

7-9-1999

Campus News July 9, 1999

La Salle University

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

Recommended Citation

La Salle University, "Campus News July 9, 1999" (1999). *Campus News*. 1319.
http://digitalcommons.lasalle.edu/campus_news/1319

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.

CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR



LA SALLE UNIVERSITY

OFFICE OF THE PROVOST
PHILADELPHIA, PA 19141 • (215) 951-1015 • FAX (215) 951-1602

July 9th, 1999

TO: Faculty

FROM: Gerald J. Johnson, Assistant Provost for Administration

DATE: July 9, 1999

Funding is available for City As Classroom activities for the Fall, 1999, semester. Applications will be accepted until Friday, July 30. 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.

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.

**CITY AS CLASSROOM
Application for Fall, 1999**

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:



La Salle University

Philadelphia, Pennsylvania 19141

(215) 951-1070

Financial Aid Office

July 7, 1999

To: All Work Study Supervisors

From: Jim Mishinkash,
Assistant Director of Financial Aid

All work study and budget jobs are going to be posted to the LaSalle web page this academic year. Any supervisors who are looking to have positions filled must submit to me the job descriptions by Friday, July 16. Please fill out the appropriate form (Budget or Work Study) for your specific needs.

If you have any questions please contact me at extension 1070.

Thank you for your cooperation in this matter.

***** Please Note *** The maximum number of hours a student can work while school is in session is 15 hrs per week.**



La Salle University
Philadelphia, Pennsylvania 19141
(215) 951-1070
Financial Aid Office

FEDERAL WORK STUDY POSITION AVAILABLE AUGUST 1999

DEPARTMENT: _____

SUPERVISOR: _____

LOCATION: _____

Best time to reach the supervisor: _____

Estimated number of students needed: _____

Estimated number of hours per week each student would work: _____

*****JOB DESCRIPTION*****

In order to meet your needs for work study students, this form must be completed and returned by Friday July 16 to:

Financial Aid Office

*****NOTE***The maximum hours a student can work when school is in session is 15 hours per week.**



La Salle University
Philadelphia, Pennsylvania 19141
(215) 951-1070
Financial Aid Office

BUDGET POSITION AVAILABLE AUGUST 1999

DEPARTMENT: _____

SUPERVISOR: _____

LOCATION: _____

Best time to reach the supervisor: _____

Estimated number of students needed: _____

Estimated number of hours per week each student would work: _____

*****JOB DESCRIPTION*****

In order to meet your needs for work study students, this form must be completed and returned by Friday July 16 to:

Financial Aid Office

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



La Salle University

Philadelphia, Pennsylvania 19141-1199

Human Resources

Payroll/Benefit Supervisor

The University's Human Resource Office has an opening for a Payroll/Benefit Supervisor. The position requires a responsible person with mathematical aptitude, computer proficiency, strong organizational and communication skills. Responsible for supervision of Payroll/Human Resource Clerks, maintains all records, reconciling and reporting of payroll and tax deductions. Acts as an informational resource for University employment, payroll and benefit policies. Initiative, cooperative attitude, attention to detail and ability to respect confidentiality required. Prior payroll/accounting experience preferred. Full Benefit Package including tuition remission. Interested persons should submit a detailed resume, salary requirement, and employment references by July 23, 1999 to:

**Susan Rohanna
Director of Human Resources
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141**

La Salle University is an Equal Opportunity/Affirmative Action Employer

Office for University Advancement

La Salle University

OFFICE FOR UNIVERSITY ADVANCEMENT

Position Available: Director of Advancement Services

There is an immediate opening in the Office for University Advancement for a Director of Advancement Services. This position will be directly responsible for the information systems that the Office for University Advancement uses for daily support as well as the information system that houses the alumni/donor data base, the maintenance of the data on the system. Advancement Services also includes the prospect research function which identifies and qualifies new prospects and manages the information on those prospects. The Director of Advancement Services is also responsible for budget management; gift processing; accounting and reporting; the donor relations programs that steward La Salle University's relationship with donors; and special events for development, university and alumni functions.

Candidates should have a minimum of ten years of management experience at a senior level. Experience should include senior level decision-making, budgetary responsibility, advancement functions (fundraising, alumni, advancement services), administrations of large data systems, current knowledge and skill in computer systems, experience in prospect research and human resource management. Full benefit package including tuition remission.

Interested candidates should submit a resume no later than July 21, 1999.

R. Brian Elderton
Vice President for University Advancement
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141

Fax: 215.951.1542

La Salle University is an equal opportunity/ affirmative action employer.

PUBLIC HEALTH NURSE

Registered Nurse needed for f/t position in innovative nurse managed community based program. Must have ability to work in varied settings delivering services to Philadelphia families. Valid driver's license and car required. One year community health nursing experience. BSN required, MSN preferred Full benefit package including tuition remission. Please forward resume with salary requirement and three business references to KR La Salle University Neighborhood Nursing Center P.O. Box 808 1900 W. Olney Avenue. AA/EOE

Community Health Outreach Worker

To promote public health activities in various neighborhoods of Phila. H.S. diploma, basic computer skills and health care exp. required. Current valid driver's license and car desirable. Variable working hours including Saturdays. Full benefit package including tuition remission. Send resume with salary requirement to KR-Nursing Center, La Salle University, Box 808, 1900 West Olney Avenue, Phila. PA 19141. AA/EOE.



ATHLETIC COMMUNICATIONS INTERN

The athletic communications intern will be responsible for serving as athletic communications contact for selected sports, maintaining updated information on the University athletics Internet site, writing news releases, feature stories and media guide copy, designing media guides/recruiting brochures, and promotional flyers. Other duties may include use desktop publishing, performing game management responsibilities, including statistical work, assisting members of the media, compiling team statistics and records, reporting team information to Atlantic 10 Conference office, and other duties as assigned. Compensation includes a monthly stipend of \$1,000 and full benefit package and tuition remission.

Bachelor's degree in communications, journalism, English or a similar major. Applicants should have prior experience in a sports information/media relations office and a history of writing news releases and features. Experience with Internet software and desktop publishing preferred. La Salle is an Equal Opportunity Employer/Affirmative Action.

Please submit a letter of application, resume, work samples, and a list of references by August 1 to: Kevin Currie, Director of Athletic Communications, La Salle University, 1900 W. Olney Ave., Philadelphia, PA 19141.



CONNELLY LIBRARY

Circulation Department
215-951-1292

POSITION AVAILABLE

LIBRARY/SECURITY TECHNICIAN – A full-time position is available in the Circulation Department. This position is responsible for maintaining a safe and secure environment within the Library. This person assists with regular Circulation Desk routines as well as stack maintenance functions.

The normal hours are Sunday - Thursday 4:00 PM – midnight. These hours vary during semester breaks, holidays, exams, summer sessions, and staff shortages.

This position requires good interpersonal skills, maturity, tact, basic computer skills, and the ability to work unsupervised. Library or security experience helpful, but not required. Full benefits package including tuition remission.

Physical Requirements: Must be able to move freely through the Library's common areas including the stacks and stairwells. Must be able to handle books to process or shelve them, including lifting large volumes and bending or reaching to shelve them.

Candidates interested in this position should submit a **resume, names & telephone numbers for 3 business references, and a letter of application** to:

Carol Brigham, Access Services Librarian
Connelly Library
Box 810

The deadline for submitting applications is Friday, July 23, 1999.
AA/EOE