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Campus News July 14, 2000

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 14th, 2000

TO: La Salle University Community
FROM: R. Brian Elderton, Vice President for University Advancement
Date: July 14, 2000
Subject: La Salle Wants You!

We are looking for 40-50 good women and men to represent La Salle University on **Saturday, August 12th from 5:00 PM – 11:00 PM** as we assist WHY-Y-TV 12 during its on-air membership drive.

WHYY-TV 12 has invited La Salle University once again to participate in its August Member Drive by organizing a team of volunteers (La Salle University staff, faculty, students, alumni, family members) to answer the telephones during the drive. Food and drink will be provided that evening along with the company of La Salle colleagues and friends. A shuttle service will also be provided for those interested.

Participating once again provides La Salle the opportunity to further demonstrate our commitment to all things educational as well as our commitment to partnership with community organizations that help build up and enrich the Philadelphia area.

Last December when our group was in the studio, \$40,306 was raised for public television. Thanks once again to the 45 members of our La Salle Community who volunteered their time and talents that evening.

Please contact Bill Kline in the Adult Enrollment and Marketing Office (x1655) or Lori Clarke in the Office for University Advancement (x1875) if you are interested in volunteering. Either Bill or Lori will be able to provide you with more details.

Thanks for considering this opportunity, for volunteering to take part, and for all you do for La Salle.



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.



Office for University Advancement

July 11, 2000

To the Campus Community:

Tracey Romero, staff writer in the University Communications office, has announced she will be leaving her job at La Salle University effective July 21. Tracey, a La Salle alumna who earned her undergraduate and graduate degrees here, will join the public relations staff at the American Red Cross/Philadelphia Branch, in Center City.

During her four years in University Communications, Tracey has earned a reputation as a dependable, talented, and hardworking employee. She is responsible for writing and designing many of the press releases and publications that come out of the University Communications office each year, especially those for the Office of Admissions. Her skills and professional attitude will be missed.

To say goodbye, the Office of University Communications will hold a farewell party for Tracey between 1-3 p.m., Friday, July 21, Second Floor, Benilde Hall. All are invited to attend.

We wish her all the best in her new endeavor!

Warmly,

A handwritten signature in cursive script that reads "Brian Elderton".

Brian Elderton
Vice President for
University Advancement



LA SALLE UNIVERSITY

DEPARTMENT OF EDUCATION
PHILADELPHIA, PA 19141 • (215) 951-1190

Summer Leadership Conference for Secondary Students

The Graduate Education Program will be sponsoring a Summer Leadership Conference for middle school students this summer.

- The Conference begins Monday, July 17, 2000 and will have its final session on Friday, July 28, 2000.
- Sessions will run from 9 to 1 each day. More than 50 students will be attending conference sessions primarily in Olney Hall under the tutelage of 13 graduate students in education.
- The conference's leadership theme will be developed as the middle schoolers enjoy math, chemistry, biology, general science, foreign language and social studies classes.

Please welcome our young conference attendees as they visit our campus. For many it will be the first time that they have visited a university campus. If you would like more information about the program, please contact Dr. Francis Ryan at 215-951-1208.



La Salle University
 Philadelphia, Pennsylvania 19141

Campus Store

Please note the approaching deadline!!!

TO: All University Faculty and Administration
 FROM: Michael D. Lyons, Manager of the Campus Store
 DATE: July 12, 2000
 RE: Academic Attire- Freshman Convocation

The 2000 Freshman Convocation is scheduled for Thursday, August 24.

