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Campus News July 21, 2000

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 21st, 2000

TO: Faculty

FROM: Gerald J. Johnson, Assistant Provost for Administration

DATE: July 21, 2000

Funding is available for City As Classroom activities for the Fall, 2000, semester. Applications will be accepted until Friday, August 11. 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, 2000**

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

TEACHING OF ADVANCED PLACEMENT PROGRAM
PHILADELPHIA, PA 19141 • (215) 951-1191/1593

July 21, 2000

The LaSalle University Community:

The Department of Education will be offering the Teaching of Advanced Placement Program again this summer from July 24th -28th. This graduate program has been held at LaSalle University every other year since 1986; beginning this summer, it will be offered annually. In conjunction with the College Board, this program is designed for secondary school educators who teach Advanced Placement courses. We have scheduled eighteen courses corresponding to the current Advanced Placement curriculum in the high schools. The program is an intensive experience offered for three graduate credits.

This summer we expect 350 or more teachers to be enrolled in the courses. They are from public, parochial, and private high schools mostly on the East Coast. Some are coming from California, Texas, and other states beyond our region. More than half of the teachers will be residing in the St. Miguel Court Townhouses. Classes will be held in Olney Hall and Holroyd Hall from 8:30 a.m. to 4:30 p.m. each day.

I am sure that you will welcome these teachers to the LaSalle University campus and will do what you can to ensure that their experiences here will be as positive as possible. You will recognize them by the distinctive name tags they will be wearing. I am grateful to you for all your efforts in their regard.

Sincerely,

A handwritten signature in cursive script that reads "Brother Lawrence J. Colhocker".

Brother Lawrence J. Colhocker

Director

Teaching of Advanced Placement Program



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.

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Position Announcement

The Accounts Payable/Purchasing department has a full-time position opening for an A/P Purchasing clerk. La Salle University is a Roman Catholic Institution of Higher Education in the tradition of the De La Salle Christian Brothers.

This position requires initiative, attention to detail, filing skills and a working knowledge of computers. Prior Accounts Payable/Purchasing experience is helpful but not necessary. Working knowledge of Microsoft Word and Excel are preferred. Full benefits package including tuition remission.

Interested individuals should submit a resume to:

Manager, Accounts Payable/Purchasing
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141-1199

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

La Salle University
Position Announcement
Secretary II

The Office of University Advancement at La Salle University has an opening for a Secretary II. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers.

This position is responsible for daily clerical support for the University Advancement office (Development department), including correspondence/letters and document generation (other than mass mailings), copying, etc. S/he provides letter generation support for the stewardship program to the Advancement Services Supervisor/Outflow; maintains the filing systems for both the general filing system and the data entry filing system, ensuring that documents are filed in a timely manner; maintains order in the supply closet and storage rooms; and provides support for mass mailings.

This position requires a high level of attention to detail and customer service experience. Proficiency in Microsoft Word, Excel and mail merge systems desirable. Experience with Banner a plus. The position carries a full-benefits package, including tuition remission.

Send cover letter, resume, salary requirements and three (3) references to: Rosemary Davis, Assistant VP for Advancement Services, Office of University Advancement, La Salle University, 1900 W. Olney Ave., Box 809, Philadelphia, PA 19141. AA/EOE.



LA SALLE UNIVERSITY

PHYSICAL FACILITIES

PHILADELPHIA, PA 19141 • (215) 951-1315 • FAX (215) 951-1791

Facilities Manager

Physical Facilities has an opening for a Facilities Manager.

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 position reports to the Director of Physical Facilities. Combined experience in the repair, maintenance and supervision of multi-unit housing, property management, health care and/or campus housing is essential, along with a related building trade.

General duties and responsibilities include but are not limited to the following:

- Insure that resident housing and Union building are kept in good repair, safe, and attractive.
- Perform inspections on a routine basis to assure that deficiencies are corrected promptly.
- Provide both oversight and feedback to Physical Facilities supervision on the day-to-day repair and maintenance activities of mechanics and custodial staff.
- Maintain contact with contractors performing construction, repair, and maintenance work within resident housing and the Union building.
- Communicate with key administrators, area coordinators, and resident assistants on an on-going basis.
- Responsible for the preparation of resident housing as required throughout the year.
- Prepare and submit an annual fiscal budget recommendation report.

Knowledge and Skills

- Ability to plan, organize and control overall Physical Plant-related functions.
- Good written and verbal communications skills.
- Be readily accessible when needed to meet the needs of the University.
- Working knowledge of basic computer skills.

Full benefits package including tuition reimbursement.

AA/EOE

Interested candidates should submit a letter of application and resume to Director of Physical Facilities.

CN 7/21/2000

