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## Campus News July 23, 2004

La Salle University

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**IT Move-in Volunteer Request**



It is approaching that time where students will be moving into the residence halls and I was hoping to solicit help from faculty and staff to assist with some of the move-in day IT tasks. I know many of you

have been helpful in the past so your participation would be greatly appreciated!

Helping with the student move-in allows faculty and staff an opportunity to meet students and families outside the classroom environment.

Everyone that signs up for at least a full day will receive a 128 MB Jump Drive (Removable USB Storage) to keep (as well as a nifty name tag)!

You can go to the following link for more information regarding dates, times, and tasks, as well to submit your volunteer application.

<http://stu-srv3.lasalle.edu/resnet/volunteer/index.asp>

You will receive a confirmation e-mail detailing the days and times you signed up for. Please let me know if you have any questions (x5158) and again, I appreciate everyone's participation!

Trish Oatley  
ResNet Coordinator  
LaSalle University  
College Hall Room 310-E



**Attention computer purchasers!**

Did you know that you can get a discount from Dell on a new PC or Laptop just for being affiliated with La Salle?

Just call 1-800-695-8133 and dial extension x66402 when given the option. Press "2" for purchase information, then press "1" for more info or to place an order. La Salle students, faculty, and staff receive a 5% discount when purchasing a new PC with a 1-2 year warranty, and a 10% discount with a 3-4 year warranty! Just be sure to inform your sales representative that you are affiliated with La Salle University.

Check the Residential Network website for our Dell picks of the week: [http://www.lasalle.edu/admin/it/portal/computer\\_suggestions.htm](http://www.lasalle.edu/admin/it/portal/computer_suggestions.htm).

Please submit your articles for the **next** edition of the Campus News by 4:00 PM on Wednesday.

**campusnews@lasalle.edu**

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**Archive: June 2004—Present**

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

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## Employment

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### 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*

#### **Professional Liberal Arts Tutor**

The Academic Discovery Program (ADP) has an opening for the part-time position of Professional Liberal Arts Tutor for the 2004-2005 academic year. The Professional Liberal Arts Tutor meets with selected ADP freshmen to help them master the materials in their textbooks, especially in the "Patterns of Meaning" courses (History, Philosophy, Religion) as well as in the Social Sciences courses.

#### **Responsibilities:**

- Reviewing commonly used texts in preparation for tutoring sessions
- Tutoring individual ADP students and occasionally small groups of ADP students in content-area subjects for a total of ten hours a week
- Assisting the students in preparing for examinations
- Reviewing the students' notes
- Meeting once a week with the other ADP staff members during the academic year to discuss the students' progress
- Writing end-of-semester summary paragraphs on the students' work

**Qualifications:** Applicants should hold at least a master's degree with a minimum of two years of teaching/tutoring experience. The ideal candidate should have a breadth of knowledge that spans several disciplines.

#### **Application Procedure:**

Submit letter of application and *curriculum vitae* by August 13, 2004 to:

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

### **Bilingual Administrative Assistant**

The Bilingual/Bicultural Graduate Studies Program of La Salle University is seeking an Administrative Assistant. This is a Monday through Friday position and the hours are 10:00 am to 6:00 pm.

The successful candidate must be bilingual in Spanish and English (oral and written skills), possess strong organizational and secretarial skills, and have excellent computer know-how/skills (particularly in Word, Excel, e-mail and internet research). Additionally, the candidate should have an excellent and professional telephone manner and clearly be able to deal extensively with the public (Hispanic and non-Hispanic).

This position includes a competitive salary, benefits including tuition remission, a rewarding working environment and a challenging opportunity to make a difference.

Those interested in this position please submit a cover letter, resume, salary requirements and two references (please include name, address and phone number for the references submitted) to:

Luis A. Gómez, Ph.D.  
Director  
Bilingual/Bicultural Graduate  
Studies  
La Salle University  
1900 West Olney Ave.  
Philadelphia, PA 19141

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### 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.

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](mailto:nonprofitcenter@lasalle.edu).

#### **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](mailto:nonprofitcenter@lasalle.edu).