

7-13-2001

Campus News July 13, 2001

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR



LA SALLE UNIVERSITY

OFFICE OF THE PRESIDENT
PHILADELPHIA, PA 19141 • (215) 951-1010 • FAX (215) 951-1783

July 13th, 2001

DATE: July 13, 2001

TO: Administrative and Staff Personnel

FROM: Michael J. McGinniss, F.S.C. *Brother Michael*

SUBJECT: **Holiday Schedule 2001-2002**

Monday,	September 3, 2001	Labor Day holiday
Monday,	October 22, 2001	Mid-semester holiday (designated offices to be staffed)
Thursday,	November 22, 2001	Thanksgiving holiday
Friday,	November 23, 2001	Thanksgiving holiday
Tuesday,	December 11, 2001	Christmas Reception – 3:00 P.M. to 5:00 P.M.
Monday,	December 24, 2001 to and including	
Tuesday,	January 1, 2002	Christmas and New Year holidays
Monday,	January 21, 2002	Martin Luther King holiday
Monday,	March 4, 2002	Mid-semester holiday (designated offices to be staffed)
Friday,	March 29, 2002	Easter holiday
Monday,	April 1, 2002	Easter holiday
Friday,	May 24, 2002	Early departure 12:30 p.m.
Monday,	May 27, 2002	Memorial Day holiday
Thursday,	July 4, 2002	Independence Day holiday
Friday,	July 5, 2002	holiday
Monday,	September 2, 2002	Labor Day holiday

SUMMER OFFICE HOURS:

Effective May 24, 2002 through August 23, 2002 those offices which are required to operate from 8:30 A.M. to 4:30 P.M., may adjust their hours of operation to the following:

Monday through Thursday: 8:30 A.M. through 4:30 P.M.
Friday: 8:30 A.M. through 3:30 P.M.

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.



LA SALLE UNIVERSITY

DEAN, SCHOOL OF ARTS AND SCIENCES
PHILADELPHIA, PA 19141-1199

July, 2001

Dear Colleagues,

It is with sincere regret that I inform you that James Sell will be leaving his position as Assistant Dean in the School of Arts and Sciences on July 20 after three years of outstanding service to this office. Jim will be assuming the position of Director of Career Planning at Bucks County Community College.

On behalf of the students, faculty, chairs, and administrators, I wish to express our sincere thanks to Jim for his care and respect shown to all. Jim has been of valuable service to the students in their college life cycle from first-year advisement through validation for graduation. He has been especially helpful with the implementation of the new core curriculum and instrumental in forming procedures that provide utmost support to our students. Jim has also used his technical talents to develop our office web sites, edit *Keynotes*, and work on our information system.

Jim has truly been a dedicated member of the Dean's office and will be greatly missed. Please join me in wishing Jim every success in his new position.

Sincerely,

Margaret M. McManus
Interim Dean



LA SALLE UNIVERSITY

Philadelphia, Pennsylvania 19141

Faculty Senate

Minutes of the April 17, 2001 Meeting

Present: G. Ballough, M. Bednar, D. Cichowicz, E. Cogan, S. DeTurk, P. Heinzer, L. Miller, M. Moreau, J. Pastis, D. Robison, S. Smith, S. Stickel, T. Straub, A. Walsh, J. Welsh, S. Wiley

Excused: S. Borkowski, E. Giardino, J. Volpe

Guests: L. Collins, D. George, P. Zuzelo

The meeting was called to order at 12:40 PM. The minutes of the March 23 meeting were approved as written.

The Senate Vice President reported on the Senate election. Approximately two-thirds of those eligible to vote did so on the first ballot. The second ballot will be distributed by the end of this week and the last day to vote will be Monday, April 30, 2001.

The Chair of the Financial Affairs Planning Committee reported on the presentation given to University Council on the proposed University budget.

In closed session, the Committee on Committees proposed appointments and some alternates for all vacancies on existing University Committees. The Senate voted and filled the available positions.

