POsITION  Office Assistant (Spring 2019)  

POSTED  12/12/2018  

DUTIES
Answering phones, preparing mass-mailings, word-processing, photocopying, and other miscellaneous office duties and errands.

REQUIREMENTS
Exhibit professional manner on phone and in-person dealing with campus personnel, students, and visitors. Understand need for dependability and punctuality in attendance and in work projects. Must be trustworthy due to confidential nature of materials produced in the President's Office.

Word processing skills and knowledge of office equipment are required. Qualified applicants must be knowledgeable with Microsoft Word, Excel, PowerPoint & Access, be a self-motivated student approved for work study, and demonstrate excellent communication skills.

Job requires a high-level of accuracy in assignments.

Student should maintain a 3.0 GPA to be considered for this position.

Freshman and Sophomore students encouraged to apply. Availability to work during winter and summer breaks preferred.

Please stop by the President's Office in Carver Hall or e-mail an application. Inclusion of resume and cover letter with application encouraged

DEPARTMENT  Office of the President

CONTACT  Christa Lamoreaux

AID TYPE  Federal or State

PHONE  389-4526

E-MAIL  clamoreaux@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Student Office Assistant
POSTED  11/30/2018

DUTIES
Processing Mailings, Entering various budget data from Excel worksheets to SAP, comparing numbers for accuracy, filing, other duties as assigned

REQUIREMENTS
Basic knowledge of Excel preferred.
Ability to follow oral and written instructions.
Ability to learn a written process after completing it a few times.
Work initiative, confidentiality and accuracy required.
Friendly, courteous student with ability to work well with others.
Prefer Freshmen/Sophomore who can work summers
Ongoing position available January 7, 2019.

DEPARTMENT  Budget Office

CONTACT  Audra Halye  PHONE  389-4700

AID TYPE  State  E-MAIL  ahalye@bloomu.edu
POSITION  Student Ambassador

POSTED  10/16/2018

DUTIES
The College of Science and Technology is hiring enthusiastic students to serve as Student Ambassadors. A student ambassador will assist with college-wide recruitment efforts in a variety of ways. This paid, work-study position is 5 – 10 hours per week, including weekend and off campus events. Student Ambassador hours of operation normally will be working Monday through Friday from 10:00 am until 4:30 pm., occasional nights and weekends as needed for the position. Duties to be performed by the Student Ambassadors include:
1. contact perspective students via telephone and email
2. escort perspective students and families on tours
3. attend Open House, Husky Decision Days, and other BU recruiting events
4. visit local and/or regional schools for recruitment events
5. utilize social media as a recruitment tool

REQUIREMENTS
To apply, please submit a completed application, resume, and 1 letter of recommendation from a BU faculty member to Ms. Angela Ciucci, Hartline Science Center 176. Letters of recommendation should be sent to Ms. Ciucci directly from the BU faculty member via email to aciucci@bloomu.edu. All applications must be received by Monday October 29, 2018. Thank you!

DEPARTMENT  College of Science & Technology

CONTACT  Ms. Angela Ciucci  PHONE  
AID TYPE  Federal or State  E-MAIL  aciucci@bloomu.edu.
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Sports Information Work Study Position (3 positions)
POSTED  8/31/2018

DUTIES
The Bloomsburg University office of Sports Information and Athletic Marketing is looking for outgoing and enthusiastic students to serve as the official mascot (Roongo) performer of the university. Duties include performing at various sporting events (on and off campus), various university and community events and be available for photo opportunities as needed (dependent upon class schedule).

REQUIREMENTS
The student(s) must be between 5’7” and 5’11” inches tall, be in good physical condition and must pass a mascot performer test. The students chosen must understand the seriousness and responsibility of the mascot role and the privilege of representing the University and the community. If interested in learning more about this important role, please contact Donna Gillaspy at dgillasp@bloomu.edu or by phone at 570-389-4411.

DEPARTMENT  Communications
CONTACT  Donna Gillaspy  PHONE  389-4411
AID TYPE  Federal or State  E-MAIL  dgillasp@bloomu.edu
POSITION  Exercise Science Adult Fitness Ctr Monitor

POSTED  8/23/2018

DUTIES
The department of Exercise Science is looking for one or two monitors to supervise the Adult Fitness Center (Centennial Hall 135) during open hours (Monday, Wednesday and Friday 6:30 -8:00am andd Tuesday and Thursday 5:00-6:30 pm). This hire is for the upcoming academic year, starting at the beginning of the fall, 2018 semester. Duties for the job include: opening and closing the facility, cleaning and re-stacking the exercise equipment, spotting individuals during lifts, ensuring that patrons sign in and complete necessary paperwork for facility use, giving orientations to new exercisers, reporting necessary repairs to the director, offering exercise tips/guidance, responding in an emergency, etc. We expect this person to be proactive in assisting and attending to patrons (eyes and ears free from electronics, offering assistance, etc.).

