

7-11-2003

## Campus News July 11, 2003

La Salle University

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# CAMPUS NEWS

**LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR**

July 11, 2003



LA SALLE UNIVERSITY

DIRECTOR OF PAYROLL

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

E-MAIL ADDRESS: [caruso@lasalle.edu](mailto:caruso@lasalle.edu)

To: The La Salle Community

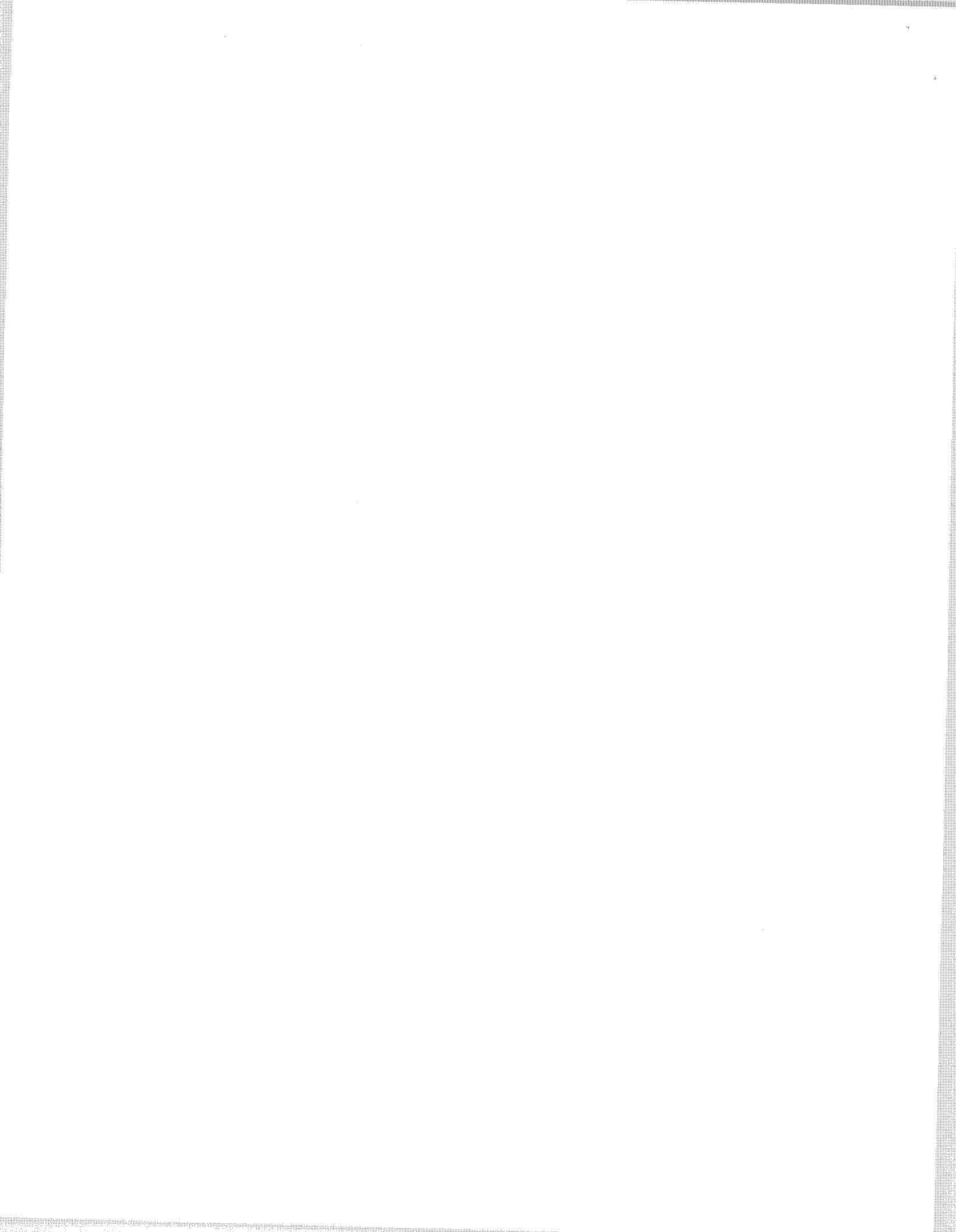
From: Nancy L. Caruso, Director of Payroll

Re: Change to Philadelphia Wage Tax

July 11, 2003

The rate at which city wage tax is withheld will decrease effective with the pay dated July 11, 2003. The rate for residents of Philadelphia will decrease from 4.5% to 4.4625%, and the rate for non-residents will decrease from 3.9127% to 3.8801%.

*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

VICE PRESIDENT FOR BUSINESS AFFAIRS

PHILADELPHIA, PA 19141-1199 • 215/951-1050 • FAX 215/951-1799 • EMAIL: FLEMING@LASALLE.EDU

July 2003

To: The Campus Community

Dear Colleagues:

It is with a sense of sadness in seeing a friend and colleague depart, that I inform you of the retirement of Bob Levins, our Director of Security for the last six years, in October 2003. I am delighted that Bob leaves La Salle to fulfill personal and family plans. Bob and his wife Helen are looking forward to moving to their home at the New Jersey shore. Many people retire with great plans to enjoy just doing almost nothing. Bob, however, enters retirement with plans of a committed work schedule over the next year renovating their shore home. There is a saying that, in do-it-yourself projects, one's own labor is worth 5 cents an hour. Bob plans to save a lot of nickels.

Bob brought to La Salle the experience gained from a long and successful career at the management level in the Philadelphia Police Department. During his time at La Salle, he incorporated many modern security management and technology practices in his department and was looked upon by the community as a source of wisdom and compassion.