Patti Zuzelo, a member of the Faculty Development Committee, reported to the Senate on that committee's work on the leaves and grants system at the University. At the request of the Provost, the committee investigated the current process for evaluating and awarding leaves and grants, specifically to evaluate the desirability of a school-based model for awarding leaves and grants. After interviews with current and former members of the Leaves and Grants Committee and a review of the current criteria and processes, members of the Faculty Development Committee prepared a summary report which Patti shared with the Senate. The report concluded that there is no need for a complete revision of the leaves and grants system, and no support for a school-based system of leaves and grants, but did issue some recommendations for the strengthening of the leaves and grants process at the University. Members of the Senate expressed support for the committee's recommendations and advised that they be forwarded to the Provost for consideration.

The Senate president announced several upcoming events, including the No-Tech Chatroom, transition meeting for the Senate, Strategic Planning meeting with Brother Michael, Lindback Award meeting, and Board of Trustees Retreat.



LA SALLE UNIVERSITY

Philadelphia, Pennsylvania 19141

Faculty Senate

April 17, 2001 Minutes, p. 2

It was announced that the deadline for nominations for the Provost's Distinguished Faculty Award is April 30 and that members of the Academic and Faculty Affairs Committee of the Senate and the past two award recipients will meet after that date to make recommendations for this year's recipient.

Peg Heinzer and Marc Moreau provided a report on a meeting between the Senate Executive Committee and the Provost about the University's policy regarding non-tenure track faculty positions. A 1992 agreement between the Faculty Senate and the administration put a cap on NTT appointments of 15% of the total full-time faculty, stated that the creation of NTT positions should be initiated by a department chair in consultation with the Dean, with review by Faculty Senate. A five-year review of all NTT positions (reviewing the need for the position itself, not a review of the individual faculty member holding the position) for continuation or change to full-time tenure track was also part of this agreement. The Provost reaffirmed the University's commitment to this 1992 agreement and also indicated that this policy on NTT appointments would be included in the new University Handbook.

Members of the Academic and Faculty Affairs Committee of the Senate brought forward one additional change to the Tenure and Promotion guidelines (revised guidelines were approved by the Senate at the March 23 meeting). The Senate was asked to make a decision on how to handle voting procedures at the Tenure and Promotion Committee when there had been a tie vote in the department. A motion to allow the department chair to cast an individual vote at the T&P Committee in the case of a tie in the department was approved.

Respectfully submitted by,

Jeannie Welsh
Sabrina DeTurk

For Immediate Release:
July 9, 2001

Contact: Kimberly A. Dugan (215) 951-1080
University Communications

La Salle University Recently Awarded a \$74,187 Advanced Education Nursing Traineeship Grant From the U.S. Department of Health and Human Services

La Salle University's Graduate Nursing Program has recently been awarded a \$74,187 grant from the U.S. Department of Health and Human Services, Health Resources and Services Administration. The grant will be used to help graduate-nursing students complete their education.

According to Dr. Zane Robinson Wolf, Dean of La Salle's School of Nursing, the number of students attending graduate school has been on the decline. Nationally, graduate enrollments have dropped roughly two percent each year for the past three years.

"It is grants like this that will help raise the number of people attending graduate school. People need a way to fund their education and this type of grant helps students with the cost of their pursuit of high education," said Wolf.

The majority of students who are attending are doing so part time mainly because of the tuition costs.

"That is the beauty of the traineeship grants. They allow more students to attend graduate school full time and hasten their entry into the work force for the patients who need their care," said Dr. Janice Beitz, Associate Professor of Nursing at La Salle.

Students eligible for the grant must be accepted into La Salle's School of Nursing program but can attend either full-time or part-time. Students must also demonstrate good academic standing.

"This grant is wonderful for our students," said Beitz. "Receiving this grant really helps students get through their graduate work in an efficient and effective manner."

