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Campus News September 24, 1999

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

Sept 24th, 1999

Tea Time *in the* Faculty Dining Room

A Special Lunch will be available on Thursday, September 30th which will include:

An assortment
of Tea Sandwiches

Smoked Salmon and Basil on
White Bread

Tuna on Wheat Bread

Roast Beef on French Bread
with Horseradish cream

Tomato, Cucumber and Herbed
Cheese on Wheat Bread

A Dessert Tray

Strawberries and Cream
with Scones

Herbal and English Tea

And of course a selection
of Teas Served in a Classic
Silver Tea Service.

Just \$3.95

Cheerio !



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

DIRECTOR OF HUMAN RESOURCES

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

E-MAIL ADDRESS: rohanna@lasalle.edu

TO: All Full-Time Faculty and Staff Enrolled in Graduate Studies

FROM: Susan P. Rohanna, Director of Human Resources

DATE: September 24, 1999

SUBJECT: Taxation of Graduate Tuition Remission for Summer Courses

The taxation of tuition grants for graduate courses you have enrolled in for the Fall semester will begin with the paycheck dated October 5, 1999 and continues through the paycheck dated December 28, 1999.

If your circumstances are such that you would like to offset some or all of this additional tax you can do that by increasing the number of withholding allowances you are claiming on your W-4 form.

You should be alert to the fact that if you enroll and subsequently withdraw from a course, under the IRS regulations, there may still be reportable income. This will be determined by the date of your withdrawal and any credit that might be due under the refund policy of the University. If you withdraw from a course, it is important that you notify both the Human Resources and Financial Aid Offices so that all of the appropriate adjustments can be made.

If you have any questions, please feel free to contact the Human Resources Office at 951-1052.



Academic Affairs Committee Meeting Minutes
Tuesday, August 24, 1999

Present: Dr. Joseph Cicala, Dr. Richard Goedkoop, Mr. Gerald Johnson, Dr. Barbara Millard, Dr. Richard Nigro, Dr. Sam Wiley and Dr. Zane Wolf

Guests: Mr. Dominic Galante, Ms. Liz Heenan, and Mr. James Sell

The meeting began at 1:05 p.m. in the Career Planning and Placement Conference Room. Dr. Richard Nigro presided over the meeting which was called to review issues revolving around student scheduling (rosters) and the need to appoint a representative Task Force to review those issues and to make a recommendation to the Academic Affairs Committee.

Dr. Nigro began the meeting by reviewing what he (and others) perceived to be both the negatives and positives of the current class schedule and rostering issues at La Salle.

On the negative side, there appears to be a number of difficulties for some day students in putting together a complete roster due to issues related to numbers of sections, cost containment factors, as well as faculty and student preferences for course times and days. There also appears to be too many morning classes and too few in the afternoon. Sometimes multiple sections of the same class are offered at the same time. Are we doing the best educational job that we can?

On the positive side, the new core curriculum with the elements of "doubles" and the "Metro" experience gives the university the opportunity for some more "creative" and pedagogically sound strategies regarding class scheduling.

Committee members also raised a number of issues that would need to be considered in a discussion of scheduling changes that included:

- An option of a 4 day teaching schedule should be maintained because of issues relating to faculty development, accessibility and preparation time
- Availability of adjuncts in some disciplines only in the extremes of early morning or evening (CSC/COM/ED)
- Implications for Graduate and Evening students
- Need for some universal free time for "Metro" and other co-curricular/extracurricular activities
- Implications for student-athletes and their teams
- Attention to implications for student learning, which may vary between disciplines

After this identification of issues, the committee turned its attention toward identifying the key constituent groups who would be most affected by any scheduling changes e.g. chairs, service departments, large majors, etc. and its recommendation of possible candidates for the Task Force to the Provost. Taking these recommendations, Dr. Nigro will appoint a group which will look at these issues and report to the Academic Affairs Committee, hopefully before the end of the fall, 1999 semester. The Task Force's charge will be to first fully identify all relevant issues relating to scheduling and second, to issue recommendations to the Academic Affairs Committee, if necessary.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,
Richard J. Goedkoop, Ph.D.



