Activities Fair in the Union Ballroom, January 26
# Neo-African Drums ’n Dance
## Spring 2012 Calendar

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Activities Fair</td>
<td>Thurs. 1/26</td>
<td>12:30 p.m.</td>
<td>Union Ballroom</td>
</tr>
<tr>
<td>2. Charlotte/La Salle Bball</td>
<td>Wed. 2/1</td>
<td>7 p.m.</td>
<td>Tom Gola Arena</td>
</tr>
<tr>
<td>3. A Celebration of Music</td>
<td>Sat. 2/4</td>
<td>2 p.m.</td>
<td>Arcadia University</td>
</tr>
<tr>
<td>4. Black History Month</td>
<td>Th. 2/9</td>
<td>6 p.m.</td>
<td>Treetops</td>
</tr>
<tr>
<td>5. Black History Month</td>
<td>Fri. 2/10</td>
<td>2 p.m.</td>
<td>D.U.E. Season Charter School, Camden, NJ</td>
</tr>
<tr>
<td>6. Kappa Alpha Psi</td>
<td>Sat. 2/11</td>
<td>8 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>7. Showcase</td>
<td>Fri. 2/17</td>
<td>6 p.m.</td>
<td>Philadelphia Univ.</td>
</tr>
<tr>
<td>8. Africa Day</td>
<td>Sat. 2/18</td>
<td>1:45p-2:15, 3:30-4</td>
<td>Penn Museum</td>
</tr>
<tr>
<td>9. Senior Citizens Outreach</td>
<td>Wed. 2/22</td>
<td>2:30 p.m.</td>
<td>NE Senior Center</td>
</tr>
<tr>
<td>10. Community Development</td>
<td>Thurs. 2/23</td>
<td>6 p.m.</td>
<td>Holy Redeemer Hospital</td>
</tr>
<tr>
<td>11. Senior Citizens Outreach</td>
<td>Sat. 2/25</td>
<td>7:30 p.m.</td>
<td>Lafayette Redeemer</td>
</tr>
<tr>
<td>12. Multicultural Show</td>
<td>Fri. 3/16</td>
<td>7 p.m.</td>
<td>Rodden Theater</td>
</tr>
<tr>
<td>13. Formal Open House</td>
<td>Sat. 3/24</td>
<td>11a-2p</td>
<td>Widener University</td>
</tr>
<tr>
<td>14. Health Fair</td>
<td>Thurs. 3/29</td>
<td>12:15 p.m.</td>
<td>Union Ballroom</td>
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</table>
### The Music Society
**Spring 2012 Calendar**

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<td>2. Black History Month</td>
<td>B&amp;G</td>
<td>6 p.m.</td>
<td>Thurs. 2/16</td>
</tr>
<tr>
<td>(Music of Black Performers)</td>
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</tr>
<tr>
<td>3. Black History Month</td>
<td>Treetops</td>
<td>6 p.m.</td>
<td>Tues. 2/21</td>
</tr>
<tr>
<td>(Music of Black Performers)</td>
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<td></td>
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</tr>
<tr>
<td>4. Multicultural Show</td>
<td>Rodden Theater</td>
<td>7 p.m.</td>
<td>Fri. 3/16</td>
</tr>
<tr>
<td>5. Rock with Lunch</td>
<td>Olney 102</td>
<td>12:30 p.m.</td>
<td>Thurs. 3/22</td>
</tr>
<tr>
<td>6. Concert Series</td>
<td>Union Patio</td>
<td>12:30 p.m.</td>
<td>Thurs. 3/29</td>
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<td></td>
<td></td>
<td></td>
<td>Thurs. 4/5</td>
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<td></td>
<td></td>
<td>Tues. 4/17</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Thurs. 5/3</td>
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</table>

### The Dance Society
**Spring 2012 Calendar**

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</tr>
<tr>
<td>3. Dance Program</td>
<td>Rodden Theater</td>
<td>1 p.m. and/or 6 p.m.</td>
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</tr>
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<td>4. Concert Series</td>
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<td></td>
<td></td>
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</tr>
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</table>
Video Recommendations from Connelly Library*

Avoid the cold weather and enjoy a great movie from Connelly Library’s Audiovisual Department. Visit us in the AV department on the lower level of Connelly Library or call 215.951.1295 with questions or video suggestions.