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For Immediate Release:
July 9, 2001

Contact: Kimberly A. Dugan (215) 951-1080
University Communications

La Salle University Receives \$14,328 Nurse Anesthetist Traineeship Grant From the U.S. Department of Health and Human Services

Philadelphia -- La Salle University in Philadelphia, PA and the Frank J. Tornetta School of Anesthesia at Montgomery Hospital in Norristown, PA, have been awarded a \$14,328 federal grant to help nurse anesthetists – a field that is facing a critical shortage in the next few years – finance their graduate education.

Funded by the U.S. Department of Health and Human Services/Health Resources and Services Administration, the grant “is extremely helpful to our students because once they are into the second half of the anesthesia program, they are not permitted to work,” said Dr. Janice Beitz, Director of Graduate Studies for La Salle’s School of Nursing. “The grant is absolutely crucial to them.”

Nurse anesthesia students must spend a minimum of 800 hours administering anesthesia in at least 400 operations as part of their training, and often do two to three times that amount. “It’s a very intense curriculum,” says Beitz. In addition to the field experience, students must complete course and lab work.

Students are eligible for this grant when they begin the second half of their course work. The recipients must also demonstrate good academic standing and financial need. In addition to this, the grant focuses on assisting students who come from diverse backgrounds.

“We try to particularly concentrate on helping students who come from ethnically and racially diverse backgrounds,” said Beitz. “We are blessed at La Salle because we do have a very racially diverse student body.”

It is expected that one third of the nurse anesthetists will retire in the next 10 years, “and the need to replace them is acute,” said Beitz.

La Salle started its master’s degree program in nurse anesthesia two years ago through a partnership with The Tornetta School, which has been educating nurse anesthetists since 1951.

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LA SALLE UNIVERSITY

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

July 13, 2001

La Salle University Community:

The Graduate Program in Education will be offering the Teaching of Advanced Placement Program again this summer from July 23rd-July 27th. This graduate program has been held at La Salle University every other summer since 1986. Last summer, it became an annual program.

In conjunction with the College Board, this program is designed for secondary school educators who teach Advanced Placement courses. This summer the Graduate Program in Education offers twenty-one courses corresponding to the current high school Advanced Placement curriculum. The program is an intensive experience offered for three graduate credits. Classes will be held in Olney Hall and Holroyd Hall from 8:30 a.m. to 4:30 p.m. each day.

This summer, over 380 public, parochial and private high schools teachers are enrolled. They represent eleven states, Germany, Brazil, and Taiwan. More than half of the teachers will be residing in the St. Miguel Townhouses.

I am sure that you will welcome these teachers to the La Salle University campus and will do what you can to ensure that their experience here will be a positive one. You will recognize them by their distinctive blue Advanced Placement Program name badges.

Sincerely,

Phyllis Santiago

Phyllis Santiago

Director

Teaching of Advanced Placement Program



Office for University Advancement



*The Faculty and Staff
are cordially invited to a concert by*

*Les Petits Chanteurs De Passy-Buzenval
(The Little Singers of Passy-Buzenval, Paris, France)*

*the internationally acclaimed boys choir
from one of the oldest Lasallian schools*

*celebrating the 350th anniversary of the birth of
Saint John-Baptist de La Salle*

*Friday, July 20, 2001
7:30 P.M.*

*The Dan Rodden Theatre, in the Student Union
La Salle University*

A reception will follow the performance.

*The forty-four member tour choir is under the direction of
Jean-Michel Angelloz.
Daniel Martin, organist for the Cathedral of Versailles is the
accompanist.*

*If you are attending, kindly call Allison Murphy at extension 1881
or send an email to murphya@lasalle.edu.*