Minutes Of The May 18, 1999 Meeting Of Graduate Council

Present: F. Berna, S. Borkowski, G. Bruce, M. McManus, B. Millard, W. Price, J. Smith, T. Reduzzi, Z. Wolf, R. Nigro

Excused Absence: J. Beitz, B. Paulin, J. Ugras, R. Vogel

The one item for discussion was a proposal submitted to the committee from the Graduate Directors. The amended proposal calls for the formal creation of the designation of Associate Faculty. Associate Faculty are part-time faculty who will participate more fully in the educational process than typical adjunct faculty. This faculty will have more job responsibilities and be compensated at a different rate from typical adjunct faculty.

Dr. McManus presented the proposal on behalf of the graduate directors; she discussed the rationale for this type of faculty, outlined the benefits to La Salle of Associate Faculty, and discussed the process for the designation of Associate Faculty.

It was pointed out in the meeting that currently there are no funds in the budget set aside for Associate Faculty and programs would need to fund these faculty based on the availability of current funds.

Members of the Council suggested a number of changes to the proposal and the proposal incorporates the suggestions of Council.

Council approved the proposal by a vote of 9-0-1.

Submitted By:
Gregory O. Bruce



Minutes of the Academic Affairs Committee
May 26, 1999

Present: Gregory Bruce, Joseph Cicala, Gerald Johnson, Barbara Millard, Richard Nigro, Zane Wolf, Nancy Youngblood.

Guests: Richard Di Dio, Nancy Jones

1. A Stage I proposal for Integrated Science, Business, and Technology was presented by Dean Di Dio and Dr. Jones. It is conceived as a new, four-year program with all new major courses, with emphases on the development of analytical skills; science and business concepts; and societal applications and implications. The third and fourth years of the program will require students to specialize or concentrate their efforts in one of three strategic sectors: information management, biotechnology, or a third area still under consideration by the program's developers and advisory board. Throughout the program, in any case, there will be a mix of classroom and "real world" experience, focusing on teamwork and problem solving, including shadowing and internships and culminating in capstone projects, developed with and aided by advisory board members and corporate sponsors.

Provost Nigro questioned the presenters in regard to how "business" will be integrated into the program. Dr. Jones responded that partnership, project management, client services, and other skills will be cultivated. Dean Bruce added that he is comfortable with the evolving definitions and noted that SBA faculty are becoming more and more involved in the program's development. Provost Nigro added, as well, that the notion of "what fits in" also is evolving and that business "processes," such as those listed above may be more applicable than the content of "classic" business courses, a sentiment echoed by Dean Bruce. The latter added, in turn, that we may not currently have the courses this program will require and that he sees this as, essentially, a science program, with the "business" component a "small b" element. He also noted that there is strong enthusiasm for this program and its development among SBA faculty. Dean Wolf and Dean Millard added their support to the inclusion of project management skill development, and the latter also suggested that the "information technology" specialization area be re-christened "information and telecommunication" to avoid confusion with other programs on campus. Dr. Jones agreed to work on alternatives with the advisory board.

Dean Bruce noted that language to describe the program's "value" must continue to be refined, a task Provost Nigro equated to describing "what it is," as opposed to "what it is

not.” Mr. Johnson queried the presenters about the projected size of the program’s enrollment. Dr. Jones projects an entering class of 40 in Fall, 2000 and Provost Nigro’s stated goal is a total enrollment of 300 at any one time once the program is fully operating. Mr. Johnson applauded this goal and suggests that it become and be maintained as a selective program of high quality, fueled by known quantities of students, faculty, and resources. Dean Millard observed that it will be difficult for students to enter the program if they initially enroll at La Salle in another program, due to the unique nature of the courses, but she and Dr. Jones agree that the reverse may not be so difficult if latitude in translating some of the unique science-based courses as “equivalents” of traditional science courses is allowed.

After our guests’ departure and brief additional discussion, Dean Cicala moved for approval of the proposal. The motion was seconded by Dean Bruce and approved by the committee with a six affirmative votes, no negative votes, and no abstentions.

2. Minutes of our April 16 meeting were reviewed. Dean Bruce moved for approval. Dean Wolf seconded. During subsequent discussion, Dean Millard suggested that the minutes be approved for publication with the deletion of the specific details regarding the departments reviewed during the ongoing review of the Social Sciences Cluster. Dean Cicala moved for approval of the original motion, amended with Dean Millard’s suggestion. Dean Bruce seconded that motion and it was approved by committee with a six affirmative votes, no negative votes, and no abstentions.
3. Provost Nigro thanked the committee members for our work this year and noted that next year’s initial agenda items will be the formation of a scheduling task-force, discussion of a two-year academic calendar, and continued department/program review.

