

1-9-2004

## Campus News January 9, 2004

La Salle University

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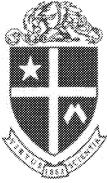
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# CAMPUS NEWS

## LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

January 9, 2004



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

January 9, 2004

Dear Colleague,

The PA Department of Revenue has announced that effective January 1, 2004, the Pennsylvania Personal Income Tax rate will increase from 2.8 % to 3.07%. The change will be reflected in the pay dated January 9, 2004.

If you have any questions regarding this change, please do not hesitate to contact the Human Resources Office at ext. 1052. You may also visit the Department of Revenue's website at <http://www.revenue.state.pa.us/> for information.

Sincerely,

A handwritten signature in cursive script that reads "Nancy L. Caruso".

Nancy L. Caruso  
Director of Payroll

*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 THE PROVOST  
PHILADELPHIA, PA 19141 • 215-951-1015 • FAX 215-951-1602

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Date: January 9, 2004  
To: University Faculty  
From: Bro. John McGoldrick  
Assistant Provost  
Subject: Administrative Issues

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Please note the following items for the Spring 2004 term:

- **Final Examinations:** please inform Brother Edward Koronkiewicz, Assistant Registrar, whether or not you will be giving a final examination during the examination week. This is to be done by no later than **Friday, January 30, 2004.**
- If you, as a teacher of multiple sections of a single course, wish to have your final examinations held at the same time (even in the same room), please contact Brother Edward about this matter as well.
- **Final Grades:** you are reminded that generally final grades for Day Undergraduate courses are due no later than 5 calendar days after the end of the examination period, (i.e., Wednesday, May 5, 2004); final grades for Evening and Graduate courses are due no later than Thursday, May 6, 2004. **Please note however that grades for all *graduating* students are due on Monday, May 3, 2004.**

Thank you.

Bro. John

# Spring Semester, 2004

**Sunday, January 11, 2004**

Feast of the Baptism of the Lord — Sunday Liturgies resume at 6:30 PM

**Thursday, January 15, 2004**

Making-a-Connection — 1:00 PM — De La Salle Chapel

**Tuesday, February 3, 2004**

Making-a-Connection — 4:30 PM — De La Salle Chapel

**Thursday, February 12, 2004**

The First-Ever Service Trip Auction — 5:00 PM — Union Ballroom

**Tuesday, February 24, 2004**

A Fabulous & Free Mardi Gras Open House  
Deli-lunch — 11:30 AM — Chapel Lounge

**Wednesday, February 25, 2004**

Ash Wednesday — the start of the Lent/Easter Season

**Thursday, March 11, 2004**

Making-a-Connection — 1:00 PM — De La Salle Chapel

**Friday, March 12, 2004 — Sunday, March 14, 2004**

An "Open" Retreat in Sea Isle City

**Wednesday, March 17, 2004**

Liturgy Celebrating Charter Day — 1:00 PM — De La Salle Chapel

**Thursday, March 18, 2004**

Basket-Bidding at the Charter Day Dinner — Union Music Room

**Friday, March 19, 2004 — Sunday, March 21, 2004**

A "Kairos-Plus" Retreat in Allentown

**Sunday, March 21, 2004 — Friday, March 26, 2004**

Anti-Hate Week Activities

**Sunday, April 4, 2004**

The Liturgy of Palm/Passion Sunday — 6:30 PM — De La Salle Chapel

**Tuesday, April 6, 2004**

Making-a-Connection — 4:30 PM — De La Salle Chapel

**Thursday, April 8, 2004 — Sunday, April 11, 2004**

The Easter Triduum

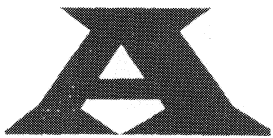
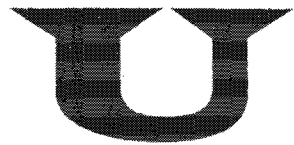
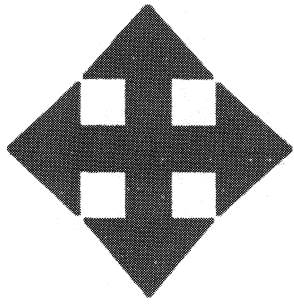
Liturgy of Holy Thursday — 1 PM — De La Salle Chapel