Special Events at La Salle University
Week of July 15 through July 21

7/10/01

Sun. 7/15	Mon. 7/16	Tues. 7/17	Wed. 7/18	Thurs. 7/19	Fri. 7/20	Sat. 7/21
ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141	ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141	ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141	ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141	ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141	ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141	ESL Summer Institute Time: all day residential program La Salle Contact: Bill McBride Ext. 1141
La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble Ext. 1234	La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble Ext. 1234	La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble Ext. 1234	La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble Ext. 1234	La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble, Ext. 1234	La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble, Ext. 1234	La Salle Barcelona MBA Exchange Program Time: all day residential program La Salle Contact: Liz Heenan/Loretta Deeble, Ext. 1234
Shuffleboard Guild Picnic Time: 12-7 pm Facilities: South Campus Gazebo La Salle Contact: Liz Heenan Ext. 1234	Graduate Education Enrichment Program Time: 8am – 3pm Beginning Location: Olney Lobby Facilities: Olney Hall Classrooms La Salle Contact: Maryanne Bednar Donna Wake Ext. 1593	Graduate Education Enrichment Program Time: 8am – 3pm Beginning Location: Olney Classrooms/ 2nd floor Facilities: Olney Hall Classrooms/2 nd floor La Salle Contact: Maryanne Bednar Donna Wake Ext. 1593	Graduate Education Enrichment Program Time: 8am – 3pm Beginning Location: Olney Classrooms/ 2nd floor Facilities: Olney Hall Classrooms/2 nd floor La Salle Contact: Maryanne Bednar Donna Wake Ext. 1593	Graduate Education Enrichment Program Time: 8am – 3pm Beginning Location: Olney Classrooms/ 2nd floor Facilities: Olney Hall Classrooms/2 nd floor La Salle Contact: Maryanne Bednar Donna Wake Ext. 1593	Graduate Education Enrichment Program Time: 8am – 3pm Beginning Location: Olney Classrooms/ 2nd floor Facilities: Olney Hall Classrooms/2 nd floor La Salle Contact: Maryanne Bednar Donna Wake Ext. 1593	French Boys Choir Facilities: St. Katherine Dorms La Salle Contact: Brother Charles Gresh Ext. 1659
	GEAR-UP Time: 8am-3pm Beginning Location: Olney Hall Facilities: Olney Classrooms, computer labs. La Salle Contact: Bob Miedel/Nell Anderson Ext. 1084	GEAR-UP Time: 8am-3pm Beginning Location: Olney Hall Facilities: Olney Classrooms, computer labs. La Salle Contact: Bob Miedel/Nell Anderson Ext. 1084	GEAR-UP Time: 8am-3pm Beginning Location: Olney Hall Facilities: Olney Classrooms, computer labs. La Salle Contact: Bob Miedel/Nell Anderson Ext. 1084	GEAR-UP Time: 8am-3pm Beginning Location: Olney Hall Facilities: Olney Classrooms, computer labs. La Salle Contact: Bob Miedel/Nell Anderson Ext. 1084	GEAR-UP Time: 8am-3pm Beginning Location: Olney Hall Facilities: Olney Classrooms, computer labs. La Salle Contact: Bob Miedel/Nell Anderson Ext. 1084	

Listing of Special Events taking place on campus in the coming week. These Special Events involve both internal and external groups using campus facilities, housing, food services, multi-media services, etc. More detailed information regarding programs are available through the La Salle Contact person.

