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Campus News July 3, 2003

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 3, 2003

THE LA SALLE UNIVERSITY ART MUSEUM

will re-open for July 2003

HOURS

**Monday — Thursday
10:00 AM — 12 Noon
2:00 — 4:00 PM**

**(The Museum will be closed during August until
the beginning of the new school year)**

**Please contact Mary Farrell at ext. 1221
should you need to visit the Museum
at other times.**

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.

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**La Salle University
Position Announcement**

Assistant Director of Annual Fund

The Office for University Advancement is currently seeking to fill the fulltime position of Assistant Director of the Annual Fund.

Responsibilities:

- Oversees hiring, training and managing the Student Phonation
- Coordinates direct mail and solicitation efforts for the Senior Gift Program
- Works in collaboration with the Annual Fund staff to develop strategies to support the Annual Fund Campaign
- Assists with the Annual Fund duties including direct mail campaigns, matching gifts, parents, faculty and staff campaign.
- Participates in the development of strategic plans for University Advancement initiatives
- Other Duties as assigned by the Director of the Annual Fund

This position requires a high level of attention to detail. Knowledge in Microsoft Word, Excel and Access required. Experience with the Banner software system a plus. This position carries a full-benefits package, including tuition remission. Send cover letter, resume, salary requirements and three (3) references to: Beth Lochner, Director of the Annual Fund, Office for University Advancement, La Salle University, 1900 W. Olney Ave., Box 809, Philadelphia, PA 19141.

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.

AA/EOE

Position Available Immediately

A full-time Administrative Assistant position is now available in the Office of Adult Enrollment.

JOB TITLE: Administrative Assistant I

DEPARTMENT: Adult Enrollment

Essential Duties and Responsibilities:

1. Process applications for the Continuing Studies, twelve graduate and one doctoral program with a turnover of twenty-four hours.
 - a) Enter prospective student information into Banner.
 - b) Enter and modify application information into Banner.
 - c) Enter and maintain receipt of transcripts and other information for prospective students
 - d) Create and maintain files for Part time and Evening applicants.
 - e) Type the Credit Evaluations for transfer students
 - f) Perform follow-up communication with students who have incomplete files
 - g) Process correspondence for Part time and Evening Applicants.
 - h) Create and modify database for criteria lists and reports
2. Answer the phone and direct calls to the proper person or departments.
3. Open e-mail requests daily and throughout the day, answer general questions, and distribute requests to the appropriate department.
4. Send out general information requests.
5. Maintain a filing system for correspondence, reports, etc.
6. Assist in Coordinating the Open Houses and New Student Orientation
7. Maintain an appointment calendar for the Associate Director
8. Perform other duties as assigned by the appropriate supervisor.

Requirements:

1. Strong verbal and written communication skills, including excellent phone manners.
2. Superior organizational skills
3. Knowledgeable in Microsoft Office, Excel and Word
4. Experience with Banner and Access is a plus, as is the ability to communicate bilingually

Review of applications will begin immediately and will continue until an appointment is made. To apply, please submit a letter of application, resume and a list of three references to: Paul Reilly, La Salle University, Box 826, 1900 Olney Avenue, Philadelphia, PA 19141 or email reilly@lasalle.edu

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AA/EOE



School of Business Administration

Marketing Department Faculty Opening

La Salle University Marketing Department is seeking one tenure-track, assistant professor to join our collegial, student-centered department. Requirements include: 1) a Ph.D. in Marketing from an AACSB institution, 2) demonstrated competence in and strong interest in teaching and student development, 3) research skills and performance consistent with AACSB standards, and 4) good fit with institution mission, department style and teaching needs. Qualified and interested applicants can go to www.lasalle.edu/~jonesd/position.htm for additional information and complete application procedure.

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Contact: Dr. Dave Jones, Chairman, Marketing Dept., La Salle University, 1900 West Olney Ave., Philadelphia, PA 19141. jonesd@lasalle.edu, 215-951-1035. AA/EOE