**Tuesday, April 20, 2004**

Fabulous & Free End-of-the-Year Deli-lunch — 11:30 AM — Chapel Lounge

**Saturday, May 8, 2004**

Baccalaureate Liturgy — Cathedral-Basilica of Ss. Peter & Paul





CONNELLY LIBRARY

## LIBRARY HOURS SPRING 2004

January 12 - May 9

### REGULAR HOURS

Monday-Thursday	8:00 am - 12:00 m
Friday	8:00 am - 8:00 pm
Saturday	10:00 am - 6:00 pm
Sunday	12:00 n - 12:00 m

### MARTIN LUTHER KING HOLIDAY

Monday	January 19	3:00pm - 10:00pm
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### MIDSEMESTER EXAMS AND HOLIDAYS

Sunday	Feb 22	12:00 n - 1:00 am
Monday - Thursday	Feb 23-26	8:00 am - 1:00 am
Friday	Feb 27	8:00 am - 5:00 pm
Saturday	Feb 28	10:00 am - 6:00 pm
Sunday	Feb 29	<b>CLOSED</b>
Monday (holiday)	March 1	3:00 pm - 10:00 pm
Tuesday - Thursday	March 2-4	8:00 am - 10:00 pm
Friday	March 5	8:00 am - 8:00 pm
Saturday	March 6	10:00 am - 6:00 pm
Sunday	March 7	12:00 n - 12:00 m

### EASTER HOLIDAYS

Thursday	April 8	8:00 am - 10:00 pm
Friday	April 9	<b>CLOSED</b>
Saturday	April 10	<b>CLOSED</b>
Sunday	April 11	<b>CLOSED</b>
Monday	April 12	3:00 pm - 10:00 pm

### FINAL EXAMS

Monday-Thursday	April 19-22	8:00 am - 1:00 am
Friday	April 23	8:00 am - 8:00 pm
Saturday	April 24	10:00 am - 6:00 pm
Sunday	April 25	12:00 n - 1:00 am
Monday-Thursday	April 26-29	8:00 am - 1:00 am
Friday	April 30	8:00 am - 8:00 pm
Saturday	May 1	10:00 am - 6:00 pm
Sunday	May 2	12:00 n - 1:00 am
Monday	May 3	8:00 am - 10:00 pm
Tuesday - Thursday	May 4-6	8:00 am - 8:00 pm
Friday	May 7	8:00 am - 5:00 pm
Saturday	May 8	10:00 am - 6:00 pm
Sunday	May 9	<b>CLOSED</b>

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# CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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## 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. There are some duties involving maintenance of the book collection. This position requires good interpersonal skills, basic computer skills and the ability to work unsupervised.

Normal hours for this position are Monday – Wednesday 4:00 pm – midnight, Saturday 10:00 am – 5:00 pm, and Sunday 12:00 pm – 8:00 pm. Days and hours vary during semester breaks, holidays, exams and summer 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.

Full benefits package including tuition remission.

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

Applicants should submit a detailed resume, salary requirements and three business references by January 21, 2004, to: Christopher Kibler, Connelly Library, La Salle University, 1900 West Olney Avenue, Philadelphia, PA 19141.

AA/EOE



## LA SALLE UNIVERSITY

### PHYSICAL FACILITIES

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

### LOCKSMITH

Physical Facilities has a full time Locksmith position available. Responsible for maintaining the integrity of doors and locking systems for all campus office buildings and residence halls. Typical duties include, but are not limited to, the installation and service of door hardware, lock maintenance, cutting keys and emergency access service.

Knowledge of Unican locks required. Experience with interchangeable core locks and a familiarity with electronic locking and card swipe systems required. Experience in a university setting preferred.

Full benefits package including tuition remission.