**Special Events at La Salle University
Week of July 15 through July 21**

7/10/01

Sun. 7/15	Mon. 7/16	Tues. 7/17	Wed. 7/18	Thurs. 7/19	Fri. 7/20	Sat. 7/21
	<p>Academic Discovery Program Time: 8:30am -2:30 pm Beginning Location: Olney Hall 313, 317. 329 La Salle Contact: Bob Miedel Ext. 1084</p> <hr/> <p>Arthur Ash Tennis Camp Time: 9am-3pm Facilities: Tennis Courts La Salle Contact: Harold Conway</p> <hr/> <p>Neighborhood Nursing Center Computer Camp Time: 9am-4pm Beginning Location: Wister 201 Facilities: Wister Classroom and Computer Lab</p> <p>La Salle Contact: Karen Read Ext. 5051</p>	<p>Academic Discovery Program Time: 8:30am -2:30 pm Beginning Location: Olney Hall 313, 317. 329 La Salle Contact: Bob Miedel Ext. 1084</p> <hr/> <p>Arthur Ash Tennis Camp Time: 9am-3pm Facilities: Tennis Courts La Salle Contact: Harold Conway</p>	<p>Academic Discovery Program Time: 8:30am -2:30 pm Beginning Location: Olney Hall 313, 317. 329 La Salle Contact: Bob Miedel Ext. 1084</p> <hr/> <p>Arthur Ash Tennis Camp Time: 9am-3pm Facilities: Tennis Courts La Salle Contact: Harold Conway</p> <hr/> <p>Neighborhood Nursing Center Computer Camp Time: 9am-4pm Beginning Location: Wister 201 Facilities: Wister Classroom and Computer Lab</p> <p>La Salle Contact: Karen Read Ext. 5051</p>	<p>Academic Discovery Program Time: 8:30am -2:30 pm Beginning Location: Olney Hall 313, 317. 329 La Salle Contact: Bob Miedel Ext. 1084</p> <hr/> <p>Arthur Ash Tennis Camp Time: 9am-3pm Facilities: Tennis Courts La Salle Contact: Harold Conway</p>	<p>Academic Discovery Program Time: 8:30am -2:30 pm Beginning Location: Olney Hall 313, 317. 329 La Salle Contact: Bob Miedel Ext. 1084</p> <hr/> <p>Arthur Ash Tennis Camp Time: 9am-3pm Facilities: Tennis Courts La Salle Contact: Harold Conway</p> <hr/> <p>Mayor's Office of Community Service/Summer Youth Program Time: 9am-1pm Beginning Location: Wister Hall Classrooms 302, 304, 306, 308, 310 La Salle Contact: Liz Heenan Ext. 1234</p> <hr/> <p>Neighborhood Nursing Center Computer Camp Time: 9am-4pm Beginning Location: Wister 201 Facilities: Wister Classroom and Computer Lab La Salle Contact: Karen Read Ext. 5051</p> <hr/> <p>French Boys Choir Arrival Time on Campus: approx. 4:30 Facilities: St. Katherine Dorms Facilities: Dorms and Rodden Theater La Salle Contact: Brother Charles Gresh Ext. 1659</p>	

Listing of Special Events taking place on campus in the coming week. These Special Events involve both internal and external groups using campus facilities, housing, food services, multi-media services, etc. More detailed information regarding programs are available through the La Salle Contact person.

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

LIBRARY TECHNICIAN (SERIALS) – CONNELLY LIBRARY

Connelly Library of La Salle University is seeking a full-time Library Technician. La Salle University is a Roman Catholic institution of higher education in the tradition of the Del La Salle Christian Brothers. This technician is responsible for the daily check-in of new periodicals on the automated library system and the physical processing and shelving of these new issues and also assists in the preparation of bindery shipments. Ability to work on a computer terminal and shelve library materials required. Library and/or computer experience desired but not required. Benefits include tuition remission, paid vacation, health and dental coverage. Applicants should send letter of application, resume and three business references to:

John K. McAskill
Systems Librarian
Connelly Library
La Salle University
1900 West Olney Ave.
Philadelphia, PA 19141

Search will continue until the position is filled, but applications received by July 27, 2001 will have priority. EEO/AA



LA SALLE UNIVERSITY

DIRECTOR OF HUMAN RESOURCES

PHILADELPHIA, PA 19141-1199 • (215) 951-1013 • FAX: (215) 951-1453

E-MAIL ADDRESS: rohanna@lasalle.edu

The Human Resources Department is currently seeking to fill a **Secretary II** position. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers.

The **Secretary II** will be responsible for interacting with students, faculty and other University staff on a regular basis through telephone and personal contact. Applicants should possess excellent communication and organizational skills, cooperative attitude, initiative, and attention to detail. Minimum of two years experience with Microsoft WORD and EXCEL. Full benefit package including tuition remission.