“Story of a South Philadelphia Irish American family in crisis, set over the course of a year against the background of a string band preparing for the annual New Year’s parade. When Mike McMonogul and Lisa, his wife of 36 years, separate, their children suffer quietly. While Lisa avoids confrontation, Mike works to lead his South Philadelphia String Band to victory in Philadelphia’s annual Mummer’s Parade. The New Year Parade is a unique discovery film, mixing actors and non-actors, documentary footage and fiction, to take a closer look at how divorce can affect young people.”

Butch Cassidy and the Sundance Kid (1969)
“The Sundance Kid is the frontier’s fastest gun. His partner, Butch Cassidy is always dreaming up new ways to get rich fast. If only they could blow open a baggage car without also blowing up the money-filled safe inside. So Butch and Sundance pack their guns, put on new duds and, with Sundance’s girlfriend, head down to Bolivia.”

The Three Burials of Melquiades Estrada (2005)
“Needing to keep his honor-bound commitment, Texas ranch foreman Pete returns the body of illegal Mexican immigrant ranch-hand Melquiades Estrada to his preferred resting place in the Mexican wilderness. Estrada had been accidentally shot by Mike, a newly-arrived U.S. border patrolman. Pete forces Mike to participate in his cross-country ritual of duty -- a voyage filled with revenge and redemption that will change both men forever -- and bring some semblance of meaning to the senseless death of Pete’s good friend.”

Bright Star (2009)
“Nineteenth century poet John Keats and the girl next door, Fanny Brawne started out as unlikely lovers who were totally at odds with each other. However, when Brawne offers to help Keats nurse his seriously ill brother, the two soon became involved in an unstoppable romance that only his untimely death at age 25 could bring to a shattering end.”

Broadway Danny Rose (1984)
“A theatrical agent, Broadway Danny Rose, attempts to revive the sagging career of an overweight, aging lounge singer, Lou Canova. Danny has booked Lou at the Waldorf, but Lou won’t go on unless his girlfriend Tina is there on opening night. Danny’s quest is to round up Tina, an attempt that lands him right in the middle of a gangland battle.”

*Summaries taken from the Connelly Catalog
Featured Photos

Jane Irish lecture in Olney

Klare Scarborough, Jane Irish, and Carmen Vendelin

“Prezi” Presentation with Bill Weaver

IT training session for student workers

Staff and students at the Activities Fair
SPRING 2012 EXPLORER FITNESS SCHEDULE
(January 23 through April 26)

Monday (5:00-6:00 p.m.), Sts. Edward & Francis Lounge
Class: Zumba
Zumba combines high-energy and motivating music with unique moves and combinations that allow participants to dance away their worries. This Latin-based exercise class is fun and easy to do. No dance experience required.

Instructor: Heather Grossmuller
Start/End Date: January 23 – April 23
*There will be no class on March 5 and April 9.

Tuesday (8:00-9:00 a.m.), Sts. Edward & Francis Lounge
Class: Flip Fitness
Flip Fitness is a quick, intense workout that will help you get into a fit body! With levels that can meet the needs of the beginner exerciser to the workout expert, we will be doing body weight and cardio exercises that fit the needs of everyone.

Instructor: Kara Harpel
Start/End Date: January 24 – April 24
*There will be no class on March 6.

Wednesday (1:00-2:00 p.m.), Sts. Edward & Francis Lounge
Class: Flip Fitness
Flip Fitness is a quick, intense workout that will help you get into a fit body! With levels that can meet the needs of the beginner exerciser to the workout expert, we will be doing body weight and cardio exercises that fit the needs of everyone.

Instructor: Kara Harpel
Start/End Date: January 25 – April 25
*There will be no class on March 7.

Wednesday (5:00-6:00 p.m.), Sts. Edward & Francis Lounge
Class: Yoga
This awakening, mindful experience pays special attention to breathing. Excellent for developing grace, flexibility, core strength, balance, muscular strength and stress reduction. Appropriate for students of all levels.

Instructor: Karen Carroll
Start/End Date: January 25 – April 25
*There will be no class on March 7.

Thursday (5:00-6:00 p.m.), Sts. Edward & Francis Lounge
Class: Cardio Core
An intense workout designed to strengthen your core muscles, while increasing your heart rate.

Instructor: Rob McIntosh
Start/End Date: January 26 – April 26
*There will be no class on March 8 and April 5.

All group fitness classes are free and open to all current La Salle students, faculty and staff members. Classes are located in the Sts. Edward & Francis lounge. Participants must have valid La Salle University ID to attend.
Call for artwork submissions

Sixth Annual La Salle University Student, Staff, & Faculty Art Exhibition

Participation: All La Salle students, staff, and faculty who are not professional, exhibiting artists can participate.