If you plan to rent academic attire for the Convocation, please complete the form below and return it to the **Campus Store no later than August 8, 2000. Orders received after August 8 will require a surcharge of \$15.00 to cover express shipping.**

RENTAL COST IS:

Bachelor	\$26.50
Master	\$28.50
Doctor	\$34.50

NAME _____

HEIGHT (with shoes) _____ HAT SIZE _____

DEGREE _____ DISCIPLINE _____

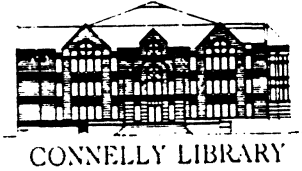
NAME OF THE COLLEGE/UNIVERSITY FROM WHICH THE DEGREE WAS RECEIVED

ADDRESS OF THE COLLEGE/UNIVERSITY _____

PLEASE RETURN TO THE CAMPUS STORE PRIOR TO AUGUST 8

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



Circulation Department
215-951-1292

POSITION AVAILABLE – Search Reopened

Night Circulation Supervisor

The Circulation Department of the Connelly Library has a full-time Circulation Supervisor position available. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers.

The Supervisor is responsible for the day-to-day operation of the Circulation Department. In addition to carrying out routine circulation procedures, the duties include supervision, scheduling and training of full-time staff, handling patron complaints, supervising the maintenance of the reserve collection, assisting with the annual inventory, and keeping statistics. In the absence of personnel and during busy times, the Supervisor is expected to work at the Circulation Desk. There are some duties involving maintenance of the book collection.

Normal hours are Sunday – Thursday, 4:00 PM – 12:00 AM. Days and hours may vary during semester breaks, summer sessions, holidays, exams, and staff shortages.

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.

This position requires supervisory experience, good interpersonal skills, maturity, tact, attention to detail, basic computer skills, and the ability to work under pressure. Library experience is helpful, but not required. Full benefits package including tuition remission.

Interested candidates should submit a letter of application, resume, and names and telephone numbers of three business references to:

Carol Brigham, Access Services Librarian
Connelly Library, Box 810
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141

The deadline for submitting applications is Friday, July 21, 2000.

AA/EOE

JOB OPENING

Weekend Reference Librarian. La Salle University, Connelly Library, part-time professional librarian position effective September 2000. La Salle University is a comprehensive, coeducational university established in 1863 by the Christian Brothers, a Roman Catholic teaching order. Work hours are Saturday (10am-5pm) and Sunday (12noon-6pm). Hours may vary during holidays, semester breaks and summer sessions. ALA-MLS degree, knowledge and experience with reference materials and services and familiarity with electronic resources are required. Primary duties include reference desk assistance, database/Internet searching and some library instruction. May also be assigned special projects or related tasks. Supervise student workers. Excellent communication and public service skills.

Interested applicants should submit a cover letter, resume and 3 employment references by August 4th to:

Bernetta R. Doane
Reference Department
Connelly Library
La Salle University
1900 West Olney Avenue
Philadelphia, Pennsylvania 19141

AA/EOE



Office for University Advancement

Editorial Assistant

The Office of University Communications has an opening for an Editorial Assistant. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. Through effective teaching, the University strives to offer quality education founded on the idea that intellectual and spiritual development go hand in hand, mutually complementing and fulfilling one another. This position requires a Bachelor's degree in journalism, communication, English, or related field; strong writing and editing skills; excellent verbal and interpersonal skills; superb organizational skills; and grace under pressure. Responsibilities include writing press releases and articles for in-house and external publications; acting as liaison with advertisers and vendors; helping to maintain the advertising and publications budget; and some design work. Responsibility increases with experience. Excellent opportunity for advancement. La Salle offers a competitive benefits program, including tuition remission.

Interested applicants may send a cover letter, resume, salary requirements and three writing samples to: Director of Publications, Office of University Communications, La Salle University, 1900 W. Olney Avenue, Philadelphia, PA 19141-1199.

La Salle is an Equal Opportunity and Affirmative Action Employer.



Head Cheerleading/Dance Team Coach

La Salle University's Athletic Department invites applications for the position of Head Cheerleading/Dance Team Coach. This person will be responsible for the Cheerleading and Dance Team Squads. La Salle University is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The University strives to offer, through effective teaching, quality education founded on the idea that intellectual and spiritual development go hand in hand mutually complementing and fulfilling one another. Coaches are responsible for all aspects of management of sport and are including scheduling, budget management, recruiting, player development, fundraising and NCAA compliance.