Respectfully Submitted,
Joseph J. Cicala
May 25, 1999



LASALLE
UNIVERSITY

1900 West Olney Avenue, Philadelphia, Pennsylvania 19141-1199

Alumni Office

(215) 951-1535



SAY IT ISN'T SO!!!

On Friday October 1, the LaSalle community will be losing a dedicated employee of over 10 years. Jackie Carr will leave La Salle to finish her degree.

Help us celebrate the many years of service that Jackie has given to the Alumni Office and La Salle University

JOIN US IN A FAREWELL RECEPTION :

*Thursday September 30
2 to 4 PM
Alumni Office (1st Floor -Benilde Hall)*

e-mail: alumni@lasalle.edu

FAX: (215) 991-2991



LA SALLE UNIVERSITY

OFFICE OF ADMISSION AND FINANCIAL AID
PHILADELPHIA, PENNSYLVANIA 19141

Announcement:
Undergraduate Campus Programming Event
Saturday, October 2nd & Saturday, November 13th
Fall Open Houses

**Please All Departments and Faculty
Representatives need to contact me:**

Aimee M. Rogers
**Assistant Director of Admission
& Campus Program Coordinator**

Please call my direct line extension #1651

**Only a few departments have signed up for the
Academic Department Fair.**

Time: 11 – 1:30pm
Place: Ballroom, Student Union Building

Both Saturdays, same time, same place

**Note: Copies of Open House programs are in my
office. Please stop by to pick up a few.**

Preparing Students for Successful Careers and Rewarding Lives

School of Arts and Sciences
La Salle University
Philadelphia, PA 19141

September 22, 1999

Dear Colleagues,

I am glad to report that the Advisory Board for the New Core Curriculum has begun meeting to consider issues related to implementing the New Core in the fall, 2000. The Board includes: Marjorie Allen (English), Preston Feden (Education), Louise Guigliano (Community Learning Center), William Hall (Communication), Elizabeth Heenan(Continuing Studies), April Herring (Resident Life), Finn Hornum, (Sociology, Social Work, and Criminal Justice), Christopher Kazmiercza (Student Life), Marc Moreau (Philosophy), Joanne Serembus (School of Nursing), William Van Buskirk (Management), Margaret Watson (Psychology),Richard DiDio (Associate Dean A&S)-ex officio.

I urge you to get in touch with me or members of the Advisory Board with suggestions, questions or concerns you may have about the implementation of the New Core Curriculum.

Sincerely,

Margot Soven



LA SALLE UNIVERSITY

Dean, School of Arts & Sciences

PHILADELPHIA, PA 19141-1199 • 215/951-1042 • FAX 215/951-1785

You are cordially invited to the first
informal program for 1999-00

Arts & Sciences in the Afternoon

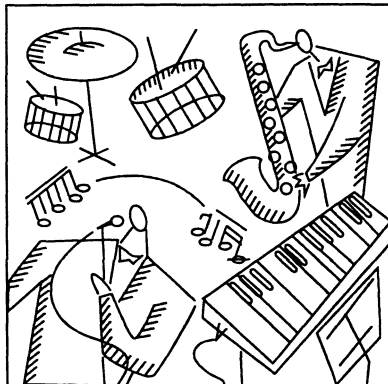
Dr. Joseph Volpe, Philosophy Department

“Life Within a Death-Space: Reflections on
the Significance of Vietnam War Literature”

Friday, October 8th, at 2:30 PM
In the Music Room
of the La Salle Union



Please join your colleagues for a relaxing afternoon



Wine & Cheese Reception to
Follow

All Faculty Welcome



La Salle University
Philadelphia, Pennsylvania 19141-1199
Multicultural and International Affairs

Mark your calendars now!

International Week '99

is coming. . .

October 11-15.

Watch Campus News for details!

If you want to help out or you wish to have an event
included in publicity for International Week '99,

please contact

Elaine Mshomba, Director of International Education
(215-951-1948 or emshomba@lasalle.edu).

Please share
with your students!

Calling all students!