I hope that you will join with me in extending our La Sallian best wishes to Bob and Janet.

Sincerely,

David C. Fleming  
Vice President for Business Affairs

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# CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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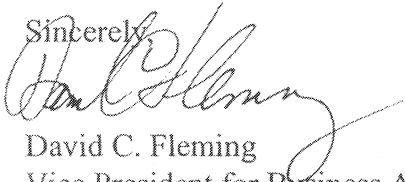
July 2003

To: The Campus Community

Dear Colleagues:

The following advertisement will appear in this Sunday's *Philadelphia Inquirer* and I welcome all applications and referrals from the La Salle community.

Sincerely,



David C. Fleming  
Vice President for Business Affairs

## Director of Security and Safety

La Salle University seeks qualified individuals to apply for the position of Director of Security and Safety. The Director reports directly to the Vice President for Business Affairs and is responsible for managing a 24/7 security operation for a 100 acre main campus and Bucks County Center, supervising a 65 member campus patrol unit, the direction of vehicular traffic, seven parking lots and compliance with federal, state and local laws governing security and safety practices on university campuses. S/he serves as the University's liaison with federal, state and local law enforcement agencies.

The requirements of this position include an undergraduate degree and 10 years of police or campus security experience at the management level. Qualified candidates should possess the professional preparation needed for an executive role in management, demonstrate a leadership capability for the effective delivery of service, and have the ability to work effectively with the major constituencies (students, faculty and staff) in an educational environment. Strong written and oral communication skills are essential.

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](http://www.lasalle.edu). Salary is commensurate with experience and qualifications and a full benefits package is included. Complete resumes should be sent to:

Director of Human Resources  
La Salle University  
1900 W. Olney Avenue  
Philadelphia, PA 19141

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



**School of Business Administration**

**Philadelphia, PA 19141-1199 • (215) 951-1040 • FAX (215) 951-1886**

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La Salle University  
POSITION DESCRIPTION

Administrative Assistant II – School of Business

Reports to: Director, Full-time MBA Program

Essential Duties and Responsibilities:

- 20 hours per week
- Provide administrative support to Full-time MBA Director including database, phone calls, typing, mailings, maintaining calendars and filing
- Assist the Full-time MBA Director in providing prospective student recruitment and academic advising

Skills:

- Experience in multi-cultural and/or international environment
- Knowledge of Microsoft Office, Access, Excel
- Admission and/or student service experience preferred
- Ability to communicate effectively
- Ability to multi-task, take initiative, problem solve, have attention to detail and work in a team environment

Send cover letter and resume to:  
La Salle University School of Business  
Box 826  
Philadelphia, PA 19141

Deadline is Monday, July 28, 2003

La Salle University is a Roman Catholic university in the  
tradition of the De La Salle Christian Brothers.

AA/EOE



**Division of Student Affairs**

Position Available

ADMINISTRATIVE ASSISTANT II

Full-Time, 10 months per year)

The Administrative Assistant II provides administrative and program support for University Ministry and Service, a unit within the Division of Student Affairs. The Administrative Assistant II is based in the unit's College Hall location and is responsible for the following:

- Overseeing general office functions and serving as a receptionist for the unit's College Hall location,
- Supervising student employees,
- Scheduling facility use,
- Monitoring budget activities,
- Assisting in the creation and distribution of publicity material for the unit,
- Assisting with correspondence,
- Supervising mail distribution,
- Assisting with the unit's ministry of hospitality-including the monitoring of the physical amenities of the lounge, chapel, office and kitchen,
- Maintaining filing system and records, and
- Assuming additional responsibilities at the discretion of the Director of University Ministry and Service.

Requirements:

- Demonstrated ability in managing office operations,
- Excellent computer, communication and organizational skills,
- Familiarity with Roman Catholic customs and vocabulary.

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers.*

Review of applications will commence immediately and will continue until Wednesday July 23, 2003. To apply, please submit a letter of application and resume to Brother Charles Echelmeier, FSC, Director of University Ministry and Service, La Salle University, 1900 W. Olney Ave., Philadelphia, PA 19141.

AA/EOE

July 10, 2003

## POSITION AVAILABLE

### ASSISTANT CURATOR, ART MUSEUM

The Assistant Curator of the La Salle Art Museum provides general support to the Curator's work and to the Museum's educational programs. He/she assists in the development, cataloguing, installation, exhibition, and general care of the Museum's collections.

#### **Essential Duties and Responsibilities:**

1. General maintenance of the collections, including routine care and basic conservation;
2. Collaboration in developing temporary exhibitions, their installation and accompanying publications;
3. Promoting the use of the Museum by campus and off-campus groups — and giving occasional interpretive tours;
4. Assisting in preparing and publishing museum cards, posters, calendars, and other related materials.

**Qualifications:** MA in Art History; Museum Studies and/or previous museum experience preferred.

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Review of applications will commence immediately and will continue until an appointment is made. Please submit a letter of application, resume, and a list of three references to:

Bro. Daniel Burke  
La Salle Art Museum  
1900 West Olney Avenue  
Philadelphia PA 19141

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





**La Salle University**  
Philadelphia, Pennsylvania 19141

Campus Store

## **CAMPUS STORE POSITIONS**

Several temporary positions are available for persons to unload trucks, receive merchandise and stock shelves. These positions require heavy lifting (to 70lb.) throughout the workday. Interested persons should contact Cathy Kelly immediately.

Several temporary positions are available for persons to assist customers and operate cash registers. Positions will be available beginning August 18 for 2-3 weeks. Interested persons should contact Mike Lyons after July 28.

The Campus Store is operated by Barnes and Noble College Bookstores, Inc., AA/EOE. Located in Wister Hall, the Campus Store phone number is 215-951-1395.

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