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

AA/EOE

Apply to:

Director of Physical Facilities  
La Salle University  
1900 W. Olney Avenue  
Philadelphia, PA 19141



## POSITION AVAILABLE IMMEDIATELY

### ADMINISTRATIVE ASSISTANT III

The Administrative Assistant III is a full-time position in the Office for University Advancement responsible for project management and other duties as assigned by the Vice President, including project scheduling, tracking, etc. S/he acts as a liaison between the Vice President for University Advancement and the University's Trustees and those major gift donors and prospects assigned to the Vice President.

#### Essential duties and responsibilities:

- Develops and produces correspondence and other materials relative to the management of the functional areas of the Office for University Advancement to include Advancement Services, Alumni Relations, Communications, Development and Government and Community Relations.
- Develops and produces correspondence and materials related to the Major Gift program.
- Maintains the schedule of the Vice President for University Advancement.
- Acts as liaison between Vice President for University Advancement, Trustees, and major gift prospects as directed by the Vice President.
- Coordinates cultivation and stewardship meetings related to the major gifts program with the Vice President for University Advancement, the Assistant Vice President for Development, the Director of University Events, Major Gift Officers, Trustees and the major gift program volunteer leadership.
- Provides general office duties, i.e., filing, answering telephone and handling telephone inquiries, photocopying, assembling proposals, and updating electronic calendars.

Other Duties and Responsibilities: Assist with other duties in the Advancement Office, as necessary and as directed by the Vice President of University Advancement or the Assistant Vice President for Development.

#### Qualifications:

- Strong oral and written communications skills.
- High level of proficiency in Microsoft Word, Excel, Access and Lotus Notes. Working knowledge and proficiency in the Banner system a plus.
- High level of sophistication, maturity and knowledge of protocol issues associated with managing Trustee and major gift donor/prospect relations.
- Ability to manage multiple tasks at the same time

Review of applications will commence 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:

R. Brian Elderton  
Vice President for University Advancement  
La Salle University  
1900 W. Olney Ave.  
Philadelphia, PA 19141

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AA/EOE



*Academic Discovery Program*  
(215) 951-1084 Fax: 951-5192

POSITION ANNOUNCEMENT

**Critical Thinking Instructor (Summer, ADP)**

The Academic Discovery Program (ADP) has an opening for the position of Critical Thinking (Reading) Instructor for its 2004 summer program. The Critical Thinking Instructor assigns the students a series of readings and then assists them in analyzing these readings. This is a part-time appointment for the period beginning June 21 and ending August 4, 2004.

**Responsibilities:**

1. Preparing a syllabus and lesson plans for two sections of a team-taught course entitled English 100, designed to prepare incoming students from the Philadelphia high schools for the academic challenges of a Lasallian education;
2. Working with a Writing instructor to prepare lesson plans based on common readings;
3. Assisting the students in analyzing and discussing a series of readings;
4. Teaching approximately 40 pre-freshmen (20 in each section) four times a week in 50 minute classes and meeting with the students on a one-to-one basis for an additional seven hours a week (usually Wednesdays) beginning July 1;
5. Writing brief end-of-summer reports on all students;
6. Writing an end-of-summer evaluation of the program.

**Qualifications:** Masters Degree in Reading, English, or a related field, with some teaching experience.

*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).*

**Application Procedure:** Submit letter of application and curriculum vitae by January 30, 2004 to:

Mr. Robert Miedel, Director  
Academic Discovery Program  
La Salle University  
1900 W. Olney Ave.  
Box 414  
Philadelphia, PA 19141

**AA/EOE**



# LA SALLE UNIVERSITY

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DIRECTOR OF HUMAN RESOURCES

PHILADELPHIA, PA 19141-1199 • (215) 951-1013 • FAX: (215) 951-1799

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

## Training Manager

The Human Resources Department is currently seeking to fill the position of Training Manager.

The Training Manager will be responsible for developing, conducting, and administering training programs for all administrators and support staff. Related degree with 5 years of progressive training experience is desired. University and Banner experience is a plus.

Full benefits package includes tuition remission. *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). Qualified applicants should submit a detailed resume, salary requirements and references to: Human Resources, Box 806, La Salle University, 1900 W. Olney Ave, Philadelphia, Pa 19141

Fax: 215-951-1453

E-mail [hr@lasalle.edu](mailto:hr@lasalle.edu). AA/EOE