La Salle University
presents

Travel/Study Courses for Spring 2000*

- **Art and Power in Italy** (Dr. Sabrina DeTurk, 951-5005, deturk@lasalle.edu)— This Honors course will include a travel component over Spring Break to Venice, Florence, and Rome! *SORRY – THIS CLASS IS ALREADY FILLED. SEE DR. DeTURK TO GET ON THE WAITING LIST.*
- **Comparative Education: A Study of the Education System in Spain** (Dr. Pres Feden, 951-1193, feden@lasalle.edu, & Dr. Bob Vogel, 951-1194, vogel@lasalle.edu)—Explore the education system in Spain, and compare and contrast it with the system in the U.S. Travel to Spain over Spring Break and visit Madrid, Cuenca, Segovia, and more! Register for Spring 2000, but some work required Fall 1999. *THIS CLASS IS NEARLY FULL. DON'T DELAY IN SEEING DRS. FEDEN OR VOGEL.*
- **Global Business: Study in Quebec** (contact Susan Mudrick, Assistant Dean of Business, 951-1040, mudrick@lasalle.edu) -- This course is an introduction to the international aspects of the business disciplines and their specific applications to Canadian business. May be used to fulfill ECN 333 requirement. Travel to Quebec, Canada, for a 9-day visit in May (home in time for commencement)!
- **The Legacy of Quijote: His Spain and Spain Today** (Dr. Barbara Trovato, 951-1213, trovato@lasalle.edu)—Conducted in Spanish, this course will focus on *Quijote*, with travel to Spain over Spring Break. Visit Madrid, Cuenca (located in the region of La Mancha), Segovia, and more! *SORRY – THIS CLASS IS ALREADY FILLED. SEE DR. TROVATO TO GET ON THE WAITING LIST.*
- **Pilgrimage: The Holy Land** (Br. Joseph Dougherty, 951-1347, dougheri@lasalle.edu) – This special topics course considers the pilgrimage as a religious phenomenon from political, sociological, anthropological, and theological perspectives. Travel to the Holy Land over Spring Break -- visit Jerusalem, Bethlehem, and much more! Fulfills Core I religion requirement; no pre-requisite.

**For more information, contact the faculty member directly or call Elaine Mshomba, Director of International Education, 951-1948 (emshomba@lasalle.edu). You must contact the faculty member to complete an application for the course; admission to the course is required before you can register for it.*



La Salle University
Philadelphia, Pennsylvania 19141

History Department

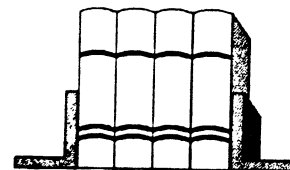
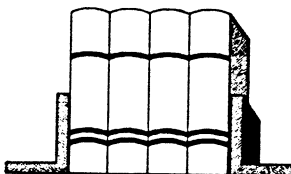
"HISTORY IS INTERESTED IN YOU"

All students (regardless of major) interested in joining La Salle's Historical Society are invited to attend an organizational meeting on Wednesday, September 29, 1999 @ 3:00 in Olney 309. For more information please contact Dr. Charles Desnoyers, Chairman at 951-1091.

Tutor Training - Sign up today!!

- Have you ever thought of helping someone learn to read?
- Would you like to share your talents and skills with adult learners?

The Adult Learning Project at the Community Learning Center is currently training and placing tutors to work with adult learners. If you are interested or if you know someone who is interested, please call x 1423.





LA SALLE UNIVERSITY

RESIDENT LIFE OFFICE

1900 WEST OLNEY AVENUE PHILADELPHIA, PA 19141 ☎215-951-1550

TEACHING YOUR STUDENTS TO USE PHILADELPHIA

September 30, 1999 at 12:30 pm – 1:20 pm in the Dan Rhodden Theater.

This fun and informative session, while designed for students in FYE and Double classes, is open to all students. It will teach students where to find out about things happening in the city and teach them how to get there.

If you plan on having your students use the city, this session is a must!

All attendees will be eligible to win door prizes to various city locations.



SPONSORED BY THE DIVISION OF STUDENT AFFAIRS



La Salle University
Department of English

Harp Concert

Grainne Hambly
Irish Harper

Wednesday, September 29
3:00 p.m.

