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Campus News July 12, 2002

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

CAMPUS POSITIONS AVAILABLE

July 12th, 2002

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Division of Student Affairs has immediate openings for the following positions:

Community Coordinator, Off-Campus and Commuter Students

Description of Position/Duties:

The community coordinator is a full-time professional member of the Community Development staff who will maintain a presence in the community for off-campus students and neighbors of the University. The coordinator will help students and neighbors build relationships and serve as an advisor to the Commuter and Off Campus Student Association. The coordinator will also serve as a resource person for commuter students and will act as a liaison between and among off-campus and commuter students, neighbors, Security and Safety staff, and Student Affairs staff. Compensation package includes salary plus room (in a house adjacent to campus), tuition remission, and full benefits package.

Education and Experience Desired/Required:

Candidates for this position must have completed a Masters Degree program in Student Development, Counseling or related field or have comparable experience. One to three years of post Masters work experience in Student Affairs is desired.

Resident Director

Description of Position/Duties:

The Resident Director is a full time, 12-month, live-in staff member who supervises a portion of our residential community and has a co-lateral assignment in another area of the Division of Student Affairs. Responsibilities include staff supervision, hall government advising, facilities management, and judicial affairs. Compensation package includes salary plus room, board (during academic year while residential facilities are occupied), tuition remission and full University benefits.

Education and Experience Desired/Required:

Candidates for this position must have completed a Bachelors Degree and have experience in a college residential living environment.

La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at www.lasalle.edu.

Application Process: Submit a letter of application, resume and references to:

Alan Wendell, Associate Dean of Students
La Salle University
1900 West Olney Ave.
Philadelphia, PA 19141
fax: (215)951-5109
e-mail: wendell@lasalle.edu

AA/EOE

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

OFFICE OF ACADEMIC SUPPORT SERVICES FOR STUDENT-ATHLETES
(215) 951-1521 FAX (215) 951-1694

La Salle University

Academic Support Services for Student-Athletes

POSITION ANNOUNCEMENT

The Office of Academic Support Services for Student-Athletes is currently seeking to fill the full-time position of Assistant Director of Academic Support Services. The Assistant Director position reports to the Director of Academic Support Services and works closely with the Director on office issues and overall program planning.

The Assistant Director will be responsible for the following areas: providing academic counseling/advising and other academic support services to assigned athletic teams (possible teams include football, baseball, men's and women's swimming, and men's and women's crew), assisting student-athletes with early course registration, assisting with the coordination of the Student-Athlete Study Hall Program, coordinating all aspects of the Tutoring Program including the recruiting, hiring, assigning, and evaluation of the tutoring process, assisting the Director and athletic department administrators with all aspects of NCAA CHAMPS/Life Skills programming, coordinating New Student-Athlete Orientation meetings, assisting with the monitoring of academic progress and athletic eligibility of student-athletes, reporting academic information to the Director, head coaches, and other appropriate university faculty and staff, and serving as a liaison with other campus academic support units.

Position Qualifications: Bachelors Degree required. Master's Degree preferred in education, counseling, or related field. Experience working with diverse groups of students, preferably college student-athletes. Ability to work irregular hours including some nights and weekends. Excellent written and oral communication skills. Strong organizational and record keeping skills. Knowledge of NCAA rules. Salary is commensurate with experience and a strong benefit package is included.

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To Apply: Send letter of application, resume, names, addresses, and telephone numbers of three professional references to: Russell Mushinsky, Director, Academic Support Services for Student-Athletes, La Salle University, 1900 West Olney Avenue, Box 805, Philadelphia, PA, 19141. Review of applications will begin immediately and continue until the position is filled.

AA/EOE



La Salle University

PHILADELPHIA, PA 19141-1199

(215) 951-1070

OFFICE OF STUDENT FINANCIAL SERVICES

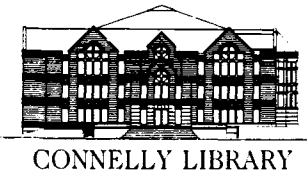
Student Financial Services Counselor

The La Salle University Office of Student Financial Services has an opening for a counselor. This position requires the candidate to perform financial counseling for students and to assist in the awarding and verifying process. This candidate will assist the Director in the administration of all Title IV, State, and Institutional Aid programs.

La Salle University is a Roman Catholic institution of higher education in the tradition of the de La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique mission. For complete La Salle mission statement, please visit our website: <http://www.lasalle.edu/mission>.

A Bachelor's degree, computer literacy, and a commitment to customer service are all required. Salary dependent upon experience with full benefit package including tuition remission.
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Interested candidates should submit a resume to: Michael R. Wisniewski
Director of Student Financial Aid
1900 West Olney Ave
Phila. PA 19141-1199
Wisniews@lasalle.edu



Office of the Director

POSITION AVAILABLE

Library Technician – Circulation Department

The Circulation Department of the Connelly Library has a full-time Library Technician position available. This position provides circulation and reserve services to Library users. Additional duties involve maintenance of the book collection.

Normal hours are Sunday, 4:00 PM – Midnight; and Monday - Thursday 4 PM to Midnight. Days and hours vary during semester breaks, holidays, exams, and summers sessions.

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 good interpersonal skills, maturity, tact, basic computer skills, and the ability to work unsupervised. Full benefits package including tuition remission.

La Salle University is a private Roman Catholic University dedicated to the traditions of the De La Salle Christian Brothers.

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

Christopher Kibler
Access Services Librarian
Connelly Library
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141

The deadline for submitting applications is July 26, 2002.

AA/EOE



La Salle University

BURSAR'S OFFICE

PHILADELPHIA, PA 19141-1199 • 215/951-1054 • FAX 215/951-1799

Cashier

Reporting directly to the Assistant Comptroller for Bursar Operations the Cashier is responsible for processing student transactions, accurately handling money, and answering student questions by researching their accounts.

The successful candidate will have minimum teller and/or cash experience. In addition, qualified candidates should possess strong interpersonal skills and have a basic knowledge of Microsoft Excel and Word.

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Compensation package consists of a competitive salary and excellent benefits including tuition remission. Applicants should submit a detailed resume and salary requirements to: LaSalle University, Office of the Bursar, 1900 West Olney Avenue, Philadelphia, PA 19141, Attn: Assistant Comptroller for Bursar Operations or by email to: benson@lasalle.edu.

LaSalle University is an Equal Opportunity and Affirmative Action Employer.



LA SALLE UNIVERSITY

PHYSICAL FACILITIES

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

Custodian (M/F)

Physical Facilities has an opening for a custodian. Day shift. Overtime sometimes required. Experience is desirable, but not essential. Needed to maintain academic, office, dormitories and classroom environments.

Academic and office environments require high and low dusting, spot cleaning of rugs and vacuuming, emptying trash, etc. Dorms require the cleaning of common areas, lounges, restrooms and showers. Classroom and hallway cleaning includes dry mopping floor, arranging chairs, cleaning blackboards and emptying trash. Project work in the summer includes a thorough cleaning of walls and stripping/refinishing floors in common areas and individual rooms.

Other duties related to this position are pickup of recycled materials, snow removal from building steps and landings, move furniture, event set-up and unload deliveries. Full benefits package including tuition remission. La Salle University is a Roman Catholic institution of higher education in the traditions of the De La Salle Christian Brothers.
AA/EOE

Apply to: Manager of Custodial Operations
 Physical Facilities
 La Salle University
 1900 W. Olney Avenue
 Philadelphia, PA 19141

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