Guidelines: Submissions are invited in all visual art media including but not limited to photography, mixed media, and digital art as well as drawing, painting, printmaking, and sculpture. Two-dimensional artwork must arrive framed and/or ready to hang on the wall with hardware for hanging attached. Three-dimensional artwork will require a base for display. Dimensions of all works must fall between a minimum of 4” and a maximum of 4’ for any one side. The exhibition of artwork will be at the sole discretion of the judges.

Submissions: Submissions cannot be considered without a signed submission form. (See the form on the next page.) Work may be submitted to the Art Museum between February 13 and February 16, 2012 at noon. The Art Museum, located in the lower level of Olney Hall, is staffed from 8:30-4:30 M-F. One entry per person, please.

Exhibition: Artwork selected for inclusion will be on-view February 17-March 1, 2012.

Awards: Awards for excellence will be given in two categories, one for current students, and one for staff and faculty. The awards ceremony will be held in the Community Art Gallery at the La Salle University Art Museum on Friday, February 17, 2012, at 1:00 p.m. during free period.

For more information, please contact Michele Mesica at ext. 1221 or e-mail mesica@lasalle.edu
**La Salle University Student, Staff, and Faculty Art Exhibition**  
**February 17 – March 1, 2012**  

**Submission Form**

Work may be submitted to the Art Museum beginning February 13, 2012. The deadline for submissions is Thursday, February 16 at noon. The Art Museum, located in the lower level of Olney Hall, is staffed 8:30-4:30 M-F. One entry per person, please.

Submissions will not be considered without this signed form. Two-dimensional artwork must arrive framed and/or ready to hang on the wall with hardware for hanging attached. Sculpture and other 3-D submissions must include a pedestal for display.

*Artwork dimensions must fall between a minimum of 4” and a maximum of 4’ for any one side.

Name: ___________________________________________________
Address: _________________________________________________
Phone number(s): __________________________________________
Email: ___________________________________________________

Title of work: ______________________________________________
Year created: ______________________________________________
Medium: ___________________________________________________
Dimensions: ________________________________________________

*Please be sure to include your e-mail address. If your work is not selected for inclusion, we will notify you by e-mail. All work must be picked up by Friday, March 2, 2012. Due to storage constraints, it is not possible to keep works beyond these dates. Any artwork not picked up by these deadlines will have to be discarded.

By signing this waiver you acknowledge that your work will not be insured by La Salle University or the La Salle University Art Museum and that you are submitting your artwork at your own risk. The University, Museum, and La Salle employees cannot be held responsible for any loss or damage that may be incurred. Inclusion of artwork in this exhibition will be at the sole discretion of the judges.

Signature: ___________________________________________________
Date: _________________________

Please contact Michele Mesisca at extension 1221 or e-mail mesisca@lasalle.edu with any questions.
WHO AM I?

The following Lasallians correctly identified Brother Art Bangs:

Rosemary Convery
Ling Liang, Ph.D.
Sister Betty McDonald
Lane Neubauer, Ph.D.
Dina Olesiask

If you have a photo of yourself from the past and would like to be featured, please send it along with a clue to campusnews@lasalle.edu or to Campus News, Box 187. All prints of photos will be scanned and returned.

The next photo will appear in the February 3 issue.
Spring 2012 Explorer Cafés

Free food and great conversation among friends
Explorer Cafés are every Wednesday at
3:00p.m. in the Holroyd Atrium

(exact titles subject to revision)

1. **January 25 (First Café)**
   *Can a Curriculum Be Politically Neutral?*
   *(Special Fishbowl Café)*
   Facilitated by members of the Explorer Café committee

2. **February 1**
   *The Police Response to the Occupy Movement: Since When Are Citizens the Enemy?*
   Facilitated by Brian Wyant, Ph.D., Sociology and Criminal Justice Department

3. **February 8**
   *Dying in America: Why Is It So Complicated?*
   Facilitated by Mary Wilby, Ph.D. (c), MSN, RN, CRNP, Nursing Program, School of Nursing and Health Sciences

4. **February 15**
   *Is All the World a Stage?*
   Facilitated by James Jesson, Ph.D., English Department

5. **February 22**
   *How to Get Fired in 140 Characters or Less?*
   Facilitated by MarySheila McDonald, Esq., Associate Dean, School of Business; and Ed Nickerson, Chief Information Officer, Information Technology