Renaissance Room
La Salle Art Museum

EXPLORERS

UPCOMING EVENTS

Friday-Sunday, September 24-26

Softball at Carol Weil Tournament (Allentown, PA)

Friday vs Kutztown

7:30 PM

Saturday vs Radford

12:15 PM

Saturday vs St. Peter's

2:00 PM

Sunday, September 26

Field Hockey vs Lehigh

1:00 PM

Women's Soccer vs Fordham

1:00 PM

Friday, October 1

Women's Soccer vs Virginia Tech

3:00 PM

Volleyball vs Xavier

7:00 PM

Saturday, October 2

*M/W Cross Country at Philadelphia Invite
at Belmont Plateau*

3:00 PM

Volleyball vs St. Peter's

12:00 PM

Volleyball vs Dayton

6:00 PM

Softball at City Six Tournament

10:00 AM

at Villanova and St. Joseph's

Football at Siena

1:00 PM

Sunday, October 3

Women's Soccer vs George Washington

1:00 PM

LASALLE

Sponsored by the Athletic Department

For Additional Information Contact Athletic Communications - x-1605

La Salle University
1999-2000 Women's Basketball Season Ticket Order Form

November

7	Legacy AAU (Exh.)	12:00
11	Foreign Team (Exh.)	7:00
23	Pennsylvania	6:00

December

1	Villanova	7:00
8	Penn State	7:00
11	George Washington	1:00
29-30	La Salle Invitational Tournament	
29	LaSalle vs. Lafayette	6:00
30	LaSalle vs. Richmond or Quinnipac	6:00/8:00

January

6	Massachusetts	7:00
16	Virginia Tech	1:00
30	St. Bonaventure	12:00 A-10 TV

February

3	Dayton	7:00
6	Duquesne	1:00
18	Xavier	7:00
20	Rhode Island	1:00

Season Ticket Plans
(Season ticket holders receive chairback seating)
 Adults - \$50.00
 Faculty Staff - \$45.00
 Children - \$25.00

Individual Ticket Prices
 Adults - \$5.00
 Children - \$3.00

RETURN ORDER FORM TO:

La Salle University
 Athletic Ticket Office
 BOX 805

 Name _____ Day Phone _____
 Address _____
 City _____ State _____ ZIP _____

<u>Season Tickets:</u>	<u>Quantity</u>	<u>Total</u>
Adult @\$50.00	_____	_____
Faculty/Staff @ \$45.00	_____	_____
Children @ \$25.00	_____	_____
TOTAL	_____	_____

(MasterCard/Visa Only)
 Credit Card # _____ Exp. Date _____

For more information please call 951-1999

La Salle University
1999-2000 Men's Basketball Season Ticket Order Form

November

9	Delaware Dynamite (Exh.)	7:00	
20	Mount St. Mary's	7:00	
23	Central Connecticut State	8:00	

December

7	Pennsylvania	8:00	CSN
18	at Drexel (Palestra)	1:00	

January

9	St. Bonaventure	2:00	
15	Rhode Island	2:00	A10 TV
18	Temple	8:00	A10 TV

February

5	Virginia Tech	2:00	
12	George Washington	2:00	
15	at St. Joseph's (Palestra)	9:30	ESPN2
23	Dayton	7:00	
27	Xavier	2:00	A10 TV

March

4	Duquense	2:00	A10 TV
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Season Ticket Plans

For Explorer Club membership information, please call 215-951-1606.

V.I.P.	\$250.00	Faculty/Staff Rate	\$250.00
Gold Plan	\$195.00	Faculty/Staff Rate	\$140.00
Blue Plan	\$125.00	Faculty/Staff Rate	\$100.00

{Explorer Club members (Varsity level and above) receive priority consideration for chairback seating}

RETURN ORDER FORM TO:

La Salle University
Athletic Ticket Office
BOX 805

Name _____ Day Phone _____

Address _____

City _____ State _____ ZIP _____

Season Tickets:	Quantity	Total
VIP @ \$250.00	_____	_____
Gold Plan @ \$140.00	_____	_____
Blue Plan @ \$100.00	_____	_____
TOTAL	_____	_____

(MasterCard/Visa Only)

Credit Card # _____ Exp. Date _____

For more information please call 951-1999

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Faculty Positions

The following ads, for faculty positions beginning in September 2000, will appear in national and regional publications in October and November:

Tenure-track Assistant Professor in American Literature, specialty in minority literature, especially African American. Ph.D. or dissertation near completion. Liberal Arts university with strong teaching emphasis; 4 courses per semester. Send letter, CV, one-page philosophy of teaching, postmarked no later than 11/30/99, to Patricia B. Haberstroh, Chair, English, La Salle University, 1900 W. Olney Ave., Phila., PA. 19141. AA/EOE. Minority candidates encouraged to apply.

