

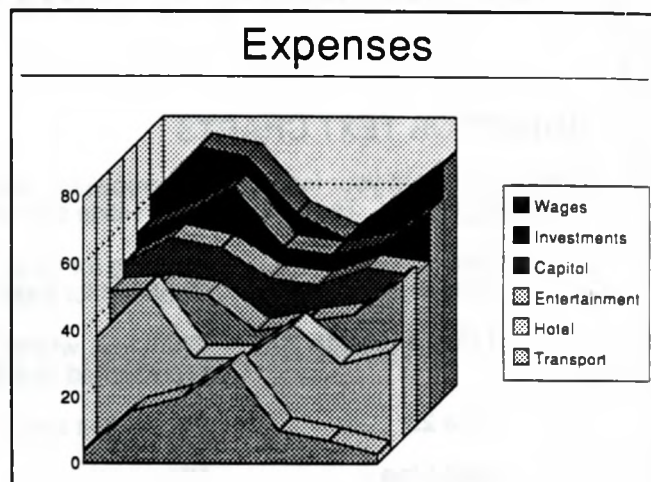


After

# CHARTS FROM SPREADSHEET DATA

| DAY OF WEEK | DATE  | LOCATION  | TRANSPORT | HOTEL    | ENTERTAIN |
|-------------|-------|-----------|-----------|----------|-----------|
| SUNDAY      | 06/18 | SAN DIEGO | \$89.00   | \$8.00   | \$18.00   |
| MONDAY      | 06/19 | SAN DIEGO | \$9.00    | \$67.00  | \$32.58   |
| TUESDAY     | 06/20 | SAN DIEGO | \$27.55   | \$67.00  | \$8.00    |
| WEDNESDAY   | 06/21 | SAN DIEGO | \$12.58   | \$67.00  | \$98.18   |
| THURSDAY    | 06/22 | SAN DIEGO | \$8.00    | \$67.00  | \$8.00    |
| FRIDAY      | 06/23 | SAN DIEGO | \$8.00    | \$67.00  | \$8.00    |
| SATURDAY    | 06/24 | SAN JOSE  | \$133.00  | \$67.00  | \$8.00    |
| TOTAL       |       |           | \$271.05  | \$482.00 | \$140.68  |

Before



After

## GRAPHS AND CHARTS

First, enter your data into a spreadsheet (Excel or Lotus 123 format) and bring the spreadsheet file on disk to the Desktop Publishing Center.

- If you have already created a chart using the spreadsheet program, the chart can be enhanced (3D effects, color etc.) and laser printed.
- If the data is in a spreadsheet but has not been charted, the Desktop Publishing Center can create the graph for you. On a piece of paper, specify the range of data to be charted and indicate the type of graph to create (Pie, Bar, XY, etc.).

## SPECIAL PROJECTS

Charts and slides can be created from dBase files. Also, organizational charts can be designed at the Desktop Publishing Center.

If you require these services, notify the Desktop Publishing Center to receive special instructions for these projects.

**THE DESKTOP PUBLISHING CENTER IS LOCATED IN OLNEY 200. IF YOU HAVE QUESTIONS OR COMMENTS ABOUT OUR SERVICE, PLEASE CALL X1907.**

*There is a minimum charge for these services. Slides can be laser printed onto paper, overhead transparencies, set-up as an electronic presentation run from a computer disk or videotape, or they can be sent to a service bureau and put on 35mm film slides.*