Candidates interested in this position should submit a detailed resume, salary requirements, and employment references by July 20, 2001 to:

Susan P. 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



LA SALLE UNIVERSITY

DEAN, SCHOOL OF ARTS AND SCIENCES
PHILADELPHIA, PA 19141-1199

**POSITION AVAILABLE
ASSISTANT DEAN, SCHOOL OF ARTS AND SCIENCES**

The Office of the Dean of Arts and Sciences welcomes applications for the full time position of Assistant Dean for the School. La Salle 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 Dean is responsible for specific advisement and administrative activities crucial to the day-to-day operation of the Dean's Office. This position requires a Master's Degree, a minimum of three years of experience in higher education, including academic advisement, administration, and/or teaching; familiarity with curriculum issues; proficiency with computing packages; excellent communication and interpersonal skills, tact, and discretion.

Salary is commensurate with qualifications and experience. Full benefit package including tuition remission.

Please submit a letter addressing qualifications for this position, resume, and salary requirements to Dr. Margaret McManus, Interim Dean of the School of Arts and Sciences, Box 802, La Salle University, 19141, by July 13, 2001.

La Salle University is an Equal Opportunity and Affirmative Action Employer.



Office of Alumni Relations

ASSISTANT DIRECTOR OF ALUMNI RELATIONS- La Salle University seeks an Assistant Director of Alumni Relations for Clubs and Chapters. La Salle 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 Director of Alumni Relations for Clubs and Chapters is responsible for cultivating and coordinating local chapters and alumni clubs. Some travel will be necessary to foster chapter activity. Excellent oral and written communication and computer skills essential. The position has a full benefits package, including tuition remission. Send cover letter, resume, salary requirements and three (3) references to: Jim Gulick, Assistant Vice President for Alumni Relations, Office of Alumni Relations, La Salle University, 1900 W. Olney Ave, Box 809, Philadelphia, PA 19141. AA/EOE.



Office of Alumni Relations

OFFICE MANAGER- La Salle University's Office of Alumni Relations is seeking an Office Manager. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The Office Manager will provide secretarial support for the Vice President for Alumni Relations; handle the routine administrative/office functions required for the efficient and professional operation of the office, in general; assist with Alumni Relations functions/events/activities as required. Excellent communication and computer skills critical. Basic knowledge of Windows, Microsoft Office/Microsoft Word/Excel and Lotus Notes desirable. Full benefits package, including tuition remission. Salary commensurate to qualifications. Send resume and references to: Jim Gulick, Assistant Vice President for Alumni Relations, Office of Alumni Relations, La Salle University, 1900 W. Olney Ave., Box 809 Philadelphia, PA. 19141. AA/EOE



Division of Student Affairs

Anna Melnyk Allen, Assistant Dean of Students

1900 W. Olney Ave. • Philadelphia, PA 19141-1199 • (215) 951-1374 • FAX (215) 951-1942 • aallen@lasalle.edu

The Student Affairs University Life unit is seeking qualified applicants for the position of INTERNATIONAL EDUCATION ASSOCIATE. La Salle 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 International Education Associate assists the University Life staff and others in the development and provision of services for international students and students preparing to study abroad. The Associate also assists with administrative and legal aspects of international study and admission, the University's Travel Study Program, and internationally themed campus programming.

This position requires a Bachelor's degree plus related experience.

If interested, please send a resume, cover letter, salary requirements and three (3) references to:

Anna Melnyk Allen
Assistant Dean of Students
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141

Resumes will be accepted until July 27, 2001.

AA/EOE 07/10/01



Department of Athletics

La Salle University
Department of Athletics
Hayman Center
1900 West Olney Ave
Philadelphia, Pa 19141

Tel# 215-951-1673
Fax# 215-951-5127

Secretary for Men's and Women's Basketball

La Salle University's Athletic Department invites applications for an immediate opening for a full time Secretary for Men's and Women's Basketball. La Salle University is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. This position reports directly to the Head Men's Basketball Coach and Head Women's Basketball Coach. Requirements for this position include a working knowledge of Microsoft Office for Windows, effective communication skills, and organizational abilities for maintaining basketball teams records, and assistance with overall programmatic needs. High School Diploma/GED required. 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