Tenure-track Assistant Professor writing/technology specialist to teach a variety of advanced courses in writing track. Expertise with industry-standard software in desktop publishing and other electronic media. Ph.D. or commensurate experience; teaching experience required. Liberal Arts university with strong teaching emphasis; 4 courses per semester. Contingent upon funding during this budget period. Send letter, CV, one-page philosophy of teaching, postmarked no later than 11/30/99, to Patricia B. Haberstroh, Chair, English, La Salle University, 1900 W. Olney Ave., Phila., PA 19141. AA/EOE.



La Salle University

DIRECTOR OF ACCOUNTING AND BUDGETS
PHILADELPHIA, PA 19141-1199 • 215/951-1050 • FAX 215/951-1799

Assistant Director of Accounting and Budgets

The Business Office has an immediate opening for an Assistant Director of Accounting and Budgets.

Position responsibilities include: administering the University's legacy budget and accounting systems, preparing the University Financial Report, coordinating the fiscal year-end closing process and annual audit and supervising assigned staff.

Position qualifications include:

- BS in Accounting
- experience in higher education accounting
- experience supervising staff members
- preferably 5 years of work experience demonstrating progressive responsibility
- experience with computer software, both mainframe accounting packages, preferably Colleague, and the Microsoft Office suite
- Demonstrated ability to:
 - Work with little supervision
 - Use mainframe ad hoc reporting programs
 - Utilize knowledge and experience to figure out how things were done without being given formal training or direction
 - Communicate well in writing and orally
 - Cooperate with others and operate in a team environment
 - Solve problems
 - Take initiative on and responsibility for projects
 - Plan, organize, delegate and accurately complete work within deadlines

Interested individuals should submit a letter of interest with salary requirements, resume and the names and phone numbers of 3 professional references by October 8, 1999 to:

Christina M.T. Mahoney
Director of Accounting and Budgets
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141

La Salle University is an Affirmative Action/Equal Opportunity Employer

POSITION AVAILABLE

Assistant Registrar

The Registrar's Office is seeking an Assistant Registrar to join its professional staff.

The Assistant Registrar will assist the Registrar with statistical reporting, surveys and requests for student and faculty data, and overseeing transfer credit. Other responsibilities include course and catalogue review, degree audit, diploma ordering, final exam scheduling, grades management, pre-registration and registration planning and processing.

Qualifications include: a Bachelor's degree, 2 years experience in an office responsible for records development and maintenance, familiarity with database software, preferably with SCT Banner, and/or with conversion from one database system to another. Preference will be given to candidates with academic computing experience.

Full benefits package includes tuition remission, paid vacation, life, disability, health and dental insurance.

Interested persons should submit a resume, 2 letters of recommendation, and salary requirements to:

Dominic J. Galante
University Registrar
La Salle University
Philadelphia, PA 19141

La Salle University is an Equal Opportunity/Affirmative Action Employer



La Salle University

ACCOUNTS PAYABLE & PURCHASING DEPARTMENT
PHILADELPHIA, PA 19141-1199 • 215/951-1864 • FAX 215/951-1799

TO: The Campus Community

FROM: Joanne Konczyk, Manager, Accounts Payable & Purchasing

DATE: September 22, 1999

SUBJECT: Position Available

There is an immediate opening in the Business Office for an Accounts Payable/Purchasing Clerk. This position requires initiative, attention to detail, filing skills and a working knowledge of computers. Prior Accounts Payable/Purchasing experience is helpful but not necessary. Working knowledge of Microsoft Word and Excel are preferred. Full benefits package including tuition remission.

Interested individuals should submit a resume to:

Manager, Accounts Payable/Purchasing
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141-1199

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



La Salle University

Bursar's Office

PHILADELPHIA, PA 19141-1199 • 215/951-1055 • FAX 215/951-1799

TO: The Campus Community
FROM: Christal L. Claiborne, Bursar
DATE: September 22, 1999
RE: POSITIONS AVAILABLE

ACCOUNTING ASSISTANT

Duties include handling customer inquiries and collection of student receivables. Prior collections experience is helpful. Full benefit package including tuition remission.

CUSTOMER SERVICE REPRESENTATIVE

Duties include handling customer inquiries and cashiering. Prior customer service experience is helpful. Full benefit package including tuition remission.

Both of these positions require initiative, attention to detail, excellent customer service and problem solving skills. Interested candidates should submit a resume with salary requirements and three business references to:

Bursar's Office
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141
AA/EOE