

7-19-1991

Campus News July 19, 1991

La Salle University

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La Salle University, "Campus News July 19, 1991" (1991). *Campus News*. 440.
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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 19, 1991

MEMO:

TO: The Campus Community

FROM: Susan M. Dunham
Director of Catering and Conferences



Due to repairs being completed for the second floor in the Union building, the Faculty Dining Room will be closed for 2 weeks. For the weeks of August 19 - 23 and August 26 - 31 there will be food services available at the North Dining Complex.

Positions Available:

CASHIER - Bursar's Office. This position requires initiative, attention to detail, good typing skills, and the ability to deal with the public. Prior cashier experience and/or experience working on a computerized cash receipts system is helpful. Full benefits package including tuition remission. Interested individuals should submit a resume to: Marina Grace, Box 827 La Salle University.

LIBRARY TECHNICIAN - CONNELLY LIBRARY. A full-time position is available in the Acquisitions Department. Position requires careful attention to detail, ability to monitor the accuracy of clerical systems, initiative, and wordprocessing skills (preferably WordPerfect). Duties include mail processing, maintaining processing records generated by incoming books ordered by the library, updating acquisitions records, processing correspondence, and processor/publisher liaison. Must be capable of lifting cartons of books. Perform clerical/technical procedures using (3) integrated automated data systems. Full benefit package including tuition remission. Interested candidates should submit resume, 3 references, and a letter of application by August 2nd to: John S. Baky, Acting Director of Library Services, Connelly Library Box 810.

EOE/AA

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.

MEMO:

TO: The Campus Community

**FROM: Linda Ferrante, Director
Mail and Duplicating Services**

VACATION NOTICE:

Please note that our Printer will be on vacation during the week of August 5th. Departments should schedule your requests for printing accordingly. Thank you.