This is a part-time position. Bachelor's Degree Required. Previous coaching experience at the collegiate level preferred. Send letters of interest, resume with references and detailed listing of all relevant experience to:

Peter D'Orazio
Assistant Athletic Director
Box 805
La Salle University
Philadelphia, PA 19141
AA/EOE



Position Announcement:

Director of Project TeamWork

La Salle University Athletic Department invites applications for the position of Director of Project teamwork, the Athletic Departments Youth Outreach/Community Service Program. La Salle University is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The University strives to offer, through effective teaching, quality education founded on the idea that intellectual and spiritual development go hand in hand mutually complementing and fulfilling one another. The Director reports to the Assistant Athletic Director and is responsible for coordinating youth outreach programs between area youth organizations and La Salle student-athletes.

This is a 12-month fulltime position and includes a full benefits package including tuition remission.

Interested applicants should submit a resume, salary requirements and 3 employment references. Applications will be accepted until position is filled. Please send information to:

Peter D'Orazio
Assistant Athletic Director
Box 805
La Salle University
Philadelphia, PA 19141
AA/EOE



Coaches

La Salle University's Athletic Department invited applications for immediate openings for Assistant Track and Cross Country Coach. La Salle University is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The University strives to offer, through effective teaching, quality education founded on the idea that intellectual and spiritual development go hand in hand mutually complementing and fulfilling one another. The Assistant Coach is responsible for all aspects of management of sport and are including scheduling, budget management, recruiting, player development, fund raising and NCAA compliance. Previous coaching experience at the collegiate level preferred. Send letters of interest, resume with references and detailed listing of all relevant experience to: **John Lyons** Associate Athletic Director, La Salle University, Box 805, 1900 Olney Ave. Philadelphia, Pa. 19141. AA/EOE



UNIVERSITY MINISTRY & SERVICE

La Salle University — 1900 West Olney Avenue — Philadelphia, PA 19141

University Ministry and Service at La Salle University is seeking candidates for the position of **ADMINISTRATIVE ASSISTANT II**. La Salle University is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. This is a full-time 10 month position starting in mid-August, 2000, and offers full benefits including tuition remission.

The position supplies support for the professional staff and their activities, including correspondence, managing files, appointment scheduling, preparing promotional materials for printing and posting, assisting in the supervision of work-study students, and interacting with visitors.

Organizational skills, the ability to handle multiple tasks simultaneously, a cooperative and courteous attitude, a pleasant telephone manner, and computer skills including knowledge of MS Office are essential. The successful candidate should also have some familiarity with Catholic Church ministry.

Please submit a résumé, cover letter, and three references to:

Brother Charles Echelmeier, FSC
Director, University Ministry and Service
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141

Résumés will be accepted until the position is filled.

AA/EEO

7/1/00

Admissions Counselor School of Nursing

We seek an Admissions Counselor to assist in recruiting students to the School of Nursing. LaSalle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The University strives to offer, through effective teaching, quality education founded on the idea that intellectual and spiritual development go hand in hand mutually complementing and fulfilling one another. Individual will attract applicants to the LPN/BSN, RN/BSN, MSN and the School's certificate programs; assist in identifying traditional and non-traditional markets; plan recruitment initiatives; attend College Fairs and other marketing programs, and provide initial admissions and financial aid counseling. Candidates should have a BS, preferably in Nursing, and working knowledge of the structure, function, and mission of institutions of higher education. A customer-oriented attitude and strong communication and organizational skills are required. We offer a complete benefits package including tuition remission. Please send resume and cover letter to: Paul Reilly, LaSalle Univ. 1900W. Olney Avenue, Phila. PA 19141. Fax: 215-951-1462 / reilly@lasalle.edu. AA/EOE