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Campus News July 2, 1998

La Salle University

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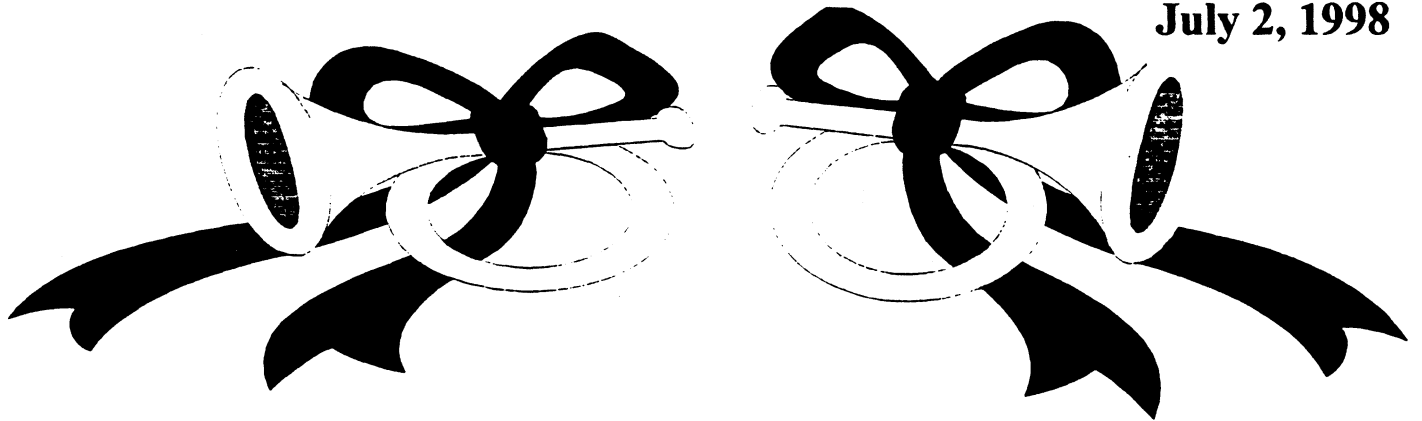
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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 2, 1998



It's A New Year's Party!

***Come celebrate the new fiscal year with the
Development Office!***

July 2, 1998

In the Development Office

4th Floor Administration Building

Noon to 2 P.M.

Lunch Served

***All members of the campus community are
invited!***

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.



TO: Faculty

FROM: Gerald J. Johnson, Assistant Provost for Administration

DATE: July 2, 1998

Funding is available for City As Classroom activities for the Fall semester. Applications will be accepted until Friday, July 31. An application form is attached to this memo.

The Council of Deans has adopted the following guidelines for review of City As Classroom funding applications:

Goal: to facilitate the use of the resources of the Greater Philadelphia Metropolitan area in the educational experience of students.

Guidelines for funding evaluation:

1. Priority will be given to funding for undergraduate classes.
2. Priority will be given to funding for activities that will not be available in future semesters (*e.g.*, a special exhibit at a museum, a concert or play and so forth).
3. Priority will be given to discrete events rather than underwriting continuing costs of student participation in activities required by a course.
4. The number of participants can be given priority in decisions on funding.
5. Funding of admission costs will be limited to \$12.00 per person.
6. When transportation is involved, the first choice is University-owned vehicles. If that is not feasible, rental must be arranged through the University's Purchasing Office.

**CITY AS CLASSROOM
Application for Fall, 1998**

Faculty Member's Name _____

Course Name/Number _____

Describe the course activity and the expected number of participants for which you would like to receive support:

How would this activity enhance the opportunity for student learning in the course?

Please state the amount of funds requested: _____

Please provide detail as to how the funds would be applied to the activity:

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



The Athletic Department has an opening for an Accounting Assistant. This position requires a responsible person who has good organizational skills, attention to detail, data entry skills, and familiarity with basic accounting. A minimum of one year experience with a spreadsheet and work processing packages is also required. Interested individuals should submit a resume and employment references to:

Thomas W. Meier
Associate Athletic Director
La Salle University
1900 West Olney Avenue
Phila., PA 19141-1199

La Salle University is an Equal Opportunity/Affirmative Action Employer



La Salle University

Philadelphia, Pennsylvania 19141

215-951-1550

Resident Life Office

Positions Available

Area Coordinator - Anticipated opening: A professional, full-time, live-in, 12 month position in the Resident Life Department. The Area Coordinator is responsible for the resident life program and administration of a residential area housing 500-750 students. Responsibilities include supervision of a graduate student and undergraduate staff, along with educational programming, housing operations management, judicial affairs, staff selection/training/development. A masters' degree in student affairs administration, counseling or related field is required along with a record of related experience. Compensation includes an on-campus apartment, meal plan, annual salary and package of university benefits. Applications are being accepted for this anticipated opening. AA/EOE

Graduate Assistant/Assistant Area Coordinator: Working with an Area Coordinator, the live-in graduate assistant shares responsibility for administration of a residential area housing 500-750 students. Specific duties include direct supervision of a complement of six Resident Assistants. A bachelor's degree, prior resident life experience, and enrollment in a Philadelphia-area graduate school are required. Compensation includes apartment, meal plan, comparable tuition remission (to school of choice), and cash stipend. This is a 10 month appointment with summer employment option. Start date is August 3. AA/EOE

To apply for either position, send letter of application, resume, and at least three references to:

April Herring
Assistant Director of Resident Life
La Salle University
1900 W. Olney - Box 819
Philadelphia, PA 19141



La Salle University
Student Life Office

[215] 951-1371

POSITION ANNOUNCEMENT
Secretary II - Student Life Office

The Student Life Office seeks candidates for the position of Secretary II for the Union 205 office. The secretary provides clerical support to the Director and Assistant Directors for Activities Programming and Organization Advising. The Student Life Office is responsible for activities programming, student organization advising, the student organization funding system, and such major programs as New Student Orientation and Commencement.

Responsibilities of the position include

- **providing support services for New Student Orientation, Senior Awards, Commencement, Senior Week, and the Spring Concert;**
- **assisting in the editing of publications;**
- **coordination of mailings to students, faculty and staff;**
- **supervision of student clerical employees;**
- **typing and general clerical duties;**
- **answering in person and telephone inquiries; and**
- **supporting all of the activities of the Student Life Office.**

The minimum qualifications are:

- **knowledge of formatting, proofreading, use of basic arithmetic, and filing; normally gained through five [5] years of clerical/secretarial training or experience. An Associates Degree or college credits are desirable.**
- **Typing or word processing skills. Proficiency with WordPerfect for Windows or Microsoft Word for Windows and Lotus Notes is essential. Knowledge of Power Point, Excel, and Access is desirable but not required.**
- **Strong communication and organizational skills**
- **Ability to work effectively with students, faculty, staff, and representatives from off-campus agencies.**

The Secretary II will work Monday - Friday from 11:00 a.m. to 8:00 p.m. and every other Saturday with the following Monday off. Work hours may change during break periods [summer, Christmas Holiday, Spring mid-semester].

Interested candidates should submit a letter of application, resume, and the names of three [3] references to

**Kathleen E. Schrader
Director of Student Life
La Salle University
1900 West Olney Avenue
Philadelphia, Pa. 19141
[215] 951-1371**

Applications will be accepted until the position is filled.

AA/EOE