REQUIREMENTS
The applicant must be an Exercise Science student, who holds a current CPR certification. The ideal candidate for the job will be knowledgeable about resistance training techniques and have great social skills. Selected candidates must complete proper paperwork, clearances, and provide a copy of their certification card prior to the start of the semester. The safety of this facility is important to us, thus we look forward to hiring diligent student(s) for this position. We also feel that this is a good experience for students in our major to benefit from working alongside patrons in a fitness facility. If interested, please stop by the Exercise Science Department Office, CEH 121, to complete a Work Study Application.

DEPARTMENT  Exercise Science and Athletics

CONTACT  Dr. Kelly Dauber  PHONE
AID TYPE  Federal or State  E-MAIL
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Athletic Training Student Assistant
POSTED  8/22/2018

DUTIES
Preparation for games and practices, including making water, taping and field set up. Assisting athletic trainers with injury evaluations, injury rehabilitations, and general upkeep of the athletic training room.

REQUIREMENTS
undergraduate student who is not currently an athlete, ability to work afternoons, evenings and weekends. Preferably student in Exercise Science major. Please submit letter of interest regarding why you would desire involvement in the athletic training room to e-mail below.

DEPARTMENT  Athletics-Training
CONTACT  Allison Brooks
PHONE  389-4668
E-MAIL  abrooks@bloomu.edu

POSITION  Student Building Computing Consultant
POSTED  4/9/2018

DUTIES
• Provide first level computer problem resolutions for faculty and staff
• Check job request list and complete problem solving
• Answer phones and provide computer information
• Check emails for any job requests that need to be fulfilled
• Enter job requests as needed
• Keep up to date on knowledge of computer systems
• Setup and install new computer systems
• For the college of business duties include: IMPS (Integrated Media Presentation Stations), computer labs, computer peripherals, some networking and ticker technology knowledge.

REQUIREMENTS
• High level of computer, audiovisual, and peripheral equipment knowledge
• Good interpersonal skills
• Ability to work independently.

DEPARTMENT  Technology Support Services
CONTACT  Gilbert Dobaki
PHONE  389-4397
E-MAIL  gdobak
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Athletic Event Announcer

POSTED 3/23/2018

DUTIES
Reporting to the Director of Athletic Operations, student will announce home athletic contests. Sports include: basketball, wrestling, soccer, field hockey, lacrosse, softball, and baseball. Student will announce starting line-ups, all scoring plays/fouls/foul shots/etc, and advertisements according to a game script provided to the announcer.

REQUIREMENTS
Ability to speak clearly and confidently over the microphone in front of various size crowds. Ability to quickly process game action and relay pertinent information to crowd without delay. General knowledge of various sports, including proficient knowledge of basketball. Must be dependable, detail-oriented, and outgoing. Must commit to working weekends and evenings. Preference given to applicants who can work during University break periods.

DEPARTMENT Athletics-Operating

CONTACT James Updike

PHONE 4371

E-MAIL jupdike@bloomu.edu

AID TYPE Federal or State

POSITION Student Assistant Games Manager

POSTED 3/23/2018

DUTIES
Assist Director of Athletic Operations with game management for home athletic contests (i.e. setup; tear down; ticket sales; scoreboard operator; announcing; etc. Duties will vary according to event).

REQUIREMENTS
Background in athletics helpful. Must be dependable. Must work all home football game dates (limited exceptions).

DEPARTMENT Athletics-Operating

CONTACT James Updike

PHONE 4371

E-MAIL jupdike@bloomu.edu

AID TYPE Federal or State
POSITION  Office Assistant

POSTED  3/5/2018

DUTIES
Answering telephones, message taking, scheduling appointments and greeting office visitors. Deliveries to various campus buildings. Copying, collating, stapling, filing. Handle daily mail duties. Typing various memos, forms, tables, etc.

REQUIREMENTS
Knowledge of various software such as Word, Excel, etc. helpful. Must handle telephones calls and office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must maintain a neat appearance. Work hours are flexible with school schedule. This position is for the Fall 2018 semester. Personal interview will be required.

DEPARTMENT  Management & International Business

CONTACT  Mike Golubiewski  PHONE  389-5325

AID TYPE  Federal or State  E-MAIL  mgolubiews@bloomu.edu