6. **February 29**
   *Coming of Age: Who Are the Millennials and Where Are They Going?*
   Facilitated by Julianna Gwiszcz, MSW, Director of The Explorer Connection

*Continued on the next page*
7. March 14
   Top Five Myths About Immigrants
   Facilitated by Charles Gallagher, Ph.D., Chair, Sociology and Criminal Justice
   Department

8. Tuesday, March 20, 5:00pm. (please note special day and time)
   (Special Grad Community Café as part of Heritage Week 2012)
   Goals: Highways to Happiness or Deceiving Dead-Ends?
   Facilitated by LeeAnn Cardaciotto, Ph.D., Graduate Psychology Program

9. March 28
   Tracing the Paths of Social Networking: How Connected Are We?
   Facilitated by Janet Ferson, Ph.D., Mathematics and Computer Science Department

10. April 4
    The Role of Poetry in the Age of Protest: Do Words Have That Power?
    Facilitated by James Mancinelli, MS CCC-SLP/L, Director of Clinical Education,
    Speech-Language-Hearing Science Programs, School of Nursing and Health Sciences

11. April 11
    The Great Migration: What Does it Tell Us About Race and Discrimination in America?
    Facilitated by Huntly Collins, MA, Communication Department; John Beatty, Ph.D.,
    English and DArt Departments

12. April 19
    Should Insurance Companies Have the Right to Deny Health Insurance Based on Pre-
    Existing Conditions?
    Facilitated by Jennifer Sipe, RN, CRNP, CWOCN, Nursing Program, School of Nursing
    and Health Sciences

13. April 25 (Final Café of the semester)
    (part of the Philadelphia Science Festival: April 20-29, 2012)
    It’s All Natural and Organic! What You Don’t Know Might Hurt You
    Facilitated by William Price, Ph.D., Chair, Chemistry and Biochemistry Department
January Health Tip!

About one third of U.S. adults are obese. During the past 20 years, there has been a dramatic increase in obesity in the United States.

Obesity related conditions include heart disease, stroke, type-2 diabetes, and certain types of cancer.

Assess your weight through BMI

\[
BMI = \frac{\text{Weight in Pounds} \times 703}{\text{Height in inches}^2}
\]

Less than 18 – underweight
18.5 to 24.9 – normal
25.0 to 29.9 – overweight
30.0 or higher – obese

Did you know?
2 sodas/day for one year = 63 pounds of sugar consumption = 110,500 calories!

5 Easy Weight Loss tips!

- Drink water instead of soda or juice.
- Take the stairs instead of the elevator.
- Eat only when you’re hungry.
- Eat seasonal fruits and vegetables for a healthy snack.
- Eat a healthy breakfast.

Brought to you by S.N.A.P. and the Health Advisory Committee
Attention La Salle Faculty and Staff: Join your colleagues for . . .

Civility in the Workplace

Join us for a new staff development workshop on Civility in the Workplace. This training workshop will focus on language and behaviors that are inappropriate. We will explore ways to overcome stereotypes and develop appropriate language and behavior that is acceptable in today's work environment.

Location: Conference Room on the first floor of HR (Human Resources) Department, in the David L. Lawrence Administration Building on the Main Campus

Dates: Wednesday, Feb.1, 2012, 1:00 p.m. to 2:00 p.m. Thursday, Feb. 9, 2012, 1:00 pm. to 2:00 p.m.
Monday, Feb. 13, 2012, 1:00 p.m. to 2:00 p.m. Tuesday, Feb. 21, 2012, 1:00 p.m. to 2:00 p.m.

What will you learn? Impact of language on others, myths about people with disabilities, a model for changing behavior and language at work

How will you learn? Interactive exercises, lecture, discussion, case study

How do I register or ask for more information? Contact Paul Roden at ext. 3607 or roden@lasalle.edu.
To: La Salle Community
From: Arthur Grover, Assistant Vice President, Security and Safety
Date: January 27, 2012
Subj: Driver Safety Awareness Program

The Driver Safety Awareness Session will be given on **Wednesday, February 8, 2012 from 1:00 p.m. to 2:00 p.m.**

The program will be presented in Good Shepherd Hall, Security Conference Room 103

University policy requires that the operator of any University vehicle possess a La Salle University Operator’s Permit. Policy also requires that operators previously certified need to renew their permit every three years. Consequently, new employees and students wishing to operate University vehicles and those employees and students that have been previously certified but whose permit is set to expire, are invited to attend the above referenced sessions. All attendees will need to show a current driver license in order to receive an Operator’s Permit.

