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Campus News July 16, 2004

La Salle University

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Assistance Requested...



WANTED: Volunteers with "muscle power" to help pack donated books in boxes at 3rd floor of Ditmar (Physical Facilities) building at Belfield Ave. & Armstrong St. (past Wister St.)

Contact Br. Joe Scheiter via voice mail at 215-951-1603. Thank you.

WANTED: Donations of books, academic journals, educational materials, etc.



Donations of used or new educational materials for any level from nursery school to graduate, law, or medical college for our Lasallian Philippine schools would be highly appreciated. If they are in your office, just put them in a box outside your door, mark them "La Salle, Philippines", call Ms. Karen Kostelny at x1315 and ask that they be picked up.

If books are at your home, it would be helpful to drop them at the first floor of LSU Physical Facilities Bldg. at Belfield Ave. and Armstrong St.

Thank you for your help, past, present and future. Bro. Joe (Paul) Scheiter, LSU '57,'58, visiting from De La Salle U., Manila, 951-1603, fscbj@yahoo.com.

CAMPUS POSITIONS AVAILABLE

La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers. La Salle University is an Equal Opportunity/Affirmative Action Employer 215-951-1020

Secretary II

The School of Nursing is currently seeking to fill the position of Secretary II for the Undergraduate Nursing Program. Qualified applicants should possess a working knowledge of Microsoft Office for Windows (Microsoft Word, Excel, and Access), effective communication skills, and organizational abilities for maintaining Program records, scheduling appointments, planning Program activities, and assistance with overall program needs. High School Diploma/GED required. Full benefits include tuition remission.

Applicants should submit a detailed resume, salary requirements, and employment references to:

Dr. Diane Wieland

Undergraduate Nursing Program Director La Salle University
School of Nursing
Box 808
1900 West Olney Avenue

Inside La Salle University's Campus News...

Table with 2 columns: News Category, Page Number. Includes General News (1) and Employment at La Salle (1-2).

Campus News Archive: June 2004 - Present

The Campus News is produced by Mail and Duplicating and Portal Communications

Employment

CAMPUS POSITIONS AVAILABLE

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Administrative Assistant II – Full Time

The Student Health Center, a component of the Division of Student Affairs' Health Services unit, has an opening for a full time Administrative Assistant.

Responsibilities include but are not limited to handling telephone inquiries and directing emergency calls to appropriate staff members; facilitating the timely collection, processing, and maintenance of confidential health records; assuring student compliance with the University immunization requirements; maintaining statistics related to usage of the Health Center; ordering medical supplies; collaborating with the Associate Director regarding the administration of the Health Insurance program; supervision of work study students; and other secretarial and receptionist duties as required.

The position requires good people skills, experience with health record management and medical terminology, computer proficiency, and the ability to work as a member of a team.

Send cover letter, resume, salary requirements, and the names of and contact information for three (3) references to:

Dina Oleksiak, Associate Director of Health Services: Student Health Center
Box 419
La Salle University
1900 W. Olney Ave.
Philadelphia, PA 19141 1199

Non-Profit Center: Two Positions

Director of Educational Programs

This position manages the development, execution and quality assurance of all Nonprofit Center workshops, certificate programs and other educational sessions. Requirements include:

- Minimum three years of experience in program/event management or coordination
- Exceptional interpersonal skills with strong aptitude for customer service;
- Proven ability to organize, prioritize and conceive project logistics while paying extraordinary attention to detail;
- Exemplary communication and negotiation skills;
- Proficiency with all Microsoft Office suite applications;
- Undergraduate degree.

Administrative Assistant

This position manages office administration and promotes exceptional customer service. The position also works closely with program directors to ensure smooth orchestration of workshops and special events. Requirements include:

- Minimum two years of experience in administrative role;
- Excellent communication skills;
- Experience in database management and proficiency with Microsoft Office suite applications;
- Proven ability to organize, prioritize and execute in a timely manner;
- Undergraduate degree preferred.

Please specify position of interest when sending cover letter, resume and salary history to:

Nonprofit Center at La Salle University
1900 W. Olney Ave.
Philadelphia, PA 19141;
Fax: 215-991-2967
Email: nonprofitcenter@lasalle.edu.