Additional sessions will be scheduled throughout the year on dates that are not yet determined.

Please e-mail Dennis Nast at nast@lsalle.edu if you will be attending.
The Police Response to the Occupy Movement: Since When Are Citizens the Enemy?

Facilitated by Brian Wyant, Ph.D., Sociology and Criminal Justice Dept.

Wednesday, February 1, 3:00 p.m.
Holroyd Atrium. Free Food.

What do the war on crime, war on drugs, and war on terror have to do with the police response to the occupy movement? Are police departments now a SWAT team for the city’s health department? Who are the police protecting?

This café will explore the difficulties of policing protests, what an increasingly militarized police force means for the occupy movement, and whether preserved quality of life for downtown residents and freedom of expression are mutually exclusive.

Explorer Cafés are every Wednesday at 3:00p.m.

Questions or comments? Contact Julianna Gwiszcz (gwiszczj1@lasalle.edu).
From the President’s Office

Job Opportunities

Cristo Rey High School is excited to announce the launching of the search for founding faculty and administrative team members. Recruiting a team full of all-stars is the single most important step they can take to ensure their future success and they need our help. Please forward this announcement to anyone you think would be a good fit for their team. The individuals they hire will join them as founders of one of Philadelphia’s most promising educational options for young men and women from families with limited financial resources. The work is as exciting as it is demanding. Help them recruit the very best faculty and administrators for Cristo Rey Philadelphia. The following ten positions are currently available:

Founding Faculty Member (6 disciplines):
- English
- Mathematics
- Science
- Latin
- Religious Studies
- Health & Fitness Instructor/Athletic Director
- Dean of Students
- Student Counselor
- Director of Campus Ministry & Student Activities
- Director of Pathways Program

Visit their website: [http://www.phillycr.org/](http://www.phillycr.org/) and click on the “Join the Team” link to access more information about our application process and detailed descriptions of the role and responsibilities of each position. Thank you for your assistance.
TO:        La Salle University Community
FROM:      Rebecca L. Horvath
           Assistant Vice President for Finance and Administration
DATE:      January 27, 2012
SUBJECT:   Office Depot Discount Program

In continued partnership with the University’s office supply vendor, Office Depot, we are pleased to announce the Office Depot Discount Program. La Salle University faculty, staff, and students are eligible to receive a 15% discount for purchases.*

To take advantage of this discount, simply log in to the MyLaSalle portal. Under the Life @La Salle tab, click the link to the customized Office Depot site under Discounts and Deals. Follow the steps to create your personal Office Depot account.

Office Depot provides the following benefits through this program:

- Significant savings off our already low commercial pricing,
- Standard discount program available by accessing this site with your username and password or at the store by pre-registering your credit card—no need to identify yourself as a La Salle University employee to receive the program discount if you utilize the two methods described above,
- One-time, quick and easy registration through our automated online system,
- 12 months of purchase history available at your fingertips through our award-winning Web site,
- No hassle returns through our Web site or by contacting customer service.

*Some exclusions apply
Faculty Senate Minutes  
November 8, 2011

Present: Welsh, Blum, Smith, McMonigle, Gauss, Chia, Musser, Falcone, Allen, Mosca, Price, Yost, Desnoyers, Dillon, Ruiz, Ballough

Excused: Zetick, Borkowski, Balchunis, Cichowicz, S. Smith

Approval of Minutes
The Minutes of October, 20, 2011 were approved with a vote of 13-0-1.

Updates
Clinical Faculty Track
The Provost will form a working group composed of three faculty from the Academic Affairs Committee and a representative from each of the three schools, selected by the respective Deans, to work on proposal for a Clinical Faculty Track positions. Cesar Ruiz will represent the Senate on the working group. It was discussed that these positions could involve all Schools and that other universities have similar faculty appointments. A change in the Handbook would be required with the new type of faculty appointments.

Plan for Teaching Effectiveness (PTE)
Frank Mosca presented a draft of a Plan for Teaching Effectiveness which has been endorsed by the Faculty Development Committee. This plan puts teaching effectiveness strategies into the hands of the faculty and is a reflective/formative process encouraging the improvement of teaching and a complementary tool to student evaluations for faculty in the tenure and promotion process. Discussion involved how the plan allows one to capture development over a longer period with more depth. It was suggested that the current guidelines in the Handbook need to be reviewed. The Senate Executive Committee will meet with the Provost concerning the PTE.

Adjourned at 1:40 p.m.

Respectfully Submitted,
Mary Ellen A. McMonigle, Secretary
Upcoming Home Events
January 28 – February 4

Women’s Basketball @ Gola Arena
Sat., Jan. 28  St. Bonaventure  1:00 p.m.
Sat., Feb. 4  Massachusetts  7:00 p.m.

Men’s Basketball @ Gola Arena
Wed., Feb. 1  Charlotte  7:00 p.m.

Men’s Basketball @ Palestra
Sat., Feb. 4  Saint Joseph  12:00 p.m.

GO EXPLORERS!
Neo-African Drum ‘n Dance

DON’T MISS THE HALFTIME PERFORMANCE

Men’s Basketball vs. Charlotte
Wed. February 1 7:00 p.m.
Tom Gola Arena
Library Technician – Circulation Department

The Circulation Department of the Connelly Library has a full-time Library Technician position available. The Library Technician works under the direction of the Evening Circulation Desk Supervisor. This position provides access services to the La Salle community, including general public service assistance, circulation and reserve assistance at the Circulation Desk, creating and editing content for the Library’s digital collections, and maintaining the Library’s physical book collections. This position requires good interpersonal skills, basic computer skills, and the ability to work unsupervised.

*Normal hours for this position are Sunday, noon – 8 p.m.; Monday – Wednesday, 4:00 p.m. – Midnight; and Saturday, 10:00 a.m. – 6:00 p.m.* 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.

Applicants should submit a detailed résumé and three business references by **February 13, 2012**, to the following:

**Christopher Kibler**  
Connelly Library  
La Salle University – Box 810  
1900 W. Olney Ave.  
Philadelphia, PA 19141  
kibler@lasalle.edu

**AA/EOE**

*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).*
Library Technician – Circulation Department

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Normal hours for this position are Sunday Thursday, 4:00 p.m.–midnight. 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.

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La Salle University - Box 810
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Philadelphia, PA 19141
kibler@lasalle.edu

AA/EOE

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.
Administrative Assistant to the Assistant Vice President for Finance and Administration

The Office of Finance and Administration is currently seeking an Administrative Assistant reporting to the Assistant Vice President for Finance and Administration (AVPF). The Administrative Assistant is a highly responsible position requiring minimal supervision and the ability to act independently. The position performs a wide variety of office management and administrative support responsibilities at the executive level for the Assistant Vice President for Finance and Administration. Responsibilities include, but are not limited to, maintaining a calendar and coordination of meetings, preparing and editing general correspondence and other documents, managing incoming and outgoing mail, responding to visitors and telephone calls, filing of correspondence and other documents, and managing the daily operations of the AVPF office. This position is a customer service-oriented position.

Applicants should have appropriate experience or demonstrated abilities through related job experience to successfully perform the responsibilities. A thorough working knowledge of administrative support operations, strong communication skills, proficiency in Microsoft Office or similar software, ability to meet deadlines, work independently and collaboratively, and work in a fast paced environment is essential. This position offers a full benefits package, including tuition remission.

To apply, send cover letter, résumé, salary requirements, and three (3) references to the following:

Rebecca L. Horvath
Assistant Vice President for Finance and Administration
LaSalle University
1900 W. Olney Ave.
Philadelphia, PA 19141
Fax: 215.951.1182
E-mail: fajobs@lasalle.edu

AA/EOE

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.
Procedures for Submitting Items for Inclusion in the Campus News

All information for the General, Academic, Minutes, or Athletic sections—with or without graphics and photos—must be submitted electronically either:

- via the “Submit an item” form in the Media and Publications channel on the News and Media tab of the portal,
- via e-mail to the campusnews@lasalle.edu. (The article title must be included in the subject line of the e-mail), or
- via CD sent to Campus News, Box 187.

Submissions can be sent with graphics and photos laid out with the text or sent with the text and graphics separately. Please submit flyers and circulars as attachments in Microsoft Word or as PDF files. Please submit photos as JPEG files.

Letterhead or logos with submissions must conform to the approved standards explained and illustrated in the Brand Book published and distributed by University Communications.

All photos and graphics (clip art, logos other than La Salle’s) must have their owners’ permission to be reproduced. If you submit them with your information, you are responsible for gaining this permission.

All employment listings must be submitted first to Human Resources for approval (for more information, contact Chris Mickel at 215.951.1052).

Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: Wednesday at 4 p.m.
- New Positions of Employment at La Salle University: Monday at 2 p.m.